



MINUTES OF THE EMERGENCY MANAGEMENT COMMITTEE MEETING

September 11, 2012

An Emergency Management Committee meeting of the County of Frontenac was held in the Frontenac Room of the County Administrative Office, 2069 Battersea Road, Glenburnie on Tuesday, September 11, 2012 at 9:00 AM

1. WELCOME AND INTRODUCTIONS

Welcome

The meeting was called to order at 12:21 p.m.

In attendance: Elizabeth Savill, Paul Charbonneau, Dave Gemmill, Angelique Tamblyn, Lisa Goodberry, Dave Millard, Alison Vandervelde, Colleen Hickey, Bonnie Carter, Kevin Farrell, Anne Marie Young, Julie Shillington, Gary Bullock, Lisa Harvey, Adrienne Hansen-Taugher, Gary Oullette, Marian Van Bruinessen, Michelle (Public Health)

Regrets: Mark Podgers, Lisa Harvey, Susan Beckel

2. REVIEW OF THE AGENDA

Review

The agenda was adopted as presented.

3. ADOPTION OF PREVIOUS MINUTES

Meeting Minutes from June 5, 2012

Paul Charbonneau presented the meeting Minutes from June 5, 2012 for adoption.

Motioned by: Colleen

Seconded by: Gary

Motion carried.

4. BUSINESS ARISING

a) Review of Community Risk Profile

- 1) Summary sheet for the HIRA forms- Mark**
- 2) Extreme Heat HIRA form- Mark and Adrienne**
- 3) Hazard Sheet #2 and #11 to be combined- Mark**
- 4) Map locations based on watershed intake- Kevin**
- 5) Hazard Sheet #3, K&P Trail- Mark, Dave G and Paul**
- 6) Hazard Sheet #4, Fires need to have updated data- Mark**

1) This was completed by Kathryn- this will be in our cover plan- table of contents for the Emergency Plan.

2) This has been added as Hazard sheet 20- it is not scored yet and at this point in time the probability is 5 and consequence is 4. There were more additions is the risk factors and number of days and nights above 20 degrees. Looking to find ways to quantify the impact of these events. Once work is completed then the score may be adjusted. It may not affect Frontenc County as much as the city. Scores will be added

3) This has been completed

4) This is ongoing.

5) This has been completed

6) This has been updated

b) Review Critical Infrastructure

- 1) Food List to add to the Emergency Plan- Adrienne**

- 2) List of Clinics- Adrienne**

- 3) Add two ferries to the Island- Mark**

All have been updated. The list was compiled for food, clinics and added the ferries. Adrienne advised anything the health unit inspects will be updated ongoing.

5. ONGOING BUSINESS

a) E Agenda for Future Meetings- LG

Completed

b) Control Group Notification Process- Paul, Mark, Dave and Alison

Ongoing. This will be completed by December meeting. Trying to develop an easy flow form. Adrienne has a call out tree. Several public service agencies are given the opportunity to join a larger scale (ask Adrienne the name)

c) EM COMM Memorandum of Understanding- Mark

This was tabled as Paul needs to discuss further with Mark. This will be brought forth in December.

6. NEW BUSINESS

a) Critique of the Annual Training Exercise- Mark

Alison - Thought it was a good exercise. It opened our eyes as to what needs to be adjusted. Need to move the radio antenna. Logistically, there needs to be a designated runner. Alison signed up for Emergency Information Officer course. Closing the loop is very important.

Adrienne- Thought it was very helpful to have insight as to how ARES works including understanding there is a time lag between messaging. She has some GPS locating devices with staff in remote areas and they have now done some retraining in this area. All managers know how these work. Adrienne will be taking the same course as Alison. It is making them look into how we need to have infrastructure in place in their building. Not just about message communication, we can send small files as well. It created possibilities.

Gary - Thought that the amateur radio people are a good idea and recognized that there is a time lag in closing the loop on the communications.

Colleen - Found it informative and thought the radio was great.

Liz - Saw it as a great opportunity in building relationships.

Angelique - Realized it is important to be clear and concise in how it is related.

Kevin - Thought it was a good opportunity in how to put it on screen and see it in real time.

David M - Liked the fact we actually went through the exercise.

David G – Thought it was very good and noticed it was hard to prioritize.

Paul – It was a fabulous opportunity to work with EM Comm, to involve all townships. Mark did a terrific job, he is so keen on Emergency Management, Paul would like to formally thank him with a letter on file

Action Item- Paul will thank Mark

b) Confirm CEMC and Alternates- Mark

There will be no changes.

Paul, Dave and Mark

c) Confirm Program Committee Membership- Mark

We have expanded and are bringing more internal people. Committee membership will stay as is.

d) Confirm Committee Chair for coming year- Mark

Paul was confirmed as chair for 2013.

7. ROUNDTABLE DISCUSSION

Roundtable

David M- County is redeveloping the website.

Anne Marie- The trail is open.

Adrienne- Is awaiting vaccine for influenza.

8. DATE AND TIME OF NEXT MEETING

Date

Date and Time of the next meeting will be December 4, 2012. We will need an alternate chair as Paul is on vacation

9. ADJOURNMENT

Adjournment

The meeting was adjourned at 12:55 p.m.