



ANNUAL REPORT 2011

British Columbia Association of Emergency Managers

"Supporting Emergency Management Professionals in British Columbia"

September 23, 2011
Kelowna, British Columbia

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ANNUAL GENERAL MEETING
Friday, September 23, 2011 @ 1900 hrs
Capri Hotel
Kelowna, B.C.

AGENDA

1. Welcome to BC Association of Emergency Managers Annual General Meeting.
 - a. Introduction of the 2011 Board of Directors
2. Call to Order and Confirmation of Quorum.
3. Approval of Agenda
4. Approval of November 23, 2010 Annual General Meeting Minutes.
5. Report from the President of BCAEM.
 - a. Presentation of the Annual Report
6. Treasurer's Report.
 - a. Acceptance of Fiscal 2010 Financial Statements
7. Report from the Nominating Committee:
 - a. Election of President
 - b. Election of Vice-President
 - c. Election of North West Region Director
 - d. Election of North East Region Director
 - e. Election of South West Region Director
 - f. Election of Vancouver Island Region Director
8. Special Recognition of BCAEM Members
9. Guest Speaker – Dan Metcalfe – President, OAEM
10. Adjournment

MINUTES OF 2010 AGM



BCAEM

British Columbia Association of Emergency Managers

“Bringing BC Communities Together”

ANNUAL GENERAL MEETING MINUTES

Sheraton Wall Centre Hotel, Vancouver, BC

Tuesday, November 23, 2010 @ 17:00

Board of Directors Present:

Bill Elsner – President - Chair

Lynn Orstad – Vice President

Christine Rempel – Treasurer

Mike Fournier – Vancouver Island Regional Director

Luana Kaleikini – South East Regional Director

Jim MacDonald – South West Regional Director

Board of Directors Absent:

Alan Stebbing – North Eastern Regional Director

Crissy Bennett – North Western Regional Director

Keith Boswell – Central Regional Director

Ken Neilson - Secretary

Members in Attendance:

Please see attachment "A"

Recorder: Jim MacDonald

The Chair called the meeting to order at 1711 hours

1. Introduction of the 2010 Board of Directors

The Chair introduced the current Board of Directors.

2. Adoption of Agenda

"That the agenda, as amended, be adopted."

Moved by Lynn Orstad, seconded by Sybille Sanderson

...CARRIED

3. Approval of 2009 AGM Minutes

"That the minutes of the 2009 AGM held November 24, 2009 be adopted."

Moved by Dave Tomaz, seconded by Steve Waugh

...CARRIED

4. Notice of Motions:

Lynn Orstad presented a brief historical review of the development of the BCAEM bylaws after which the following motions were presented for consideration

a. Motion 1:

"That the BCAEM Membership Bylaw #5 (a – f) be amended and further that this amendment becomes effective on December 1, 2010."

Moved by S Deborah Jones-Middleton, seconded Tom DeSorcy.

...CARRIED

b. **Motion 2:**

“That the revisions to the BCAEM Constitution, as circulated to the BCAEM membership, be approved and further that these revisions become effective on December 1, 2010. “

Moved by Christine Trefaneko, seconded by Steve Waugh.
After some discussion an amendment to the motion included the removal of “Provincial” from section 3.

Moved by Lisa Axelson, seconded by David Tomaz.

...CARRIED

c. **Motion 3:**

“That the BCAEM Interpretation Bylaw #2 be amended and further that this amendment becomes effective on December 1, 2010. “

Moved by Teresa Sharp, seconded by Deborah Jones-Middleton
(David Tomaz noting his abstention)

... CARRIED

d. **Motion 4:**

“That the BCAEM Board of Directors Bylaw #11(1) be amended and further that this amendment becomes effective on December 1, 2010.”

Moved by Teresa Sharp, seconded Tom DeSorcy
...CARRIED

There was much discussion on this proposed amendment. Christine Trefaneko asked what the change was and the response from the board was that the position of Ex-Oficio Board position be opened up to more than one as needed to be able to bring in non-voting subject matter experts. Rob Johns suggested that the Ex-Oficio Board position be elected or appointed at the AGM. Teresa Sharp suggested that the Board alone should be able to appoint the Ex-Oficio Board position. Rosanna von Sacken suggested that the entire membership should be allowed to vote on any Ex-Oficio Board position. Lynn suggested that we may be able to e-vote. Steve Waugh asked if the current regions would be maintained and might they change if EMBC changed their regions. Lynn Orstad suggested that we could consider changes to BCAEM regions only after consulting with the membership.

5. Presidents Report:

A brief overview of the BCAEM third year of operation.

- January 2010 the board of directors came together for a strategic planning session. Most of the goals set forward at that session have been met or are in the process of being acted upon
- BCAEM continues to be an advocate for emergency management due to the involvement of its various committees and general members
- Current BCAEM membership stands at 160
- Daniel Stevens was invited to talk about the new BCAEM web site and talked of the various features. In general the new website will allow BCAEM to better serve its membership now and in the future
- Bill Elsner explained the new deployment data base initiative. The end result is that anyone needing to staff an active EOC will be able to shop for appropriately trained personnel

6. Treasurer's Report:

The financial statements for 2009 were provided by the Treasurer. The delivery of the emergency training added more work than was anticipated. The Society now has two bank accounts to manage the different funds.

7. Report from the Nominating Committee:

a. **Election of the Treasurer:** Luana Kaleikini was nominated as the new Treasurer by Bill Elsner seconded by Clifford Doherty
...CARRIED

b. **Election of Secretary:** Bill Elsner nominated Ken Neilson to the position of Secretary seconded by Clifford Doherty
...CARRIED

c. **Election of Central Region Director:** Currently this position is vacant. Bill Elsner called for nomination. AS there were no nominations this position remains vacant therefore

members in the region will be contacted to assess interest in the position.

- d. **Election of South East Region Director:** Currently this position is vacant. Bill Elsner called for nomination. AS there were no nominations this position remains vacant therefore members in the region will be contacted to assess interest in the position.

7. Special Recognition of BCAEM Members:

Bill Elsner asked the members to recognize Christine Rempel for her outstanding work as a board member and in particular her tireless work regarding the gaming grants.

Daniel Stevens was also recognized for his work in the development of a first class website.

8. Other Business:

As there was no other business brought forward the door prizes were drawn and awarded.

9. Adjournment:

“That the meeting be adjourned at 1805 hrs.”

Moved by Tom DeSorcy, seconded David Tomaz

...CARRIED

ATTACHMENT “A” - BCAEM ANNUAL GENERAL MEETING – 2010

Members in attendance - 27

Lisa Axelson	Mike Fournier	Jon (Mitch) Mitchell	Elizabeth Thomson
Jason Brolund	Ron Hull	Lynn Orstad	David Tomaz
Diane Cullen	Rob Johns	Christine Rempel	Christine Trefaneko
Keith Davies	Luana Kaleikini	Sybille Sanderson	Rosanna von Sacken

Tom DeSorcy	Bruce Kerr	Teresa Sharp	Steve Waugh
Clifford Doherty	Heather Lyle	Daniel Stevens	Gary Burford
Bill Elsner	Jim MacDonald	Marianne Stone	

Members represented by Proxy - 12

Crissy Bennett	Mark Coderre	Terry Martin	Roger Poulton
Rob Bennett	Jani Drew	Dorit Mason	Homaida Razack
Ryan Carignan	Pete Learoyd	Ken Neilson	Howie Siemens

Guests (General Public - 3)

Miranda Miles	Jan Schneider	Bev Stenning	
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ANNUAL REPORT 2011

British Columbia Association of Emergency Managers

MISSION

"The British Columbia Association of Emergency Managers supports its diverse membership in their efforts to enhance emergency management initiatives in British Columbia. The Association will accomplish this by providing and maintaining resources that support emergency management professionals to build comprehensive, integrated and effective emergency management programs."

VISION

"Supporting Emergency Management Professional in British Columbia."

VALUES

Integrity: We value integrity, we do what we say we will do; we keep confidences, do the right thing, reveal our decision making process and use consistent and objective standards.

Responsiveness: We value responsiveness, we respond to inquiries and requests in a timely manner; we use data and feedback to improve service delivery to the membership.

Collaboration: We value collaboration; we work in partnership towards shared goals, share information, do our part by participating fully and align with mutual interests.

Intellectual Rigor: We value intellectual rigor, we think critically, challenge assumptions and identify the unknown.

Diversity of Thought and Perspective: We value diversity of thought and perspective; we challenge the status quo, solicit and respectfully consider different perspectives and include individuals with different backgrounds, ideas and viewpoints.

Exceptional Quality: We value exceptional quality, we strive towards excellence, deliver products and services that reflect the BCAEM "brand" and endeavor to exceed members and colleagues expectations.

BOARD OF DIRECTORS – 2011

PRESIDENT

Bill Elsner

VICE PRESIDENT

Lynn Orstad

TREASURER

Luana Kaleikini

SECRETARY

Ken Neilson

DIRECTORS

Crissy Bennett – North West Region

Alan Stebbing – North East Region

Carol Lind – South East Region

Jim MacDonald – South West Region

Jason Brolund – Central Region

Mike Fournier – Vancouver Island Region

PAST PRESIDENT

Vacant

PRESIDENT'S REPORT

As BCAEM enters our fourth year as a professional association there are certainly no shortage of disasters and emergencies to keep our members busy and engaged. My hope is that along with the increase in these events, governments and industry will respond by hiring staff and increasing budgets to emergency management programs.

This past year BCAEM has been active on a number of fronts. Letters were written to the Federal Government challenging the \$20 million cutbacks to public safety Canada and the JEPP program. BCAEM worked together with IAEM Canada on this national issue. Unfortunately, no reply has been received from the federal government regarding these cuts. As a member of the BCERMS Advisory Steering Committee, the BCAEM takes part in monthly meetings to review the current emergency management model and to recommend improvements that will ensure BCERMS meets the needs of all BC communities and organizations. Good progress is being made and BCAEM is pleased to be part of this important process.

The new professionally designed website has provided us with the ability to host information on everything from exercise templates, upcoming events and training, response and recovery resources and much more. Our membership management is also handled by this site and this has greatly decreased the workload on our volunteer directors. The deployment database is fully functional and is the place to look for help when you are short staffed and fully operational. Here you can look up who has the special skills you require, where they live, what additional resources they can provide and their availability. If you would like to assist other emergency managers and get hand-on experience log onto www.bcaem.ca and complete your profile.

Through bcaem-members@googlegroups.com we have facilitated some fascinating discussions and helped connect emergency management practitioners across the province. Please feel free to post questions, comments or solutions to the membership using this free service.

This year we had 2 new Directors step up to fill vacancies in the Central and Southeast regions. I would like to thank Jason Brolund and Carol Lind for their efforts this year. I must give special thanks to Vice President Lynn Orstad, Directors Mike Fournier, Alan Stebbing and Jim McDonald for all their hard work, enthusiasm and dedication to the Association during their terms of office and I hope they will all continue to be active members and contributors.

I would like to thank you all once again for the opportunity to serve as President of BCAEM. It is a privilege and an honour to have your trust and support.

Respectfully submitted,

Bill Elsner, CEM

TREASURER'S REPORT

I am pleased to present the 2011 Treasurer's Report for the British Columbia Association of Emergency Manager's (BCAEM) for the fiscal year 2010-01-01 to 2010-12-31. I would like to extend my thanks to the BCAEM Board of Directors and Members for their patience and support in my transfer to this position in 2010. I would like to extend my gratitude to Daniel Stevens for his time and knowledge while providing me with foundation to manage the new membership tracking system (Yes, it has been a massive learning curve).

BCAEM realized an excess of revenues over expenditures in the year of \$ 10,100 attributable in part to the claim of GST rebates for 2009 and 2010 which reduced the costs of the training initiatives in the year. 2010 also saw a 50% increase in membership revenues, a 100% decrease in donation revenue and the recognition of the balance of direct access grant funds received by the BC Gaming Commission in 2009. Expenditures in relation to revenues in 2010 showed a reduction of 3% from 2009. The overall figures compare favourably to the previous fiscal year.

The 2010 fiscal year provided funding to several regions throughout the province for regional training and the launch of the new BCAEM website and membership tracking system. The financial records and bookkeeping processes were transferred to a professional accounting program to affect the timely delivery of information to the Board for decision making purposes.

The current year has been a vigorous one with the anticipation of the inaugural BCAEM Conference in Kelowna and an increase in membership dues to align the costs related to maintaining the new website, discussion lists and member resources. I commend the Board for their ability to be consistently aware of the financial restrictions faced by the Association and their ability to resolve issues within those fiscal constraints.

Moving forward, BCAEM continues to look for new and innovative methods to deliver support to our membership. The membership itself holds infinite experience and knowledge which is evidenced by the many valuable exchanges through the discussion lists. Your input will shape the direction of this Association and although we continue to face both operational and financial challenges, with those challenges come great opportunities. With the continued support of our existing and future members, the financial health of the BCAEM will remain dependable and see a steady growth in the future.

I encourage you to continue your contributions through our website e-votes, discussion lists, written submissions and the BCAEM Volunteer Regional Directors. These remain vital to the existence, evolution and direction of your Association.

Respectfully submitted,

Luana Kaleikini,

BCAEM Treasurer

NOTICE TO READER

On the basis of information provided by management, we have compiled the statement of financial position of the British Columbia Association of Emergency Managers as at December 31, 2010 and the statements of operations and changes in net assets for the 12 months then ended. We have not performed an audit or a review engagement in respect of these financial statements and, accordingly, express no assurance thereon.

Readers are cautioned that these statements may not be appropriate for their purposes.

Revelstoke, B.C.

August 22, 2011

British Columbia Association of Emergency Managers
Statement of Financial Position
(Unaudited – See Notice to Reader)
As at December 31, 2010

	2010	2009
Current Assets		
Cash		
General account	16,364	10,924
Gaming account	859	14,133
Term deposit	-	115,000
GST rebate receivable	6,187	-
Prepaid exepnses	572	-
	<u>23,981</u>	<u>140,057</u>
Current Liabilities		
Accounts payable	448	-
Deferred Revenue		
Memberships	2,900	465
Direct Access Grant	-	129,059
	<u>3,348</u>	<u>129,524</u>
Fund Balances		
Beginning of Year	20,633	10,533
Fund Balance End of Year	<u>23,981</u>	<u>140,057</u>

Approved by the Board:

Original signed by

William Elsner, President

Original signed by

J. Luana Kaleikini, Treasurer

British Columbia Association of Emergency Managers
Statement of Operations and Changes in Fund Balances
(Unaudited – See Notice to Reader)
For the Year Ended December 31, 2010

				2010	2009
Revenues					
	Commissions			100	-
	Donations			-	5,325
	Government Grants			129,059	120,941
	Memberships			4,229	2,834
	Other			1,001	83
				<u>134,389</u>	<u>129,182</u>
Expenditures					
	Accounting			213	-
	Business fees and licenses			-	63
	Conferences and seminars			62	852
	Courier and postage			14	8
	Insurance			210	750
	Interest and bank charges			5	2
	Office supplies			753	91
	Paypal commissions			178	82
	Rent			-	139
	Travel and entertainment			-	99
	Training Initiatives			122,854	120,741
				<u>124,289</u>	<u>122,827</u>
	Excess of Revenues over Expenses			10,100	6,356
	Fund balance beginning of year			10,533	4,177
	Fund balance end of year			<u>20,633</u>	<u>10,533</u>

British Columbia Association of Emergency Managers

Notes to Financial Statements

(Unaudited – See Notice to Reader)

December 31, 2010

**Note 1 Purpose of the British Columbia Association of
Emergency Managers**

The Association's purpose is to support Emergency Managers in British Columbia. The Association is incorporated under the B.C. Societies Act.

Note 2 Significant Accounting Policies

Revenue Recognition

The Association follows the deferral method of accounting for contributions. Restricted contributions are recognized as revenue in the year in which the related expenses are incurred.

Statement of cash flows

Management has decided not to prepare a statement of cash flows because it would not be meaningful to the users of the financial statements. The relevant information can be obtained from the Statement of Financial Position and the Statement of Operations and Changes in Fund Balances.

DIRECTORS' REPORTS

North West Region Report

It has been my pleasure to once again serve as the BCAEM Regional Representative for the North West. Much of my work with the Board has focused on supporting the Association and its members by managing the website and email discussion lists to ensure that the membership is able to network and share information as well as receives information regarding the Association and its initiatives.

In addition to the website, I serve as the Board's representative on the BCERMS Advisory Committee (BAC). The BAC has established a Steering Committee that has been meeting on a monthly basis to review the current emergency management model and will be bringing forward recommendations in the coming months regarding potential improvements to ensure its applicability to all communities and organizations. BCAEM is pleased with the progress the Steering Committee has made thus far and is pleased to be a part of such a valuable initiative.

As the Association continues to grow, I challenge all members to continue supporting one another by sharing resources via the discussion list and website and to let the Board know what challenges you face as an emergency manager for your community, region or organization and how our organization can better support you as a member.

Thank you once again for the opportunity to serve on the BC Association of Emergency Managers.

Respectfully submitted,

Crissy Bennett,

North West Region Director

North East Region Report

The Northeast region stretches from Bella Coola in the southwest corner, up through the Prince George area, into the Peace Region and up to the Yukon border. It is a vast region with many different issues and we continue to work on servicing such a large area.

With a wetter than normal spring, we didn't have to face the number of wildfires that most of the region sees throughout the spring and summer. These heavy rains did however create flooding situations in several locations and necessitated a response from Emergency Managers throughout the Region. As always, many members of the association were involved in these responses, and the subsequent recovery, and they did a remarkable job dealing with the issues and then helping to get people's lives back to normal.

I have met with many of the members in the Region to share ideas on training, the association's direction, and ideas for collaborative solutions to issues that we all face. I believe that the work that the Board and its various committees have done will allow our association to continue to work to improve service to the rural parts of the province, especially those of us in the North. I would also like to thank the Regional EMBC Staff for their assistance and support of our work.

I am excited to see that some funding has been restored to Emergency Management Training by the Province and hope that this will continue. I also hope that members of the Emergency Management community will continue to come up with new ideas on how to deliver training that is relevant, timely, and practical for all involved.

I believe that a strong and independent organization, like BCAEM, is the best tool to ensure that Emergency Management personnel are supported both by their local communities and by the Provincial and Federal Governments. Therefore, I challenge each member of the association to continue to boost our profile in your home areas and to let your regional directors know what you would like to see. I also hope that you will consider getting involved with the BCAEM to continue to make the organization a strong voice for Emergency Management in BC.

I look forward to continuing to hear from all Emergency Managers in the Northeast.

Respectfully submitted,

Alan Stebbing,

North East Region Director

South East Region Report

I accepted the position of Director, South East Region in February, 2011. During my short term as Director, I have had the privilege to be associated with numerous projects and strategies being initiated by BCAEM. As an emergency professional in BC, I am grateful for this defining organization that has a realistic, local and extensive vision of emergency management in BC.

The South East Region's emergency programs have worked hard to enhance preparedness, mitigation and response strategies over the past year. Partnerships with Red Cross have been established and solidified through memorandums of understanding. Regional planning and mitigation work has been undertaken for community wildfire protection. The Regional District of East Kootenay has completed a comprehensive Hazards, Risks and Vulnerability Assessment and planning is underway for the development of a Farmed Animal Mass Carcass Disposal Emergency Plan.

The South East Region had an active spring and summer with flooding and landslides. Early pre-planning initiatives ensured adequate resources, contacts, supplies and local industry partnerships were in position, allowing for effective and efficient response.

I look forward to continuing my work with BCAEM and meeting with the local membership to discuss emergency management issues and concerns. Thank you for the opportunity to represent the South East Region.

Respectfully submitted,

Carol Lind,

South East Region Director

South West Region Report

It has been my honour to serve as the South West Region BCAEM Director over the past two years. Other duties and obligations have hampered me from reaching out to Emergency Program Coordinators in the region but fortunately the professionals in this regions' emergency management field have continued to be involved in critical public service.

The beginning of 2011 saw the first ShakeOut BC earthquake drill held with over 470,000 participants taking part. Many emergency program coordinators were able to use this event to raise earthquake awareness in South west region communities. ShakeOut was an unqualified success and I am sure that many emergency management professionals in the region and across BC will be involved in the upcoming Shakeout drill this October.

Earlier this summer the Integrated Partnership for Regional Emergency Management in Metro Vancouver (IPREM) hosted a series of workshops which highlighted the importance of building relationships and fostering stakeholder networks to develop a shared vision for the future of communications interoperability in the Lower Mainland. Over 50 public safety representatives were involved in building this vision. It is likely that the developed framework can be used to encourage interoperability throughout the province.

With over 270 SAR incidents, 722 dangerous goods occurrences and 110 other emergencies, in the last 12 months, this region continues to be effected by emergency events. It is comforting to know that area emergency managers continue to build relationships and share their successes and lessons learned in order to increase our capacity to prepare for, respond to and recover from emergency and disaster events.

Respectfully submitted,

James MacDonald,

South West Region Director

Central Region Report

In 2011 I was appointed as the Director for the Central Region. While no one likes to be the only one to put their hand up for something, I believe that it is important for us as a profession of Emergency Managers to have an industry group that represents us at the provincial level. It is my hope that the level of participation within our organization will continue to grow and that will be a focus for the Central Region and the BCAEM as a whole in the year ahead.

2011 was a busy year within our region. We experienced a highly active flooding season for the first time in many years. Much knowledge and experience was gained during this time by emergency managers across the region. Several other major events, including multi-family apartment fires rounded out the season to date. The Red Cross continues to be very active and supportive in our region, with several jurisdictions establishing agreements for incident support.

We have had good cooperation from PEP and EMBC and they have established an ongoing bi-monthly conference call for Emergency Managers within our region, a positive development. The Thompson Okanagan Interface Committee continues to be active and planning a conference for 2012. At least 2 individuals within our region received their CEM credential from the International Association of Emergency Managers in 2011 – a significant accomplishment and an acknowledgement of the expertise that we have developed within our province.

While my service has been short, it has been a pleasure to represent the BCAEM in 2011 and I look forward to continuing to work with the BCAEM to advance our profession within the province.

Respectfully submitted,

Jason Brolund,

Central Region Director

Vancouver Island Region Report

The Vancouver Island region emergency programs have worked hard to enhance preparedness, mitigation and response strategies over the past year. The Great British Columbia ShakeOut drill was a great achievement for Vancouver Island with our district finishing second in the number of participants BC wide.

The earthquake in Japan this year jolted people out of their complacency and reminded them that a similar event could happen to Vancouver Island residents. As a result more people than usual attended emergency preparedness sessions. Many island municipalities are also reassessing their readiness for flooding due to global climate changes.

I am glad to see that the emergency management training has been reinstated but I would also like to see the introduction of the "Train the Trainer" system which would facilitate the training of more volunteers and staff of remote regions.

I was pleased to be part of the foundation of this association but I will be stepping down at the end of my term, to give someone else a chance to bring in new ideas and directions.

Respectfully submitted,

Mike Fournier,

Vancouver Island Region Director

Training & Exercise Committee Report

Since January 2011 the Training and Exercise Committee (TEC) focused their efforts on the organization of the first BCAEM Conference to be held on September 24th in Kelowna. The Training and Exercise committee secured speakers for the morning sessions and developed a "BCAEM Café" for the afternoon.

The Training and Exercise Committee hopes to continue to develop future training materials to be shared by all BCAEM members as well as organizing future conferences. On a recent E-Vote the members expressed an interest in more online webinars, training courses, train the trainer programs and mini workshops. We hope to work closely with the Board to provide these programs to the membership. We hope that the members who will be attending the Conference will find it interesting and come away with valuable strategies that they will be able to use in their respective communities.

The Training and Exercise Committee would like to extend their "Thanks" to Lynn Orstad who established this committee and Chaired it for the first year. Lynn has made extensive contributions to BCAEM through this committee and through the Board. Her expertise and enthusiasm is greatly appreciated.

I'm looking forward to the coming year and the exciting new programs that we will be working on for the membership.

Respectfully submitted,

Deborah Jones-Middleton,

Chair – Training & Exercise Committee

ACKNOWLEDGEMENTS

The BCAEM Board would like to thank the following members:

- Training and Education Committee, chaired by Deborah Jones-Middleton, for the conference planning and organization.
- Cliff Doherty who serves on the Administration Committee.
- Daniel Stevens for his assistance with the launch and maintenance of our new professional website.