

Municipality of Temagami
Community Emergency Management Program Committee Meeting (CEMPC)
Friday September 21, 2018
10:00 to 11:30 a.m.
Boardroom, Municipal Office

DRAFT MINUTES

Attendance: Jim Sanderson, Monty Cummings, Paul Elliott, Scott Poirier, John Stothers (EMO).
Absent: Carol Lowery, Jim Stewart

1. Adoption of the Agenda – approved by consensus
2. Review of Past Minutes
 - February 2018 meeting minutes – approved as presented
 - May 2018 EMO/CEMC meeting minutes – approved as presented
3. Review Emergency Response Plan
 - Discussed 2.0 Community Control Group (CCG) – Membership pg. 11
 - Correct term for the committee is Municipal Emergency Control Group (MECG) recommended changes reflect correct terminology
 - Committee agreed to propose amendment to the Plan realigning participants to either being a member of the Municipal Emergency Control Group or a member of Emergency Support agencies to the MECG Control Group (CECG) members – new regulations require mandatory attendance by all MECG members at annual exercises – easier to achieve with smaller group) – recommend MECG membership limited to the Mayor, CEMC & CAO/Municipal Manager – all others classified as member of the MECG Support Agencies
 - Bring changes to council for revision to the Plan prior to 2019
 - Discussed a number of methods being used to ensure MECG members meet the required knowledge of the plan – pick a method to for MECG members to demonstrate knowledge of the Emergency Plan
4. Review of Appendix A – notification system – plan currently indicates the request to implement the Emergency Plan is done through the CAO and that the CAO notifies members that the plan is being implemented.
 - Cost obtained for outsourcing a notification system - \$100/month (toll-free number, SMS messaging to members, follow-up calls if required, reporting)
 - Use of SMS test messaging – small group – potential to implement using current Fire dispatch provider – use of cell phones/create group notification – committee supports this approach – outsourcing considered too costly

5. Review of Appendix G – critical infrastructure
 - Guidance provided by John Stothers – critical infrastructure is something that if it disappears would put the Municipality in a “world of Hurt”. Loss of a fire hall would be an inconvenience as you could find alternate storage arrangements for your pumper/ replace a truck with an rental unit is short order. If you only have 2 pumpers what would you protect?
 - Appendix G to be revised as per program committee recommendations
6. Forest Fire Emergency Report recommendations – committee reviewed the section containing recommendations and provided feedback to the CEMC for finalizing the recommendation section of the report to council.
7. Discussion on Appendix E, HIRA (Hazard Identification and Risk Assessment) and what should be included in the list; that emergency response procedures should be developed for the final list of Hazards identified by the committee. When reviewing the list as the question “Would the Municipality have to declare an emergency – e.g. would you be declaring an emergency based on consequences that earthquakes have had on the community? Once the list gets whittled down, start working on developing a response plan for that emergency (suggestion was one plan/year).

Next Scheduled next meeting: October 15, 2018 at 10:00

Adjournment – by consensus at 11:45