



PEACE RIVER REGIONAL DISTRICT

Emergency Executive Committee Revised Agenda

July 23, 2020, 3:30 p.m.
1981 Alaska Avenue, Dawson Creek, BC

	Pages
1. Call to Order	
1.1 Director Hiebert to Chair the meeting	
2. Directors' Notice of New Business	
*2.1 BC Hydro/Site C Concerns from Recent Water Levels	
3. Adoption of Agenda	
4. Gallery Comments or Questions	
5. Adoption of Minutes	
5.1 Emergency Executive Committee Draft Meeting Minutes of January 7, 2020	2
6. Business Arising from the Minutes	
7. Delegations	
8. Correspondence	
9. Reports	
*9.1 2020 Search and Rescue Grants – Application Review	6
10. New Business	
11. Diary	
12. Item(s) for Information	
12.1 June 15, 2020 Snow Survey	116
12.2 Prince George Fire Centre July 7, 2020 Newsletter	120
*12.3 By-law No. 1598, 2005, and No. 1599, 2005	125
13. Adjournment	



PEACE RIVER REGIONAL DISTRICT

EMERGENCY EXECUTIVE COMMITTEE MEETING

MINUTES

DATE: Tuesday, January 7, 2020
PLACE: Regional District Office, Dawson Creek, BC

PRESENT: **Directors**
Director Sperling, Electoral Area 'C'
Director Goodings, Electoral Area 'B'
Director Hiebert, Electoral Area 'D'
Director Rose, Electoral Area 'E'
Director Ackerman, City of Fort St. John
Director Bumstead, City of Dawson Creek

Staff
Shawn Dahlen, Chief Administrative Officer
Trish Morgan, General Manager of Community Services
Tiffany Traverse, Protective Services Coordinator
Kyla Traichevich, Community Services Clerk

Call to Order The meeting was called to order at 1:00 pm.

Election of Chair The Chief Administrative Officer called for nominations for the Office of Committee Chair for 2020.

Director Goodings nominated Director Sperling for the Office of Committee Chair for 2020.
Director Hiebert Seconded the nomination.
Director Sperling Accepted the nomination.

The Chief Administrative Officer called a second time for nominations for the Office of Committee Chair for 2020.

The Chief Administrative Officer called a third time for nominations for the Office of Committee Chair for 2020.

Hearing none, the Chief Administrative Officer declared Director Sperling, Chair of the Emergency Executive Committee for 2020.

Election of Vice-Chair The Chief Administrative Officer called for nominations for the Office of Committee Vice-Chair for 2020.

Director Goodings nominated Director Hiebert for the Office of Committee Vice-Chair for 2020.
Director Rose Seconded the nomination.
Director Hiebert Accepted the nomination.

The Chief Administrative Officer called a second time for nominations for the Office of Committee Vice-Chair for 2020.

The Chief Administrative Officer called a third time for nominations for the Office of Committee Vice-Chair for 2020.

Hearing none, the Chief Administrative Officer declared Director Hiebert, Vice-Chair of the Emergency Executive Committee for 2020.

DIRECTORS NOTICE OF NEW BUSINESS:

Trish Morgan Introduction of new staff in the Community Services Department

Director BC Hydro/Site C Emergency Response, Working Group
Goodings

ADOPTION OF AGENDA:

MOVED by Director Hiebert , SECONDED by Director Bumstead,
That the Emergency Executive Committee agenda for the January 7, 2020 including
Director's new business and additional items for the agenda, be adopted as amended:

1. **Call to Order**
2. **Election of Chair and Vice-Chair**
3. **Notice of New Business**
4. **Adoption of Agenda**
5. **Adoption of Minutes**
 - M-1 Emergency Executive Committee Meeting Minutes of February 7, 2019
 - M-2 Search and Rescue Grant Allocation Meeting Minutes of July 25, 2019
6. **Business Arising from the Minutes**
 - M-1 February 7, 2019 Item #9, NB-1 RE: EOC
 - M-2 July 25, 2019, BA-1, Regional Model
7. **Delegations**
8. **Correspondence**
9. **Reports**
 - R-1 2020 Draft Budget Review
 - R-2 Modernizing the *Emergency Program Act*
10. **New Business**
 - NB-1 Introduction of New Staff
 - NB-2 BC Hydro/Site C Emergency Response Working Group
11. **Items for Information**
 - I-1 For Reference: PRRD Emergency and Disaster Service Establishment
Bylaw No. 1598, 2005 and PRRD Emergency and Disaster Operations
Bylaw No. 1599, 2005.
 - I-2 Incident Register
12. **Adjournment**

CARRIED.

ADOPTION OF MINUTES:

M-1 MOVED by Director Bumstead, SECONDED by Director Rose,
February 7, That the Emergency Executive Committee Meeting Minutes of February 7, 2019 be
2019 adopted.

CARRIED.

M-2
July 25, 2019 MOVED by Director Ackerman, SECONDED by Director Hiebert,
That the Emergency Executive Committee Meeting Minutes of July 25, 2019 be adopted.
CARRIED.

BUSINESS ARISING FROM THE MINUTES:

M-1 Feb 7, 2019 Committee members were advised that letters have been forwarded to the Honourable
Item #9 Mike Farnsworth, Minister of Public Safety and Solicitor General, Deputy Minister Becky
NB-1 re: EOC Denlinger, Emergency Management, Ministry of Public Safety and Solicitor General, and the
Honourable Selina Robinson, Minister of Municipal Affairs and Housing regarding a possible
delegation to discuss detrimental impacts during emergency events. A meeting has been
tentatively scheduled for the first few weeks of March with Tony Fiala, Senior Regional
Manager EMBC to discuss the Old Fort After Action report and recommendations.

M-2 July 25,
2019 BA-1
Regional Model The Committee suggested that staff reach out to the Search and Rescue groups to obtain an
update regarding the possibility of a Regional Model with respect to funding.

**DELEGATIONS:
CORRESPONDENCE:**

REPORTS:

R-1
December 17,
2019 – 2020
draft budget n
300 Emergency
Planning MOVED by Director Ackerman, SECONDED by Director Hiebert,
That the Emergency Executive Committee accept the 2020 budget for Function 300 -
Emergency Planning, as presented, and forward it to the Regional Board for consideration in
the 2020 Annual Financial Plan.
CARRIED.

MOVED by Director Rose, SECONDED by Director Hiebert,
That the supplementary request to conduct flood plain mapping west of Chetwynd, around
Moberly Lake, south of Pouce Coupe and in the Tomslake and Tupper areas be approved
subject to the Regional District obtaining a Community Emergency Preparedness Grant for
up to \$150,000.
CARRIED.

MOVED by Director Goodings, SECONDED by Director Hiebert,
That the supplementary request to conduct extensive FireSmart® Education sessions and
assessments within the rural areas of the Regional District be approved subject to the
Regional District obtaining a Community Resiliency Investment Grant for up to \$150,000.
CARRIED.

MOVED by Director Hiebert, SECONDED by Director Bumstead,
That the supplementary request to complete a Disaster Debris Management Plan be
approved.
DEFEATED.

R-2
December 17, 2019 –
Modernizing the
Emergency
Program Act

MOVED by Director Hiebert, SECONDED by Director Rose,
That the Emergency Executive Committee recommend to the Regional Board to approve the draft response to the Province of BC regarding the discussion paper “Modernizing the *Emergency Program Act*.”

CARRIED.

MOVED by Director Goodings, SECONDED by Director Rose,
That the Recommendation 8, *Building & Development*, specifically around the building inspection section, of the draft response letter to the Province of BC regarding the discussion paper “Modernizing the *Emergency Program Act*” be removed and replaced with the need to identifying the hazards in areas.

CARRIED.

NEW BUSINESS:

NB-1
Introduction of
new staff

The General Manager of Community Services introduced new staff:

- Tiffany Traverse – Protective Services Coordinator
- Kyla Traichevich – Community Services Clerk

NB-2
BC Hydro Site C
Emergency
Response

MOVED by Director Ackerman , SECONDED by Director Rose,
That Director Goodings attend the BC Hydro Site C Emergency Response Working Group meeting as an alternate to Director Sperling, once a date has been finalized.

CARRIED.

ITEMS FOR INFORMATION:

ADJOURNMENT

The Chair adjourned the meeting at 2:17 pm.

Director Sperling, Meeting Chair

Kyla Traichevich, Community Services Clerk



REPORT

To: Emergency Executive Committee

Report Number: FN-EEC-001

From: Teri Vetter, Chief Financial Officer & Tyra Henderson, Corporate Officer Date: July 10, 2020

Subject: **2020 Search and Rescue Grants – Application Review**

RECOMMENDATION #1:

That the Emergency Executive Committee review the 2020 Search and Rescue Grant applications to determine which applicants are eligible for funding and should be recommended to the Regional Board for approval.

RECOMMENDATION #2:

That the Emergency Executive Committee appoint one Committee member to Chair the 2020 Search and Rescue Grant Allocation meeting; should a meeting be required, on a date to be determined.

RECOMMENDATION #3:

That the Emergency Executive Committee recommend that the Regional Board waive the Search and Rescue Grant Policy to allow the Tumbler Ridge Search and Rescue Society to carry forward \$3,500 from their remaining 2019 Search and Rescue grant allocation, for the purpose of insurance for the new Command Truck, which delivery of has been postponed due to manufacturing delays related to COVID-19.

RECOMMENDATION #4:

That the Emergency Executive Committee recommend that the Regional Board deny the Regional Grant in Aid application from the North Peace Search and Rescue Society, in the amount of \$12,394, to assist with mapping technology improvements.

BACKGROUND/RATIONALE:

The Emergency Executive Committee (EEC) assist with the process of awarding Search and Rescue (SAR) grant funds through the review of the grant applications to determine eligibility, merit, and financial need, and make recommendations to the Regional Board regarding grant approval or denial.

The funding for the Search and Rescue groups is included in Function 275 – Grants to Community Organizations. All other general grants in this function, with the exception of the STARS Grant, were denied at the May 7, 2020 Board Meeting. This was due to the lack of authority provided in the Supplementary Letters Patent (SLP), which were historically relied upon for these grants (SLP 23, which provides authority for the functions of Recreational Programs and Community Services).

A summary of information outlining each applicant's financial request, the intended use of funds, and notes of interest has been compiled to assist the Committee with its review of the applications.

As noted in the attached summary of applications, the Chetwynd application was incomplete; it did not include any information regarding the proposed use of the funds or any other financial reporting information. Additionally, Chetwynd has not claimed their 2019 grant of \$6,000; the deadline for claiming of the 2019 funds is September 5, 2020.

Also noted in the summary is the request from Tumbler Ridge for permission to carry forward a portion of their 2019 allocation, to be used for insurance on their new Command Truck, which has not yet been delivered due to assembly and manufacturing delays related to the COVID pandemic. The original delivery date was scheduled for summer 2020 but will not likely arrive until the fall or winter. Under the current SAR Grant Policy, applicants cannot carry forward grant allocations, and funds must be claimed within one year of ratification by the Regional Board. The 2019 SAR grant allocations were ratified on September 5, 2019. If the Committee wishes to support this request, a recommendation to the Regional Board to waive policy for this scenario would be necessary.

The Search and Rescue Grant Policy specifies that when the total amount requested is greater than the annual budget commitment, grant allocations are to be determined by EEC in collaboration with the applicants. Once determined, all grant allocations are then recommended to the Regional Board for approval.

There are four SAR organizations that operate within the region: (1) the North Peace Search and Rescue Society; (2) the South Peace Emergency Response Team; (3) the Chetwynd Search and Rescue Society; and (4) the Tumbler Ridge Search and Rescue Society - all of whom have submitted a grant application. This year, the overall amount requested from all applications equals \$68,199.53. **If all applications are accepted**, the total amount requested exceeds the annual budget commitment of \$50,000 and determines the need for an allocation meeting to be held with the applicants. The grant application from the North Peace Search and Rescue Society includes a copy of the Society's Regional Grant-in-Aid application that was referred to EEC on May 7, 2020, when the Regional Board passed the following resolution:

MOVED, SECONDED, and CARRIED

That the Regional Board refer the Regional Grant-in-Aid application received from the North Peace Search & Rescue Society, for a grant in the amount of \$12,394 to assist with mapping technology improvements, to the Emergency Executive Committee.

The additional application from the North Peace Search and Rescue for \$12,394 may be considered together with the other four applications, and as part of the overall search and rescue allocation of \$50,000. Alternatively, it could be considered as a separate grant, external to the \$50,000 SAR allocation (still within Function 275 – Grants to Community Organizations). EEC could make a recommendation to the Regional Board to either deny or approve this application, which was included in the Grants to Community Organizations discussion on May 7, 2020 and referred to EEC.

ALTERNATIVE OPTIONS:

1. That the Emergency Executive Committee provide further direction.

STRATEGIC PLAN RELEVANCE:

- ☒ Responsive Service Delivery
- ☒ Enhance Emergency Planning and Response Capacity

FINANCIAL CONSIDERATION(S):

\$50,000 is budgeted under the General Grants line item, totaling \$487,507.00 within Function 275 – Grants to Community Organizations in the 2020 Financial Plan. These grants have been for the purpose of assisting search and rescue organizations in the Peace Region with funding support. Total requests in this category in 2020 total \$52,305.53.

A regional grant in aid grant application from the NP Search and Rescue in the amount of \$12,394 for mapping technology improvements was referred by the Regional Board to the Emergency Executive Committee for consideration. Should this application be considered simultaneously with the others, the applications total is \$64,699.53. There is also the \$3,500 carry over requested by Tumbler Ridge, bringing the total to \$68,199.53.

COMMUNICATIONS CONSIDERATION(S):

Applicants will be notified of the Emergency Executive Committee's review of their application, as per the approval process outlined in the Policy.

OTHER CONSIDERATION(S):

None.

Attachments:

1. 2020 SAR Summary of Applications
2. Chetwynd SAR Application
3. North Peace Search and Rescue SAR Application
4. South Peace Search and Rescue SAR Application
5. Tumbler Ridge SAR Application
6. Tumbler Ridge Search and Rescue – Request to Carry over Grant Allocation
7. 2020 SAR Summary of Payables – July 14, 2020
8. Search and Rescue Grants Policy #0340-30-7
9. North Peace Search and Rescue Regional GIA application - Referred from May 7, 2020 Regional Board Meeting

2020 SAR Grant Application - Assessment

Organization	Projects	# Tasks	Fixed Costs	Variable Costs	\$ Request	Agreed Amt	Assessment Notes
Chetwynd Search and Rescue	Operational - insurance, phone expenses, licenses, etc. <i>(fixed costs)</i>	4	\$ 6,000.00	\$ -	\$ 6,000.00		Application incomplete - question #9 unanswered applicant did not explain how funds would be used; missing financial information, detailed budget, AGM minutes and annual report for 2019 SAR grant (staff requested by email June 26, 2020); In good standing with Societies Act; no 2019 grant funding claimed to date - \$6,000 remains in balance must be claimed by September 5th 2020 as per policy (1 yr. of ratification).
North Peace Search and Rescue	Operational - licensing/insurance, fees, swift water tech training <i>(fixed costs)</i> ; equipment, gears, mapping technology <i>(variable costs)</i> .	20	\$ 16,958.48	\$ 16,994.00	\$ 33,952.48		Note - The total request for NPSAR includes the amount requested (\$12,394 for Mapping Technology) previously thru the Regional GIA application process which was referred to EEC by the Regional Board at its May 7, 2020 meeting; In addition NPSAR is asking for \$21,558.48 through the SAR Grant application process for a total request of \$33,952.48 in 2020 grant funds. The applicant meets the eligibility criteria and is in good standing with the Societies Act; all 2019 SAR grant funding has been claimed.
South Peace Emergency Response Team	Operational Costs: insurance, phone, licenses <i>(fixed costs)</i> ; minor repairs; 1st Aid training <i>(variable costs)</i>	4	\$ 10,993.87	\$ 9,213.18	\$ 20,207.05		Meets eligibility criteria; In good standing with Societies Act; 2019 Grant funds \$13,536.57 have not been claimed to date waiting on addition invoices (requested June 26); breakdown of training costs \$8,840.95
Tumbler Ridge Search and Rescue	Operational - Trailer and truck insurance, SAT fees <i>(fixed costs)</i>	10	\$ 4,540.00	\$ -	\$ 4,540.00		Meets eligibility criteria; In good standing with Societies Act; 2019 Grant funds unclaimed \$7,201.67 must be claimed per date of ratification September 5, 2019 - Staff - advised would move forward to EEC but Regional Board would have to waive policy to approve exception.
TOTALS		38	\$ 38,492.35	\$ 26,207.18	\$ 64,699.53	\$ -	

Total Commitment	
Total Fund	\$ 50,000.00
Total Allocated	\$ -
Total Available	\$ 50,000.00

Date: May 31 2020Society Number: S0061259**APPLICANT INFORMATION**

Chetwynd Search and Rescue

- 1) Name of Organization: _____
- 2) Contact Person: Don Wheeler
- Position: President/SAR Manager
- Mailing Address: Box 1139 Chetwynd BC V0C 1J0
- Phone: 250-788-5446 Fax: _____
- Email: chetwyndsar@gmail.com
- Website: http://chetwynd.vr-sar.org

Please list our organization on the PRRD website as a "Local Community Group" Yes No (please check one)

3) Executives of Your Organization:**President/Chair**

Name: Donald G Wheeler Phone: 250-788-5446 Email: chetwyndsar@gmail.com

Vice President/Vice Chair

Name: Alastair Atherton Phone: 250-601-0601 Email: drummerboyal@gmail.com

Treasurer

Name: Adam Gentry Phone: (250) 788-6040 Email: gentryadam1974@gmail.com

Secretary

Name: Melissa Lalonde Phone: (250) 401-3070 Email: mel_scott22@hotmail.com

4) Does your organization have at least one (1) member certified as a Search Manager? If so, please provide name and contact information.

Don Wheeler 250-788-5446 chetwyndsar@gmail.com

5) How many volunteers does your group have registered? 14**6) TOTAL volunteer hours accumulated by your group in the previous year: 260****7) Please describe the training activities (i.e., type of training, number of members who took part in training) and EMBC tasks (i.e., number of tasks, number of says per task, number of volunteers per task) that your team took part in over the last year. (If needed please attach this as a separate item to your application) 5 Task as listed**

#00055 Moderly Lk Road #203302

#00048 Murray River Missing canoes #202562

#00050 Mackenzie Lost Boy OP 3 #202536

#00049 Mackenzie 4 yr old missing OP1 #202536



- 8) Please provide a 5 year action plan for your organization.
Carry on with establishing a base (perment) for Chetwynd SAR

Year 1:

Send three member to be trained as Team Leaders

Year 2:

Send Two Members to carry on as SAR Manager

Year 3:

Recurit for Membership and Gsar Training

Year 4:

Recurit for Membership and Gsar Training

Year 5:

OPERATIONAL AND MINOR CAPITAL COSTS

- 9) Please describe the operational and/or minor capitals costs for which you are requesting funding. (If needed please attach this as a separate item to your application)

10) Total fixed costs requested from the Regional District:	\$ 6000.00
11) Total variable costs requested from the Regional District:	\$.
12) TOTAL FUNDS requested from the Regional District:	\$ 6000.00

* Fixed costs are defined as costs that are incurred every year and generally remain constant in total regardless of changes in activity. Examples are rent, insurance, mail box rental, radio licenses.

** Variable costs are defined as costs that vary in total in direct proportion to changes in activity. Examples include new equipment, photocopying and training.

ATTACHMENTS

- Annual financial statements including current bank balance, savings, term deposits and GIC account information.
- Minutes of the most recent Annual General Meeting.
- Detailed annual budget including quotes for any minor capital purchases valued at over \$3,000.
- Completed Society Annual Report Form 11.
- Annual report detailing how Regional District grant funds were spent in the previous year.

SIGNATURE OF APPLICANT


Signature of Applicant

Date: May 28, 2020Society Number: S-0030265**APPLICANT INFORMATION**

- 1) **Name of Organization:** North Peace Search and Rescue
- 2) **Contact Person:** Brian Lamond
- Position:** President
- Mailing Address:** Box 6933 Fort St John, B.C. V1J 4J3
- Phone:** 250-793-0761 **Fax:** _____
- Email:** Redrock2018@shaw.ca contact@npsar.ca
- Website:** www.npsar.ca

Please list our organization on the PRRD website as a "Local Community Group" Yes X No *(please check one)***3) Executives of Your Organization:****President/Chair**Name: Brian Lamond Phone: 250-793-0761 Email: Redrock2018@shaw.ca**Vice President/Vice Chair**Name: William Cameron Phone: 250-794-2159 Email: sar@terrycameron.ca**Treasurer**Name: Stuart Gillet Phone: 250-263-4196 Email: Stuart.gillet@yahoo.com**Secretary**Name: Andrea Forrest Phone: 250-261-1654 Email: [Bellpurple310@yahoo.com](mailto:bellpurple310@yahoo.com)**4) Does your organization have at least one (1) member certified as a Search Manager? If so, please provide name and contact information.**

Brian Lamond 250-793-0761

Sandy Ross 250-262-9314

Michel Lavallee 250-261-4640

5) How many volunteers does your group have registered?

34 Operational members, 4 members in training, 4 members on LOA

6) TOTAL volunteer hours accumulated by your group in the previous year:

See Appendix A

7) Please describe the training activities (i.e., type of training, number of members who took part in training) and EMBC tasks (i.e., number of tasks, number of days per task, number of volunteers per task) that your team took part in over the last year. (If needed please attach this as a separate item to your application)

See Appendix B&C



8) Please provide a 5-year action plan for your organization.

Year 1: See Appendix D

Year 2: _____

Year 3: _____

Year 4: _____

Year 5: _____

OPERATIONAL AND MINOR CAPITAL COSTS

9) Please describe the operational and/or minor capitals costs for which you are requesting funding. (If needed please attach this as a separate item to your application)

See Appendix E1/E2/E3a/E3b

10) Total fixed costs requested from the Regional District: \$16,958.48

11) Total variable costs requested from the Regional District: \$16,994.00

12) TOTAL FUNDS requested from the Regional District: \$33,952.48

** Fixed costs are defined as costs that are incurred every year and generally remain constant in total regardless of changes in activity. Examples are rent, insurance, mail box rental, radio licenses.*

*** Variable costs are defined as costs that vary in total in direct proportion to changes in activity. Examples include new equipment, photocopying and training.*

ATTACHMENTS

- a) Annual financial statements including current bank balance, savings, term deposits and GIC account information. See Appendix F1/F2/F3 **See Appendix H**
- b) Minutes of the most recent Annual General Meeting. See Appendix G
- c) Detailed annual budget including quotes for any minor capital purchases valued at over \$3,000. See Appendix H **See Appendix E**
- d) Completed Society Annual Report Form 11. Not required (as per cover sheet requirements)
- e) Annual report detailing how Regional District grant funds were spent in the previous year. See Appendix I

SIGNATURE OF APPLICANT

Brian Lamond

NP SAR Application - Question 9 Additional text

There are a number of benefits to this project:

A. With advancing technologies our team is seeing an increased number of requests for rescue through electronic requests (SPOT and InReach device activations), from our tasking agencies. With advanced mapping using real time Geographic Information Services (GIS) and mapping it will allow us to develop enhanced Operational Plans. It will also allow for field deployment of hand held device with our responding teams to reduce rescue times (and improve survivability of subjects). and reduce risks to our responders.

B. Using advanced mapping using real time Geographic Information Services (GIS) and mapping for search operations will allow for Incident Command Planning and Logistics for field team deployment with predetermined team assignments. This will reduce time to develop search area assignments that are currently done using paper maps. With the team assignments being done on a real time GIS platform it will reduce wait times for team assignments. The ability to deploy portable devices with each operational team will enhance their field effectiveness and ensure that their assigned area is searched and the proper Probability of Detection (POD), is achieved. It will also allow the Incident Command Planning Section to download from the field devices to ensure the search area has been adequately covered and allow for development of next team assignments.

C. Interface in SAR field operations with the Everbridge system (currently being used by the PRRD), during specific area evacuation alert or order delivery will provide real time data to the PRRD's Emergency Operations Centre (EOC) of area coverage and notification deliveries. Using the data that the Everbridge system already has in place for identification of rural residences will allow for more accurate data collection and enhanced delivery ability to the PRRD EOC.

North Peace Search and Rescue

ANNUAL HOUR REPORT – 2019 (January 1, 2019 – December 31, 2019)

SUMMARY

OPERATIONAL TASKS:

TASK INCIDENTS - 20,

Days on task 25 days,

Volunteers Involved – 153,

Total Hours Committed – 1135.15 hours

SAR PREVENTION AND EDUCATION:

AdventureSmart Presentations – 18

Community Events – 9

SAR Prevention Events– 16

Total hours Committed – 315 hours

TRAINING:

Training exercises – 65

Total hours committed – 4,700.33 hours

MAINTENANCE AND MEETINGS:

Maintenance – 107 hours

Meetings - 380 hours



2019 Total Team Hours – 6,637.48 hours

2019 Task summary - North Peace SAR

	Task Number	Date	Description	Days	Volunteers	Hours
1	195873	Feb 11/19	Doig 3 yr old	1	1	0.2
2	196462	Mar 17/19	Murray Ridge - sledder	1	2	9.6
3	200533	Apr 30/19	Prestpatou - 14 yr old	1	10	38.6
4	200826	May 19/19	BCAS support - Big Bam	1	20	15
5	200996	May 28/19	Fort Nelson - trapper evac	1	1	0.6
6	201018	May 29/19	Hudson Hope Fisherman Ops 1	1	19	120.1
7	201018	May 30/19	Hudson Hope Fisherman Ops 2	1	9	69
8	201018	June 1/19	Hudson Hope Fisherman Ops 3	1	1	0.3
9	202266	August 5/19	Missing Boater Peace River	1	1	4.7
10	202318	August 7/19	Injured hunter Prophet	1	11	119.6
11	202536	August 17/19	Mutual Aid - Mackenzie 4 yr old.	2	23	541.7
12	202611	August 21/19	Fort Nelson - Racing river hunters	1	1	1
13	202937	Sept 6/19	Hudson Hope hunter	1	3	5.2
14	203093	Sept 15/19	Sikanni river guide/outfitter	1	10	2.75
15	203093	Sept 16/19	Sikanni river guide/outfitter	1	6	9.5
16	203014	Sept 10/19	Hunter - Tetsa River, Fort Nelson	1	1	1
17	203085	Sept 20/19	Redfern trail hunters	1	1	0.5
18	203261	Sept 26/19	Graham River Hunters	2	17	89.4
19	203342	Oct 5/19	Terrace mutual aid	4	1	54
20	203486	Oct 11/19	BCAS Kiskatinaw Bridge	1	15	52.4
21						
22						
23						
24						
25						
26						
27						
28						
				25	153	1135.15

Totals



Emergency
ManagementBC

APPLICATION FOR ANNUAL TRAINING TASK NUMBER

(For WCB and Third Party Liability ONLY as per Policy 3.01)

Date of Application April 6th, 2020 Fiscal Year: 2020-2021
 Originator (please print) Alan Stebbings Email Address: training@npsar.ca
 Phone Number: 778-256-0855 Fax Number: _____

Group Name (if applicable): North Peace SAR

EMBC Region:

- ☒ North East ☐ Central ☐ Vancouver Island
☐ North West ☐ South East ☐ South West

Public Safety Lifeline
Group or Discipline:

- ☐ Emergency Program / ESS /
 Emergency Radio Communications / Road Rescue (LA Fire Dept)
☒ SAR
☐ PEP Air
☐ Road Rescue (Society) ☐ Other: _____

Emergency Program Coordinator Signature or
Training Coordinator Signature (If Applicable)

Description of Training All training activities to be covered under the training task number must be noted below or on a separate attachment. Groups are encouraged to include an annual training plan to help facilitate training task number approvals.

** COVID is limiting our training now.*
Usually train once a week for GSAR and twice a month for Rope Rescue. Participate in a number of weekend training exercises for all disciplines (GSAR, Tracking, Rope Rescue, Swiftwater Rescue, Ice Rescue & Avalanche Rescue). Put on a couple of in-house courses each year (Ice Rescue, Hypothermia, etc.)

Annual Training Plan attached

☐ Yes ☒ No

Regional Manager

☐ Approved

☐ Not Approved

Comments _____

Regional Manager Signature _____

Date _____

Copy to Region ☐

Copy to EMBC Headquarters ☐

TRAINING TASK NUMBER: _____

NORTH PEACE SEARCH AND RESCUE

Business Plan



2020
Year 4 of 5

Business Plan

Mission Statement

To save lives by fostering, coordinating and encouraging excellence in volunteer Search and Rescue in the North Peace Region.

Vision

A Ground Search and Rescue volunteer must be competent in SAR disciplines, act professionally and ethically, able to communicate, assess risks, make decisions, and perform safely.

Purpose

To provide effective response and education to those persons in the North Peace area, and beyond to area within the Peace River area and adjacent Regions, through interagency cooperation and communications with other response agencies, in those disciplines that North Peace Search and Rescue is able to provide.

General

North Peace Search and Rescue Society is a registered society. Its primary function is that of a community resource to assist the approved tasking agencies in a variety of search and rescue functions. All of our members are volunteers and some take time off work if we get called to a task. All members are also required to purchase their own gear which can be very costly. We currently have 3 Search Managers, 13 Team Leaders, 4 Ground SAR Instructors, 3 Rope Team Leaders, 2 Tracking Instructors, combined total membership of 34 Operational members and 4 Members in Training (MIT's).

We provide service to the citizens and visitors of the North Peace by conducting searches for lost or missing persons, rescuing trapped and/or injured persons, doing body recoveries, evidence searches and assisting at any community emergency that may arise when requested to do so by the authorized tasking agencies (based on EMBC policy).

History

North Peace Search and Rescue (NPSAR) formed a Society in 1991, with approximately 20 members. At this point NPSAR began training its members following the Emergency Management B.C. (EMBC) guidelines for Ground Search and Rescue. Every member is required to have the Ground Search and Rescue training and from there they can obtain training in other specialty areas of SAR.

Through our own efforts and resources we have achieved the following;

- Providing training to a bulk of the membership to the minimum of EMBC standards in BC (GSAR and First Aid).
- Established relations with local business to support NPSAR in the involvement of Search and Rescue and training operations.
- Acquired various SAR equipment to provide service.
- Provide education to various community groups.

Community Involvement

Promote education and awareness through events such as Avalanche Awareness workshops and continued involvement in delivering AdventureSmart programs such as Hug-A Tree and Survive Outside.

Participate in community initiatives such as Air Show parking, Annual Fort St John Triathlon, Annual Mother's Day Run, school presentations, Career Days and Municipal Emergency Plan development.

Develop corporate sponsorship to become more self-sufficient.

Goals to Improve Response

1. Providing a location to do training and store equipment.
2. Obtain sustainable income to; purchase and maintain group equipment and provide regulatory required training to NPSAR volunteers.
3. Establish and maintain Occupational Health and Safety Program for NPSAR volunteers
4. Building North Peace SAR group capacity.

In pursuit of becoming proficient at Search and Rescue in the North Peace we have established sound histories with emergency services and have continued our involvement in the community. We have provided training for ourselves and acquired some equipment. Given limited resources our accomplishments to date have been exemplary. To continue our efforts in becoming proficient in Search and Rescue in the North Peace we require additional funding to facilitate this process.

North Peace Search and Rescue Society
PO Box 6933
Fort St John B.C.
V1J-4J3

Appendix D

North Peace SAR Executive 2020/21

NAME	POSITION	ADDRESS
Brian Lamond	President	Site 10, Comp 22, RR 1 Fort St John, BC V1J 4M6
William Cameron	Vice President	201 – 8220 92 Avenue Fort St John, BC V1J 6X2
Andrea Forrest	Secretary	RR 1, Comp 34 Fort St John, BC V1J 4M6
Stuart Gillet	Treasurer	8908 89 th Street Fort St John, BC V1J 5L9
Alan Stebbings	Training Officer	9820 112 Ave Fort St John, BC V1J 2W5
Michel Lavallee	Director	10503 103 Ave Fort St. John, BC V1J 2J1
Matthew Blaney	Director	SS#2 Site 27, Comp 4 Fort St John, BC V1J 4M7
Meiling Hong	Director	11727 97street, Fort St. John, BC V1J 0E9
Alysha Giesbrecht	Director	SS#2 Site 12 Comp 278 Fort St. John, BC V1J 4M7

North Peace Search and Rescue

Appendix E

Funding request for North Peace
Search and Rescue - 2020

Item	Cost	Explanation
1 Response Truck #1 Insurance	\$3,150.00	Annual ICBC Insurance for our First Response Truck
2 Response Truck #2 Insurance	\$3,554.00	Annual ICBC Insurance for our First Response Truck #2
3 Command Trailer Insurance	\$164.00	Annual ICBC Insurance for our Command Trailer
4 Technical Rescue support unit Insurance	\$387.00	Annual ICBC for our Technical Rescue Support Trailer
5 Deck over trailer Insurance	\$103.00	Annual ICBC for our Deck Over Trailer
6 Technical storage trailer	\$139.00	Annual ICBC for our Technical storage Trailer
7 SAR 3 Side by side insurance	\$73.00	Annual ICBC for our Side by side
8 SAR 4 Quad insurance	\$73.00	Annual ICBC for our Quad
9 SAR 5 Quad insurance	\$73.00	Annual ICBC for our Quad
10 SAR 6 Snowmobile insurance	\$73.00	Annual ICBC for our Snowmobile
11 SAR 7 Snowmobile insurance	\$73.00	Annual ICBC for our Snowmobile
12 Swiftwater rescue Training	\$8,056.00	Swiftwater Technician refresher *Note
13 One Call Now Service	\$336.41	Annual cost of our group callout service
14 Mailbox Rental	\$181.65	Annual cost of our group mailbox rental
15 Annual website cost	\$130.42	Annual cost for website hosting
16 Annual Society Registration	\$40.00	Annual Society Registration
17 Radio Licensing	\$352.00	Annual radio Licensing
18 Drysuit replacement (2 units)	\$2,200.00	Replacements for our swiftwater drysuits
19 Mapping technology enhancements	\$12,394.00	Grant in aid referral from the Regional Board.
20 Rope rescue gear	\$2,400.00	Additional harnesses and hardware
Total Requested fixed	\$16,958.48	
Total Requested variable	16,994.00	
Total	\$33,952.48	

Referred from Regional
Board Meeting - May 7, 2020

*Note - Requests sent to Raven Rescue, Overhang and Dive Rescue International - only received quote from Raven Rescue

Appendix E2

May 14th, 2020

Estimate - Swiftwater Rescue Technician Training

Client: North Peace SAR
Contact: Alan Stebbing
Location: FSJ/North Peace
Dates: Summer 2020
Participants: 10-12

TRAINING OVERVIEW

The course to be provided is Swiftwater Rescue Technician - Level 1. This comprehensive swiftwater course puts the emphasis on identifying risks, self rescue, and low-risk options for rescuing others. The SRT1 is the “standard-of-care” or recommended training for those who work **in or on** moving water. This course is compliant with the NFPA 1670 and 1006 Standards for technical swiftwater rescue incidents and is recognized across Canada and around the world.

DELIVERABLES

- Swiftwater Rescue Technician (SRT 1) - Training and Certification (3 days of training)
- First day of the course is classroom-based, and days two and three are held on-river
- Documentation:
 - Certificate of Completion
 - Personalized Skill Sheet (written assessment/training record)
 - Rescue 3 *Swiftwater Rescue* Manual
 - Wallet card with registration number and expiry date
 - Registration in Rescue 3 International student database for credential tracking
 - Rescue 3 ID Card with QR code for instant on-site certification verification

CLIENT TO PROVIDE

- Classroom space for the first day of the course
- A/V equipment for the classroom day including a projector, screen and whiteboard
- Transportation of students to and from river sites
- All personal protective equipment (or rental equipment, see Cost Estimate)



COURSE CONTENT

- Swiftwater dynamics and water-related physiology.
- Site safety assessment and safe working procedures.
- Applicable communications systems (whistles, hand signals etc.)
- Signs and symptoms of specific medical problems related to water accidents.
- Rescue and extricate an accident victim from the water.
- Safely swim swiftwater so as to negotiate river hazards and obstacles at various water levels.
- Swiftwater rescue team organization and victim responses.
- Ford shallow and fast-moving water utilizing various techniques.
- Cross deep, slow-moving and fast-moving water utilizing basic rope systems.

COST ESTIMATE

Training Fees

Swiftwater Rescue Technician Level 1 (SRT1) \$499/participant
Classroom Space client to provide

Subtotal for 10 participants (minimum charge) \$4,990.

Subtotal for 12 participants \$5,988.

Equipment Rental Fees

Helmet and PFD rental N/C

Drysuit rental \$100/participant/if needed

Equipment shipping/extra baggage fees n/a

Instructor Travel Costs

Accommodations (4 nights @ \$150/night)\$600.

Travel time (@\$40/hour, up to \$500).....\$500.

Mileage (1,614 km @ \$0.60/km) \$968.

Subtotal for Travel Costs \$2,068.

Total for 10 Participants \$7,058.

Total for 12 Participants \$8,056.

+ Tax

NOTES

1. Our minimum charge is for 10 students per instructor.
2. Maximum student-to-instructor ratio is 12:1. If you have a larger number, we can provide a second instructor for an additional cost.
3. We only charge for the number of drysuits used. If you do not require rental equipment, please disregard the rental fee above.
4. Airfare, hotel and rental vehicles are charged out at cost plus 10%. Shipping/extra baggage costs are charged out at cost. Receipts provided upon request.
5. Equipment that is damaged due to mis-use will be repaired at cost plus 10%. Equipment that is damaged beyond repair is replaceable at cost.
6. If you cannot provide a classroom location for day 1 we can find a suitable location and add the cost to the final invoice.
7. We have done our best to estimate costs accurately, but please allow for a 15% variance in travel expenses at the time of booking.
8. This estimate is valid for 60 days.

PAYMENT & CANCELLATION POLICY

No deposit is required, but once dates are agreed upon, we consider a contract to be in place for which we require 14 days' advance notice of cancellation. Cancellation less than 14 days prior to the first day of the course will result in a charge for the minimum course fee quoted above, and any travel or shipping costs already incurred.

Raven Rescue reserves the right to postpone or cancel any course due to unsafe local conditions. However, if travel or shipping costs have been already incurred, the client will be responsible for their payment. Course fees and equipment rental charges are waived if Raven Rescue cancels.

Payment is due 30 days following conclusion of training. We accept Purchase Orders, Visa and MasterCard, direct deposit, and company cheques.

Terms are 30 days. Interest is charged on overdue balances at the rate of 2% per month, or 24% per annum.

2020 Annual General Meeting Minutes

NPSAR AGM Meeting Minutes

March 11, 2020

NPSAR Hall

Directors Present:

Brian Lamond, Stuart Gillet, Michel Lavallee, Andrea Forrest, Matthew Blaney, Terry Cameron, Alan Stebbing, Tim Repas, Evan Thomas

Also Present:

Laurie Ratcliffe, Andy Mueller, Stephan Cameron, Stephen Eicher, Geoff Lamond, Steven Payette, Valerie Taylor, Peter DeJong, Hannah Bolten, Greg Taylor, Meiling Hong, Kevin Kurkenimi, Shannon Champagne, Dave Batton, Dave McAleney, Joe Moser, Ethan Forrest, Sandy Ross, Jae Macala, Rob Jenkins, Jeremy Garner, Shelly McPhee, Darion W., Andre Legacy, Alycia Giesbrecht, Piotr Klisowski, Joel Christuneam

NOTE: TEXT IN BOLD DENOTES ACTIVITIES THAT REQUIRE ACTION OR MOTION(S) PASSED.

- *Call To Order:*

Brian Lamond chaired.

Meeting convened at 19:30.

Agenda was displayed.

Reviewed 2019 AGM minutes.

- *Adoption of Minutes:*

Motion to adopt 2019 Minutes made by Andy Mueller and seconded by Laurie Ratcliffe.

Passed unanimously.

- *Adoption of changes to constitution:*

Motion to adopt changes made to the Constitution made by Evan Thomas and seconded by Andre Legacy.

Passed unanimously.

- *Financial Statement:*

Reviewed NPSAR Financial Statement for March 2019 to February 28 2020, prepared and presented by Stuart Gillet. Statement filed in binder with physical copy of these minutes.

The bank total is \$37,744.30.

The building account total is \$150,975.72.

Motion to adopt the Financial Statement made by Dave McAleny and seconded by Geoff Lamond.

Passed unanimously.

Motion made by Evan Thomas to dissolve the current Executive. Seconded by Michel Lavallee.

Motion carried.

- *Election of Officers (led by Sandy Ross):*

Election for Position of NPSAR President: Nomination from the floor - Brian Lamond.

Brian Lamond voted President by acclamation.

Election for Position of NPSAR Vice-President: Nomination - William (Terry) Cameron

William (Terry) Cameron voted Vice President by acclamation.

Election for Position of NPSAR Secretary: Nomination - Andrea Forrest.

Andrea Forrest voted Secretary by acclamation.

Election for Position of NPSAR Treasurer: Nomination from the floor - Stuart Gillet

Stuart Gillet voted Treasurer by acclamation.

Election for Position of NPSAR Training Officer: Nomination from the floor – Alan Stebbing

Alan Stebbing voted Training Officer by acclamation.

Election for Position(s) of NPSAR Directors:

*Nominations from the floor - Michel Lavallee, Tim Repas, Matthew Blaney, Alysha Giesbrecht, Meiling Hong, Andre Legacy

* Michel Lavallee, Matthew Blaney, Alysha Giesbrecht and Meiling Hong voted as Directors.

Motion to destroy ballots made by Jeremy Garner and seconded by Alan Stebbing. Motion carried.

Motion to close elections made by Shelly McPhee and seconded by Michel Lavallee. Motion carried.

Motion to adjourn AGM made by Geoff Lamond and seconded by Andrea Forrest. Motion carried.

- Meeting adjourned at 20:38.

NPSAR Financial Statement Chequing Account 14 March, 2019 - 28 February, 2020

Income

Tasks		Paid amount	Expenses	Income	Expenditure
Sequence#	Task #				
11 (2017/18)	183311 second claim	\$	1,614.14		
18 (2018/19)	195873	\$	125.00		
1	196462	\$	624.77		
2	200533	\$	1,999.28		
3	200826	\$	125.00		
4	200996	\$	125.00		
5	201018 ops 1	\$	3,241.85		
6	201018 ops 2	\$	1,615.80		
6	201018 damaged equipment	\$	1,152.53		
7	201018 ops 3	\$	125.00		
8	202266	\$	621.00		
9	202318	\$	3,846.87		
10	202536	\$	10,943.29		
10A	202536 damaged equipment	\$	690.03		
11	202611	\$	125.00		
12	202937	\$	763.60		
13	203014	\$	172.50		
14	203093	\$	1,115.50		
15	203085	\$	125.00		
16	203261	\$	1,710.07		
17	203342	\$	3,246.59		
18	203486	\$	1,965.35		
18	205658		*		
20	205757		*		
21	205892		*		
Task reimbursement to team members		\$	14,665.55		
Totals		\$	36,073.17	\$	14,665.55

Donations					
	FSJ Co-op membership dividend	\$	15.00		
	Yoni Design, discount given on internal cabinets for new TST	\$	467.00		
	FSJ Elks	\$	600.00		
	Elizabeth Calder	\$	50.00		
	Total Donations	\$	1,132.00		
Grants					
	BC SARA Provincial Government support	\$	89,413.37		
	PRRD 2019	\$	22,493.43		
	Total Grants	\$	111,906.80		
Fundraising					
	Rotary Mothers Day Run	\$	500.00		
	City of Fort St John/Canada Day Parade	\$	1,000.00		
	River Rats Jet Boat Races	\$	1,000.00		
	City of Fort St John Santa Parade	\$	1,000.00		
	District of Hudson's Hope Polar Bear Plunge	\$	500.00		
	Total Fundraising	\$	4,000.00		
	Sale of replacement Team Ball Cap to a member	\$	28.04		
	Donation by Autographs when new TST was being decaled	\$	750.00		
	Reclaim from Clay Trailers of work to modify steps on new TST, work carried out by Yoni Design	\$	644.00		
	Trapper Gilowski donation from Task 196462	\$	67.68		
	Return of storage boxes to Staples	\$	13.41		
	Adventure Smart payment	\$	500.00		
	Regional support for NE Region SAR Group meeting in QC	\$	873.40		
	Tracking course income	\$	280.00		
	Trail Blazin Power deposit refund for sled rental for avalanche course	\$	1,384.00		
	Members contribution to Christmas Dinner	\$	550.00		
	Interest credited by RBC for opening the Building Fund account three days late	\$	19.73		
	Interest on \$10,000.00 GI/C used to cover credit cards	\$	100.00		
Total Income		\$	158,322.23		

Expenses

Vehicles					
	Vehicle repairs	\$	5,178.40		
	Vehicle insurance	\$	6,815.00		
	Vehicle expenses	\$	13,996.95		
	Vehicle purchase	\$	33,041.75		
	Total Vehicles	\$	59,032.10		
Communications					
	One Call Now	\$	336.41		
	Radio Licenses	\$	352.00		
	Wed Hosting	\$	129.51		
	Total Communications	\$	817.92		
Registration fees					
	Society registration	\$	40.00		
	Total Registration fees	\$	40.00		
Training courses and expenses					
	Wilderness First Aid	\$	674.52		
	Rope Rescue course May	\$	1,613.86		
	Swift Water Rescue course	\$	7,406.75		
	Attending NE Region SAR Group meeting	\$	734.25		
	Rope Rescue Course June	\$	838.78		
	Hypothermia course	\$	1,386.72		
	Search Managers meeting	\$	47.82		
	Sled rental for Avalanche course \$2000.00 less \$1384.00 on income side	\$	2,000.00		
	Total Training	\$	14,702.70		
Equipment/supplies					
	Office supplies	\$	701.94		
	New/replacement equipment	\$	17,513.55		
	Team apparel	\$	19,298.51		
	Trade show	\$	1,035.90		
	Task expense	\$	1,154.43		
	Equipment repair	\$	166.68		
	Total Equipment/supplies	\$	39,871.01		
Bank charges					
	Bank and Visa card charges	\$	276.27		
	Total Bank charges	\$	276.27		
Transfer to Building Fund account					
	Interest credited by RBC for opening the Building Fund account three days late	\$	19.73		
	Lump sum transfer to Building Fund account	\$	150,000.00		
	Total transferred to Building Fund account	\$	150,019.73		
Social events					
	Miscellaneous member support	\$	125.43		
	Team/new members BBQ after summer break	\$	271.87		
	Christmas dinner	\$	2,280.00		
	Team awards issued at Christmas Dinner	\$	634.26		
	Team gifts presented at Christmas dinner	\$	1,455.60		
	Total Social events	\$	4,767.16		
Total Expenses		\$	158,322.23	\$	284,192.44

Net income/expenses	\$ (125,870.21)
Starting balance	\$ 163,614.51
Ending balance	\$ 37,744.30
Difference	\$ (125,870.21)
Actual bank balance	\$ 37,744.30



Date: December 27, 2019

Society #: S 0030265

Organization Information

1. Organization Name: North Peace Search and Rescue Society

Civic Address:

Mailing Address: P.O. Box 6933
(if different)

City: Fort St John, B.C. Postal Code: V1J 4J3

Contact Person: Brian Lamond Phone Number: 250-793-0761

Email: RedRock2018@shaw.ca

Project / Initiative Information

Projects and initiatives submitted for grant-in-aid consideration must have a regional focus and serve or benefit residents throughout the regional district or in multiple electoral areas and municipalities.

2. Indicate which category is this project, event or service?

- | | | |
|-------------------------------------|----------------------|---|
| <input type="checkbox"/> | Arts/Culture | Projects that enhance the provision and availability of arts and culture services and amenities |
| <input type="checkbox"/> | Economic Development | Projects related to creating or enhancing economic opportunities |
| <input type="checkbox"/> | Environmental | Projects that enhance, protect, or restore environmental values |
| <input type="checkbox"/> | Heritage | Projects that protect and interpret the region's heritage values |
| <input type="checkbox"/> | Social | Projects that support the health, well-being and diversity of individuals and communities |
| <input checked="" type="checkbox"/> | Sport/Recreation | Projects related to the provision of sports or recreation activities, tournaments or events |
| <input type="checkbox"/> | Other (Describe) | |

3. Identify which electoral areas and municipalities this project, event or service will provide benefit to?

- | | | |
|--|---|--|
| <input checked="" type="checkbox"/> Electoral Area B | <input type="checkbox"/> City of Dawson Creek | <input checked="" type="checkbox"/> District of Taylor |
| <input checked="" type="checkbox"/> Electoral Area C | <input checked="" type="checkbox"/> City of Fort St. John | <input type="checkbox"/> District of Tumbler Ridge |
| <input type="checkbox"/> Electoral Area D | <input type="checkbox"/> District of Chetwynd | <input type="checkbox"/> Village of Pouce Coupe |
| <input checked="" type="checkbox"/> Electoral Area E | <input checked="" type="checkbox"/> District of Hudson's Hope | |

4. Description of project, event or service:

North Peace Search and Rescue Society is requesting Grant-In-Aid funding from the Peace River Regional District to upgrade and enhance our mapping technology for use during Operational Tasks involving searching for, and providing rescue services to residents and visitors to the Peace River Region.



5. Project Start Date: January 6, 2020

Project End Date: December 31, 2020

6. Is this project, event or service part of your core operations?

☒ Yes☐ No

7. Is the project, event, or service already provided in the community by another organization?

☐ Yes☒ No

If yes, provide details:

8. Who will benefit from the project, event or service?

The residents of the Peace River Regional District (PRRD), and member municipalities and visitors and recreationalist who use the backcountry of the PRRD (that are in the North Peace Search and Rescue Society response area - currently 32,369 square kilometers.

9. What will those benefits be?

There are a number of benefits to this project:

A. With advancing technologies our team is seeing an increased number of requests for rescue through electronic requests (SPOT and InReach device activations), from our tasking agencies. With advanced mapping using real time Geographic Information Services (GIS) and mapping it will allow us to develop enhanced Operational Plans. It will also allow for field deployment of hand held device with our responding teams to reduce rescue times (and improve survivability of subjects). and reduce risks to our responders.

Budget Information

10. Total Cost of the Project, Event or Service:

\$ 12,394.00

11. Grant-in-Aid Amount Requested:

\$ 12,394.00

12. For how many years are you requesting funding?

☒ 1 ☐ 2 ☐ 3

13. Will you receive other sources of funding?

☐ Yes☒ No

14. Have you applied to other sources, including municipalities for funding?

☐ Yes☒ No

15. Please describe other sources of funding and amounts as anticipated or received:

Amount: _____ Source: _____

Amount: _____ Source: _____

Amount: _____ Source: _____

Amount: _____ Source: _____



Application Authorization

- ☒ I confirm that the information in this application is accurate and complete and that the project proposal, including plans and budgets, is fairly presented.
- ☒ I understand that if my application is successful, I will be required to provide a summary report that includes annual financial statements, a description of how funds were spent, and the outcomes achieved to the Regional District by **February 28** of the following year the grant funds were received.
- ☒ I understand that the information provided in this application may be accessible under the Freedom of Information (FOI) Act.
- ☒ I understand that the information provided in this application may be shared with the Board of Directors, Committee(s), Regional District staff and consultants.

Application Submission

Please submit all grant applications and attachments by email to prrd.dc@prrd.bc.ca on or before **December 31**. The following attachments must be included with your application:

- 1 Project budget, including all sources of funding
- 1 Current financial statements showing expenses, revenues & savings

Applicant Signature

Brian Lamond

Continued from Question 9:

There are a number of benefits to this project:

A. With advancing technologies our team is seeing an increased number of requests for rescue through electronic requests (SPOT and InReach device activations), from our tasking agencies. With advanced mapping using real time Geographic Information Services (GIS) and mapping it will allow us to develop enhanced Operational Plans. It will also allow for field deployment of hand held device with our responding teams to reduce rescue times (and improve survivability of subjects). and reduce risks to our responders.

B. Using advanced mapping using real time Geographic Information Services (GIS) and mapping for search operations will allow for Incident Command Planning and Logistics for field team deployment with predetermined team assignments. This will reduce time to develop search area assignments that are currently done using paper maps. With the team assignments being done on a real time GIS platform it will reduce wait times for team assignments. The ability to deploy portable devices with each operational team will enhance their field effectiveness and ensure that their assigned area is searched and the proper Probability of Detection (POD), is achieved. It will also allow the Incident Command Planning Section to download from the field devices to ensure the search area has been adequately covered and allow for development of next team assignments.

C. Interface in SAR field operations with the Everbridge system (currently being used by the PRRD), during specific area evacuation alert or order delivery will provide real time data to the PRRD's Emergency Operations Centre (EOC) of area coverage and notification deliveries. Using the data that the Everbridge system already has in place for identification of rural residences will allow for more accurate data collection and enhanced delivery ability to the PRRD EOC.

North Peace Search and Rescue Society
Grant-In-Aid application Proposal

Hardware	Number	Cost	Total
iPad Pro (12.9" display)	3	\$1,649.00	\$4,947.00
liPad Mini 4	6	\$899.00	\$2,697.00
iPad Pro case	3	\$200.00	\$600.00
iPad Mini case	6	\$100.00	\$600.00
Wifi Hub	1	\$300.00	\$300.00
Pelican case	1	\$500.00	\$500.00
Chargers, cords, etc.	Misc	\$950.00	\$950.00
Software			
Touch GIS	9	\$200.00	\$1,800.00
			\$12,394.00
Total Grant-In-Aid request			\$12,394.00

NPSAR Financial Statement 01 April, 2018 - 13 March, 2019

Income

					Income	Expenditure
Tasks	Sequence#	Task #	Claim	Expenses		
	1	190674	\$	1,432.58		
	2	191276 ops 1 + 2	\$	6,577.31		
	2A	191276 supplemental 1	\$	497.54		
	2B	191276 supplemental 2	\$	1,432.18		
	2C	191276 supplemental 3	\$	1,204.00		
	3	191619	\$	172.50		
	4	191276 ops 3	\$	9,108.16		
	4A	191276 supplemental 4	\$	500.00		
	5	191952	\$	-		
	6	191995	\$	4,409.46		
	7	192630	\$	3,118.23		
	8	193371	\$	125.00		
	9	193516	\$	1,992.15		
	10	193467 ops 1	\$	4,815.19		
	10A	193467 ops 1 supplemental	\$	59.36		
	11	193467 ops 2	\$	7,513.89		
	12	193467 ops 3	\$	1,808.95		
	13	193467 ops 4	\$	1,971.10		
	14	193467 ops 5	\$	1,534.10		
	15	193319	\$	625.20		
	16	194387	\$	2,565.54		
	17	194741	\$	1,762.03		
	18	195873		*		
* Claimed not yet reimbursed						
Task reimbursement to team and members				\$	28,184.95	
Totals			\$	53,224.47	\$	28,184.95

Donations			
RBC	\$	200.00	
Wild Sheep Society	\$	5,000.00	
Convergent volunteers	\$	5,594.50	
SAR members	\$	35.01	
CRL Transload	\$	500.00	
Taylor Hose Lay	\$	1,500.00	
FSJ Elks	\$	900.00	
Valerie Oftebroro, in memory of Darren Oftebro	\$	1,500.00	
Total Donations	\$	15,229.51	
Grants			
BC SARA Provincial Government support	\$	84,830.87	
PRRD 2017	\$	9,001.63	
PRRD 2018	\$	9,125.80	
Total Grants	\$	102,958.30	
Fundraising			
Mothers Day Run	\$	1,000.00	
Canada Day Parade	\$	600.00	
Pride Walk	\$	250.00	
River Rats jet boat races	\$	3,000.00	

Taylor Hose Lay	\$ 702.00	
FSJ Literacy Run	\$ 250.00	
Santa Parade	\$ 1,000.00	
Total Fundraising	\$ 6,802.00	
Sale of used Resacue Boggan	\$ 1,000.00	
Credit from team member after purchase of online order on their own credit card	\$ 32.09	
Trade Show credit	\$ 2.00	
Adventure Smart payment	\$ 500.00	
Members contribution to Christmas Dinner	\$ 500.00	
Credit of credit card GICs (\$2,500.00 + \$7,500.00)	\$ 10,000.00	
Bank interest, GIC interest and closing balance on old account	\$ 125.34	

Total income \$ 190,373.71

Expenses

Vehicles		
Vehicle repairs	\$ 1,372.67	
Vehicle insurance	\$ 8,166.00	
Vehicle expenses	\$ 8,412.34	
Vehicle purchase	\$ 35,000.00	
Total Vehicles	\$ 52,951.01	
Communications		
One Call Now	\$ 331.72	
Mail box rental	\$ 177.45	
Roadpost	\$ 475.60	
Total Communications	\$ 984.77	
Registration fees		
FSJ Co-op lifetime membership	\$ 5.00	
Society registration	\$ 80.00	
MEC lifetime membership	\$ 5.00	
Total Registration fees	\$ 90.00	
Training courses and expenses		
PSLV	\$ 44.51	
Evacuation training in Prince George	\$ 261.38	
OFA 1	\$ 145.95	
Wilderness First Aid patr 2	\$ 249.95	
Rope rescue	\$ 383.77	
Avalanche course	\$ 51.27	
Total Training	\$ 1,136.83	
Equipment/supplies		
Office supplies	\$ 727.37	
New/replacement equipment	\$ 26,510.73	
Team apparel	\$ 5,754.30	
Trade show	\$ 105.23	
Training supplies	\$ 398.58	
Task expense	\$ 3,257.91	
Equipment repair	\$ 819.80	
Total Equipment/supplies	\$ 37,573.92	
Purchase of new GIC to increase credit card balance from \$2,500.00 to \$10,000.00	\$ 7,500.00	
Purchase of New GIC following credit of old \$2,500.00 and \$7,500.00 GICs that had been credited	\$ 10,000.00	

Bank and Visa card charges		\$ 194.50
Task 186480, \$1,564.45 claimed in 2017/18 financial year and accounted for, \$1,113.70		
Paid in 2018/19 financial year, difference \$450.75		\$ 450.75
Account realignment, projected to actual, details in executive minutes January 2019		\$ 6,967.86
Social events		
Miscellaneous member support		\$ 68.31
Preparing vehicle for Canada Day parade		\$ 49.10
Team/new members BBQ after summer break		\$ 204.68
Present for David Dickenson for all his support in preparing team vehicles		\$ 86.79
Christmas dinner		\$ 2,634.20
Team gifts presented at Christmas dinner		\$ 1,388.78
Total Social events		\$ 4,431.86
	\$ 190,373.71	\$ 150,466.45

Income

Expense

Net income/expenses \$ 39,907.26

Starting balance \$ 123,707.25

Ending balance \$ 163,614.51

Difference \$ 39,907.26

Actual bank balance \$ 163,614.51

Stuart Gillet, 17:00, 13 March, 2019

Variance \$ (0.00)



Search & Rescue Grant Application

Schedule A

Date: May 30, 2020Society Number: S-0051379

APPLICANT INFORMATION

- 1) Name of Organization: South Peace Emergency Response Team
 2) Contact Person: Marcel Woodill
 Position: President
 Mailing Address: 1636 - 99 Ave Dawson Creek BC, V1G 1V1
 Phone: 250-719-4800 Fax: _____
 Email: jamzmarcelwoodill@yahoo.ca
 Website: _____

Please list our organization on the PRRD website as a "Local Community Group" ☒ Yes ☐ No (please check one)

- 3) Executives of Your Organization:
- | | | | |
|------------------------------|----------------------------|--|--|
| President/Chair | | | |
| Name: <u>Marcel Woodill</u> | Phone: <u>250 719 4800</u> | Email: <u>jamzmarcelwoodill@yahoo.ca</u> | |
| Vice President/Vice Chair | | | |
| Name: <u>Regina Saunders</u> | Phone: <u>250 219 8717</u> | Email: <u>g-saunders@live.ca</u> | |
| Treasurer | | | |
| Name: <u>Regina Saunders</u> | Phone: <u>250 219 8717</u> | Email: <u>g-saunders@live.ca</u> | |
| Secretary | | | |
| Name: <u>Jaymes George</u> | Phone: <u>250 719 4043</u> | Email: <u>jaymesgeorge@hotmail.com</u> | |

- 4) Does your organization have at least one (1) member certified as a Search Manager? If so, please provide name and contact information.

Marcel Woodill 250 719 4800

- 5) How many volunteers does your group have registered?

32

- 6) TOTAL volunteer hours accumulated by your group in the previous year:

2,854

- 7) Please describe the training activities (i.e., type of training, number of members who took part in training) and EMBC tasks (i.e., number of tasks, number of days per task, number of volunteers per task) that your team took part in over the last year. (If needed please attach this as a separate item to your application)

Number of Tasks: 4

Days per Task: 1-3 days per task

Volunteers per Task: 10-15 volunteers

Community Events - Adventure Smart, Car Show, Fusion Festival
 D.C. Music Festival.

Training: Ground Search and Rescue, Wilderness First Aid,



Search & Rescue Grant Application

Schedule A

8) Please provide a 5 year action plan for your organization.

Year 1: 2021- GSTL, Managers course, First Aid

Year 2: 2022- Upgrade Response Vehicle

Year 3: 2023- Permanent Location Acquisition

Year 4: 2024 - Upgrading to digital mapping program

Year 5: 2025 - Regionalization and upgraded training.

OPERATIONAL AND MINOR CAPITAL COSTS

9) Please describe the operational and/or minor capitals costs for which you are requesting funding. (If needed please attach this as a separate item to your application)

Fixed: Insurance Trailers: First Aid Training: \$8,840.95
 Insurance Truck 1:
 Insurance Truck 2:
 Insurance ATV/UTV:
 Radio Licence: \$376.00
 Bank Fees: \$96.50
~~Annual Report Fee:~~
 Communications: \$1228.75
 Insurance (Liability): \$2,073.00

Minor
 Vehicle Repairs: \$372.23

10) Total fixed costs requested from the Regional District:

\$ 10,993.87

11) Total variable costs requested from the Regional District:

\$ 9,213.18

12) TOTAL FUNDS requested from the Regional District:

\$ 20,207.05

* Fixed costs are defined as costs that are incurred every year and generally remain constant in total regardless of changes in activity. Examples are rent, insurance, mail box rental, radio licenses.

** Variable costs are defined as costs that vary in total in direct proportion to changes in activity. Examples include new equipment, photocopying and training.

ATTACHMENTS

- Annual financial statements including current bank balance, savings, term deposits and GIC account information.
- Minutes of the most recent Annual General Meeting.
- Detailed annual budget including quotes for any minor capital purchases valued at over \$3,000.
- Annual report detailing how Regional District grant funds were spent in the previous year.

SIGNATURE OF APPLICANT


 Signature of Applicant

2019 Budget

SOUTH PEACE EMERGENCY RESPONSE TEAM

INCOME	Actual	Budget	Difference
Operating Income			
PRRD Grant Funding	8,500 8,500	15,000 8,000	(6,500)
BCSARA Funding	37,000 37,000	38,200 37,000	(2,200)
Gaming Grants			-
Task Revenue	10,000 10,000		10,000
			-
Total Operating Income	55,500	54,200	1,300
Non-Operating Income			
Donations	5,000	5,800	(800)
Interest Revenue	480	500	(20)
			-
			-
			-
Total Non-Operating Income	5,480	6,300	(820)
Total INCOME	60,980	60,500	480

EXPENSES			
Operating Expenses			
Accounting and Legal		500	(500)
Promotional		470	(470)
Insurances		7,000	(7,000)
Lisences and Fees		376	(376)
Operational Equipment		800	(800)
Maintenance and Repairs		5,000	(5,000)
Training		9,000	(9,000)
Office Supplies		300	(300)
Vehicle Fuel		600	(600)
Team Development		2,000	(2,000)
Bank Charges		100	(100)
Volunteer Appreciation		500	(500)
Taxes		400	(400)
Telephone		1,000	(1,000)
Capital Expense		10,000	(10,000)
Utilities			-
Contingency		1,000	(1,000)
Hold over for New Hall		-	-
Hold over for New Truck		-	-
Total Operating Expenses	-	39,046	(39,046)
Non-Recurring Expenses			
			-
			-
Other			-
Total Non-Recurring Expenses	-	-	-

data:

**Ridge Wilderness Adventures**

1717 Salton Rd.
 Abbotsford BC V2S7P2
 604-477-4663
 info@ridgewilderness.com
 www.ridgewilderness.com
 GST/HST Registration No.:
 823259015RT001

**INVOICE****BILL TO**

South Peace Emergency
 Response Team

INVOICE # 4109**DATE** 05-26-2020**DUE DATE** 04-23-2021**TERMS** Due on receipt

DESCRIPTION	QTY	RATE	AMOUNT	TAX
First Aid SAR Specific Wilderness First Aid Course - Minimum 8 participants - Dawson Creek April 23-April 25 2021	8	329.95	2,639.60	GST
Travel expenses Travel expenses for both weekends (includes flights, accommodations etc.)	1	1,536.00	1,536.00	GST
First Aid Advanced Wilderness First Aid Upgrade Course - Minimum 8 participants - Dawson Creek May 1-2 2021	8	259.95	2,079.60	GST

Deposit Information:

Ridge Wilderness Adventures Ltd. (RWA) requires a deposit of 50%,
 per person, of the price of the trip/lesson (hereinafter collectively
 referred to as Trip) in order to secure your booking and reserve your
 date. The deposit is

refundable upon written confirmation of the cancellation at least 14
 days prior to the Trip. The balance of the payment is due on the day of
 the Trip. 10% of the total is non-refundable

SUBTOTAL	6,255.20
GST @ 5%	312.76
TOTAL	6,567.96
BALANCE DUE	\$6,567.96

TAX SUMMARY

RATE	TAX	NET
GST @ 5%	312.76	6,255.20



South Peace Search and Rescue

Balance Sheet As at 12/30/2019

ASSET

Current Assets

Cash to be deposited	0.00	
Cash Draws	0.00	
Petty Cash	0.00	
LVCU Chequing #47701801	34,560.72	
LVCU Gaming #47701801	45.00	
LVCU HISA #47701801	64,567.70	
LVCU Shares #47701801	55.06	
Chequing Bank Account	0.00	
Foreign Currency Bank	0.00	
Total Cash		99,228.48
Visa Receivable	0.00	
MasterCard Receivable	0.00	
American Express Receivable	0.00	
Other Credit Card Receivable	0.00	
Total Credit Card Receivables		0.00
Investments		0.00
Accounts Receivable	5.09	
Allowance for Doubtful Accounts	0.00	
Payroll Advances	0.00	
Total Receivable		5.09
Purchase Prepayments		0.00
Prepaid Expenses		0.00
Total Current Assets		99,233.57

Inventory Assets

Inventory A	0.00
Inventory B	0.00
Inventory C	0.00
Total Inventory Assets	0.00

Capital Assets

Leasehold Improvements	0.00
Equipment	22,976.11
Accum. Amort. - Equipment	-2,523.67
Net - Furniture & Equipment	20,452.44
Vehicle	149,202.46
Accum. Amort. -Vehicle	-38,936.36
Net - Vehicle	110,266.10
Building	0.00
Accum. Amort. -Building	0.00
Net - Building	0.00
Land	0.00
Total Capital Assets	130,718.54

Other Non-Current Assets

Computer Software	0.00
Goodwill	0.00
Incorporation Cost	0.00
Total Other Non-Current Assets	0.00

TOTAL ASSET **229,952.11**

LIABILITY

Current Liabilities

Accounts Payable	112.00
Import Duty Clearing	0.00
Bank Loan - Current Portion	0.00
Bank Advances	0.00
Visa Payable	0.00

Printed On: 05/30/2020

South Peace Search and Rescue

Balance Sheet As at 12/30/2019

MasterCard Payable	0.00	
American Express Payable	0.00	
Other Credit Card Payable	0.00	
Total Credit Card Payables		0.00
Corporate Taxes payable		0.00
Vacation payable		0.00
EI Payable	0.00	
CPP Payable	0.00	
Federal Income Tax Payable	0.00	
Total Receiver General		0.00
WCB Payable		0.00
User-Defined Expense 1 Payable		0.00
User-Defined Expense 2 Payable		0.00
User-Defined Expense 3 Payable		0.00
User-Defined Expense 4 Payable		0.00
User-Defined Expense 5 Payable		0.00
Deduction 1 Payable		0.00
Deduction 2 Payable		0.00
Deduction 3 Payable		0.00
Deduction 4 Payable		0.00
Deduction 5 Payable		0.00
PST Payable		0.00
GST Charged on Sales	0.00	
GST Charged on Sales - Rate 2	0.00	
GST Paid on Purchases	-1,129.70	
GST Payroll Deductions	0.00	
GST Adjustments	0.00	
ITC Adjustments	0.00	
GST Owing (Refund)		-1,129.70
Prepaid Sales/Deposits		5,812.00
Total Current Liabilities		4,794.30
Long Term Liabilities		
Bank Loans		0.00
Mortgage Payable		0.00
Loans from Owners		0.00
Total Long Term Liabilities		0.00
TOTAL LIABILITY		4,794.30
EQUITY		
Owners Equity		
Owners Contribution		0.00
Owners Withdrawals		0.00
Retained Earnings - Previous Year		189,645.13
Current Earnings		35,512.68
Total Owners Equity		225,157.81
TOTAL EQUITY		225,157.81
LIABILITIES AND EQUITY		229,952.11

South Peace Search and Rescue

Income Statement 01/01/2019 to 12/31/2019

REVENUE

Sales

PRRD Grant Funding	8,914.20
BC SARA Funding (Rev)	37,847.09
Donations	5,789.16
EMBC Reimbursement	0.00
Gaming Grants	0.00
Task Revenue	13,505.76
Net Sales	<u>66,056.21</u>

Other Revenue

Interest Revenue	493.73
Total Other Revenue	<u>493.73</u>

TOTAL REVENUE

66,549.94

EXPENSE

General & Administrative Expe...

Accounting & Legal	0.00
Advertising & Promotions	472.50
Member Reimbursement	2,574.83
Volunteer Appreciation	685.21
Business Fees & Licenses	0.00
Courier & Postage	0.00
GST Expense	0.00
PST Expense	0.00
Training Expense	9,039.45
Operational Equipment	972.03
Insurance	7,219.62
Interest & Bank Charges	96.50
Office Supplies	748.94
License and fees	376.00
Vehicle Repair/Maint. Expenses	6,407.77
Vehicle Fuel Expenses	629.37
Miscellaneous Expenses	0.00
Rent	0.00
Telephone and Communications	1,825.04
Utilities	0.00
Total General & Admin. Expen...	<u>31,047.26</u>

TOTAL EXPENSE

31,047.26

NET INCOME

35,502.68

**South Peace Emergency Response Team
Annual General Meeting**

**January 16th 2020
JT Safety Training**

In Attendance:

Marcel Woodill, Jaymes Frank, Regina Saunders, Christina LaPlaca, Jenna Shaw, Brandy Studley, De Jensen, Aden Fulford, Sharon Hope, Jeff Harper, Jordy Hecker

1. Call To Order:

Marcel calls meeting to order as of 1910, Jaymes Seconds.

2. Assess that quorum has been met:

Quorum of 12 members, quorum met.

3. Review of 2019:

Total of 4 active incidents, 31 exercises, 24 events with 32 active members. Total time of 2737hrs and 52mins of annual time. Training calendar for 2020 has been up including the training schedule for the GSAR class of 2020. Monthly training regiment will continue with the first three Thursdays of the month including a one weekend training exercise.

Total operating revenue for 2019 was 66,956.21. Attached to these minutes will be a copy of our full annual financial report. A new reimbursement form will be

developed for team reimbursement. This is to eliminate “receipt chasing” and allows for better accountability.

4. Update what the board has accomplished:

- Our society has updated our bylaws. Which will be made for our February board meeting.
- Team policies have been updated
- We bought a new trailer to be utilized as a toy hauler and mobile command center, a trailer committee has been made.
- 5 members were sent to the SARVAC conference in Rocky Mountain House
- We sent two of our board members to the provincial SAR conference
- Talks have taken place with the village of Pouce Coupe to establish a new home for SPERT.
- A group of committees have been created to help assist the inner workings of the team. Committees include; Truck, Trailer, Equipment and Training committees.

5. Confirm voting members:

6. Nominations:

- Director at Large, 1 nomination for James Cromier
- Secretary, 1 nomination for Jaymes Frank
- Treasurer, 1 nomination for Gina Saunders

7. Vote:

- James voted as Director at Large by acclamation.
- Jaymes Frank is voted as Secretary by acclamation.
- Gina Saunders is voted as Treasurer by acclamation.

- Aden Fuford will be taken a temporary leave of absence as Vice President. Gina Saunders will assume as Acting Vice President as well as the Treasurer.

8. Adjournment:

Meeting adjourned for 2000, Jaymes seconds.



Date: May 30, 2020

Society Number: S-48952 S-0048958

APPLICANT INFORMATION

- 1) Name of Organization: _____
- 2) Contact Person: Tumbler Ridge Search and Rescue
- Position: Steven Tory
- Mailing Address: President
- Phone: PO Box 1901 Tumbler Ridge BC V0C 2W0 Fax: _____
- Email: 250-242-7195 n/a
- Website: tumbleridgesar@gmail.com

Please list our organization on the PRRD website as a "Local Community Group" Yes No (please check one)

3) Executives of Your Organization:

President/Chair

Name: Steve Tory Phone: 250-242-7195 Email: tumblersteven@gmail.com

Vice President/Vice Chair

Name: Amanda Coonce Phone: 250-242-8365 Email: acoonce1319@gmail.com

Treasurer

Name: Gerald Noksana Phone: 250-257-0773 Email: geraldnoxsana@gmail.com

Secretary

Name: Sarah Gamble Phone: 250-242-7733 Email: sarahllgamble@gmail.com

4) Does your organization have at least one (1) member certified as a Search Manager? If so, please provide name and contact information.

Steven Tory
250-242-7195

5) How many volunteers does your group have registered?

6) TOTAL volunteer hours accumulated by your group in the previous year:

2292 Hours in 2019

7) Please describe the training activities (i.e., type of training, number of members who took part in training) and EMBC tasks (i.e., number of tasks, number of says per task, number of volunteers per task) that your team took part in over the last year. (If needed please attach this as a separate item to your application)

Twice monthly regular training nights on topics spanning the full scope of SAR
Team was called out on EMBC tasks 10 times in 2019



8) Please provide a 5 year action plan for your organization.

Year 1: Commission and equip new command vehicle; continue to deliver training with COVID in mind

Year 2: Further develop specialty teams; Recruit additional GSAR trainees

Year 3: Develop technical specialist program; coordinate regional training particularly for specialties

Year 4: Expand our team leader's numbers and capabilities; Fundraise for a new building

Year 5:

OPERATIONAL AND MINOR CAPITAL COSTS

9) Please describe the operational and/or minor capitals costs for which you are requesting funding. (If needed please attach this as a separate item to your application)

- 1) Trailer insurance \$290
- 2) Truck insurance ~~\$7000~~ — **July 11, 2020 requested to reduce insurance to \$3,500**
- 3) SAT phone fees \$750

10) Total fixed costs requested from the Regional District:	\$ \$4,540 .
11) Total variable costs requested from the Regional District:	\$ 8040 .
12) TOTAL FUNDS requested from the Regional District:	\$ \$4,540 .

* Fixed costs are defined as costs that are incurred every year and generally remain constant in total regardless of changes in activity. Examples are rent, insurance, mail box rental, radio licenses.

** Variable costs are defined as costs that vary in total in direct proportion to changes in activity. Examples include new equipment, photocopying and training.

ATTACHMENTS

- a) Annual financial statements including current bank balance, savings, term deposits and GIC account information.
- b) Minutes of the most recent Annual General Meeting.
- c) Detailed annual budget including quotes for any minor capital purchases valued at over \$3,000.
- d) Annual report detailing how Regional District grant funds were spent in the previous year.

SIGNATURE OF APPLICANT

Signature of Applicant



Tumbler Ridge Search and Rescue Society

PO Box 1901, Tumbler Ridge, BC, V0C 2W0



2020 Operating Budget

Expected Revenue	
Provincial Allocation	\$ 29,400.00
PRRD Grant	\$ 8,040.00
Donations	\$ 1,000.00
EMBC Task Reimbursement	\$ 4,000.00
	\$ 42,440.00

Planned Expenditures:	
Training	\$ 17,480.00
PPE	\$ 4,590.00
Capital Expenses	\$ 3,525.00
Comms Subscriptions	\$ 140.00
Mapping Subscriptions	\$ 543.00
Insurance	\$ 7,290.00 \$3,500
Comms	\$ 1,000.00
Merchandise and Member Rewards	\$ 5,000.00
Command Truck (Reserved funds)	\$ 105,777.33
	\$ 145,345.33 \$141,555.33



Tumbler Ridge Search and Rescue Society

PO Box 1901, Tumbler Ridge, BC, V0C 2W0



TRSAR 2019 Financial Statement

Opening Balance	\$ 57,880.30
Revenue	\$ 264,735.55
Expenditures	(\$ 138,945.03)
Total	\$ 125,790.52
Closing Balance	\$ 183,670.82

Major fundraising for our command truck resulted in high revenue in 2019. Much of our funds remain reserved for that project.

Sincerely,

Steven Tory
President - Tumbler Ridge Search & Rescue
250-242-7195
tumblersteven@gmail.com



Tumbler Ridge Search and Rescue Society

PO Box 1901, Tumbler Ridge, BC, V0C 2W0



PRRD,

I'm happy to confirm that our grant allocation from the PRRD has been spent as planned to the extent it could be. It has covered our Iridium sat phone providing us with an essential communications link across our large territory. It has also covered the cost of insuring our trailer – a foundation upon which many of our responses rely.

Unfortunately the delivery of our new Command Truck was delayed this year due to the temporary closure of Ford's assembly plants. Those plants are now running as of May 2020 and we expect to see that truck ready for service this winter and for many years to come.

Sincerely,

Steven Tory
President - Tumbler Ridge Search & Rescue
250-242-7195
Tumblersteven@gmail.com

Meeting Minutes

Location: Tumbler Ridge Search & Rescue Base (115 Commercial Park, Bay 5)
Date: June 18, 2019
Time: 18:00 – 19:00

Agenda Details

Call the Meeting to Order at 1806 (Moved, Seconded, Carried)

Accept the 2018 AGM Agenda (Moved, Seconded, Carried)

Accept the 2017 Annual General Meeting Minutes (Circulated earlier in the year)
(Moved, Seconded, Carried)

President's Report (Moved, Seconded, Carried)
Letter from past president shared by Steve Tory

Training Report (Moved, Seconded, Carried)

Financial Report (Moved, Seconded, Carried)

Board of Director Elections – Required Positions

Based on *TRSAR Organizational Structure*

1. President – Steve Tory by acclamation
2. Vice-President – Amanda Coonce by acclamation
3. Treasurer – Gerald Noksana by acclamation
4. Secretary – Sarah Gamble by acclamation
5. Logistics – Jesse Coonce by acclamation
6. Operations – Derek Blackwell by acclamation
7. Past-President – Craig Waters

Adjournment – 1852 Moved, Seconded

Peace River Regional District Statement of POLICY and PROCEDURE			
Department:	Community Services	Policy No.	0340-30-7
Section:	Grants	Issued:	October 20, 2011 Emergency Executive Committee
Subject:	Search & Rescue Grants	Effective:	July 13, 2017
Board Resolution # and Date:	RD/17/07/34	Page:	1 of 3
		Replaces:	October 20, 2011 EEC Policy
Issued by:	Trish Morgan, General Manager of Community Services	Dated:	February 19, 2008
Approved by:	Trish Morgan, General Manager of Community Services		

1. POLICY

- 1.1. Search and rescue (SAR) organizations operating within the boundaries of the Peace River Regional District are permitted to apply to the Regional District for grant funding to assist with operations and minor capital requirements.
- 1.2. On an annual basis the Regional Board shall determine the annual budget amount for SAR funding to be included in the Peace River Regional District Annual Financial Plan under the Grants to Community Organizations function.
- 1.3. The Regional Board hereby delegates to the Emergency Executive Committee (EEC) the authority to review all SAR grant applications and determine which groups should receive funding in that year and invite those applicants to the allocation meeting in accordance with this policy.
- 1.4. All applications will be adjudicated based on need and available funds in the fiscal year.
- 1.5. The EEC reserves the right to accept, reject or amend any application at its sole discretion.
- 1.6. That following the review of applications, that an allocation meeting be held in July of each year with the eligible SAR organizations and the EEC, to allocate funding from the budgeted amount as per the current Annual Financial Plan.
- 1.7. SAR organizations must send at least one representative to the allocation meeting in order to be eligible to receive funding.

Subject: Search & Rescue Grants	Policy #: 0340-30-7	Page:	2 of 3
---------------------------------	---------------------	-------	--------

- 1.8. If total applications exceed the annual budget, then the annual budget will be distributed based on consensus of the eligible SAR organizations and the EEC representative.
- 1.9. As a result of the allocation meeting, all funding recommendations for the SAR organizations, must be ratified and approved by the Regional Board.
- 1.10. To be eligible for funding, SAR organizations must meet the following criteria:
 - 1.10.1. Must be a registered society in good standing and provide evidence of annual filing of required documentation to the Registrar of Societies.
 - 1.10.2. Must have a minimum of one (1) member certified as a ground search and rescue search manager or is in the process of being certified;
 - 1.10.3. Must provide copies of minutes of Annual General Meetings, Annual Financial Statements and an annual report detailing search and rescue activities over the previous year that shows how the grant funds were spent and if any grant funds are remaining.
- 1.11. Failure to provide adequate documentation during the application process and/or comply with the eligibility requirements for funding assistance may jeopardize future funding applications.
- 1.12. Grant applications to acquire land, buildings and major capital items will not be permitted.
- 1.13. SAR organizations must utilize allocated funds within 1 year of ratification by the Regional Board and will not be permitted to carry over funds to the following year.

2. PURPOSE

- 2.1. The purpose of the Search and Rescue Grant Policy is to establish clear guidelines and procedures for organizations applying for funds from the Peace River Regional District to support SAR activities.

3. SCOPE

- 3.1. The Search and Rescue Grant policy applies to all search and rescue organizations applying for funds from the Peace River Regional District.

4. RESPONSIBILITY

- 4.1. The General Manager of Community Services or designate, is responsible for ensuring compliance with the policy.

5. DEFINITIONS

- 5.1. "Emergency Executive Committee" is as defined in Bylaw No. 1599, 2005.
- 5.2. "major capital items" means any individual item costing over \$5,000 and may include, but is not limited to, boats, trailers, any motorized vehicles, land and/or buildings
- 5.3. "minor capital items" means any individual item costing \$4,999 or less and may include, but is not limited to, ropes, harnesses, communications equipment.
- 5.4. "operational costs" means costs required to operate and may include, but is not limited to, the cost of training, first aid, administration, communication licenses
- 5.5. "Search and Rescue organization" means any registered non-profit Society that provides search and rescue services within the Peace River Regional District boundaries and is registered as a Search and Rescue organization with Emergency Management BC.

6. REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

- 6.1. Peace River Regional District Emergency and Disaster Operations Bylaw 1599, 2005

7. PROCEDURE

- 7.1. Search and Rescue organizations may submit a formal application to the Regional District once per year **on or before May 31st of each year**; said application to be substantially in the form attached hereto as Schedule 'A' and checklist as Schedule 'B.'
- 7.2. Staff will review each application to determine its completeness and eligibility.
- 7.3. Staff will provide EEC with a written cover report and all applications to assist EEC in determining which SAR organizations should be invited to attend the grant allocation meeting and ultimately receive grant funding.
- 7.4. Staff will provide each organization invited to attend the grant allocation meeting with a written invitation detailing the date, time and location of the meeting.
- 7.5. All applicants will be provided with a letter detailing the amount of funding approved by the Regional Board and the procedures to claim such funding.
- 7.6. Approved applications will receive funds by claim reimbursement (Schedule 'C') after August 1st of each year once funding allocations are ratified by the Regional Board.
- 7.7. Unallocated funds from the annual requisition for the SAR grant shall be carried forward as a surplus to reduce the following year's tax requisition.



- 8) Please provide a 5 year action plan for your organization.
Carry on with establishing a base (perment) for Chetwynd SAR

Year 1:

Send three member to be trained as Team Leaders

Year 2:

Send Two Members to carry on as SAR Manager

Year 3:

Recurit for Membership and Gsar Training

Year 4:

Recurit for Membership and Gsar Training

Year 5:

OPERATIONAL AND MINOR CAPITAL COSTS

- 9) Please describe the operational and/or minor capitals costs for which you are requesting funding. (If needed please attach this as a separate item to your application)

10) Total fixed costs requested from the Regional District:	\$ 6000.00
11) Total variable costs requested from the Regional District:	\$.
12) TOTAL FUNDS requested from the Regional District:	\$ 6000.00

* Fixed costs are defined as costs that are incurred every year and generally remain constant in total regardless of changes in activity. Examples are rent, insurance, mail box rental, radio licenses.

** Variable costs are defined as costs that vary in total in direct proportion to changes in activity. Examples include new equipment, photocopying and training.

ATTACHMENTS

- Annual financial statements including current bank balance, savings, term deposits and GIC account information.
- Minutes of the most recent Annual General Meeting.
- Detailed annual budget including quotes for any minor capital purchases valued at over \$3,000.
- Completed Society Annual Report Form 11.
- Annual report detailing how Regional District grant funds were spent in the previous year.

SIGNATURE OF APPLICANT


Signature of Applicant

Date: May 28, 2020Society Number: S-0030265**APPLICANT INFORMATION**

- 1) **Name of Organization:** North Peace Search and Rescue
- 2) **Contact Person:** Brian Lamond
- Position:** President
- Mailing Address:** Box 6933 Fort St John, B.C. V1J 4J3
- Phone:** 250-793-0761 **Fax:** _____
- Email:** Redrock2018@shaw.ca contact@npsar.ca
- Website:** www.npsar.ca

Please list our organization on the PRRD website as a "Local Community Group" Yes X No (*please check one*)**3) Executives of Your Organization:****President/Chair**Name: Brian Lamond Phone: 250-793-0761 Email: Redrock2018@shaw.ca**Vice President/Vice Chair**Name: William Cameron Phone: 250-794-2159 Email: sar@terrycameron.ca**Treasurer**Name: Stuart Gillet Phone: 250-263-4196 Email: Stuart.gillet@yahoo.com**Secretary**Name: Andrea Forrest Phone: 250-261-1654 Email: [Bellpurple310@yahoo.com](mailto:bellpurple310@yahoo.com)**4) Does your organization have at least one (1) member certified as a Search Manager? If so, please provide name and contact information.**

Brian Lamond 250-793-0761

Sandy Ross 250-262-9314

Michel Lavallee 250-261-4640

5) How many volunteers does your group have registered?

34 Operational members, 4 members in training, 4 members on LOA

6) TOTAL volunteer hours accumulated by your group in the previous year:

See Appendix A

7) Please describe the training activities (i.e., type of training, number of members who took part in training) and EMBC tasks (i.e., number of tasks, number of says per task, number of volunteers per task) that your team took part in over the last year. (If needed please attach this as a separate item to your application)

See Appendix B&C



8) Please provide a 5-year action plan for your organization.

Year 1: See Appendix D

Year 2: _____

Year 3: _____

Year 4: _____

Year 5: _____

OPERATIONAL AND MINOR CAPITAL COSTS

9) Please describe the operational and/or minor capitals costs for which you are requesting funding. (If needed please attach this as a separate item to your application)

See Appendix E1/E2/E3a/E3b

10) Total fixed costs requested from the Regional District: \$16,958.48

11) Total variable costs requested from the Regional District: \$16,994.00

12) TOTAL FUNDS requested from the Regional District: \$33,952.48

** Fixed costs are defined as costs that are incurred every year and generally remain constant in total regardless of changes in activity. Examples are rent, insurance, mail box rental, radio licenses.*

*** Variable costs are defined as costs that vary in total in direct proportion to changes in activity. Examples include new equipment, photocopying and training.*

ATTACHMENTS

- a) Annual financial statements including current bank balance, savings, term deposits and GIC account information. See Appendix F1/F2/F3 **See Appendix H**
- b) Minutes of the most recent Annual General Meeting. See Appendix G
- c) Detailed annual budget including quotes for any minor capital purchases valued at over \$3,000. See Appendix H **See Appendix E**
- d) Completed Society Annual Report Form 11. Not required (as per cover sheet requirements)
- e) Annual report detailing how Regional District grant funds were spent in the previous year. See Appendix I

SIGNATURE OF APPLICANT

Brian Lamond

NP SAR Application - Question 9 Additional text

There are a number of benefits to this project:

A. With advancing technologies our team is seeing an increased number of requests for rescue through electronic requests (SPOT and InReach device activations), from our tasking agencies. With advanced mapping using real time Geographic Information Services (GIS) and mapping it will allow us to develop enhanced Operational Plans. It will also allow for field deployment of hand held device with our responding teams to reduce rescue times (and improve survivability of subjects). and reduce risks to our responders.

B. Using advanced mapping using real time Geographic Information Services (GIS) and mapping for search operations will allow for Incident Command Planning and Logistics for field team deployment with predetermined team assignments. This will reduce time to develop search area assignments that are currently done using paper maps. With the team assignments being done on a real time GIS platform it will reduce wait times for team assignments. The ability to deploy portable devices with each operational team will enhance their field effectiveness and ensure that their assigned area is searched and the proper Probability of Detection (POD), is achieved. It will also allow the Incident Command Planning Section to download from the field devices to ensure the search area has been adequately covered and allow for development of next team assignments.

C. Interface in SAR field operations with the Everbridge system (currently being used by the PRRD), during specific area evacuation alert or order delivery will provide real time data to the PRRD's Emergency Operations Centre (EOC) of area coverage and notification deliveries. Using the data that the Everbridge system already has in place for identification of rural residences will allow for more accurate data collection and enhanced delivery ability to the PRRD EOC.

North Peace Search and Rescue

ANNUAL HOUR REPORT – 2019 (January 1, 2019 – December 31, 2019)

SUMMARY

OPERATIONAL TASKS:

TASK INCIDENTS - 20,

Days on task 25 days,

Volunteers Involved – 153,

Total Hours Committed – 1135.15 hours

SAR PREVENTION AND EDUCATION:

AdventureSmart Presentations – 18

Community Events – 9

SAR Prevention Events– 16

Total hours Committed – 315 hours

TRAINING:

Training exercises – 65

Total hours committed – 4,700.33 hours

MAINTENANCE AND MEETINGS:

Maintenance – 107 hours

Meetings - 380 hours



2019 Total Team Hours – 6,637.48 hours

2019 Task summary - North Peace SAR

	Task Number	Date	Description	Days	Volunteers	Hours
1	195873	Feb 11/19	Doig 3 yr old	1	1	0.2
2	196462	Mar 17/19	Murray Ridge - sledder	1	2	9.6
3	200533	Apr 30/19	Prestpatou - 14 yr old	1	10	38.6
4	200826	May 19/19	BCAS support - Big Bam	1	20	15
5	200996	May 28/19	Fort Nelson - trapper evac	1	1	0.6
6	201018	May 29/19	Hudson Hope Fisherman Ops 1	1	19	120.1
7	201018	May 30/19	Hudson Hope Fisherman Ops 2	1	9	69
8	201018	June 1/19	Hudson Hope Fisherman Ops 3	1	1	0.3
9	202266	August 5/19	Missing Boater Peace River	1	1	4.7
10	202318	August 7/19	Injured hunter Prophet	1	11	119.6
11	202536	August 17/19	Mutual Aid - Mackenzie 4 yr old.	2	23	541.7
12	202611	August 21/19	Fort Nelson - Racing river hunters	1	1	1
13	202937	Sept 6/19	Hudson Hope hunter	1	3	5.2
14	203093	Sept 15/19	Sikanni river guide/outfitter	1	10	2.75
15	203093	Sept 16/19	Sikanni river guide/outfitter	1	6	9.5
16	203014	Sept 10/19	Hunter - Tetsa River, Fort Nelson	1	1	1
17	203085	Sept 20/19	Redfern trail hunters	1	1	0.5
18	203261	Sept 26/19	Graham River Hunters	2	17	89.4
19	203342	Oct 5/19	Terrace mutual aid	4	1	54
20	203486	Oct 11/19	BCAS Kiskatinaw Bridge	1	15	52.4
21						
22						
23						
24						
25						
26						
27						
28						
				25	153	1135.15 Totals



Emergency
ManagementBC

APPLICATION FOR ANNUAL TRAINING TASK NUMBER

(For WCB and Third Party Liability ONLY as per Policy 3.01)

Date of Application April 6th, 2020 Fiscal Year: 2020-2021
 Originator (please print) Alan Stebbings Email Address: training@npsar.ca
 Phone Number: 778-256-0855 Fax Number: _____

Group Name (if applicable): North Peace SAR

EMBC Region:

- ☒ North East ☐ Central ☐ Vancouver Island
☐ North West ☐ South East ☐ South West

Public Safety Lifeline
Group or Discipline:

- ☐ Emergency Program / ESS /
 Emergency Radio Communications / Road Rescue (LA Fire Dept)
☒ SAR
☐ PEP Air
☐ Road Rescue (Society) ☐ Other: _____

Emergency Program Coordinator Signature or
Training Coordinator Signature (If Applicable)

Description of Training All training activities to be covered under the training task number must be noted below or on a separate attachment. Groups are encouraged to include an annual training plan to help facilitate training task number approvals.

** COVID is limiting our training now.*
Usually train once a week for GSAR and twice a month for Rope Rescue. Participate in a number of weekend training exercises for all disciplines (GSAR, Tracking, Rope Rescue, Swiftwater Rescue, Ice Rescue & Avalanche Rescue). Put on a couple of in-house courses each year (Ice Rescue, Hypothermia, etc.)

Annual Training Plan attached

☐ Yes ☒ No

Regional Manager

☐ Approved

☐ Not Approved

Comments _____

Regional Manager Signature _____

Date _____

Copy to Region ☐

Copy to EMBC Headquarters ☐

TRAINING TASK NUMBER: _____

NORTH PEACE SEARCH AND RESCUE

Business Plan



2020
Year 4 of 5

Business Plan

Mission Statement

To save lives by fostering, coordinating and encouraging excellence in volunteer Search and Rescue in the North Peace Region.

Vision

A Ground Search and Rescue volunteer must be competent in SAR disciplines, act professionally and ethically, able to communicate, assess risks, make decisions, and perform safely.

Purpose

To provide effective response and education to those persons in the North Peace area, and beyond to area within the Peace River area and adjacent Regions, through interagency cooperation and communications with other response agencies, in those disciplines that North Peace Search and Rescue is able to provide.

General

North Peace Search and Rescue Society is a registered society. Its primary function is that of a community resource to assist the approved tasking agencies in a variety of search and rescue functions. All of our members are volunteers and some take time off work if we get called to a task. All members are also required to purchase their own gear which can be very costly. We currently have 3 Search Managers, 13 Team Leaders, 4 Ground SAR Instructors, 3 Rope Team Leaders, 2 Tracking Instructors, combined total membership of 34 Operational members and 4 Members in Training (MIT's).

We provide service to the citizens and visitors of the North Peace by conducting searches for lost or missing persons, rescuing trapped and/or injured persons, doing body recoveries, evidence searches and assisting at any community emergency that may arise when requested to do so by the authorized tasking agencies (based on EMBC policy).

History

North Peace Search and Rescue (NPSAR) formed a Society in 1991, with approximately 20 members. At this point NPSAR began training its members following the Emergency Management B.C. (EMBC) guidelines for Ground Search and Rescue. Every member is required to have the Ground Search and Rescue training and from there they can obtain training in other specialty areas of SAR.

Through our own efforts and resources we have achieved the following;

- Providing training to a bulk of the membership to the minimum of EMBC standards in BC (GSAR and First Aid).
- Established relations with local business to support NPSAR in the involvement of Search and Rescue and training operations.
- Acquired various SAR equipment to provide service.
- Provide education to various community groups.

Community Involvement

Promote education and awareness through events such as Avalanche Awareness workshops and continued involvement in delivering AdventureSmart programs such as Hug-A Tree and Survive Outside.

Participate in community initiatives such as Air Show parking, Annual Fort St John Triathlon, Annual Mother's Day Run, school presentations, Career Days and Municipal Emergency Plan development.

Develop corporate sponsorship to become more self-sufficient.

Goals to Improve Response

1. Providing a location to do training and store equipment.
2. Obtain sustainable income to; purchase and maintain group equipment and provide regulatory required training to NPSAR volunteers.
3. Establish and maintain Occupational Health and Safety Program for NPSAR volunteers
4. Building North Peace SAR group capacity.

In pursuit of becoming proficient at Search and Rescue in the North Peace we have established sound histories with emergency services and have continued our involvement in the community. We have provided training for ourselves and acquired some equipment. Given limited resources our accomplishments to date have been exemplary. To continue our efforts in becoming proficient in Search and Rescue in the North Peace we require additional funding to facilitate this process.

North Peace Search and Rescue Society
PO Box 6933
Fort St John B.C.
V1J-4J3

Appendix D

North Peace SAR Executive 2020/21

NAME	POSITION	ADDRESS
Brian Lamond	President	Site 10, Comp 22, RR 1 Fort St John, BC V1J 4M6
William Cameron	Vice President	201 – 8220 92 Avenue Fort St John, BC V1J 6X2
Andrea Forrest	Secretary	RR 1, Comp 34 Fort St John, BC V1J 4M6
Stuart Gillet	Treasurer	8908 89 th Street Fort St John, BC V1J 5L9
Alan Stebbings	Training Officer	9820 112 Ave Fort St John, BC V1J 2W5
Michel Lavallee	Director	10503 103 Ave Fort St. John, BC V1J 2J1
Matthew Blaney	Director	SS#2 Site 27, Comp 4 Fort St John, BC V1J 4M7
Meiling Hong	Director	11727 97street, Fort St. John, BC V1J 0E9
Alysha Giesbrecht	Director	SS#2 Site 12 Comp 278 Fort St. John, BC V1J 4M7

North Peace Search and Rescue

Appendix E

Funding request for North Peace
Search and Rescue - 2020

Item	Cost	Explanation
1 Response Truck #1 Insurance	\$3,150.00	Annual ICBC Insurance for our First Response Truck
2 Response Truck #2 Insurance	\$3,554.00	Annual ICBC Insurance for our First Response Truck #2
3 Command Trailer Insurance	\$164.00	Annual ICBC Insurance for our Command Trailer
4 Technical Rescue support unit Insurance	\$387.00	Annual ICBC for our Technical Rescue Support Trailer
5 Deck over trailer Insurance	\$103.00	Annual ICBC for our Deck Over Trailer
6 Technical storage trailer	\$139.00	Annual ICBC for our Technical storage Trailer
7 SAR 3 Side by side insurance	\$73.00	Annual ICBC for our Side by side
8 SAR 4 Quad insurance	\$73.00	Annual ICBC for our Quad
9 SAR 5 Quad insurance	\$73.00	Annual ICBC for our Quad
10 SAR 6 Snowmobile insurance	\$73.00	Annual ICBC for our Snowmobile
11 SAR 7 Snowmobile insurance	\$73.00	Annual ICBC for our Snowmobile
12 Swiftwater rescue Training	\$8,056.00	Swiftwater Technician refresher *Note
13 One Call Now Service	\$336.41	Annual cost of our group callout service
14 Mailbox Rental	\$181.65	Annual cost of our group mailbox rental
15 Annual website cost	\$130.42	Annual cost for website hosting
16 Annual Society Registration	\$40.00	Annual Society Registration
17 Radio Licensing	\$352.00	Annual radio Licensing
18 Drysuit replacement (2 units)	\$2,200.00	Replacements for our swiftwater drysuits
19 Mapping technology enhancements	\$12,394.00	Grant in aid referral from the Regional Board.
20 Rope rescue gear	\$2,400.00	Additional harnesses and hardware
Total Requested fixed	\$16,958.48	
Total Requested variable	16,994.00	
Total	\$33,952.48	

Referred from Regional
Board Meeting - May 7, 2020

*Note - Requests sent to Raven Rescue, Overhang and Dive Rescue International - only received quote from Raven Rescue

Appendix E2

May 14th, 2020

Estimate - Swiftwater Rescue Technician Training

Client: North Peace SAR
Contact: Alan Stebbing
Location: FSJ/North Peace
Dates: Summer 2020
Participants: 10-12

TRAINING OVERVIEW

The course to be provided is Swiftwater Rescue Technician - Level 1. This comprehensive swiftwater course puts the emphasis on identifying risks, self rescue, and low-risk options for rescuing others. The SRT1 is the “standard-of-care” or recommended training for those who work **in or on** moving water. This course is compliant with the NFPA 1670 and 1006 Standards for technical swiftwater rescue incidents and is recognized across Canada and around the world.

DELIVERABLES

- Swiftwater Rescue Technician (SRT 1) - Training and Certification (3 days of training)
- First day of the course is classroom-based, and days two and three are held on-river
- Documentation:
 - Certificate of Completion
 - Personalized Skill Sheet (written assessment/training record)
 - Rescue 3 *Swiftwater Rescue* Manual
 - Wallet card with registration number and expiry date
 - Registration in Rescue 3 International student database for credential tracking
 - Rescue 3 ID Card with QR code for instant on-site certification verification

CLIENT TO PROVIDE

- Classroom space for the first day of the course
- A/V equipment for the classroom day including a projector, screen and whiteboard
- Transportation of students to and from river sites
- All personal protective equipment (or rental equipment, see Cost Estimate)



COURSE CONTENT

- Swiftwater dynamics and water-related physiology.
- Site safety assessment and safe working procedures.
- Applicable communications systems (whistles, hand signals etc.)
- Signs and symptoms of specific medical problems related to water accidents.
- Rescue and extricate an accident victim from the water.
- Safely swim swiftwater so as to negotiate river hazards and obstacles at various water levels.
- Swiftwater rescue team organization and victim responses.
- Ford shallow and fast-moving water utilizing various techniques.
- Cross deep, slow-moving and fast-moving water utilizing basic rope systems.

COST ESTIMATE

Training Fees

Swiftwater Rescue Technician Level 1 (SRT1) \$499/participant
Classroom Space client to provide

Subtotal for 10 participants (minimum charge) \$4,990.
Subtotal for 12 participants \$5,988.

Equipment Rental Fees

Helmet and PFD rental N/C
Drysuit rental \$100/participant/if needed
Equipment shipping/extra baggage fees n/a

Instructor Travel Costs

Accommodations (4 nights @ \$150/night)\$600.
Travel time (@\$40/hour, up to \$500).....\$500.
Mileage (1,614 km @ \$0.60/km) \$968.

Subtotal for Travel Costs \$2,068.

Total for 10 Participants \$7,058.
Total for 12 Participants \$8,056.

+ Tax

NOTES

1. Our minimum charge is for 10 students per instructor.
2. Maximum student-to-instructor ratio is 12:1. If you have a larger number, we can provide a second instructor for an additional cost.
3. We only charge for the number of drysuits used. If you do not require rental equipment, please disregard the rental fee above.
4. Airfare, hotel and rental vehicles are charged out at cost plus 10%. Shipping/extra baggage costs are charged out at cost. Receipts provided upon request.
5. Equipment that is damaged due to mis-use will be repaired at cost plus 10%. Equipment that is damaged beyond repair is replaceable at cost.
6. If you cannot provide a classroom location for day 1 we can find a suitable location and add the cost to the final invoice.
7. We have done our best to estimate costs accurately, but please allow for a 15% variance in travel expenses at the time of booking.
8. This estimate is valid for 60 days.

PAYMENT & CANCELLATION POLICY

No deposit is required, but once dates are agreed upon, we consider a contract to be in place for which we require 14 days' advance notice of cancellation. Cancellation less than 14 days prior to the first day of the course will result in a charge for the minimum course fee quoted above, and any travel or shipping costs already incurred.

Raven Rescue reserves the right to postpone or cancel any course due to unsafe local conditions. However, if travel or shipping costs have been already incurred, the client will be responsible for their payment. Course fees and equipment rental charges are waived if Raven Rescue cancels.

Payment is due 30 days following conclusion of training. We accept Purchase Orders, Visa and MasterCard, direct deposit, and company cheques.

Terms are 30 days. Interest is charged on overdue balances at the rate of 2% per month, or 24% per annum.

2020 Annual General Meeting Minutes

NPSAR AGM Meeting Minutes

March 11, 2020

NPSAR Hall

Directors Present:

Brian Lamond, Stuart Gillet, Michel Lavallee, Andrea Forrest, Matthew Blaney, Terry Cameron, Alan Stebbing, Tim Repas, Evan Thomas

Also Present:

Laurie Ratcliffe, Andy Mueller, Stephan Cameron, Stephen Eicher, Geoff Lamond, Steven Payette, Valerie Taylor, Peter DeJong, Hannah Bolten, Greg Taylor, Meiling Hong, Kevin Kurkenimi, Shannon Champagne, Dave Batton, Dave McAleney, Joe Moser, Ethan Forrest, Sandy Ross, Jae Macala, Rob Jenkins, Jeremy Garner, Shelly McPhee, Darion W., Andre Legacy, Alycia Giesbrecht, Piotr Klisowski, Joel Christuneam

NOTE: TEXT IN BOLD DENOTES ACTIVITIES THAT REQUIRE ACTION OR MOTION(S) PASSED.

- *Call To Order:*

Brian Lamond chaired.

Meeting convened at 19:30.

Agenda was displayed.

Reviewed 2019 AGM minutes.

- *Adoption of Minutes:*

Motion to adopt 2019 Minutes made by Andy Mueller and seconded by Laurie Ratcliffe.

Passed unanimously.

- *Adoption of changes to constitution:*

Motion to adopt changes made to the Constitution made by Evan Thomas and seconded by Andre Legacy.

Passed unanimously.

- *Financial Statement:*

Reviewed NPSAR Financial Statement for March 2019 to February 28 2020, prepared and presented by Stuart Gillet. Statement filed in binder with physical copy of these minutes.

The bank total is \$37,744.30.

The building account total is \$150,975.72.

Motion to adopt the Financial Statement made by Dave McAleny and seconded by Geoff Lamond.

Passed unanimously.

Motion made by Evan Thomas to dissolve the current Executive. Seconded by Michel Lavallee.

Motion carried.

- *Election of Officers (led by Sandy Ross):*

Election for Position of NPSAR President: Nomination from the floor - Brian Lamond.

Brian Lamond voted President by acclamation.

Election for Position of NPSAR Vice-President: Nomination - William (Terry) Cameron

William (Terry) Cameron voted Vice President by acclamation.

Election for Position of NPSAR Secretary: Nomination - Andrea Forrest.

Andrea Forrest voted Secretary by acclamation.

Election for Position of NPSAR Treasurer: Nomination from the floor - Stuart Gillet

Stuart Gillet voted Treasurer by acclamation.

Election for Position of NPSAR Training Officer: Nomination from the floor – Alan Stebbing

Alan Stebbing voted Training Officer by acclamation.

Election for Position(s) of NPSAR Directors:

*Nominations from the floor - Michel Lavallee, Tim Repas, Matthew Blaney, Alysha Giesbrecht, Meiling Hong, Andre Legacy

* Michel Lavallee, Matthew Blaney, Alysha Giesbrecht and Meiling Hong voted as Directors.

Motion to destroy ballots made by Jeremy Garner and seconded by Alan Stebbing. Motion carried.

Motion to close elections made by Shelly McPhee and seconded by Michel Lavallee. Motion carried.

Motion to adjourn AGM made by Geoff Lamond and seconded by Andrea Forrest. Motion carried.

- Meeting adjourned at 20:38.

NPSAR Financial Statement Chequing Account 14 March, 2019 - 28 February, 2020

Income

Tasks		Paid amount	Expenses	Income	Expenditure
Sequence#	Task #				
11 (2017/18)	183311 second claim	\$	1,614.14		
18 (2018/19)	195873	\$	125.00		
1	196462	\$	624.77		
2	200533	\$	1,999.28		
3	200826	\$	125.00		
4	200996	\$	125.00		
5	201018 ops 1	\$	3,241.85		
6	201018 ops 2	\$	1,615.80		
6	201018 damaged equipment	\$	1,152.53		
7	201018 ops 3	\$	125.00		
8	202266	\$	621.00		
9	202318	\$	3,846.87		
10	202536	\$	10,943.29		
10A	202536 damaged equipment	\$	690.03		
11	202611	\$	125.00		
12	202937	\$	763.60		
13	203014	\$	172.50		
14	203093	\$	1,115.50		
15	203085	\$	125.00		
16	203261	\$	1,710.07		
17	203342	\$	3,246.59		
18	203486	\$	1,965.35		
18	205658		*		
20	205757		*		
21	205892		*		
Task reimbursement to team members		\$	14,665.55		
Totals		\$	36,073.17	\$	14,665.55

Donations					
	FSJ Co-op membership dividend	\$	15.00		
	Yoni Design, discount given on internal cabinets for new TST	\$	467.00		
	FSJ Elks	\$	600.00		
	Elizabeth Calder	\$	50.00		
	Total Donations	\$	1,132.00		
Grants					
	BC SARA Provincial Government support	\$	89,413.37		
	PRRD 2019	\$	22,493.43		
	Total Grants	\$	111,906.80		
Fundraising					
	Rotary Mothers Day Run	\$	500.00		
	City of Fort St John/Canada Day Parade	\$	1,000.00		
	River Rats Jet Boat Races	\$	1,000.00		
	City of Fort St John Santa Parade	\$	1,000.00		
	District of Hudson's Hope Polar Bear Plunge	\$	500.00		
	Total Fundraising	\$	4,000.00		
	Sale of replacement Team Ball Cap to a member	\$	28.04		
	Donation by Autographs when new TST was being decaled	\$	750.00		
	Reclaim from Clay Trailers of work to modify steps on new TST, work carried out by Yoni Design	\$	644.00		
	Trapper Gilowski donation from Task 196462	\$	67.68		
	Return of storage boxes to Staples	\$	13.41		
	Adventure Smart payment	\$	500.00		
	Regional support for NE Region SAR Group meeting in QC	\$	873.40		
	Tracking course income	\$	280.00		
	Trail Blazin Power deposit refund for sled rental for avalanche course	\$	1,384.00		
	Members contribution to Christmas Dinner	\$	550.00		
	Interest credited by RBC for opening the Building Fund account three days late	\$	19.73		
	Interest on \$10,000.00 GI/C used to cover credit cards	\$	100.00		

Total Income \$ 158,322.23

Expenses

Vehicles					
	Vehicle repairs	\$	5,178.40		
	Vehicle insurance	\$	6,815.00		
	Vehicle expenses	\$	13,996.95		
	Vehicle purchase	\$	33,041.75		
	Total Vehicles	\$	59,032.10		
Communications					
	One Call Now	\$	336.41		
	Radio Licenses	\$	352.00		
	Wed Hosting	\$	129.51		
	Total Communications	\$	817.92		
Registration fees					
	Society registration	\$	40.00		
	Total Registration fees	\$	40.00		
Training courses and expenses					
	Wilderness First Aid	\$	674.52		
	Rope Rescue course May	\$	1,613.86		
	Swift Water Rescue course	\$	7,406.75		
	Attending NE Region SAR Group meeting	\$	734.25		
	Rope Rescue Course June	\$	838.78		
	Hypothermia course	\$	1,386.72		
	Search Managers meeting	\$	47.82		
	Sled rental for Avalanche course \$2000.00 less \$1384.00 on income side	\$	2,000.00		
	Total Training	\$	14,702.70		
Equipment/supplies					
	Office supplies	\$	701.94		
	New/replacement equipment	\$	17,513.55		
	Team apparel	\$	19,298.51		
	Trade show	\$	1,035.90		
	Task expense	\$	1,154.43		
	Equipment repair	\$	166.68		
	Total Equipment/supplies	\$	39,871.01		
Bank charges					
	Bank and Visa card charges	\$	276.27		
	Total Bank charges	\$	276.27		
Transfer to Building Fund account					
	Interest credited by RBC for opening the Building Fund account three days late	\$	19.73		
	Lump sum transfer to Building Fund account	\$	150,000.00		
	Total transferred to Building Fund account	\$	150,019.73		
Social events					
	Miscellaneous member support	\$	125.43		
	Team/new members BBQ after summer break	\$	271.87		
	Christmas dinner	\$	2,280.00		
	Team awards issued at Christmas Dinner	\$	634.26		
	Team gifts presented at Christmas dinner	\$	1,455.60		
	Total Social events	\$	4,767.16		
Totals		\$	158,322.23	\$	284,192.44

Income Expense

Net income/expenses \$ (125,870.21)

Starting balance \$ 163,614.51

Ending balance \$ 37,744.30

Difference \$ (125,870.21)

Actual bank balance \$ 37,744.30



Search & Rescue Grant Application

Schedule A

Date: May 30, 2020Society Number: S-0051379

APPLICANT INFORMATION

- 1) Name of Organization: South Peace Emergency Response Team
- 2) Contact Person: Marcel Woodill
- Position: President
- Mailing Address: 16316 - 99 Ave Dawson Creek BC, V1G 1V1
- Phone: 250-719-4800 Fax: _____
- Email: jamzmarcelwoodill@yahoo.ca
- Website: _____

Please list our organization on the PRRD website as a "Local Community Group" ☒ Yes ☐ No (please check one)

3) Executives of Your Organization:

President/Chair

Name: Marcel Woodill Phone: 250 719 4800 Email: jamzmarcelwoodill@yahoo.ca

Vice President/Vice Chair

Name: Regina Saunders Phone: 250 219 8717 Email: g-saunders@live.ca

Treasurer

Name: Regina Saunders Phone: 250 219 8717 Email: g-saunders@live.ca

Secretary

Name: Jaymes George Phone: 250 719 4043 Email: jaymesgeorge@hotmail.com

4) Does your organization have at least one (1) member certified as a Search Manager? If so, please provide name and contact information.

Marcel Woodill 250 719 4800

5) How many volunteers does your group have registered?

32

6) TOTAL volunteer hours accumulated by your group in the previous year:

2,854

7) Please describe the training activities (i.e., type of training, number of members who took part in training) and EMBC tasks (i.e., number of tasks, number of days per task, number of volunteers per task) that your team took part in over the last year. (If needed please attach this as a separate item to your application)

Number of Tasks: 4Days per Task: 1-3 days per taskVolunteers per Task: 10-15 volunteersCommunity Events - Adventure Smart, Car Show, Fusion Festival
DC Music Festival.Training: Ground Search and Rescue, Wilderness First Aid,



8) Please provide a 5 year action plan for your organization.

Year 1: 2021- GSTL, Managers course, First Aid

Year 2: 2022- Upgrade Response Vehicle

Year 3: 2023- Permanent Location Acquisition

Year 4: 2024- Upgrading to digital mapping program

Year 5: 2025- Regionalization and upgraded training.

OPERATIONAL AND MINOR CAPITAL COSTS

9) Please describe the operational and/or minor capitals costs for which you are requesting funding. (If needed please attach this as a separate item to your application)

Fixed: Insurance Trailer: First Aid Training: \$8,840.95

Insurance Truck 1:

Insurance Truck 2:

Insurance ATV/UTV:

Radio Licence: \$376.00

Bank Fees: \$96.50

~~Annual Report Fees~~

Communications: \$1228.75

Insurance (Liability): \$2,073.00

Minor

Vehicle Repairs: \$372.23

10) Total fixed costs requested from the Regional District:	\$ 10,993.87
11) Total variable costs requested from the Regional District:	\$ 9,213.18
12) TOTAL FUNDS requested from the Regional District:	\$ 20,207.05

* Fixed costs are defined as costs that are incurred every year and generally remain constant in total regardless of changes in activity. Examples are rent, insurance, mail box rental, radio licenses.

** Variable costs are defined as costs that vary in total in direct proportion to changes in activity. Examples include new equipment, photocopying and training.

ATTACHMENTS

- Annual financial statements including current bank balance, savings, term deposits and GIC account information.
- Minutes of the most recent Annual General Meeting.
- Detailed annual budget including quotes for any minor capital purchases valued at over \$3,000.
- Annual report detailing how Regional District grant funds were spent in the previous year.

SIGNATURE OF APPLICANT


Signature of Applicant

2019 Budget

SOUTH PEACE EMERGENCY RESPONSE TEAM

INCOME	Actual	Budget	Difference
Operating Income			
PRRD Grant Funding	8,000 8,500	8,000	(6,500)
BCSARA Funding	37,000 37,000	37,000	(2,200)
Gaming Grants			-
Task Revenue	10,000 10,000		10,000
			-
Total Operating Income	55,500	54,200	1,300
Non-Operating Income			
Donations	5,000	5,800	(800)
Interest Revenue	480	500	(20)
			-
			-
			-
Total Non-Operating Income	5,480	6,300	(820)
Total INCOME	60,980	60,500	480

EXPENSES			
Operating Expenses			
Accounting and Legal		500	(500)
Promotional		470	(470)
Insurances		7,000	(7,000)
Lisences and Fees		376	(376)
Operational Equipment		800	(800)
Maintenance and Repairs		5,000	(5,000)
Training		9,000	(9,000)
Office Supplies		300	(300)
Vehicle Fuel		600	(600)
Team Development		2,000	(2,000)
Bank Charges		100	(100)
Volunteer Appreciation		500	(500)
Taxes		400	(400)
Telephone		1,000	(1,000)
Capital Expense		10,000	(10,000)
Utilities			-
Contingency		1,000	(1,000)
Hold over for New Hall		-	-
Hold over for New Truck		-	-
Total Operating Expenses	-	39,046	(39,046)
Non-Recurring Expenses			
			-
			-
Other			-
Total Non-Recurring Expenses	-	-	-

data:

**Ridge Wilderness Adventures**

1717 Salton Rd.
 Abbotsford BC V2S7P2
 604-477-4663
 info@ridgewilderness.com
 www.ridgewilderness.com
 GST/HST Registration No.:
 823259015RT001

**INVOICE****BILL TO**

South Peace Emergency
 Response Team

INVOICE # 4109**DATE** 05-26-2020**DUE DATE** 04-23-2021**TERMS** Due on receipt

DESCRIPTION	QTY	RATE	AMOUNT	TAX
First Aid SAR Specific Wilderness First Aid Course - Minimum 8 participants - Dawson Creek April 23-April 25 2021	8	329.95	2,639.60	GST
Travel expenses Travel expenses for both weekends (includes flights, accommodations etc.)	1	1,536.00	1,536.00	GST
First Aid Advanced Wilderness First Aid Upgrade Course - Minimum 8 participants - Dawson Creek May 1-2 2021	8	259.95	2,079.60	GST

Deposit Information:

Ridge Wilderness Adventures Ltd. (RWA) requires a deposit of 50%,
 per person, of the price of the trip/lesson (hereinafter collectively
 referred to as Trip) in order to secure your booking and reserve your
 date. The deposit is

refundable upon written confirmation of the cancellation at least 14
 days prior to the Trip. The balance of the payment is due on the day of
 the Trip. 10% of the total is non-refundable

SUBTOTAL	6,255.20
GST @ 5%	312.76
TOTAL	6,567.96
BALANCE DUE	\$6,567.96

TAX SUMMARY

RATE	TAX	NET
GST @ 5%	312.76	6,255.20



South Peace Search and Rescue

Balance Sheet As at 12/30/2019

ASSET

Current Assets

Cash to be deposited	0.00	
Cash Draws	0.00	
Petty Cash	0.00	
LVCU Chequing #47701801	34,560.72	
LVCU Gaming #47701801	45.00	
LVCU HISA #47701801	64,567.70	
LVCU Shares #47701801	55.06	
Chequing Bank Account	0.00	
Foreign Currency Bank	0.00	
Total Cash		99,228.48
Visa Receivable	0.00	
MasterCard Receivable	0.00	
American Express Receivable	0.00	
Other Credit Card Receivable	0.00	
Total Credit Card Receivables		0.00
Investments		0.00
Accounts Receivable	5.09	
Allowance for Doubtful Accounts	0.00	
Payroll Advances	0.00	
Total Receivable		5.09
Purchase Prepayments		0.00
Prepaid Expenses		0.00
Total Current Assets		99,233.57

Inventory Assets

Inventory A		0.00
Inventory B		0.00
Inventory C		0.00
Total Inventory Assets		0.00

Capital Assets

Leasehold Improvements		0.00
Equipment	22,976.11	
Accum. Amort. - Equipment	-2,523.67	
Net - Furniture & Equipment		20,452.44
Vehicle	149,202.46	
Accum. Amort. -Vehicle	-38,936.36	
Net - Vehicle		110,266.10
Building	0.00	
Accum. Amort. -Building	0.00	
Net - Building		0.00
Land		0.00
Total Capital Assets		130,718.54

Other Non-Current Assets

Computer Software		0.00
Goodwill		0.00
Incorporation Cost		0.00
Total Other Non-Current Assets		0.00

TOTAL ASSET **229,952.11**

LIABILITY

Current Liabilities

Accounts Payable		112.00
Import Duty Clearing		0.00
Bank Loan - Current Portion		0.00
Bank Advances		0.00
Visa Payable	0.00	

Printed On: 05/30/2020

South Peace Search and Rescue

Balance Sheet As at 12/30/2019

MasterCard Payable	0.00	
American Express Payable	0.00	
Other Credit Card Payable	0.00	
Total Credit Card Payables		0.00
Corporate Taxes payable		0.00
Vacation payable		0.00
EI Payable	0.00	
CPP Payable	0.00	
Federal Income Tax Payable	0.00	
Total Receiver General		0.00
WCB Payable		0.00
User-Defined Expense 1 Payable		0.00
User-Defined Expense 2 Payable		0.00
User-Defined Expense 3 Payable		0.00
User-Defined Expense 4 Payable		0.00
User-Defined Expense 5 Payable		0.00
Deduction 1 Payable		0.00
Deduction 2 Payable		0.00
Deduction 3 Payable		0.00
Deduction 4 Payable		0.00
Deduction 5 Payable		0.00
PST Payable		0.00
GST Charged on Sales	0.00	
GST Charged on Sales - Rate 2	0.00	
GST Paid on Purchases	-1,129.70	
GST Payroll Deductions	0.00	
GST Adjustments	0.00	
ITC Adjustments	0.00	
GST Owing (Refund)		-1,129.70
Prepaid Sales/Deposits		5,812.00
Total Current Liabilities		4,794.30
Long Term Liabilities		
Bank Loans		0.00
Mortgage Payable		0.00
Loans from Owners		0.00
Total Long Term Liabilities		0.00
TOTAL LIABILITY		4,794.30
EQUITY		
Owners Equity		
Owners Contribution		0.00
Owners Withdrawals		0.00
Retained Earnings - Previous Year		189,645.13
Current Earnings		35,512.68
Total Owners Equity		225,157.81
TOTAL EQUITY		225,157.81
LIABILITIES AND EQUITY		229,952.11

South Peace Search and Rescue

Income Statement 01/01/2019 to 12/31/2019

REVENUE

Sales	
PRRD Grant Funding	8,914.20
BC SARA Funding (Rev)	37,847.09
Donations	5,789.16
EMBC Reimbursement	0.00
Gaming Grants	0.00
Task Revenue	13,505.76
Net Sales	<u>66,056.21</u>
Other Revenue	
Interest Revenue	493.73
Total Other Revenue	<u>493.73</u>
TOTAL REVENUE	<u>66,549.94</u>

EXPENSE

General & Administrative Expe...	
Accounting & Legal	0.00
Advertising & Promotions	472.50
Member Reimbursement	2,574.83
Volunteer Appreciation	685.21
Business Fees & Licenses	0.00
Courier & Postage	0.00
GST Expense	0.00
PST Expense	0.00
Training Expense	9,039.45
Operational Equipment	972.03
Insurance	7,219.62
Interest & Bank Charges	96.50
Office Supplies	748.94
License and fees	376.00
Vehicle Repair/Maint. Expenses	6,407.77
Vehicle Fuel Expenses	629.37
Miscellaneous Expenses	0.00
Rent	0.00
Telephone and Communications	1,825.04
Utilities	0.00
Total General & Admin. Expen...	<u>31,047.26</u>
TOTAL EXPENSE	<u>31,047.26</u>
NET INCOME	<u>35,502.68</u>

**South Peace Emergency Response Team
Annual General Meeting**

**January 16th 2020
JT Safety Training**

In Attendance:

Marcel Woodill, Jaymes Frank, Regina Saunders, Christina LaPlaca, Jenna Shaw, Brandy Studley, De Jensen, Aden Fulford, Sharon Hope, Jeff Harper, Jordy Hecker

1. Call To Order:

Marcel calls meeting to order as of 1910, Jaymes Seconds.

2. Assess that quorum has been met:

Quorum of 12 members, quorum met.

3. Review of 2019:

Total of 4 active incidents, 31 exercises, 24 events with 32 active members. Total time of 2737hrs and 52mins of annual time. Training calendar for 2020 has been up including the training schedule for the GSAR class of 2020. Monthly training regiment will continue with the first three Thursdays of the month including a one weekend training exercise.

Total operating revenue for 2019 was 66,956.21. Attached to these minutes will be a copy of our full annual financial report. A new reimbursement form will be

developed for team reimbursement. This is to eliminate “receipt chasing” and allows for better accountability.

4. Update what the board has accomplished:

- Our society has updated our bylaws. Which will be made for our February board meeting.
- Team policies have been updated
- We bought a new trailer to be utilized as a toy hauler and mobile command center, a trailer committee has been made.
- 5 members were sent to the SARVAC conference in Rocky Mountain House
- We sent two of our board members to the provincial SAR conference
- Talks have taken place with the village of Pouce Coupe to establish a new home for SPERT.
- A group of committees have been created to help assist the inner workings of the team. Committees include; Truck, Trailer, Equipment and Training committees.

5. Confirm voting members:

6. Nominations:

- Director at Large, 1 nomination for James Cromier
- Secretary, 1 nomination for Jaymes Frank
- Treasurer, 1 nomination for Gina Saunders

7. Vote:

- James voted as Director at Large by acclamation.

- Jaymes Frank is voted as Secretary by acclamation.

- Gina Saunders is voted as Treasurer by acclamation.

- Aden Fuford will be taken a temporary leave of absence as Vice President. Gina Saunders will assume as Acting Vice President as well as the Treasurer.

8. Adjournment:

Meeting adjourned for 2000, Jaymes seconds.



Date: May 30, 2020

Society Number: S-48952 S-0048958

APPLICANT INFORMATION

1) Name of Organization: _____

2) Contact Person: Tumbler Ridge Search and Rescue

Position: Steven Tory

Mailing Address: President

Phone: PO Box 1901 Tumbler Ridge BC V0C 2W0 Fax: _____

Email: 250-242-7195 n/a

Website: tumbleridgesar@gmail.com

Please list our organization on the PRRD website as a "Local Community Group" Yes No (please check one)

3) Executives of Your Organization:

President/Chair

Name: Steve Tory Phone: 250-242-7195 Email: tumblersteven@gmail.com

Vice President/Vice Chair

Name: _____ Phone: _____ Email: _____

Treasurer

Name: Amanda Coonce Phone: 250-242-8365 Email: acoonce1319@gmail.com

Secretary

Name: Gerald Noksana Phone: 250-257-0773 Email: geraldnoxsana@gmail.com

Name: Sarah Gamble Phone: 250-242-7733 Email: sarahllgamble@gmail.com

4) Does your organization have at least one (1) member certified as a Search Manager? If so, please provide name and contact information.

Steven Tory
250-242-7195

5) How many volunteers does your group have registered?

6) TOTAL volunteer hours accumulated by your group in the previous year:

7) Please describe the training activities (i.e., type of training, number of members who took part in training) and EMBC tasks (i.e., number of tasks, number of says per task, number of volunteers per task) that your team took part in over the last year. (If needed please attach this as a separate item to your application)

Twice monthly regular training nights on topics spanning the full scope of SAR
Team was called out on EMBC tasks 10 times in 2019



8) Please provide a 5 year action plan for your organization.

Year 1:

Commission and equip new command vehicle; continue to deliver training with COVID in mind

Year 2:

Further develop specialty teams; Recruit additional GSAR trainees

Year 3:

Develop technical specialist program; coordinate regional training particularly for specialties

Year 4:

Expand our team leader's numbers and capabilities; Fundraise for a new building

Year 5:

OPERATIONAL AND MINOR CAPITAL COSTS

9) Please describe the operational and/or minor capitals costs for which you are requesting funding. (If needed please attach this as a separate item to your application)

- 1) Trailer insurance \$290
- 2) Truck insurance ~~\$7000~~ — **July 11, 2020 requested to reduce insurance to \$3,500**
- 3) SAT phone fees \$750

- | | |
|--|----------------------------------|
| 10) Total fixed costs requested from the Regional District: | \$ \$4,540 . |
| 11) Total variable costs requested from the Regional District: | \$ 8040 . |
| 12) TOTAL FUNDS requested from the Regional District: | \$ 0 \$4,540 . |

* Fixed costs are defined as costs that are incurred every year and generally remain constant in total regardless of changes in activity. Examples are rent, insurance, mail box rental, radio licenses.

** Variable costs are defined as costs that vary in total in direct proportion to changes in activity. Examples include new equipment, photocopying and training.

ATTACHMENTS

- a) Annual financial statements including current bank balance, savings, term deposits and GIC account information.
- b) Minutes of the most recent Annual General Meeting.
- c) Detailed annual budget including quotes for any minor capital purchases valued at over \$3,000.
- d) Annual report detailing how Regional District grant funds were spent in the previous year.

SIGNATURE OF APPLICANT

Signature of Applicant



Tumbler Ridge Search and Rescue Society

PO Box 1901, Tumbler Ridge, BC, V0C 2W0



2020 Operating Budget

Expected Revenue	
Provincial Allocation	\$ 29,400.00
PRRD Grant	\$ 8,040.00
Donations	\$ 1,000.00
EMBC Task Reimbursement	\$ 4,000.00
	\$ 42,440.00

Planned Expenditures:	
Training	\$ 17,480.00
PPE	\$ 4,590.00
Capital Expenses	\$ 3,525.00
Comms Subscriptions	\$ 140.00
Mapping Subscriptions	\$ 543.00
Insurance	\$ 7,290.00 \$3,500
Comms	\$ 1,000.00
Merchandise and Member Rewards	\$ 5,000.00
Command Truck (Reserved funds)	\$ 105,777.33
	\$ 145,345.33 \$141,555.33



Tumbler Ridge Search and Rescue Society

PO Box 1901, Tumbler Ridge, BC, V0C 2W0



TRSAR 2019 Financial Statement

Opening Balance	\$ 57,880.30
Revenue	\$ 264,735.55
Expenditures	(\$ 138,945.03)
Total	\$ 125,790.52
Closing Balance	\$ 183,670.82

Major fundraising for our command truck resulted in high revenue in 2019. Much of our funds remain reserved for that project.

Sincerely,

Steven Tory
President - Tumbler Ridge Search & Rescue
250-242-7195
tumblersteven@gmail.com



Tumbler Ridge Search and Rescue Society

PO Box 1901, Tumbler Ridge, BC, V0C 2W0



PRRD,

I'm happy to confirm that our grant allocation from the PRRD has been spent as planned to the extent it could be. It has covered our Iridium sat phone providing us with an essential communications link across our large territory. It has also covered the cost of insuring our trailer – a foundation upon which many of our responses rely.

Unfortunately the delivery of our new Command Truck was delayed this year due to the temporary closure of Ford's assembly plants. Those plants are now running as of May 2020 and we expect to see that truck ready for service this winter and for many years to come.

Sincerely,

Steven Tory
President - Tumbler Ridge Search & Rescue
250-242-7195
Tumblersteven@gmail.com

Meeting Minutes

Location: Tumbler Ridge Search & Rescue Base (115 Commercial Park, Bay 5)
Date: June 18, 2019
Time: 18:00 – 19:00

Agenda Details

Call the Meeting to Order at 1806 (Moved, Seconded, Carried)

Accept the 2018 AGM Agenda (Moved, Seconded, Carried)

Accept the 2017 Annual General Meeting Minutes (Circulated earlier in the year)
(Moved, Seconded, Carried)

President's Report (Moved, Seconded, Carried)
Letter from past president shared by Steve Tory

Training Report (Moved, Seconded, Carried)

Financial Report (Moved, Seconded, Carried)

Board of Director Elections – Required Positions

Based on *TRSAR Organizational Structure*

1. President – Steve Tory by acclamation
2. Vice-President – Amanda Coonce by acclamation
3. Treasurer – Gerald Noksana by acclamation
4. Secretary – Sarah Gamble by acclamation
5. Logistics – Jesse Coonce by acclamation
6. Operations – Derek Blackwell by acclamation
7. Past-President – Craig Waters

Adjournment – 1852 Moved, Seconded

From: Tumbler Ridge Search and Rescue
<tumblerridgesar@gmail.com>
Sent: Tuesday, July 14, 2020 4:35 PM
To: Jill Rickert
Cc: PRRD_Internal
Subject: Re: FW: PRRD Allocation TRSAR F550 Insurance

CAUTION: This email originated from outside of the organization.

We could certainly reduce that to half it's original ask, yes.

Thanks for checking!

On Tue, Jul 14, 2020 at 3:12 PM Jill Rickert <Jill.Rickert@prrd.bc.ca> wrote:

Hi Steve;

I have been asked to clarify whether the amount you wish to carry forward from 2019 is still \$7,201.67 given the new BCSARA fleet rates you are able to utilize. I'm wondering if perhaps you won't need the full amount based on your reduction in the insurance requested for the 2020 application.

Thank you,

Jill Rickert | Grant Coordinator

Direct: 250-784-3209 | jill.rickert@prrd.bc.ca



PEACE RIVER REGIONAL DISTRICT | Box [810, 1981 Alaska Highway Avenue](#), Dawson Creek, BC
V1G 4H8
Toll Free: (24 hrs): 1-800-670-7773 | Office: 250-784-3200 | Fax: 250-784-3201 | www.prrd.bc.ca



PEACE RIVER REGIONAL DISTRICT

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From: tumblerridgesar@gmail.com <tumblerridgesar@gmail.com>
Sent: Monday, July 13, 2020 9:34 PM
To: Jill Rickert <Jill.Rickert@prrd.bc.ca>
Cc: PRRD_Internal <prrd.internal@prrd.bc.ca>
Subject: RE: PRRD Allocation TRSAR F550 Insurance

CAUTION: This email originated from outside of the organization.

Thanks for your attention to this matter Jill and for explaining the timing problem.

I'd also like to request that 2020 request be reduced from \$7000 to \$3500 for the Truck insurance item. We're very pleased that our provincial governing body, BCSARA, has a new fleet program that I expect should reduce our costs on this going forward.

Thanks again,

Steve Tory
President
Tumbler Ridge Search and Rescue
250-242-7195

From: Jill Rickert <Jill.Rickert@prrd.bc.ca>
Sent: July 13, 2020 2:17 PM
To: 'tumblerridgesar@gmail.com' <tumblerridgesar@gmail.com>
Cc: PRRD_Internal <prrd.internal@prrd.bc.ca>
Subject: RE: PRRD Allocation TRSAR F550 Insurance

Hi Steve;

Thanks for taking the time to discuss the TR SAR application.

As you know the SAR grant policy states that grant funds cannot be carried forward and must be used within 1 year of approval, so to grant an exception for the 2019 grant allocation, the request must first go to the Emergency Executive Committee and from there to the Regional

Board. Essentially, what is being asked is to waive this portion of the policy and only the Regional Board can do that.

As you have indicated that if the exception was granted, then TR SAR would not need to be considered for a 2020 grant; however, was granted the exception, then it's likely they wouldn't need a 2020 grant allocation. The tricky part about all of this is the timing. The request to make the exception and allow TR SAR to carry forward the 2019 allocation goes first to the Emergency Executive Committee and from there is recommended to the Board.

The unfortunate part is the timing of meetings and the approval of the 2020 grant allocations. It's unlikely that the request for an exception will be processed prior to the 2020 SAR grant approvals, but I will move it forward for the Emergency Executive Committee for the upcoming July 23rd meeting and wait to proceed based on their discussion. I will advise you of the outcomes as soon as I know.

Thank you,

Jill Rickert | Grant Coordinator

Direct: 250-784-3209 | jill.rickert@prrd.bc.ca



PEACE RIVER REGIONAL DISTRICT | Box [810, 1981 Alaska Highway Avenue](#), Dawson Creek, BC
V1G 4H8
Toll Free: (24 hrs): 1-800-670-7773 | Office: 250-784-3200 | Fax: 250-784-3201 | www.prrd.bc.ca



PEACE RIVER REGIONAL DISTRICT

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From: tumblerridgesar@gmail.com <tumblerridgesar@gmail.com>
Sent: Friday, May 29, 2020 12:34 PM
To: Dale Bumstead <mayorbumstead@dawsoncreek.ca>
Cc: Jill Rickert <Jill.Rickert@prrd.bc.ca>
Subject: PRRD Allocation TRSAR F550 Insurance

CAUTION: This email originated from outside of the organization.

Dale & Jill,

I'm preparing our grant request and wanted to ensure you were aware that we weren't able to claim most of our group's allocation (ICBC insurance for our new command truck) due to COVID delays beyond our control with the assembly of that truck. We were expecting to insure it this summer but it's now looking like late Fall or Winter which puts us beyond the expense deadline of Sept 5, 2020.

I've spoken on this matter with Brian Lamond and we both hope an exception can be made and these funds can be carried forward. If that's the case we wouldn't need to claim this in the 20/21 allocation and could see those funds go to other uses.

Thanks for all you do,

Steve Tory
President
Tumbler Ridge Search and Rescue
250-242-7195

--

Steve Tory
President
Tumbler Ridge Search and Rescue
250-242-7195

[Report as Spam](#)
[Report as Phish/Fraud](#)



**Peace River Regional District Search & Rescue Grant-in-Aid
Summary of Payables**

July 14, 2020

Current Year

Allocation	Organization Name	2011	2012	2013	2014	2015	2016	2017	2018	2019	GIA Remaining
\$ -	Chetwynd Search & Rescue	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,000.00	6,000.00
\$ -	North Peace Search & Rescue	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
\$ -	South Peace Emergency Response Team	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
\$ -	Tumbler Ridge Search & Rescue	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,201.67	7,201.67
\$ -		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	13,201.67	13,201.67



Peace River Regional District SAR Grants - Summary of Allocations (YTD)

Organizations Name	YTD Total	2011	2012	2013	2014	2015	2016	2017	2018	2019
Chetwynd Search & Rescue	\$42,880.00	0.00	0.00	5,880.00	6,000.00	\$6,000.00	6,000.00	7,000.00	6,000.00	6,000.00
North Peace Search & Rescue	\$90,748.91	5,988.00	12,657.40	9,869.64	6,406.00	7,276.41	7,930.60	9,001.63	9,125.80	22,493.43
South Peace Emergency Response Team	\$69,270.81	5,538.90	9,342.60	3,681.18	6,116.00	6,723.59	7,494.40	7,923.37	8,914.20	13,536.57
Tumbler Ridge Search & Rescue	\$22,070.28	3,443.10	0.00	2,569.18	3,478.00	2,000.00	575.00	1,075.00	960.00	7,970.00
TOTAL	\$182,090.00	14,970.00	22,000.00	16,120.00	\$16,000.00	16,000.00	16,000.00	18,000.00	19,000.00	44,000.00

Peace River Regional District Statement of POLICY and PROCEDURE			
Department:	Community Services	Policy No.	0340-30-7
Section:	Grants	Issued:	October 20, 2011 Emergency Executive Committee
Subject:	Search & Rescue Grants	Effective:	July 13, 2017
Board Resolution # and Date:	RD/17/07/34	Page:	1 of 3
		Replaces:	October 20, 2011 EEC Policy
Issued by:	Trish Morgan, General Manager of Community Services	Dated:	February 19, 2008
Approved by:	Trish Morgan, General Manager of Community Services		

1. POLICY

- 1.1. Search and rescue (SAR) organizations operating within the boundaries of the Peace River Regional District are permitted to apply to the Regional District for grant funding to assist with operations and minor capital requirements.
- 1.2. On an annual basis the Regional Board shall determine the annual budget amount for SAR funding to be included in the Peace River Regional District Annual Financial Plan under the Grants to Community Organizations function.
- 1.3. The Regional Board hereby delegates to the Emergency Executive Committee (EEC) the authority to review all SAR grant applications and determine which groups should receive funding in that year and invite those applicants to the allocation meeting in accordance with this policy.
- 1.4. All applications will be adjudicated based on need and available funds in the fiscal year.
- 1.5. The EEC reserves the right to accept, reject or amend any application at its sole discretion.
- 1.6. That following the review of applications, that an allocation meeting be held in July of each year with the eligible SAR organizations and the EEC, to allocate funding from the budgeted amount as per the current Annual Financial Plan.
- 1.7. SAR organizations must send at least one representative to the allocation meeting in order to be eligible to receive funding.

Subject: Search & Rescue Grants	Policy #: 0340-30-7	Page:	2 of 3
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- 1.8. If total applications exceed the annual budget, then the annual budget will be distributed based on consensus of the eligible SAR organizations and the EEC representative.
- 1.9. As a result of the allocation meeting, all funding recommendations for the SAR organizations, must be ratified and approved by the Regional Board.
- 1.10. To be eligible for funding, SAR organizations must meet the following criteria:
 - 1.10.1. Must be a registered society in good standing and provide evidence of annual filing of required documentation to the Registrar of Societies.
 - 1.10.2. Must have a minimum of one (1) member certified as a ground search and rescue search manager or is in the process of being certified;
 - 1.10.3. Must provide copies of minutes of Annual General Meetings, Annual Financial Statements and an annual report detailing search and rescue activities over the previous year that shows how the grant funds were spent and if any grant funds are remaining.
- 1.11. Failure to provide adequate documentation during the application process and/or comply with the eligibility requirements for funding assistance may jeopardize future funding applications.
- 1.12. Grant applications to acquire land, buildings and major capital items will not be permitted.
- 1.13. SAR organizations must utilize allocated funds within 1 year of ratification by the Regional Board and will not be permitted to carry over funds to the following year.

2. PURPOSE

- 2.1. The purpose of the Search and Rescue Grant Policy is to establish clear guidelines and procedures for organizations applying for funds from the Peace River Regional District to support SAR activities.

3. SCOPE

- 3.1. The Search and Rescue Grant policy applies to all search and rescue organizations applying for funds from the Peace River Regional District.

4. RESPONSIBILITY

- 4.1. The General Manager of Community Services or designate, is responsible for ensuring compliance with the policy.

5. DEFINITIONS

- 5.1. "Emergency Executive Committee" is as defined in Bylaw No. 1599, 2005.
- 5.2. "major capital items" means any individual item costing over \$5,000 and may include, but is not limited to, boats, trailers, any motorized vehicles, land and/or buildings
- 5.3. "minor capital items" means any individual item costing \$4,999 or less and may include, but is not limited to, ropes, harnesses, communications equipment.
- 5.4. "operational costs" means costs required to operate and may include, but is not limited to, the cost of training, first aid, administration, communication licenses
- 5.5. "Search and Rescue organization" means any registered non-profit Society that provides search and rescue services within the Peace River Regional District boundaries and is registered as a Search and Rescue organization with Emergency Management BC.

6. REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

- 6.1. Peace River Regional District Emergency and Disaster Operations Bylaw 1599, 2005

7. PROCEDURE

- 7.1. Search and Rescue organizations may submit a formal application to the Regional District once per year **on or before May 31st of each year**; said application to be substantially in the form attached hereto as Schedule 'A' and checklist as Schedule 'B.'
- 7.2. Staff will review each application to determine its completeness and eligibility.
- 7.3. Staff will provide EEC with a written cover report and all applications to assist EEC in determining which SAR organizations should be invited to attend the grant allocation meeting and ultimately receive grant funding.
- 7.4. Staff will provide each organization invited to attend the grant allocation meeting with a written invitation detailing the date, time and location of the meeting.
- 7.5. All applicants will be provided with a letter detailing the amount of funding approved by the Regional Board and the procedures to claim such funding.
- 7.6. Approved applications will receive funds by claim reimbursement (Schedule 'C') after August 1st of each year once funding allocations are ratified by the Regional Board.
- 7.7. Unallocated funds from the annual requisition for the SAR grant shall be carried forward as a surplus to reduce the following year's tax requisition.



Date: _____

Society Number: _____

APPLICANT INFORMATION

- 1) **Name of Organization:** _____
- 2) **Contact Person:** _____
- Position:** _____
- Mailing Address:** _____
- Phone:** _____ **Fax:** _____
- Email:** _____
- Website:** _____

Please list our organization on the PRRD website as a "Local Community Group" Yes No *(please check one)*

- 3) **Executives of Your Organization:**
- President/Chair**
- Name: _____ Phone: _____ Email: _____
- Vice President/Vice Chair**
- Name: _____ Phone: _____ Email: _____
- Treasurer**
- Name: _____ Phone: _____ Email: _____
- Secretary**
- Name: _____ Phone: _____ Email: _____

- 4) **Does your organization have at least one (1) member certified as a Search Manager? If so, please provide name and contact information.**

- 5) **How many volunteers does your group have registered?**

- 6) **TOTAL volunteer hours accumulated by your group in the previous year:**

- 7) **Please describe the training activities (i.e., type of training, number of members who took part in training) and EMBC tasks (i.e., number of tasks, number of says per task, number of volunteers per task) that your team took part in over the last year. (If needed please attach this as a separate item to your application)**



8) Please provide a 5 year action plan for your organization.

Year 1: _____

Year 2: _____

Year 3: _____

Year 4: _____

Year 5: _____

OPERATIONAL AND MINOR CAPITAL COSTS

9) Please describe the operational and/or minor capitals costs for which you are requesting funding. (If needed please attach this as a separate item to your application)

- | | |
|--|-----------|
| 10) Total fixed costs requested from the Regional District: | \$ _____. |
| 11) Total variable costs requested from the Regional District: | \$ _____. |
| 12) TOTAL FUNDS requested from the Regional District: | \$ _____. |

** Fixed costs are defined as costs that are incurred every year and generally remain constant in total regardless of changes in activity. Examples are rent, insurance, mail box rental, radio licenses.*

*** Variable costs are defined as costs that vary in total in direct proportion to changes in activity. Examples include new equipment, photocopying and training.*

ATTACHMENTS

- a) Annual financial statements including current bank balance, savings, term deposits and GIC account information.
- b) Minutes of the most recent Annual General Meeting.
- c) Detailed annual budget including quotes for any minor capital purchases valued at over \$3,000.
- d) Annual report detailing how Regional District grant funds were spent in the previous year.

SIGNATURE OF APPLICANT

Signature of Applicant



PEACE RIVER REGIONAL DISTRICT

Search and Rescue Grant – Application Checklist Schedule B

Date: _____

Applicant Name: _____

All application packages must be submitted by 4:30 pm on May 31st and include the following items:

APPLICATION:

- ☐ Completed SAR Grants-in-Aid **application form** (all fields must be completed).
- ☐ **Financial statements** for the previous year including an income statement and balance statement.
- ☐ Detailed project and/or operating **budget**. Funding cannot be provided for the payment of debt or wages.
- ☐ **3 quotes** for any services, materials and equipment valued at \$3,000 or more is required.
- ☐ 1 member as GSR Search Manager
- ☐ **AGM minutes**
- ☐ **Annual report** detailing how your SAR Grant-In-Aid funding has been utilized.

Please note: Organizations are not required to provide a copy of the Society Form 11. This information is checked annually by PRRD Staff through BC Online

Staff Notes: _____



Date: _____ Organization Name: _____

Mailing Address: _____

<i>Address</i>	<i>City</i>	<i>Postal Code</i>
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Contact Person: _____ Phone Number: _____

Amount You Are Claiming: _____

Please attach **COPIES ONLY** of invoices you are claiming reimbursement for. **LIST ALL INVOICES BELOW** and include the name of the supplier, the item description (i.e., rope, radio license).

Supplier	Item	Year Funds Granted	Invoice No.	\$ Amount
Total				

Please deliver your claim via mail, in person or by fax to:

Peace River Regional District
PO Box 810, 1981 Alaska Avenue
Dawson Creek, BC V1G 4H8
Fax: (250) 784-3201
prrd.dc@prrd.bc.ca

If you have any questions about your claim please call Community Services at (250) 784-3200

For Office Use Only

Coding	Year	Amount	
			Approved
	Total Claim		

	YEAR
Grant Amount	
Previous Claims from this Grant	
Current Claim	
Balance on this Grant	



Date: December 27, 2019

Society #: S 0030265

Organization Information

1. Organization Name: North Peace Search and Rescue Society

Civic Address:

Mailing Address: P.O. Box 6933
(if different)

City: Fort St John, B.C. Postal Code: V1J 4J3

Contact Person: Brian Lamond Phone Number: 250-793-0761

Email: RedRock2018@shaw.ca

Project / Initiative Information

Projects and initiatives submitted for grant-in-aid consideration must have a regional focus and serve or benefit residents throughout the regional district or in multiple electoral areas and municipalities.

2. Indicate which category is this project, event or service?

- | | | |
|-------------------------------------|----------------------|---|
| <input type="checkbox"/> | Arts/Culture | Projects that enhance the provision and availability of arts and culture services and amenities |
| <input type="checkbox"/> | Economic Development | Projects related to creating or enhancing economic opportunities |
| <input type="checkbox"/> | Environmental | Projects that enhance, protect, or restore environmental values |
| <input type="checkbox"/> | Heritage | Projects that protect and interpret the region's heritage values |
| <input type="checkbox"/> | Social | Projects that support the health, well-being and diversity of individuals and communities |
| <input checked="" type="checkbox"/> | Sport/Recreation | Projects related to the provision of sports or recreation activities, tournaments or events |
| <input type="checkbox"/> | Other (Describe) | |

3. Identify which electoral areas and municipalities this project, event or service will provide benefit to?

- | | | |
|--|---|--|
| <input checked="" type="checkbox"/> Electoral Area B | <input type="checkbox"/> City of Dawson Creek | <input checked="" type="checkbox"/> District of Taylor |
| <input checked="" type="checkbox"/> Electoral Area C | <input checked="" type="checkbox"/> City of Fort St. John | <input type="checkbox"/> District of Tumbler Ridge |
| <input type="checkbox"/> Electoral Area D | <input type="checkbox"/> District of Chetwynd | <input type="checkbox"/> Village of Pouce Coupe |
| <input checked="" type="checkbox"/> Electoral Area E | <input checked="" type="checkbox"/> District of Hudson's Hope | |

4. Description of project, event or service:

North Peace Search and Rescue Society is requesting Grant-In-Aid funding from the Peace River Regional District to upgrade and enhance our mapping technology for use during Operational Tasks involving searching for, and providing rescue services to residents and visitors to the Peace River Region.



5. Project Start Date: Project End Date:

6. Is this project, event or service part of your core operations? ☒ Yes ☐ No

7. Is the project, event, or service already provided in the community by another organization? ☐ Yes ☒ No

If yes, provide details:

8. Who will benefit from the project, event or service?

The residents of the Peace River Regional District (PRRD), and member municipalities and visitors and recreationalist who use the backcountry of the PRRD (that are in the North Peace Search and Rescue Society response area - currently 32,369 square kilometers.

9. What will those benefits be?

There are a number of benefits to this project:

A. With advancing technologies our team is seeing an increased number of requests for rescue through electronic requests (SPOT and InReach device activations), from our tasking agencies. With advanced mapping using real time Geographic Information Services (GIS) and mapping it will allow us to develop enhanced Operational Plans. It will also allow for field deployment of hand held device with our responding teams to reduce rescue times (and improve survivability of subjects). and reduce risks to our responders.

Budget Information

10. Total Cost of the Project, Event or Service: \$

11. Grant-in-Aid Amount Requested: \$

12. For how many years are you requesting funding? ☒ 1 ☐ 2 ☐ 3

13. Will you receive other sources of funding? ☐ Yes ☒ No

14. Have you applied to other sources, including municipalities for funding? ☐ Yes ☒ No

15. Please describe other sources of funding and amounts as anticipated or received:

Amount: _____ Source: _____

Amount: _____ Source: _____

Amount: _____ Source: _____

Amount: _____ Source: _____



Application Authorization

- ☒ I confirm that the information in this application is accurate and complete and that the project proposal, including plans and budgets, is fairly presented.
- ☒ I understand that if my application is successful, I will be required to provide a summary report that includes annual financial statements, a description of how funds were spent, and the outcomes achieved to the Regional District by **February 28** of the following year the grant funds were received.
- ☒ I understand that the information provided in this application may be accessible under the Freedom of Information (FOI) Act.
- ☒ I understand that the information provided in this application may be shared with the Board of Directors, Committee(s), Regional District staff and consultants.

Application Submission

Please submit all grant applications and attachments by email to prrd.dc@prrd.bc.ca on or before **December 31**. The following attachments must be included with your application:

- 1 Project budget, including all sources of funding
- 1 Current financial statements showing expenses, revenues & savings

Applicant Signature

Brian Lamond

Continued from Question 9:

There are a number of benefits to this project:

- A. With advancing technologies our team is seeing an increased number of requests for rescue through electronic requests (SPOT and InReach device activations), from our tasking agencies. With advanced mapping using real time Geographic Information Services (GIS) and mapping it will allow us to develop enhanced Operational Plans. It will also allow for field deployment of hand held device with our responding teams to reduce rescue times (and improve survivability of subjects). and reduce risks to our responders.
- B. Using advanced mapping using real time Geographic Information Services (GIS) and mapping for search operations will allow for Incident Command Planning and Logistics for field team deployment with predetermined team assignments. This will reduce time to develop search area assignments that are currently done using paper maps. With the team assignments being done on a real time GIS platform it will reduce wait times for team assignments. The ability to deploy portable devices with each operational team will enhance their field effectiveness and ensure that their assigned area is searched and the proper Probability of Detection (POD), is achieved. It will also allow the Incident Command Planning Section to download from the field devices to ensure the search area has been adequately covered and allow for development of next team assignments.
- C. Interface in SAR field operations with the Everbridge system (currently being used by the PRRD), during specific area evacuation alert or order delivery will provide real time data to the PRRD's Emergency Operations Centre (EOC) of area coverage and notification deliveries. Using the data that the Everbridge system already has in place for identification of rural residences will allow for more accurate data collection and enhanced delivery ability to the PRRD EOC.

North Peace Search and Rescue Society
Grant-In-Aid application Proposal

Hardware	Number	Cost	Total
iPad Pro (12.9" display)	3	\$1,649.00	\$4,947.00
liPad Mini 4	6	\$899.00	\$2,697.00
iPad Pro case	3	\$200.00	\$600.00
iPad Mini case	6	\$100.00	\$600.00
Wifi Hub	1	\$300.00	\$300.00
Pelican case	1	\$500.00	\$500.00
Chargers, cords, etc.	Misc	\$950.00	\$950.00
Software			
Touch GIS	9	\$200.00	\$1,800.00
			\$12,394.00
Total Grant-In-Aid request			\$12,394.00

NPSAR Financial Statement 01 April, 2018 - 13 March, 2019

Income

					Income	Expenditure
Tasks	Sequence#	Task #	Claim	Expenses		
	1	190674	\$	1,432.58		
	2	191276 ops 1 + 2	\$	6,577.31		
	2A	191276 supplemental 1	\$	497.54		
	2B	191276 supplemental 2	\$	1,432.18		
	2C	191276 supplemental 3	\$	1,204.00		
	3	191619	\$	172.50		
	4	191276 ops 3	\$	9,108.16		
	4A	191276 supplemental 4	\$	500.00		
	5	191952	\$	-		
	6	191995	\$	4,409.46		
	7	192630	\$	3,118.23		
	8	193371	\$	125.00		
	9	193516	\$	1,992.15		
	10	193467 ops 1	\$	4,815.19		
	10A	193467 ops 1 supplemental	\$	59.36		
	11	193467 ops 2	\$	7,513.89		
	12	193467 ops 3	\$	1,808.95		
	13	193467 ops 4	\$	1,971.10		
	14	193467 ops 5	\$	1,534.10		
	15	193319	\$	625.20		
	16	194387	\$	2,565.54		
	17	194741	\$	1,762.03		
	18	195873		*		
* Claimed not yet reimbursed						
Task reimbursement to team and members				\$	28,184.95	
Totals			\$	53,224.47	\$	28,184.95

Donations			
RBC	\$	200.00	
Wild Sheep Society	\$	5,000.00	
Convergent volunteers	\$	5,594.50	
SAR members	\$	35.01	
CRL Transload	\$	500.00	
Taylor Hose Lay	\$	1,500.00	
FSJ Elks	\$	900.00	
Valerie Oftebroro, in memory of Darren Oftebro	\$	1,500.00	
Total Donations	\$	15,229.51	
Grants			
BC SARA Provincial Government support	\$	84,830.87	
PRRD 2017	\$	9,001.63	
PRRD 2018	\$	9,125.80	
Total Grants	\$	102,958.30	
Fundraising			
Mothers Day Run	\$	1,000.00	
Canada Day Parade	\$	600.00	
Pride Walk	\$	250.00	
River Rats jet boat races	\$	3,000.00	

Taylor Hose Lay	\$ 702.00	
FSJ Literacy Run	\$ 250.00	
Santa Parade	\$ 1,000.00	
Total Fundraising	\$ 6,802.00	
Sale of used Resacue Boggan	\$ 1,000.00	
Credit from team member after purchase of online order on their own credit card	\$ 32.09	
Trade Show credit	\$ 2.00	
Adventure Smart payment	\$ 500.00	
Members contribution to Christmas Dinner	\$ 500.00	
Credit of credit card GICs (\$2,500.00 + \$7,500.00)	\$ 10,000.00	
Bank interest, GIC interest and closing balance on old account	\$ 125.34	

Total income \$ 190,373.71

Expenses

Vehicles		
Vehicle repairs	\$ 1,372.67	
Vehicle insurance	\$ 8,166.00	
Vehicle expenses	\$ 8,412.34	
Vehicle purchase	\$ 35,000.00	
Total Vehicles	\$ 52,951.01	
Communications		
One Call Now	\$ 331.72	
Mail box rental	\$ 177.45	
Roadpost	\$ 475.60	
Total Communications	\$ 984.77	
Registration fees		
FSJ Co-op lifetime membership	\$ 5.00	
Society registration	\$ 80.00	
MEC lifetime membership	\$ 5.00	
Total Registration fees	\$ 90.00	
Training courses and expenses		
PSLV	\$ 44.51	
Evacuation training in Prince George	\$ 261.38	
OFA 1	\$ 145.95	
Wilderness First Aid patr 2	\$ 249.95	
Rope rescue	\$ 383.77	
Avalanche course	\$ 51.27	
Total Training	\$ 1,136.83	
Equipment/supplies		
Office supplies	\$ 727.37	
New/replacement equipment	\$ 26,510.73	
Team apparel	\$ 5,754.30	
Trade show	\$ 105.23	
Training supplies	\$ 398.58	
Task expense	\$ 3,257.91	
Equipment repair	\$ 819.80	
Total Equipment/supplies	\$ 37,573.92	
Purchase of new GIC to increase credit card balance from \$2,500.00 to \$10,000.00	\$ 7,500.00	
Purchase of New GIC following credit of old \$2,500.00 and \$7,500.00 GICs that had been credited	\$ 10,000.00	

Bank and Visa card charges		\$ 194.50
Task 186480, \$1,564.45 claimed in 2017/18 financial year and accounted for, \$1,113.70		
Paid in 2018/19 financial year, difference \$450.75		\$ 450.75
Account realignment, projected to actual, details in executive minutes January 2019		\$ 6,967.86
Social events		
Miscellaneous member support		\$ 68.31
Preparing vehicle for Canada Day parade		\$ 49.10
Team/new members BBQ after summer break		\$ 204.68
Present for David Dickenson for all his support in preparing team vehicles		\$ 86.79
Christmas dinner		\$ 2,634.20
Team gifts presented at Christmas dinner		\$ 1,388.78
Total Social events		\$ 4,431.86
	\$ 190,373.71	\$ 150,466.45

Income

Expense

Net income/expenses \$ 39,907.26

Starting balance \$ 123,707.25

Ending balance \$ 163,614.51

Difference \$ 39,907.26

Actual bank balance \$ 163,614.51

Stuart Gillet, 17:00, 13 March, 2019

Variance \$ (0.00)

From: EMBC NEA PREOC Liaison 1 EMBC:EX <PREOC5.lia1@gov.bc.ca>

Sent: Friday, June 19, 2020 10:19 AM

Subject: Snow Survey and Water Supply Bulletin – June 15th, 2020

Importance: High

The June 15th snow survey is now complete. Data from three manual snow courses and 81 automated snow weather stations around the province (collected by the Ministry of Environment Snow Survey Program, BC Hydro and partners), and climate data from Environment and Climate Change Canada and the provincial Climate Related Monitoring Program have been used to form the basis of the following report.

A complete version of this report, including full survey data, snow basin map, and comparison with previous years is available on the River Forecast Centre website at:

<https://www2.gov.bc.ca/gov/content/environment/air-land-water/water/drought-flooding-dikes-dams/river-forecast-centre/snow-survey-water-supply-bulletin>

Weather

The weather for the first two weeks of June has been dominated by cold upper low systems, which have delivered wet weather through most of British Columbia. Precipitation has been mostly normal to above normal for this time of year. Temperatures have been near normal through most areas.

Snowpack

Snow basin indices on June 15th, 2020 range from a low of 0% of normal for the Nechako to a high of 636% in the Okanagan (Table 1 and Figure 1). Most coastal snow basin indices are well below normal for this time of year, whereas many of the Interior basins are well above normal. The high snow basin indices relative to normal for June 15th in the Interior are indicative of a relative high winter season snowpack and delayed melt of higher elevation snow by several weeks. The overall average of province-wide measurements increased from 93% of normal on June 1st to 104% of normal on June 15th.

By June 15th, on average, approximately three-quarters of the accumulated seasonal snow pack has melted. Most sites have melted at seasonal rates this year. However, higher elevation snow pack in the Interior has experienced limited melt. Higher elevation Automated Snow Weather Stations in the Upper Fraser East have melted 40-60% of their seasonal peak. Elsewhere, the North and South Thompson sites have melted 30-60%, the Upper Columbia stations have melted 40-50%, the Okanagan/Boundary sites have melted 60-70% and the Kootenays have melted 25-60% of their respective higher elevation peak snow for the year.

Note that in the later part of the snow season, basin indices can be extremely low due to early melt or extremely high due to delayed melt. Comparison of the current snow pack

relative to a very low normal snow water equivalent can create seemingly extreme snow basin index values. Caution should be exercised when interpreting snow basin indices at this time of the year.

Table 1 - BC Snow Basin Indices – June 15, 2020

Basin	% of Normal (June 1 st values)	Basin	% of Normal (June 1 st values)
Upper Fraser West	N/A (N/A)	Boundary	332 (211)
Upper Fraser East	229 (142)	Similkameen	118 (106)
Nechako	0 (50)	South Coast	77 (73)
Middle Fraser	122 (69)	Vancouver Island	11 (22)
Lower Fraser	59 (73)	Central Coast	1 (78)
North Thompson	138 (110)	Skagit	N/A (N/A)
South Thompson	129 (111)	Peace	126 (97)
Upper Columbia	162 (133)	Skeena-Nass	27 (45)
West Kootenay	139 (128)	Stikine	633 (148)
East Kootenay	134 (104)	Liard	N/A (N/A)
Okanagan	636 (193)	Northwest	N/A (N/A)
Fraser River (All)	107 (90)	British Columbia	104 (93)

Streamflow

A significant warm period at the end of May, followed by heavy rain in the Interior on May 30th and 31st, led to Flood Watches and Flood Warnings in several regions including the Bonaparte, the Salmon, the Okanagan, the Similkameen, the Nicola, the Boundary, the West Kootenay and East Kootenay. Several of those rivers reached their highest flows for the year in early June.

Upper level lows distributed more precipitation across the province over the first two weeks of June and maintained flows at normal to well above normal for this time of year in the Interior. Other regions that were under advisory during the first half the month include the Upper Columbia, Upper Fraser, Cariboo, Nicola Lake, Peace and Liard.

Earlier seasonal melt and lower peak snow accumulation in areas of the province have seen some rivers trend towards an earlier freshet and below normal seasonal streamflow. This is most prominent in West-Central BC, Chilcotin, Central Coast, and South Coast.

Lake systems in the Interior, including Nicola Lake, Okanagan Lake, and Shuswap Lake, are relatively high for this time of year. These systems are susceptible if moderate to heavy precipitation persists for several more weeks.

The Fraser River in the Lower Fraser Valley has been high relative to normal for nearly two months. Fortunately, there were no extended periods of very hot weather, allowing the higher than normal snowpack to gradually melt. The cumulative flow for the Fraser River at Hope has been very high for the season, but favourable weather conditions prevented significant peaks and avoided major flooding.

Outlook

Seasonal weather forecasts from Environment and Climate Change Canada indicate an increased likelihood of warmer than normal June-July-August temperatures for the west side of B.C., while there is an increased likelihood of cooler temperatures in Northeast B.C. Short-term weather forecasts indicate slightly above seasonal temperatures and continued seasonal unsettled weather in some regions.

Seasonal flood risk is diminishing throughout the province as snow melts and weather conditions become more stable. However, flood risk remains in regions where flows or lake levels are high relative to normal for this time of year (Peace, Northeast, Upper Fraser East, Cariboo, Nicola, North Thompson, South Thompson, Southeast), and thus remain vulnerable to short-term heavy rainfall events. The Lower Fraser River remains at minor risk of flooding due to the combined effects of snowmelt and rainfall. Other Interior regions may still be at risk for flooding if heavy rainfall occurs; in recent years rain-driven flooding unrelated to snow conditions or snowmelt has occurred in the Chilcotin and in North-East BC in late-June and early-July

In recent years, hot and dry weather conditions in April & May have resulted in earlier than normal freshets. If cooler than normal or seasonal temperatures and wetter conditions continue throughout June, the freshet period can continue into mid-July. This season has seen a mix of snowmelt conditions, with early melt in low and mid-elevation areas and a delay in the melt of high elevation snowpack. In areas with early melt, including the Skeena-Nass, Nechako, Central Coast, South Coast, Lower Fraser tributaries, and higher elevation rivers on Vancouver Island, snowmelt influence on streamflow is expected to lead to an earlier low flow season and may increase risk of low flows later in the summer. Summer weather remains the critical factor for drought, and persistent dry and hot weather can lead to low summer streamflow in any region.

This is the final snow bulletin for the 2020 season; the first snow bulletin of the 2021 snow season will be released in early January 2021. Thank you to our partners for their contributions to these bulletins.

IN THIS ISSUE

- Fire Centre Update
- Weather forecast and seasonal outlook
- How Initial Attack Crews Respond to Fires
- BASIC TRAINING: S-100

CURRENT STATISTICS

Fires to-date: 43

Hectares burned: 198 Ha

Human-caused: 39

Lightning-caused: 4

BANS AND PROHIBITIONS

Campfire: No Ban

Category 2: No Ban

Category 3: No Ban

Resource Management Fires: No Ban

Forest Use Restrictions: No Ban

[Prohibitions section of bcwildfire.ca for full details.](https://bcwildfire.ca/prohibitions)

Fire Centre Update

Crews across the Prince George Fire Centre have been deployed through EMBC to help with flood relief efforts. Over this past weekend, crews worked NE of Prince George and filled approximately 2,000 sandbags in an effort to protect property that was directly threatened by the rising water levels of the Fraser River. For more information on current flood activity and warnings, please visit [EmergencyInfoBC](https://www.emergencyinfo.bc.ca).

Crew members have now completed the [WFX-FIT Test](#) that was postponed due to the COVID-19 pandemic. By adhering to stringent sanitation protocols put forth by the Canadian Inter-agency Forest Fire Centre Inc (CIFFC), crews were able to complete the test in a safe environment.

We would like to thank everyone for doing their part to help reduce the risk of human caused wildfires and for continuing to check with your local governments to see if any local burning restrictions are in place before lighting any fire.

Contact Information

Report a Wildfire: *5555 on a cell or 1 800 -663-5555

Wildfire Information Line: 1 888 3FOREST

Burn Registration Number: 1 888 797-1717

Information Officer Phone Number: 250 318-7768

Information Officer Email:

BCWS.PGFCInformationofficer@gov.bc.ca

Weather Forecast

Temperatures for the week will range from the high teens to low twenty's throughout the entire Prince George Fire Centre. There is chance of lightning today throughout the centre, particularly east of the Rockies and in the Prince George Zone. Wednesday is expected to be partly cloudy with scattered showers and light winds. There is a chance of thunder storms in the north of the centre. A SW trough makes its way into the fire centre on Thursday, bringing with it increasing cloud cover and showers west of the Rockies, with similar patterns carrying on into the weekend.

JULY 2, 2020

SEASONAL OUTLOOK

Find the latest seasonal outlook on our BC Wildfire website please [click here](#).



As of July 2, 2019 Summer Outlook (July) The majority of the province is experiencing normal fuel conditions due to the precipitation received during the latter half of June. Despite this rainfall, many weather stations recorded June as drier and warmer than normal. The province still has underlying drought conditions that could rapidly dry fuels once rainfall amounts diminish.

The northwest corner of the province has received the least rainfall and remains an area of concern this summer. As well, forecasts indicate that much of the coast may see below-normal rainfall and above-normal temperatures (refer to map). The interior is also showing the potential for warmer temperatures, but above-seasonal rainfall (e.g. Nechako Plateau, Bulkley region, northern Rocky Mountains).

The number of wildfires so far for this time of year are near-normal (443). However, the number of hectares burned (11,294 ha) is only a fraction of what we've experienced in the past at this stage in the season.

A reported 66% of fire starts this season have been linked to human activity followed by lightning-caused fires at 32%. Current suppression tactics are successfully holding most wildfires to a small size. As we progress further into summer, suppression may be challenged by an increase in the amount of dry fuels.

Extended Outlook (August - September) This period continues to show a high probability of above-seasonal temperatures in the southern half of the province, particularly on Vancouver Island.

How does the BC Wildfire Service predict the severity of a fire season?

This forecast was assessed by meteorologists and fire behaviour specialists who considered a range of environmental factors and observed weather data. This includes accounting for conditions that affect soil moisture, fine fuel dryness, and vegetation growth, which influence the amount of fuel available to burn.

Seasonal Outlook

During the fire season, the BC Wildfire Service predictive services unit produces seasonal outlooks on a monthly basis. Season forecasts are assessed by meteorologists and fire behaviour specialists who consider a range of environmental factors and observed weather data. For more information regarding fire weather and the seasonal outlooks please [click here](#).

Summer Outlook (July) The majority of the province is experiencing normal fuel conditions due to the precipitation received during the latter half of June. Despite this rainfall, many weather stations recorded June as drier and warmer than normal. The province still has underlying drought conditions that could rapidly dry fuels once rainfall amounts diminish.

How Initial Attack Crews Respond to Fires

In British Columbia the challenging landscape combined with the harsh wildland fire environment requires knowledgeable, prepared personnel. The BC Wildfire Service has 1,100 Type 1 firefighters who annually respond to nearly 2,000 fires on behalf of the province of B.C. The type or types of crew deployed to fight a wildfire depends on a variety of factors including location, terrain, size and fire behavior.

Initial Attack (IA) firefighters operate as three-person crews. These well-trained, physically fit and highly mobile crews may be moved rapidly throughout the province to new fires. Initial attack crews are usually the first on the scene of a new wildfire, and can be dispatched by helicopter or vehicle, depending on access to the fire. IA crews must be able to be deployed by helicopter if needed, and as this is a requirement of the job, they are required to be under 200 pounds in weight.

Once at the fire, the crew assesses the scene and decides what fire fighting tactic to use depending on the values at risk and what rank the fire is burning at. If applicable, the crew will contact the operations staff in the office, who will refer to the Fire Management Plan, which is a document containing the essential elements of actions necessary to save human life and property and minimize fire danger.



If the fire is deemed beneficial to land management objectives in the area, it is suitable for the crew to modify the goal of immediately extinguishing the fire. This fire would then be referred to as 'modified response', and the fire would be monitored to ensure it continues to benefit the land base and does not threaten life or property, rather than being immediately extinguished.

If the fire is a threat and needs to be immediately extinguished, the crew will begin fighting the fire. Following the initial assessment, crews set up water pumps, remove fuel from the fire's path using chainsaws, Pulaski or shovels, and dig fire guards to contain or extinguish the blaze.

Basic Training: S-100

Before anyone can work in a wildfire environment, they must have a basic understanding of wildfire behaviour, suppression, terminology and, most importantly, safety. This includes not only firefighters, but also support staff, such as medics and pilots. Completion of the S-100 is also mandated by WorkSafeBC for workers involved in forestry operations.

The S-100 course is the minimum level of training required to fight wildfire in the province. A two-day, 16-hour program provides a day of classroom learning followed by a hands-on day in the field, learning the basics of wildland firefighting. The S-100A is a four-hour refresher and is all that is required if you have taken either course within the past five years. Both courses are valid for one year from date of delivery. The BCWS [Wildfire Training](#) page on bcwildfire.ca has information on these and other courses.

When a wildfire starts, industry and the public can help by prompt and accurate reporting to our fire reporting line (1-800-663-5555 or *5555). The dispatch will guide you through initial fire assessment with questions about the location, size and smoke characteristics of a fire, along with wind, fuel, terrain and values at risk. Crews will reassess these same elements when they arrive on scene.

Fire line workers must understand the basics of fire and all the factors that influence its behaviour. The Fire Triangle lays out the three necessities for a fire to burn: oxygen, heat and fuel. All suppression tactics aim to break the triangle by removing one or more of these factors. For example, dousing a fire with water removes heat; building a control line removes fuel; smothering a fire with soil or foam removes oxygen. Firefighters must be familiar with suppression principles, fire attack methods, and the many techniques and equipment used to break the Fire Triangle.

In B.C., firefighters adhere to what is known as the “10:00 a.m. concept,” whereby crews aim to control any new fire by 10:00 a.m. the morning following discovery. After 10:00 a.m. rising temperatures combine with dropping humidity to increase a fire’s potential to spread. Crews meet this suppression goal more than 90 per cent of the time.

Fighting wildfires is a dangerous activity, but education and communication go a long way towards mitigating the many hazards. The S-100 course provides the basics, but it is only the first of many BC Wildfire Service courses that promote wildfire knowledge, effective suppression and safety. For more information on employment opportunities and wildfire training, visit the BCWS [Employment & Contract Opportunities](#) page.

The BCWS follows the national system of rating fire danger, the [Canadian Forest Fire Danger Rating System](#) (CFFDRS). The CFFDRS considers a wide array of factors: moisture levels, available fuels, weather conditions and topography to name a few. Using a series of detailed indices, this system helps fire fighters predict how easily a fire will start and how it will behave if it does. The science behind fire ignition and behaviour is fascinating and complex.

Basic Training: S-100 Cont.

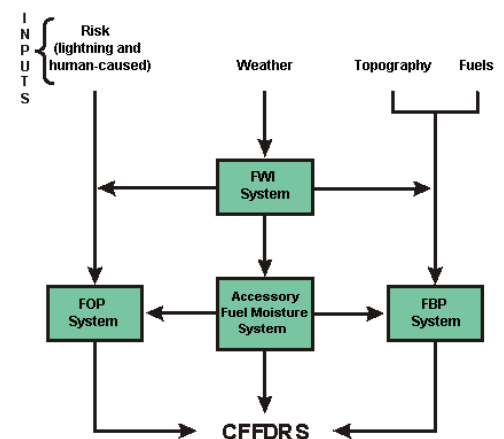
The BCWS website contains more detailed information on [wildfire behaviour](#) and the [wildfire ranking scale](#). Understanding the factors that affect fire is essential to worker safety on the fire line.

The first responsibility of all fire fighters is to prevent injury to themselves and others. The S-100 course emphasizes safety in all aspects of wildfire fighting. The many hazards touched on, in addition to fire behaviour, include helicopters, heavy equipment, the physical environment, pumps, chainsaws and other tools. Throughout the course, communication is highlighted as a main strategy to avoid hazardous situations. When on a fire, the BCWS organizes according to the Incident Command System (ICS) which provides common terminology and a clear chain of command. Morning briefings clearly outline the goals for the day as well as channels for communication and potential dangers. Safety zones and escape routes are emphasized. Fighting wildfires is a dangerous activity, but education and communication go a long way towards mitigating the many hazards. The S-100 course provides the basics, but it is only the first of many BC Wildfire Service courses that promote wildfire knowledge, effective suppression and safety.

For more information on employment opportunities and wildfire training, visit the [BCWS Employment & Contract Opportunities](#) page.

RESOURCES

- [BCWS Wildfire Training](#)
- [Canadian Forest Fire Danger Rating System](#)
- [Wildfire Behaviour](#)
- [Wildfire Ranking Scale](#)
- [Employment & Contract Opportunities](#)



PEACE RIVER REGIONAL DISTRICT
By-law No. 1598, 2005

A by-law for the establishment of an Emergency and Disaster Service
for Electoral Areas 'B', 'C', 'D' and 'E'.

WHEREAS, the *Emergency Program Act*, R.S.B.C. 1996, c. 111 authorizes the Board of the Peace River Regional District to undertake measures to prepare for, respond to, and recover from emergencies and disasters;

NOW THEREFORE the Regional Board of the Peace River Regional District, in open meeting assembled, enacts as follows:

1. The Board hereby establishes a service to prepare, respond and recover from emergencies and disasters.
2. The boundaries of the service are the boundaries of the Peace River Regional District excluding the District of Chetwynd, City of Dawson Creek, City of Fort St John, District of Hudson's Hope, Village of Pouce Coupe, District of Taylor and the District of Tumbler Ridge.
3. The participating areas for the service are the Peace River Regional District Electoral Areas 'B', 'C', 'D' and 'E'.
4. All costs related to this service shall be recovered by one or more of the following:
 - a) property value taxes imposed on land and improvements in accordance with Part 23, Division 4.3 of the Local Government Act, R.S.B.C. 1996, c.323;
 - b) revenue raised by other means authorized by the Local Government Act, R.S.B.C. 1996, c.275 or another Act;
 - c) revenue raised by way of agreement, enterprise, gift, grant or otherwise.
5. The maximum that may be requisitioned under Section 4 for the service shall be the greater of:
 - a) \$250,000; or
 - b) the product of a property value tax of \$0.03 for each \$1,000 of net taxable value of land and improvements included in the service area.

6. This By-law may be cited as "Peace River Regional District Emergency and Disaster Service Establishment By-law No. 1598, 2005."

READ A FIRST TIME this 13th day of OCTOBER, 2005.
READ A SECOND TIME this 13th day of OCTOBER, 2005.
READ A THIRD TIME this 13th day of OCTOBER, 2005.
APPROVED by the Minister of Community Services this 16th day of NOVEMBER, 2005.
ADOPTED this 24th day of NOVEMBER, 2005.

CERTIFIED a TRUE and CORRECT
COPY of "Peace River Regional District
Emergency and Disaster Service
Establishment By-law No. 1598, 2005."

Harald Hansen
Harald Hansen, Administrator

THE CORPORATE SEAL of the Peace
River Regional District was hereto
affixed in the presence of:

Karen Goodings
Karen Goodings, Chair

Harald Hansen
Harald Hansen, Administrator

I HEREBY CERTIFY the foregoing to be a true and correct copy of "Peace River
Regional District Emergency and Disaster Service Establishment By-law No. 1598,
2005" as read a third time by the Regional Board of the Peace River Regional District
on the 13th day of OCTOBER, 2005.

Harald Hansen
Harald Hansen, Administrator

**PEACE RIVER REGIONAL DISTRICT
By-law No. 1599, 2005**

A by-law for the administration and operation of the
Emergency and Disaster Service

WHEREAS the Board of the Peace River Regional District has, by "Peace River Regional District Emergency and Disaster Service Establishment By-law No. 1598, 2005", established an Emergency and Disaster Service;

AND WHEREAS, pursuant to the provisions of the *Emergency Program Act, R.S.B.C. 1996, c. 111*, the Board must prepare or cause to be prepared local emergency plans respecting preparation for, response to and recovery from emergencies and disasters and establish and maintain an emergency management organization to develop, maintain and implement emergency plans and other preparedness, response and recovery measures for emergencies and disasters for the Electoral Areas within the Regional District;

NOW THEREFORE, the Board of the Peace River Regional District in open meeting assembled enacts as follows:

1. Citation

- 1.1 This By-law shall be cited as the "Peace River Regional District Emergency and Disaster Operations By-law No. 1599, 2005".

2. Interpretation

2.1 In this bylaw:

- a) **"Act"** means the *"Emergency Program Act", R.S.B.C., c.111*, and any regulations made thereunder;
- b) **"Board"** means the Board of Directors of the Peace River Regional District;
- c) **"Chair"** means that person elected by the Board as chair;
- d) **"Declaration of a state of local emergency"** means a declaration of the Board or the Chair that an emergency exists or is imminent in the Regional District;
- e) **"Disaster"** means a calamity that:
 - (i) is caused by accident, fire, explosion or technical failure or by the forces of nature, and
 - (ii) has resulted in serious harm to the health, safety or welfare of people, or in widespread damage to property;

PEACE RIVER REGIONAL DISTRICT
By-law No. 1599, 2005

2. Interpretation (continued)

- f) **"emergency"**, means a present or imminent event or circumstance that:
 - (i) is caused by accident, fire, explosion or technical failure or by the forces of nature, and
 - (ii) requires prompt co-ordination of action or special regulation of persons or property, to protect the health, safety, or welfare of people or to limit damage to property;
- g) **"Emergency Co-ordinator"** means that person appointed under Section 5.1 of this by-law;
- h) **"Emergency Executive Committee"** means that Committee appointed under Section 4.1 of this by-law;
- i) **"Emergency Management Organization"** means that organization established under Section 3.1 of this by-law;
- j) **"Emergency Program"** means the emergency plans and other preparedness, response and recovery measures for emergencies and disasters developed and implemented from time to time by the Emergency Management Organization;
- k) **"Service Area"** means the service area established under "Peace River Regional District Emergency and Disaster Service Establishment By-law No. 1598, 2005."

3. EMERGENCY MANAGEMENT ORGANIZATION

- 3.1 An "Emergency Management organization" is established comprised of:
- a) the Emergency Executive Committee;
 - b) the Emergency Co-ordinator;
 - c) such other persons appointed and sub-committees and working groups established and which are charged with emergency preparedness, response and recovery measures.

4. EMERGENCY EXECUTIVE COMMITTEE DUTIES AND RESPONSIBILITIES:

- 4.1 An "Emergency Executive Committee" is established comprised of:
- a) the Directors of the Board representing Electoral Areas 'B', 'C', 'D' and 'E';
 - b) the Chief Administrative Officer for the Regional District or designate; and
 - c) such other persons as may be appointed to the Committee by the Board from time to time.
- 4.2 The Emergency Executive Committee shall elect a Chair and Vice-Chair.
- 4.3 The Emergency Executive Committee may establish such Sub-Committees and Working Groups as deemed necessary to facilitate emergency preparedness, response and recovery programs.

4. EMERGENCY EXECUTIVE COMMITTEE DUTIES AND RESPONSIBILITIES:

4.4 The Emergency Executive Committee will be responsible for the following duties and responsibilities:

- a) providing policy guidance and direction to the Emergency Co-ordinator and such other persons appointed and Sub-Committees and Working Groups established under this by-law for developing and implementing the emergency program;
- b) reviewing and approving the Emergency Program prepared by the Emergency Coordinator;
- c) preparing and submitting to the Board for approval an annual budget for the development and implementation of the Emergency Program;
- d) negotiating and recommending to the Board agreements with other governments, for the purpose of emergency assistance or the formulation of coordinated emergency preparedness, response or recovery;
- e) negotiating and recommending to the Board agreements with individuals, bodies, corporations or other non-government agencies for the provisions of goods and services in delivering the Emergency Program; and
- f) meeting not less than two times a year with the Emergency Co-ordinator to stay informed of the status of the Emergency Program related initiatives and activities.

5. EMERGENCY CO-ORDINATOR

5.1 The Board shall appoint an Emergency Co-ordinator that will report directly to the Emergency Executive Committee.

5.2 The Emergency Coordinator will be responsible for the following duties and responsibilities:

- a) preparing and presenting to the Emergency Executive Committee for annual review and approval an Emergency Program which includes:
 - i) a periodic review and updating of plans and procedures for that review;
 - ii) an emergency response exercise program and training program;
 - iii) procedures by which emergency resources may be obtained;
 - iv) procedures by which emergency plans are to be implemented;
 - v) warning procedures to those persons who may be harmed or who may suffer loss in an Emergency of impending Disaster;
 - vi) procedures to coordinate the provision of food, clothing, shelter, transportation and medical services to victims of Emergencies and Disasters;

5. EMERGENCY CO-ORDINATOR

- vii) procedures to establish priorities for restoring essential services provided by the Regional District that are interrupted during an Emergency or Disaster;
 - viii) procedures to recommend priorities for restoring essential services not provided by the Regional District that are interrupted during an Emergency or Disaster; and
 - ix) roles and responsibilities for all persons appointed pursuant to this By-law whose roles and responsibilities are not otherwise defined in this Bylaw.
- b) Making such amendments to the Emergency Program as are necessary to ensure that the information contained in the Emergency Program remains current at all times;
- c) Advising the Emergency Executive Committee on all matters relating to the Emergency Program;
- d) Providing day to day administration of the Emergency Program, including the co-ordination of staff involvement in emergency management, encouraging community preparedness and liaising with external organizations for emergency management purposes;
- e) identifying and maintaining information on potential or real hazards and the impact that such hazards could have on the Service Area;
- f) ensuring municipal departments in the Service Area keep updated emergency plans that are consistent with and support the Emergency Program;
- g) being the liaison with other external support organizations and function as the point of contact with the Provincial Emergency Program and other government agencies with regards to emergencies;
- h) selecting and processing candidates for federal or provincial emergency program training courses;
- i) co-ordinating the delivery or conduct studies, training and exercises within the Service Area to ensure the Emergency Program is understood, effective and in a state of readiness; and
- j) performing such other duties as may be assigned by the Emergency Executive Committee.

PEACE RIVER REGIONAL DISTRICT
By-law No. 1599, 2005

6. POWER ASSOCIATED WITH THE DECLARATION OF A STATE OF LOCAL
EMERGENCY

- 6.1 Once a Declaration of a state of local emergency is made by the Board or the Chair pursuant to the Act in respect of all or part of the Service Area, the Emergency Executive Committee may, subject to the limitations in the Act, exercise all of the powers given to the Board or the Chair in a Declared state of local emergency under the Act.

READ A FIRST TIME this 13th day of OCTOBER, 2005.

READ A SECOND TIME this 13th day of OCTOBER, 2005.

READ A THIRD TIME this 13th day of OCTOBER, 2005.

ADOPTED this 24th day of NOVEMBER, 2005.

CERTIFIED a TRUE and CORRECT
COPY of "Peace River Regional
District Emergency and Disaster
Operations By-law No. 1599, 2005."


Harald Hansen, Administrator

THE CORPORATE SEAL of the
Peace River Regional District was
hereto affixed in the presence of:


Karen Goodings, Chair


Harald Hansen, Administrator