

Community Emergency Preparedness Fund Emergency Support Services 2021 Application Form

Please complete and return the application form by **January 29, 2021**. All questions are required to be answered by typing directly in this form. If you have any questions, contact cepf@ubcm.ca or (250) 387-4470.

SECTION 1: Applicant Information	AP <i>(for administrative use only)</i>
Name of Primary Applicant: City of Port Moody	Date of Application: January 18, 2021
Contact Person*: Kirk Heaven	Position: Deputy Fire Chief/EPC
Phone: 604-362-0169	E-mail: kheaven@portmoody.ca

* Contact person must be an authorized representative of the applicant.

SECTION 2: For <u>Regional Projects Only</u>
<p>1. Identification of Partnering Applicants. For all regional projects, please list all of the partnering eligible applicants included in this application. Refer to Section 2 in the Program & Application Guide for eligibility.</p> <p>N/A</p>
<p>2. Rationale for Regional Projects. Please provide a rationale for submitting a regional application and describe how this approach will support cost-efficiencies in the total grant request.</p> <p>N/A</p>

SECTION 3: Project Summary
<p>3. Name of the Project:</p> <p>Community Mobile Reception Centre</p>
<p>4. Project Cost & Grant Request:</p> <p>Total Project Cost: \$25,979.04 Total Grant Request: \$25,000.00</p> <p>Have you applied for or received funding for this project from other sources? If yes, please indicate the source and the amount of funding received or applied for.</p>

No

5. Project Summary. Provide a brief summary of your project in 150 words or less.

The 2021 Emergency Support Services (ESS) project will strengthen local capacity to deliver timely assistance to City of Port Moody citizens and neighbouring communities. Outfitting the City of Port Moody's dedicated ESS Trailer with all the necessary equipment and tools to establish a mobile reception centre quickly at any given location. The ability to offer Mobile ESS service to our community and CPM neighbours will bolster the CPM Team's capacity to provide for citizens in need. The 2021 CPM ESS Community Mobile Reception Centre proposed project will build local capacity to provide emergency support services. The Community Mobile Reception Centre is designed to address high priority needs identified by the CPM ESS Team, including:

- Strengthening mobile audio/visual abilities;
- Improving communications proficiencies;
- Identifying and purchasing gaps in the ESS operational supplies cache;
- Procuring lighting to ensure ESS functionality during an event;
- Supplying emergency food rations and basic needs to the CPM community
- Providing education and exercise opportunities
- Ability to support those in need

6. Emergency Plan. Describe the extent to which the proposed project will specifically support recommendations or requirements identified in the local Emergency Plan.

The CPM's Emergency Plan identifies the need to activate a reception centre if requested via the Emergency Manager or other authorized city official. CPM is continually updating the ESS Plan, and in that plan, the ESS Team is bolstering its Reception Centre capabilities and understanding its importance in the community served. These continual adjustments reaffirm CPM commitment to a culture of disaster resilience and readiness.

CPM has identified several key locations to serve as Reception Centres throughout the city, and the addition of the Mobile Reception Centre strengthens the ability for best success in case of an event. The ability to quickly respond to any given location in the city to assist citizens in time of need is key to fulfilling and providing direction, guidance, and leadership when it is needed most.

CPM has adopted a city-wide culture of emergency management best practices, and one of the critical pieces of the City's Disaster Response Plans mission is preparedness. This project will help achieve this goal by closing the gaps and challenges the ESS Team has identified to hinder deployment.

CPM ESS Team will achieve readiness and resiliency through comprehensive emergency support service planning that is continuously being tested, updated, and improved. The ESS Team has identified areas of concern that this grant will close the gaps in audio/visual and communications equipment. This equipment will enhance the teams' ability to expediate processing citizens during an event following the new EMBC ESS program.

Education and training are vital components to keeping ESS staff prepared to deliver service at a high level. CPM ESS Team will continue to enroll in offered JIBC courses and participate in at least one exercise per year. The ability to exercise identifies gaps that require resolution and strengthens the ESS staff's knowledge, skills, and abilities.

SECTION 4: Detailed Project Information

7. Proposed Activities. What specific activities will be undertaken as part of the proposed project? Refer to Section 4 of the Program & Application Guide for eligibility.

1. Audio/Visual Equipment – the purchase of additional audio/visual equipment (printer and large computer monitor) will help CPM ESS staff efficiently and comprehensively process citizens using the new EMBC ESS electronic registration and reporting system, modernizing to meet today's technological demands and needs. The monitor will be mounted inside the trailer on mounts with the printer beside it for easy access.
2. Emergency Lighting – the purchase of portable lighting, power cords will allow for sufficient lighting availability during deployment and exercises.
3. Portable Generator – the purchase of this generator will be the primary source of power for the Mobile Reception Centre Trailer
4. Communications Equipment – the purchase of additional communications equipment will strengthen CPM ESS readiness, as communication to internal and external stakeholders will be better equipped and facilitated in both exercises and ESS activations. The communication equipment will also allow for another level of personal safety.
5. Emergency Food Supply – the purchase of emergency food for the mobile reception centre is necessary to support the CPM community in a time of need. Nourishment is one of the essential items that would assist the CPM community within an event's initial stages.
6. ESS Operational Supplies – the purchase of required ESS Operational Supplies (ESS ICS vests, battery charging packs, phone cords, trailer heater, trailer cooling fans, folding tables, chairs, whiteboards, ESS staff headlights, etc.) will bring the Port Moody EOC up to the next level in the state of readiness.
7. Emergency Deployment Supplies – the purchase of an assortment of basic needs required by CPM citizens and guests in case of an event are paramount. Items purchased are rain ponchos, gloves, hand warmers, reflective emergency blankets,

personal hygiene kits, etc. These items solidify the CPM ESS team's mission of being prepared.

8. Training and Exercises – training and exercises go hand in hand in the preparation of CPM ESS readiness. Training will include ESS courses sponsored by EMBC and a comprehensive exercise that will challenge the EOC staff on their ESS knowledge, skills, and abilities. Documented gaps identified during this training will be actioned and corrected promptly.

8. Modernization of local ESS programs. How will the proposed activities support the modernization of the local ESS program? Will the Evacuee Registration & Assistance (ERA) Tool be implemented?

The CPM Community Mobile Reception Centre Project will provide the resources and equipment required to deploy to any area in the city or, if requested, any local FN or LA. The new equipment will simplify efficiencies, procedures, processes, and overhaul the records management system. This project allows for CPM ESS to easily integrate into the new provincial ESS electronic registration and reporting system.

Building on the four staff currently trained and have access to the ERA Tool's use. CPM ESS Team will conduct additional training in 2021 to provide access to other ESS responders. The ERA Tool will be one of the tools available during the exercise/training planned for 2021.

9. Capacity Building. Describe how the proposed project will increase emergency response capacity (i.e. having the physical resources and the skills to respond to emergencies) in your community.

The availability of having an ESS Mobile Reception Centre will significantly increase the CPM ESS Team's ability to respond quickly to any large-scale event in the city. Throughout the year, the continual training with EMBC sponsored courses and the ESS exercise will support ESS staff to increase their knowledge, skills, and abilities in this discipline. Supporting the team throughout the year also builds personal confidence and strengthens the CPM ESS program. The ESS exercise itself will challenge, build confidence, and enhance staff's understanding of not just their role but all the functions and responsibilities required in a deployment.

Building the team's overall capacity can not just rely on courses and exercises, equipment to support these endeavors is required. This project supports the CPM ESS Team's overall ability by providing the needed education, tools, and equipment to efficiently and effectively set the team up for success.

The combination of education, exercises, and equipment will build up the teams' knowledge, skills, and abilities, and the new additional tools and equipment required to complete ESS tasks will strengthen the overall CPM ESS Program. This combination will build CPM ESS's overall capacity and abilities to a higher level of service.

The ESS trailer, once outfitted, could also be used as a mobile registration centre. In the case of a larger event, the trailer could be deployed to the event site, while a full reception centre (and group lodging if required) establishes at another designated location. The intention would be to register those who may not need any immediate support (for example, those with insurance and family or friends that they can stay with, and we just want to account for them) while sending those who need support to the

main reception centre. Implementing this option would create a more efficient and expedited process, which will aid in reducing stress for those affected.

10. Host Community Capacity. Describe how the proposed project will increase emergency response capacity as a host community?

Having a highly trained ESS Team supported by a mobile reception centre will immensely increase response capacity and capabilities. The ability to set up and function at any given location gives the ESS Team the ability to expand or contract as necessary at any given incident. In theory, CPM ESS Team could set up a large reception centre and group lodging to assist any local FN and or LA's at any city location. For example if there were to be a train derailment on the rail lines between Coquitlam and Port Moody, the CPM ESS Team could quickly be deployed with the mobile reception centre to assist both communities.

11. Transferability. Describe the extent to which the proposed project may offer transferable resources and supplies to other local governments and/or First Nations (e.g. ESS volunteers, training resources, cots, blankets, etc.).

If an FN or LA reaches out to the CPM for assistance, the CPM ESS Team will assist these communities with a ready to go reception centre. The assistance available to the requestor could be the mobile community reception centre, or only equipment and staffing. The overall CPM ESS cache would support Group Lodging with cots, blankets, pillows, and trained staff. The current CPM ESS Team is in the state of readiness and is available to assist if required at any time.

12. Partnerships. In addition to Question 1, if applicable, identify any partners you will collaborate with on the proposed project and specifically outline how you intend to work together.

Indirect collaboration will be achieved by inviting neighbouring FN and LA to the CPM ESS Exercise. These invitations have proved and will continue to prove just how important it is to exercise with your FN and or LA before an actual event. These opportunities allow introductions and networking with EM and ESS practitioners to discover other organizations' best practices. As in the past EMBC will be requested to oversee this exercise for their professional feedback. The experience and expertise from neighbouring FN and LA will give the ESS Team clear objective insight and feedback that will only strengthen the program.

13. Evaluation. How will the project be evaluated? How will performance measures and/or benchmarks be used to measure outcomes? (e.g. tracking the number of training events and recruitments, external evaluators, etc.)

The Mobile Reception Centre Project will be evaluated via training and exercises. Inefficiencies and gaps identified will be reviewed, and corrective action will follow. CPM has a fulsome documentation system that will capture all training and exercise participants throughout the year. CPM ESS Team will reach out to local FN and LA to assist with evaluating all exercises. Tapping into this expertise has dramatically increased the team's knowledge, skills, and abilities and strengthens their confidence in

their abilities to get the job done. The Local EMBC Regional Manager will be invited for their professional insight and recommendations

14. Progress to Date. If you received funding under the 2017, 2018 or 2020 Emergency Support Services funding stream, please describe the progress you have made in increasing ESS capacity.

- Group Lodging Kits
- Sensory Behavior Kits
- Updated Microsoft Surfaces
- Grab and go bags for required documentation and equipment
- Group Lodging Exercise
- Additional ESS offered EMBC sponsored courses
- Comfort Supplies
- Acquisition of group lodging cache for 105 people (including cots, blankets, pillows, and large weatherproof storage bins to house items).
- 25 Port Moody staff participated in a 2 day, Walk-In Volunteer management course.
- Purchase of large water tank.
- Finalized relationships with external vendors in the community.
- Updated group lodging layout scenarios.
- Created a group lodging location options matrix

15. Additional Information. Please share any other information you think may help support your submission.

The addition of this Community Mobile Reception Centre Project and the equipment and resources it brings will have the CPM ESS Team operationally ready and equipped to assist within or outside the city. This capability and capacity will strengthen the ESS Teams' ability to help CPM citizens and local businesses, visitors, and organizations throughout the city.

An initiative set out by the CPM ESS Team is to showcase the ESS trailer at community events. The team's opportunity to educate and demonstrate the City's preparedness and capabilities for the citizens in time of need is imperative and informative.

SECTION 5: Required Application Materials

Only complete applications will be considered for funding.

The following separate attachments are required to be submitted as part of the application:

- Local government Council or Board resolution, Band Council resolution or Treaty First Nation resolution, indicating support for the current proposed activities and willingness to provide overall grant management.
- Detailed budget for each component identified in the application. This must clearly identify the CEPF funding request, applicant contribution, and/or other grant funding.
- For regional projects only: local government Council or Board resolution, Band Council resolution or Treaty First Nation resolution from each partnering applicant that clearly states their approval for the primary applicant to apply for, receive and manage the grant funding on their behalf.

SECTION 6: Signature	
I certify that: (1) to the best of my knowledge, all information is accurate and (2) the area covered by the proposed project is within our jurisdiction (or appropriate approvals are in place).	
Name: Kirk Heaven	Title: Deputy Fire Chief/ Emergency Manager
Signature: <i>An electronic or original signature is required.</i>	Date: January 18,2021

Submit applications to:
 Local Government Program Services, Union of BC Municipalities
 E-mail: cepf@ubcm.ca
 Mail: 525 Government Street, Victoria, BC, V8V 0A8

2021 ESS Community Mobile Reception Centre Budget

Equipment Budget

	Number Units	Unit Cost	Unit Total	GST	PST	Total
ESS ICS Vests	8	\$ 90.00	\$ 720.00	\$ 36.00	\$ 50.40	\$ 806.40
Printer	1	\$ 300.00	\$ 300.00	\$ 15.00	\$ 21.00	\$ 336.00
Battery Packs	10	\$ 40.00	\$ 400.00	\$ 20.00	\$ 28.00	\$ 448.00
Phone Cords	10	\$ 4.00	\$ 40.00	\$ 2.00	\$ 2.80	\$ 44.80
Generator	1	\$ 1,500.00	\$ 1,500.00	\$ 75.00	\$ 105.00	\$ 1,680.00
Portable Radios	8	\$ 450.00	\$ 3,600.00	\$ 180.00	\$ 252.00	\$ 4,032.00
Trailer Heater	2	\$ 100.00	\$ 200.00	\$ 10.00	\$ 14.00	\$ 224.00
Trailer Fan	2	\$ 100.00	\$ 200.00	\$ 10.00	\$ 14.00	\$ 224.00
Portable Lighting and base	4	\$ 475.00	\$ 1,900.00	\$ 95.00	\$ 133.00	\$ 2,128.00
Portable Cords 12/3	8	\$ 60.00	\$ 480.00	\$ 24.00	\$ 33.60	\$ 537.60
Tables	2	\$ 120.00	\$ 240.00	\$ 12.00	\$ 16.80	\$ 268.80
Chairs	8	\$ 50.00	\$ 400.00	\$ 20.00	\$ 28.00	\$ 448.00
White Boards	3	\$ 125.00	\$ 375.00	\$ 18.75	\$ 26.25	\$ 420.00
32" Monitor	1	\$ 300.00	\$ 300.00	\$ 15.00	\$ 21.00	\$ 336.00
Monitor Bracket	1	\$ 40.00	\$ 40.00	\$ 2.00	\$ 2.80	\$ 44.80
Water	12	\$ 42.00	\$ 504.00	\$ 25.20	\$ 35.28	\$ 564.48
Food 25 year	2	\$ 725.00	\$ 1,450.00	\$ 72.50	\$ 101.50	\$ 1,624.00
Electric Kettle	2	\$ 40.00	\$ 80.00	\$ 4.00	\$ 5.60	\$ 89.60
Head Light	10	\$ 35.00	\$ 350.00	\$ 17.50	\$ 24.50	\$ 392.00
Microsoft Docking Station	1	\$ 360.00	\$ 360.00	\$ 18.00	\$ 25.20	\$ 403.20
Ponch Adult	24	\$ 5.00	\$ 120.00	\$ 6.00	\$ 8.40	\$ 134.40
Ponch Child	24	\$ 2.00	\$ 48.00	\$ 2.40	\$ 3.36	\$ 53.76
Work Gloves	24	\$ 10.00	\$ 240.00	\$ 12.00	\$ 16.80	\$ 268.80
Hand Warmers	48	\$ 2.00	\$ 96.00	\$ 4.80	\$ 6.72	\$ 107.52
Reflective Emergency Blanket	48	\$ 2.00	\$ 96.00	\$ 4.80	\$ 6.72	\$ 107.52
Hygiene Kit	24	\$ 9.50	\$ 228.00	\$ 11.40	\$ 15.96	\$ 255.36

Table Top Exercise Budget

ESS (Reception Centre/Group Lodging)						\$ 10,000.00
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\$ 25,979.04