

Municipality of Temagami
Community Emergency Management Program Committee Meeting (CEMPC)
Tuesday February 27, 2018
9:30 to 11:30 a.m.
Boardroom, Municipal Office

MINUTES

Attendance: Jim Sanderson, Elaine Gunnell, Monty Cummings, Brian Koski
Absent: Debbie Burrows, Paul Elliott, Jim Stewart

1. Adoption of the Agenda – by consensus

November 2017 meeting minutes – notes taken during meeting not yet transcribed into draft minutes – Elaine indicated the action items from the meeting had been completed (HIRA / staff training), but unable to draft up minutes with trying to manage the workload of 3 staff

2. Post-analysis of the 2017 desktop exercise (Railway derailment) – discussed the exercise, good presentation, provided an idea of what the Railway would do in an event of a derailment, achieved goals of the exercise. Discussed exercises for 2018 - received an offer by Red Cross that they would be willing to assist if we wanted to do a “shelter” exercise; Fire & Aviation willing to participate if we decide to do forest fire exercise. Arena more of a warming center than an evacuation center.

- Recommendation: Defer decision on type of exercise for 2018 to next meeting; do desktop exercise in mid to late November (after election).

3. Emergency Plan maintenance: Reviewed Appendix A – staff contact information, notification listing associated with the plan, updates associated with changes in municipal staffing needed – leave some positions vacant; where possible use positions instead of names. Appendix B, External Resources Directory – noted changes committee were aware of – some categories will require staff to confirm existing contact numbers listed. Updates to Appendix B to be carried forward into Appendix C (Local Resources). Appendix G (Critical Infrastructure), discussed the extensive list currently identified – committee questioned whether private services /agency infrastructure, in town/out of town services should be listed as they are outside municipal control.

- Elaine to assign staff to update of sections reviewed by the committee
- Jim to contact John Stothers (MCSCS) to get an understanding of what should be captured as “critical infrastructure” in appendix G.

4. 2018 Training requirements - committee reviewed guidance note 2018-01-01), mandatory training requirements for members of the Emergency Community Control Group. Jim provided information from John Stothers regarding the training and if “alternates” is indicated in the Plan then anyone that might be an alternate to a ECCG member would need to be trained to achieve compliance for 2018. Discussion regarding removing all but municipal staff in the MCCG, with agencies that might assist (OPP, EMS, Medical Officer of Health) be placed under Emergency Support staff – great if trained but not required to meet the mandatory training requirements. Question on how an alternate could participate if not included in the body of the Emergency plan/ bylaw. Might be achieved if “implementation procedures” in Appendix A, indicated in the plan is expanded upon and indicated alternates in Appendix A. Decision to defer training requirements until got some direction from MCSCS. Postponed discussing training for staff in emergency support roles until answer regarding who might require mandatory training is received. Brief discussion regarding training requirements and if that could be accomplished in conjunction with the tabletop exercise.
 - Jim to contact John Stothers regarding “alternates” being authorized to participate in the plan if not mentioned in the section approved under bylaw; bring response back to committee.
 - Jim to detail training requirements that will be needed for ECCG members – bring back to the committee.
5. Notification system – brief discussion regarding notification system – currently under the plan must get hold of the COA to activate the plan – Elaine indicated need to have better system with regards to notification, Monty suggested a list hierarchy list – if can’t contact the first person on the list, move on to the second on the list, and so on. Phone calls would be first point of contact, e-mail/text for primary on the list only. CACC cannot guarantee their ability to provide phone calls – explore other avenues – consider potential to use answering service similar to Public Works weekend contact process.
 - Committee members to review notification requirements, adding detailed “implementation procedure” in Appendix A - be prepared to discuss at next meeting
6. Other – next meeting – no date picked – plan one for end of April/early May

Adjournment – by consensus at 11:45