

# Community Emergency Preparedness Fund

## Emergency Support Services

### 2022 Application Form

Please complete and return the application form by **January 28, 2022**. All questions are required to be answered by typing directly in this form. If you have any questions, contact [cepf@ubcm.ca](mailto:cepf@ubcm.ca) or (250) 387-4470.

<b>SECTION 1: Applicant Information</b>	<b>AP</b> <span style="float: right;"><i>(for administrative use only)</i></span>
Local Government or First Nation Applicant: City of Port Moody	Date of Application: January 28, 2022
Contact Person*: Devin Jain	Position: Manager of Culture Services/ESS Deputy Director
Phone: 604-469-4689	E-mail: <a href="mailto:djain@portmoody.ca">djain@portmoody.ca</a>

*\* Contact person must be an authorized representative of the applicant (i.e. staff member or elected official).*

<b>SECTION 2: For <u>Regional Projects Only</u></b>
<p><b>1. Identification of Partnering Applicants.</b> For all regional projects, please list all of the partnering eligible applicants included in this application. Refer to Section 4 in the Program &amp; Application Guide for eligibility.</p> <p>N/a</p>
<p><b>2. Rationale for Regional Projects.</b> 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>

<b>SECTION 3: Project Information</b>
<p><b>3. Project Information</b></p> <p>A. Project Title: ESS Training, Exercise and Deployment Equipment</p> <p>B. Proposed start and end dates. Start: June 1, 2022    End: April 30, 2023</p>

**4. Project Cost & Grant Request:**

Total proposed project cost: \$24,489.90      Total proposed grant request: \$24,489.90

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.

No

Please note: Due to challenges responding to COVID-19, the resolution supporting the 2022 Emergency Support Services grant application will be presented to council for review and approval, at a date yet confirmed. ETA is mid to late February. Council resolution(s) will be forwarded at the completion of this meeting.

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

The 2022 Emergency Support Services (ESS) project has the goal of further strengthening our ability to provide efficient and effective assistance to City of Port Moody residents and neighbouring communities.

This will be done with a focus on staff training and a comprehensive exercise, as well as enhancing our ability to access and share information. The final component is protecting the investment made in our mobile ESS Reception Centre trailer.

A summary of the proposed project includes:

- ~ Training to build capacity within the ESS staff team
- ~ Comprehensive exercise to practice, enhance skills, and identify gaps
- ~ Winterization of ESS Trailer
- ~ Technology for Reception Centre

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

The City of Port Moody's (CPM) 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.

These continual adjustments, reviewed annually, reaffirm CPM's commitment to a culture of disaster resilience and readiness. CPM commits to operational readiness with our ESS program. The completion of this project will allow the CPM ESS Team the ability to provide assistance from the dedicated location at the City recreation facility and deploy to the location of the incident if required. 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 needed most.

The completion of the project will strengthen and heighten the City's capacity for preparedness for an emergency event. Preparedness is one of CPM's main pillars in the safety of the citizens of Port Moody. In addition, once the project is complete, CPM will

be in a better position to respond to assist in time of need with the ESS Trailer, Equipment, and Staff, if requested by a neighbouring First Nation or local authority.

The ESS Team continues to identify areas of concern and gaps to be closed. Continued focus training and engaging educational functional tabletop exercises will allow for continued advancement in staff's abilities and capabilities in the ESS discipline.

#### **SECTION 4: Detailed Project Information**

**7. Proposed Activities.** What specific activities will be undertaken as part of the proposed project? Refer to Section 6 of the Program & Application Guide for eligibility.

**Training:** The training will be focused on developing management and leadership skills within an ESS activation. The goal is to build capacity at the leadership level and provide opportunities for mentoring, ensuring a stronger team for all situations. The training will include table-top exercises.

**Comprehensive Exercise:** The planned exercise is based on a commuter rail train impacted by a landslide. The exercise will include elements where local and transient populations will require support, as well as displaced residents due to secondary events such as flooding and infrastructure disruptions.

**Winterization and Electrical connection to ESS Trailer:** To protect the investment of the ESS Trailer and its contents, an electrical outlet will be installed in the compound where the trailer is stored. This will allow the trailer to be plugged in when not in use, providing electricity to a 12v battery conditioner and 24/7 heater. This will protect and keep the battery properly charged and ready for use. Further enhancements will include the installation of electrical outlets inside the trailer connected to a pass-through service point. In some cases, marine grade equipment is sought to ensure continuous service in wet/damp environments. Desiccant packs will also be placed inside drawers and totes to help prevent mold.

**Communication Enhancements:** The purchase of Microsoft Surface Travel Hubs and a network switch will allow hardwired network access for the computers used during an activation. Adding a portable projector and powered speaker to the inventory will allow for the displaying and announcement of information and can be used when indoors or as part of an ESS Trailer deployment.

**Other:**

**Heated tents -** A tent with walls and awning, walls for the original tent and the ability to heat these tents to provide a warm space for evacuees and ESS volunteers.

**Ball mount and ball -** to allow any vehicle with a hitch to tow the trailer.

**Computer Speakers -** to allow the internal broadcast of announcements or updates from the computer.

- 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?

This project will see the acquisition of some additional technology to further enhance our ability to provide effective support during an event. As well, ensuring the proper storage of existing equipment will ensure that it is ready when needed. The ERA tool will continue to be included in training provided to ESS responders.

- 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 completion of the ESS Training, Exercise, and Deployment Equipment Project will solidify the ability of the CPM ESS Team to respond immediately to support an emergency event in the city. The ESS Team can respond directly to the main ESS facility located at the recreation centre or with the addition of the ESS equipment and supplies for the ESS Trailer, can attend remotely to any location required in the city.

The additional equipment and supplies for the ESS Trailer will greatly heighten CPM's ability to quickly deploy and support its citizens if required in an emergency. Additionally, if requested by EMBC, the ability to deploy to assist First Nations or local authorities with ESS resources they may require.

Planned training for the project includes workshops that will cover ESS basics, management team considerations, common management challenges with a reception centre, team functions, completing forms and paperwork, and concluding with lessons learned from previous training, exercises, and team lessons learned from the 2021 Abbotsford and Chilliwack flooding event.

The additional ESS training will strengthen team members knowledge, skills, and abilities, and solidify their role and expectations as ESS team members. This heightened education will allow staff to comfortably fill the management and leadership roles to conduct a reception centre and group lodging if required locally in Port Moody or throughout the province, if requested by EMBC.

Planned Exercise Guard Rail will challenge the EOC Teams ESS abilities. This exercise intends to expand upon the lessons learned from past and current training, discussion-based exercises, and the progressively complex functional exercises Rapid Ignition (EOC 2019), Incendiary (EOC 2021), Intercession (ESS 2021), and the scheduled Interface Threat (EOC 2022) as well as the joint EOC/ESS exercise call before you dig.

The exercise itself is hoped to increase emergency capacity, test the coordination of information, command, control, and process flows between the EOC and an ESS Reception Centre, to facilitate a platform of interagency strategic coordination and cooperation during a public safety emergency and maintain staff proficiency in roles and processes as assigned in the EOC and ESS functions in the City of Port Moody.

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

The completion of a deployable fully equipped mobile ESS Trailer will strengthen the CPM ESS ability to deliver on-time and efficient emergency support. That support can be in the way of either a reception centre, coordination of group lodging or both. The

City will now be able to not only assist residents, but neighbouring First Nations and or other local authorities as well, if requested and/or required. ESS staff's continued learning throughout 2022 and the opportunity to participate in an emergency exercise focused on their role and skill sets will increase the City's capacity and capability to respond to an emergency event.

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

The completion of the ESS Training, Exercise and Deployment Equipment Project will allow the CPM ESS Team to deploy to neighbouring First Nations and local authorities if assistance is requested to support them in time of need. This support includes, but is not limited to, staff, equipment, resources, the ability to set up a mobile Reception Centre and/or assist with the coordination of setting up and staffing of Group Lodging. At the moment the CPM ESS Team is in a position of readiness and is able to assist internally or externally if required.

- 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 and enhance mutual aid.

The CPM EPC prides itself on inviting neighbouring First Nations and local authorities to participate in CPM ESS Training and/or Exercises. Working with CPM neighbours has proven so valuable for networking and providing an understanding on how our partners train and exercise. Focusing on working with the closest First Nation and local authority will give both training and exercising a little more realism of who the CPM may be asked to assist or rely on for support during an emergency event. Takeaways from these opportunities have proven valuable for all parties. Sharing of the after-action report for feedback has also worked well for identifying gaps, particularly gaps between the CPM partners. EMBC will be notified this year in regard to the planned exercise. EMBC will again be written into the MESL for "Live" participation in the exercise. This historically has proven good feedback to strengthen the ESS Team.

- 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 training and exercise portion of the project will be evaluated through a combination of the number of staff in attendance as well as feedback provided following these activities. Where the training has a focus on developing leadership skills, evaluation will also include how confident attendees feel in stepping into these roles following the training.

As with last year, the CPM ESS Team will reach out to local FN and LA for participation in the training activities and will seek their feedback in evaluating the training and exercise. Feedback will also be sought from the very skilled and knowledgeable instructors leading the activities. The local EMBC Regional Manager will be invited for their professional insight and recommendations.

**14. Progress to Date.** If you received funding under prior intakes for the Emergency Support Services funding stream, please describe the progress you have made in increasing ESS capacity through prior projects.

- 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
- Tables and chairs
- Computer monitor, docking station and printer
- Portable radios
- Generator
- 25 Year Food and water
- Hygiene kits
- Ponchos, gloves, hand warmers
- Portable lighting, cords

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

For the past few years Port Moody has focused on acquiring the necessary tools and developing/maintaining the necessary skills to be able to provide efficient ESS when required. Being a smaller municipality, we are grateful that a full ESS activation is not required very often. But that makes annual training and exercises that much more critical in maintaining the necessary skills. The training and skills development supported through this grant will support Port Moody's ESS responders in maintaining these skills.

The other items sought through this grant will help ensure that Port Moody is properly storing equipment as well as able to provide efficient support when it's needed.

## SECTION 5: Required Attachments

Only complete applications will be considered for funding.

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

- ☐ Council or Board resolution, Band Council resolution or 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: Council or Board resolution, Band Council resolution or 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.

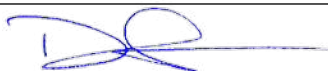
**SECTION 6: Signature** Applications are required to be signed by an authorized representative of the applicant. Please note all application materials will be shared with the Province of BC.

I certify that: (1) to the best of my knowledge, all information is accurate, (2) the area covered by the proposed project is within the applicant's jurisdiction (or appropriate approvals are in place) and (3) we understand that this project may be subject to a compliance audit under the program.

Name: Devin Jain

Title: Manager of Cultural Services

Signature\*:



Date: January 28, 2022

*A certified electronic or original signature is required.*

*\* Signatory must be an authorized representative of the applicant (i.e. staff member or elected official).*

Submit applications to:

Local Government Program Services, Union of BC Municipalities

E-mail: [cepf@ubcm.ca](mailto:cepf@ubcm.ca)

## 2022 ESS Grant Application Budget

Item	Cost	PST (est)	Total
<b>ESS Trailer</b>			
Installation of exterior electrical outlet in parking area for trailer heater and battery charging	\$1,300.00	\$91.00	\$1,391.00
Battery conditioner	\$500.00	\$35.00	\$535.00
Electrical passthrough on trailer (parts, cables, and installation)	\$1,000.00	\$70.00	\$1,070.00
Installation of electrical outlets in trailer	\$500.00	\$35.00	\$535.00
Boat style winterizing heater (reduce moisture and mold during storage)	\$150.00	\$10.50	\$160.50
Walls for existing 10' x 10' tent	\$200.00	\$14.00	\$214.00
10' x 10' pop-up tent with walls and awning	\$850.00	\$59.50	\$909.50
Weights for existing and new tent	\$300.00	\$21.00	\$321.00
Portable propane heater	\$300.00	\$21.00	\$321.00
Desiccant packs for bins and cupboards	\$100.00	\$7.00	\$107.00
Ball mount and ball for trailer hitch (to allow for towing by any vehicle with hitch)	\$400.00	\$28.00	\$428.00
Set of speakers for computer audio	\$80.00	\$5.60	\$85.60
<b>Reception Centre</b>			
Small portable projector and cables	\$1,000.00	\$70.00	\$1,070.00
Powered Speaker	\$750.00	\$52.50	\$802.50
Speaker stand, mic, mic stand, cables	\$600.00	\$42.00	\$642.00
MS Surface Travel Hubs (8 to do hardwired network)	\$1,040.00	\$72.80	\$1,112.80
Network PoE Managed Switch	\$500.00	\$35.00	\$535.00
<b>Training</b>			
ESS Management Team Training	\$4,250.00	n/a	\$4,250.00
ESS Exercise	\$10,000.00	n/a	\$10,000.00
	<u>\$23,820.00</u>		<u>\$24,489.90</u>