



ANNUAL REPORT 2012

British Columbia Association of Emergency Managers

"Supporting Emergency Management Professionals in British Columbia"

September 22, 2012
Coast Kamloops Hotel & Conference Centre
Kamloops, British Columbia

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British Columbia Association of Emergency Managers

"Supporting Emergency Management in BC"

2012 ANNUAL GENERAL MEETING

Saturday, September 22, 2012 @ 1900 hrs
Coast Kamloops Hotel & Conference Centre
Kamloops, B.C.

AGENDA

1. Welcome & Introductions
2. Call to Order and Confirmation of Quorum
3. Approval of Agenda
4. Approval of September 23, 2011 AGM Minutes
5. Report from the President of BCAEM & Annual Report
6. Treasurer's Report & 2011 Financial Statements
7. Report from the Nominating Committee:
 - a. Election of President
 - b. Election of Treasurer
 - c. Election of Secretary
 - d. Election of Central Region Director
8. Professional Development Committee Update
9. Adjournment



BCAEM

British Columbia Association of Emergency Managers
“Supporting Emergency Management in BC”

2011 ANNUAL GENERAL MEETING MINUTES

Coast Capri Hotel, Kelowna, BC
Friday, September 23, 2011 @ 17:00

Board of Directors Present:

Bill Elsner, Chair
Luana Kaleikini, Treasurer
Mike Fournier, Vancouver Island Director
Jim MacDonald, South West Director
Jason Brolund, Central Director
Carol Lind, South East Director
Crissy Bennett, North West Director

Board of Directors Absent:

Lynn Orstad – Vice President
Alan Stebbing – North East Director
Ken Neilson – Secretary

Members Present:

Dan Derby
Jani Drew
Sybille Sanderson
Homaida Razack
Bob McLeod
Cliff Doherty
Dale Kronebusch
Bruce Kerr
Gundula Brigl
Noreen Clayton
Marianne Stone
Erin Patrick Williams
Ron Storie

Members Present via Proxy:

Tom DeSorcy
Lynn Orstad

Howie Siemens
Ken Neilson

Recording Secretary: Crissy Bennett

1. CALL TO ORDER & CONFIRMATION OF QUORUM

The Chair called the meeting to order at 1705 hrs and confirmed a quorum of members.

2. WELCOME & INTRODUCTION OF 2011 BOARD MEMBERS

The President welcomed all members to the fourth Annual General Meeting (AGM) of the BCAEM and introduced the Board Members.

3. ADOPTION OF THE AGENDA

“That the Agenda for the 2011 BCAEM Annual General Meeting be adopted, as amended.”

MOVED by Cliff Doherty SECONDED by Dan Derby

CARRIED UNANIMOUSLY

4. ADOPTION OF 2010 ANNUAL GENERAL MEETING MINUTES

“That the minutes of the 2010 BCAEM Annual General meeting of November 23, 2010 be adopted.”

MOVED by Jim MacDonald / SECONDED by Bruce Kerr

CARRIED UNANIMOUSLY

5. PRESIDENT’S REPORT

Bill Elsner, President, summarized the main achievements of the Association over the past year, including the redevelopment of the website, implementation of a Deployment Database, representation of the Association on the BCERMS Advisory Committee and the first annual conference for members.

The Training and Exercise Committee was acknowledged for their efforts in putting together the conference and Sybille Sanderson and Dave

Cockle were acknowledged for their contributions to the BCERMS Steering Committee.

6. TREASURER'S REPORT

Luana Kaleikini presented the Treasurer's Report and noted that over the last year the Association has been able to recover GST funds, obtain additional revenue through the membership fee increase which has allowed the Association to cover some of the costs associated with the AGM and conference. Overall, Luana stated that the Association is in a very positive financial situation.

Luana acknowledged and thanked Daniel Stevens for his ongoing assistance with the membership and electronic payment aspects of the website.

"That the 2011 Treasurer's Report be received."

MOVED by Cliff Doherty / SECONDED by Sybille Sanderson
CARRIED UNANIMOUSLY

7. NOMINATING COMMITTEE'S REPORT

Cliff Doherty opened the nomination process for the vacant positions on the Board of Directors.

a. Nominations for President

Nominations for President were called by Cliff.

Bill Elsner was nominated to the position by Jim MacDonald and seconded by Luana Kaleikini. Bill agreed to let his name stand for election.

Nominations for President were called for a second and third time.

Bill Elsner was acclaimed to the position of President for a two year term.

Cliff turned over the nomination process to Bill.

b. Nominations for Vice-President

Nominations for Vice-President were called by Bill.

Cliff Doherty was nominated to the position via nomination form. Cliff agreed to let his name stand.

Nominations for Vice-President were called for a second and third time.

Cliff Doherty was acclaimed to the position of Vice-President for a two year term.

Bill turned over the nomination process back to Cliff.

c. Nominations for North West Director

Nominations for North West Director were called by Cliff.

Crissy Bennett was nominated to the position by Dan Derby and seconded by Dale Kronebusch. Crissy agreed to let her name stand.

Nominations for North West Director were called for a second and third time.

Crissy Bennett was acclaimed to the position of North West Director for a two year term.

d. Nominations for North East Director

Nominations for North East Director were called by Cliff.

Erin Patrick Williams was nominated to the position by Marianne Stone and seconded by Bob McLeod. Erin Patrick agreed to let his name stand.

Nominations for North East Director were called for a second and third time.

Erin Patrick Williams was acclaimed to the position of North East Director for a two year term.

e. Nominations for South West Director

Nominations for South West Director were called by Cliff.

Bruce Kerr was nominated to the position via nomination form. Bruce agreed to let his name stand.

Nominations for South West Director were called for a second and third time.

Bruce Kerr was acclaimed to the position of South West Director for a two year term.

f. Nominations for Vancouver Island Director

Nominations for Vancouver Island Director were called by Cliff.

Sybille Sanderson was nominated to the position via nomination form. Sybille agreed to let her name stand.

Nominations for Vancouver Island Director were called for a second and third time.

Sybille Sanderson was acclaimed to the position of Vancouver Island Director for a two year term.

g. Nominations for Central Director

Nominations for Central Director were called by Cliff.

Jason Brolund was nominated to the position by Luana Kaleikini and seconded by Marianne Stone. Jason agreed to let his name stand.

Nominations for Central Director were called for a second and third time.

Jason Brolund was acclaimed to the position of Central Director for a two year term.

h. Nominations for South East Director

Nominations for South East Director were called by Cliff.

Carol Lind was nominated to the position by Marianne Stone and seconded by Gundula Brigl. Carol agreed to let her name stand.

Nominations for South East were called for a second and third time.

Carol Lind was acclaimed to the position of South East Director for a two year term.

The President thanked Cliff Doherty for chairing the Nomination Committee and facilitating the election process at the meeting.

8. SPECIAL RECOGNITION OF BCAEM MEMBERS

The President announced that the Board had resolved to make Lynn Orstad and Daniel Stevens lifetime members of the Association. In her two years as Vice President, Lynn contributed a significant amount of time and energy in establishing tools and resources on the website and boosting the profile of the Association to its members by providing ongoing communication to the membership. Daniel, who spent 2 years as a Board Director, continues to support the Association by providing background work on the membership and content management of the website.

9. OTHER BUSINESS

No other business was discussed by the membership.

10. ADJOURNMENT

“That the 2011 BCAEM Annual Meeting be adjourned at 1949 hrs.”

MOVED by Dan Derby

ANNUAL REPORT 2012

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 Professionals 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 aligning 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 – 2012

PRESIDENT

Bill Elsner

VICE PRESIDENT

Cliff Doherty

TREASURER

Luana Kaleikini

SECRETARY

Ken Neilson

DIRECTORS

Crissy Bennett – North West Region

ErinPatrick Williams – North East Region

Carol Lind – South East Region

Bruce Kerr – South West Region

Vacant – Central Region

Sybille Sanderson – Vancouver Island Region

PRESIDENT'S REPORT

Since our incorporation in 2007 BCAEM continues to evolve and grow as the source for support and advocacy to those involved in emergency management in BC. The sharing of resources and information has been a key focus of our organization for the past 5 years. With most of us working in isolation it is essential that we continue to share best practices, plans and ideas through the website and discussion list.

BC has certainly seen its share of catastrophic natural events this year from the Fraser River freshet to historic lake levels in the Shuswap and Columbia basin to fatal landslides and destructive debris flows. All areas of the Province have been impacted and human resources stretched to their limits planning for, responding to and recovering from these events.

In the words of Winston Churchill "*The era of procrastination is coming to a close; in its place we are entering a period of consequence*". I have witnessed emergency program managers around the province struggle to deal with disasters and emergencies with inadequate staff and resources. The lack of support for emergency programs results in response activities that often overwhelm local authority emergency programs and end with potentially devastating mental health impacts on EOC staff and volunteers. We must continue to support each other through these difficult times by providing assistance to those in need and to work tirelessly to promote emergency program funding and staff.

BCAEM has been a very vocal opponent to the federal government cutbacks to JEPP and HUSAR. We launched an initiative to get all EM associations in Canada to voice their concerns through letters, board resolutions and direct contact with Public Safety Canada. Only since the mall collapse in Elliot Lake and the Johnson's Landing slide has the media brought this issue forward to the public.

BCAEM continues to have a seat at the BCERMS Advisory Committee table. We are your conduit to bring forward recommendations. The Education and Research Committee has put together a great lineup of speakers for our 2nd annual conference. The Professional Development Committee is working on a draft paper with various options for EM professional designation.

For the past 6 years BCAEM has been a huge part of my life and work. I have decided the time is right for me to step aside as President. My decision to resign this year is to foster continuity of the association, have staggered terms of office and allow others to participate. It has been an honor and a pleasure to represent the membership and work with so many dedicated Board members.

Respectfully submitted,
Bill Elsner, CEM
BCAEM President



**British Columbia Association of Emergency
Managers (BCAEM)**
"Bringing BC Communities Together"

Financial Statements

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, 2011 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.

January 31, 2012

**British Columbia Association of Emergency Managers
Statement of Financial Position
(Unaudited – See Notice to Reader)
As at December 31, 2011**

	2011	2010
Current Assets		
Cash		
General account	23,278	16,364
Gaming account	-	859
GST rebate receivable	-	6,187
Prepaid expenses	628	572
	23,906	23,981
 Current Liabilities		
Accounts payable	-	448
Deferred Revenue		
Memberships	3,025	2,900
	3,025	3,348
 Fund Balance		
End of year	20,881	20,633
	23,906	23,981

Approved by the Board:


William Eisner, President


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, 2011**

	2011	2010
Revenues		
Commissions	-	100
Conference	1,300	
Government Grants	-	129,059
Memberships	7,725	4,229
Other	23	1,001
	9,048	134,389
Expenditures		
Accounting	-	213
Annual General meeting	1,000	-
Business fees and licenses	90	-
Conferences and seminars	1,995	62
Courier and postage	-	14
Insurance	750	210
Interest and bank charges	-	5
Office supplies	36	753
Paypal commissions	167	178
Travel and meetings	1,722	-
Training Initiatives	1,000	122,854
Website maintenance	2,040	-
	8,800	124,289
Excess of Revenues over Expenses	248	10,100
Fund balance beginning of year	20,633	10,533
Fund balance end of year	20,881	20,633

**British Columbia Association of Emergency Managers
Notes to Financial Statements
(Unaudited – See Notice to Reader)
December 31, 2011**

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.

I look forward to completing another year on the Board of Directors.

*Respectfully submitted,
Crissy Bennett,
North West Region Director*

South East Region Report

It has been an honor to serve this past year as the representative for the South East Region. As follow-up to the BCAEM 2011 Annual General Meeting and Conference, I have been chairing the Professional Development Committee which has been meeting on a monthly basis to establish a professional development program for BCAEM. I would personally like to thank the committee members: Shelia Service, Michael Klobucar, Bruce Kerr, Dale Kronebusch, and Stephan Waugh (former committee member) for their excellent work and time commitment in the development of this program. I appreciate your passion to develop and enhance the emergency management profession.

Due to a wet spring and summer the South East Region has been active responding to flooding, debris floods, landslides and wind storms. With multiple activities within the region, it has showcased the local emergency programs and how necessary this essential service is to the public. These events have been a real learning experience and hope to have the opportunity to review and discuss the lessons learned from these local events.

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

As this was my first year as a Director it took me a while to settle in. As my home is not located within the southwest region I have not had the opportunity to reach out to the emergency coordinators in this region. This region includes the following regional districts:

- Sunshine Coast
- Squamish - Lillooet (less the area including the communities of: Birken, Bralorne, Gold Bridge, Pavilion, Lillooet, Seton Portage, Shalalth)
- Metro Vancouver (formerly Greater Vancouver), and
- Fraser Valley

Upon researching who the BCAEM members were in the South West Region who I should be in contact with I discovered that many communities are not represented by BCAEM. To become better in touch with the emergency coordinators with the communities of all regions in BC I am coordinating, with the other directors, a membership drive to not only improve our membership numbers, but more importantly to become the eyes, ears, and voice for all emergency coordinators within the province of BC.

During my first year as a Director I have tried to involve myself with the activities of the Executive. I served on the Education and Research committee, the Strategic Planning committee, and just recently became a member of the Professional Development committee. I feel strongly about the mandates of these committees and hope to continue working with them in the future.

Since the early part of 2012 I have been the BCAEM representative to the "Get Ready BC" Coalition. The purpose of the coalition is to develop a website full of resources where users can go to learn more about emergency management in BC. BC Hydro funded this initiative and BCAEM are the administrators of the funding. The funding is for the development of the website and the training materials it offers. So far this year this program has proceeded slowly but is proceeding.

It has been a pleasure serving the membership during 2011/12 and look forward to another year working on the projects that I indicated above.

*Respectfully submitted,
Bruce Kerr,
South West Region Director*

Vancouver Island Region Report

The Vancouver Island Region encompasses eight regional districts including: Alberni-Clayquot, Capital Regional District, Comox Valley, Cowichan Valley, Mount Waddington, Nanaimo, Powell River and Strathcona. These regions encompass many large and small local governments and except for the Capital Regional District is part of the larger rural area in British Columbia.

It has been an honour to serve this region in the past year and follow the excellent leadership of Mike Fournier in getting us established. The emergency managers in this region work at fostering good working relationships with each other and EMBC. Our proximity to headquarters provides us with some great opportunities to participate in outstanding initiatives such as the Great British Columbia ShakeOut Organizing Committee and BCERMS Review.

As your voice to the BCAEM Executive as well as with other provincial initiatives, I welcome your feedback, ideas, suggestions, recommendations and any issues or concerns you would like to raise. Thank you for the opportunity to serve in this capacity. I hope to be able to continue working together for and with you to move emergency management forward.

*Respectfully submitted,
Sybille Sanderson,
Vancouver Island Region Director*

COMMITTEE REPORTS

Education & Research Committee Report

When the Committee reconvened after a successful first conference in September 2011, the Terms of Reference and Strategic Plan were reviewed to ensure that we were on the right track. As a result of this review, there was general consensus that this committee would be better identified as the Education and Research Committee. This recommendation along with an updated Terms of Reference were brought to the Executive Board and approved.

The Education & Research Committee reviewed the feedback provided from the 2011 BCAEM Conference and set to work identifying the theme, topics and speakers for the 2012 BCAEM Conference. The Theme is “Back to Basics – A Way Forward” and care was taken to provide ample opportunity for discussion throughout the conference sessions as this was requested from the 2011 conference participants as an important opportunity to provide. We hope to see many of you there!

The Education & Research Committee also began the process of determining how to fulfill the research component of this committee’s responsibilities. One part will be to identify existing emergency management related research and providing information and links to these information resources. The second part will be to solicit potential research topics from the membership and liaise with potential research organizations such as Royal Roads and University of British Columbia to identify ways that these topics could be researched and the information made available for use to the membership.

EMBC has initiated an exciting collaborative review of the British Columbia Emergency Response Management System and it has been my honour to represent rural local governments on the BCERMS Steering Committee with Crissy Bennett as my wonderful alternate – thank you Crissy! Always appreciate your input! Having a strong voice on this important initiative along with the urban local government representatives –Travis Whiting and Renata Elias, is very important and we also encourage your feedback and involvement on the BCERMS Advisory Committee that is open to every emergency manager.

Huge thanks to Lynn Orstad and Deborah Jones-Middleton for their excellent leadership through the first two years and also to the current members of the Education and Research Committee: Dave Cockle, Mike Fournier, Deborah Jones-Middleton, Bruce Kerr, Dale Kronebusch, Susanne McKinnon, Bob McLeod (stepped down) and Steve Sawyer.

We look forward to a great 2012 BCAEM Conference. I look forward to working for the membership as we look for ways to bring you exciting education and research opportunities in the coming year.

*Respectfully submitted,
Sybille Sanderson,
Chair – Training & Exercise Committee*

Professional Development Committee Report

The Professional Development Committee was re-established in February, 2012 after review of the BCAEM Strategic Plan (2010-2014) which outlined a goal of the Professional Development Committee: *to create a professional development program for members*. Responses from the BCAEM Café discussions confirmed the membership wanted BCAEM to pursue a professional development program that would provide the membership with certification, acknowledgement of core material, practical experience, balance knowledge and practical skills, standardization of certification and skills while providing academic certifications.

As BCAEM has a diverse group of members it was important to acknowledge the strengths of all members and recognize all accomplishments: academic, practical skills and experience while incorporating the abilities of all volunteers, students, consultants and professional emergency managers. As well as incorporating accomplishments, the program would like to add definition and standardization to the profession through a step process which would clearly identify skill and knowledge sets and enhance these attributes through the deployment database.

The Professional Development Committee has shown great dedication to this project and has meet on a regular basis to develop a draft program for the membership to review at the Annual General Meeting in September, 2012. This will provide the membership with a chance to review the proposed draft program and provide feedback and direction to BCAEM to assist in the creation of a professional development program that will advance and standardize emergency management training and professionalism in BC.

I would like to once again thank the members of the Professional Development Committee for the dedication and hard work. I truly appreciate all your assistance with the development of this draft program and look forward to working with you in the future to finalize this essential program.

Professional Development Committee: Dale Kronebusch, Sheila Service, Michael Klobucar, Bruce Kerr, Ken Neilson and Stephen Waugh (former member).

*Respectfully submitted,
Carol Lind,
Chair – Professional Development Committee*