

Joseph Fernandez

From: April Diver <April.Diver@cvrd.bc.ca>
Sent: January 22, 2021 12:41 PM
To: Joseph Fernandez
Subject: FW: CEPF Emergency Support Services Grant - Background Information and Resolution Wording
Attachments: UBCM Regional ESS Grant Backgrounder, Dec 2020.docx

Hi Joe,

I received your voicemail and will give you a quick shout as well. Here is the information we provided end of December to support your request to Council.

April

April Diver
Emergency Program Coordinator, CVRD
Tel: 250.710.7939

24/7 Emergency After-Hours 778-403-4040

Please note all CVRD offices are currently functioning with limited operations.

As a result of the COVID-19 pandemic, be advised that I may be working away from the office, but will be checking my email. Should you prefer to leave me a voicemail message at the above number, I will also be checking that, but there may be a delay in my response.

Additional information with regard to the CVRDs limited operations is available on our website at www.cvrld.bc.ca.

From: April Diver
Sent: December 23, 2020 8:38 AM
To: 'ted.swabey@northcowichan.ca' <ted.swabey@northcowichan.ca>; 'Allison McCarrick' <AMcCarrick@ladysmith.ca>; 'Joe Fernandez' <jfernandez@lakecowichan.ca>; 'peter@duncan.ca' <peter@duncan.ca>
Cc: 'monika@duncan.ca' <monika@duncan.ca>; John Elzinga <John.Elzinga@cvrd.bc.ca>; Keir Gervais <Keir.Gervais@cvrd.bc.ca>
Subject: CEPF Emergency Support Services Grant - Background Information and Resolution Wording

Hi Folks,

As requested, here is the additional detail on the ESS grant that we would like to apply for as a regional partnership. The attachment provides information on the grant, how we propose to use the grant (including proposed budget and in-kind contribution) and the wording for your respective resolution. The grant will be submitted to UBCM on January 29, 2020 so we are hoping to have any resolutions by that time where possible.

Please let me know if there's anything else I can do to support this, thank you again for your time and have a safe holiday season!

April Diver
Emergency Program Coordinator
Emergency Management Division, Community Services Department
Cowichan Valley Regional District
Mailing Address: 175 Ingram Street, Duncan BC V9L 1N8
Email: April.Diver@cvrd.bc.ca

Tel: 250.710.7939

24/7 Emergency After-Hours 778-403-4040

The CVRD offices located at 175 Ingram Street will be closed over the Christmas Season from 2 p.m., December 24, 2020 up to and including Friday, January 1, 2021. Regular office hours of 8 a.m. – 4:30 p.m. will resume on Monday, January 4, 2021.

Also, please note all CVRD offices are currently functioning with limited operations.

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UBCM Community Emergency Preparedness Fund - Emergency Support Services (ESS) Grant

What is ESS: Under the Emergency Program Act, municipalities and regional districts are responsible for responding to emergencies in their areas, including providing Emergency Support Services (ESS). ESS are services provided on a short-term basis (generally 72 hours) to preserve the emotional and physical well-being of evacuees in an emergency or disaster. ESS includes such services as food, lodging, clothing, reuniting families, emotional support and other specialized services as required.

The current Cowichan ESS Program: Level 1 ESS (less than 12 people impacted, e.g. house fire) is activated by the 24/7 CVRD Emergency Duty Manager and delivered by a dedicated team volunteers located throughout the region. Level 2/3 ESS responses (more than 12 people) are guided by the ESS Reception Centre Plan which identifies four locations staffed by CVRD and Ladysmith staff. Volunteers will also support these reception centres to deliver the program.

Intent of the UBCM funding: To support eligible applicants to build local capacity to provide emergency support services through volunteer recruitment, retention and training, including in-house training, and the purchase of ESS equipment. The focus of the ESS funding stream for the 2021 intake continues to be support of the modernization of local ESS programs in order to move toward digital registration and reporting through the Evacuee Registration & Assistance (ERA) Tool.

Regional approach: Each applicant is eligible for up to \$25,000, however the CEPF ESS grant allows for a regional approach whereby the maximum funding available is based on the number of eligible applicants included in the regional application.

Cowichan ESS grant proposal: A regional grant would be used to modernize reception centre delivery (for the digital ESS system and ERA tool), develop and implement a mobile unit to manage evacuee interviews and initial needs, and continue to increase volunteer team capacity (recruitment, training, grab and go kits). The objectives would be as follows:

1. To increase volunteer team capacity by recruiting, training, and outfitting ten (10) volunteers.
2. To enhance volunteer capacity by developing and implementing a second mobile unit to support evacuee interviews and initial needs, as well as provide communication support.
3. To increase the capacity of remote reception centres by purchasing, installing and stocking two reception centre storage containers.
4. To enable use of online Evacuee Registration and Assistance (ERA) tool by providing electronic equipment (printers, tablets, laptops and peripherals) in all designated primary Reception Centres, mobile units (two trailers) and the Cowichan ESS Volunteer Team.
5. To increase ESS responder knowledge by providing training to staff and volunteers in each primary Reception Centre on the use of ERA through a functional exercise.

FOR ACTION: Each interested municipality and First Nation must resolve “for the Cowichan Valley Regional District to apply for, receive, and manage the UBCM Community Emergency Preparedness Fund Emergency Support Services grant funding on behalf of insert Municipality or First Nation name”.

2021 ESS Regional Modernization

Proposed Project Budget

| Project Phase | Description | North Zone | | South Zone | | West Zone | | Central Zone | | ALL ZONES | | | | TOTAL (net of tax) | CEPF Portion | CVRD In-Kind | Comments |
|---|--|------------------|--------------|-----------------------|-----------------------------|----------------|--|--------------|---------|-----------|---------|-----|---------|-----------------------|-----------------|-----------------|--|
| | | (Jameson Centre) | (Kerry Park) | (Lake Cowichan Arena) | (Cowichan Community Centre) | Volunteer Team | Mobile Support Units (CESS RC/GL Supply Trailer & New Trailer) | # | Cost | # | Cost | # | Cost | | | | |
| Digitization – to support online ERA system | Laptop / Chromebooks | 5 | \$4,000 | 5 | \$4,000 | 5 | \$4,000 | 5 | \$4,000 | 8 | \$6,400 | 8 | \$6,400 | \$28,800 | \$28,800 | - | |
| | Printer/Scanner/Copier | 1 | \$1,000 | 1 | \$1,000 | 1 | \$1,000 | 1 | \$1,000 | 1 | \$1,000 | 2 | \$2,000 | \$7,000 | \$7,000 | - | |
| | Mice | 5 | \$150 | 5 | \$150 | 5 | \$150 | 5 | \$150 | n/a | n/a | 8 | \$240 | \$840 | \$840 | - | |
| | Power bars, temporary wiring, cord channels | n/a | \$300 | n/a | \$300 | n/a | \$300 | n/a | \$300 | n/a | \$500 | n/a | \$500 | \$2,200 | \$2,200 | - | |
| | LTE internet – Modem | 1 | \$1,000 | 1 | \$1,000 | 1 | \$1,000 | 1 | \$1,000 | n/a | n/a | 1 | \$1,000 | \$5,000 | \$5,000 | - | |
| Training | ERA Training and Reception Centre Exercise (set-up, materials, delivery, refreshments) | 1 | \$1,250 | 1 | \$1,250 | 1 | \$1,250 | 1 | \$1,250 | 2 | \$2,500 | n/a | n/a | \$7,500 | \$1,500 | \$6,000 | CVRD staff time to set-up and deliver the exercise, provide some printed materials, room rental fees. Also includes CVRD staff time/recreation staff time (other partners) to attend the exercise. |
| Volunteer Kits (recruitment of ten volunteers to regional team) | Supply kit (jacket, high visibility vest, masks, gloves, headlamp, umbrella, etc.) | - | - | - | - | - | - | - | - | - | - | 10 | \$4,000 | \$4,000 | \$3,500 | \$500 | CVRD to provide manuals, printed forms, quick guides |
| Additional Storage for Reception Centres | Concrete Pads X 3 | - | - | 1 | \$10,000 | 1 | \$10,000 | - | - | - | - | - | - | \$20,000 | \$20,000 | - | |
| | Containers 40' with shelving | - | - | 1 | \$15,000 | 1 | \$15,000 | - | - | - | - | - | - | \$30,000 | \$30,000 | - | |
| | Contents (air mattresses, sheets, clothing, ESS signage, tables, chairs, tents) | - | - | n/a | \$3,000 | n/a | \$3,000 | - | - | - | - | - | - | \$6,000 | \$3,000 | \$3,000 | CVRD to provide some ESS supplies |

| | | | | | | | | | | | | | | | | | |
|------------------------------------|--|---|--------------|---------------|---------------|--------------|---------------|---------------|------------------|------------------|-----------------|---|----------|----------|----------|---------|---|
| Service Trailer for Volunteer Team | ESS Service Trailer – purchase unit | - | - | - | - | - | - | - | - | - | - | 1 | \$15,000 | \$15,000 | \$15,000 | - | |
| | COVID barriers, two rooms (upgrade/modify into mobile office and interview room/comms interior outfitting) | - | - | - | - | - | - | - | - | - | - | - | \$8,000 | \$8,000 | \$8,000 | - | |
| | Operational Manuals & Training | - | - | - | - | - | - | - | - | - | - | - | \$1,000 | \$1,000 | - | \$1,000 | CVRD to develop the operational manual and provide training to volunteers |
| | TOTAL | | 9,450 | 34,450 | 34,450 | 9,450 | 13,900 | 35,140 | \$135,340 | \$124,840 | \$10,500 | | | | | | |