
Town of Minto
Emergency Management Program Committee (EMPC) Meeting
February 15, 2024 – 1:00 pm Township Office

DRAFT Meeting Minutes

In Attendance:

1. Annilene McRobb, Clerk
2. Callise Loos, Deputy Fire Chief
3. Cathy Sweeney, EM Assistant
4. Chris Harrow, Fire Chief/CAO
5. Chris Haslam, Westario
6. Cole McKnight, Westario
7. Gordon Duff, Treasurer
8. Heather Wickenheiser, EM Coordinator North
9. Hurania Melgar, Emergency Manager/CEMC
10. Jim Brown, GWPS
11. Mark Potter, Deputy Treasurer/CAO
12. Mark Robertson, Wastewater Manager
13. Mike Mclsaac, Roads & Drainage Manager
14. Nathan Latulippe, EM Coordinator South
15. Ron Smith, OPP
16. Silvia Leonov, WDGPH
17. Todd Rogers, Water Manager

1. Adoption of minutes

Moved: Annilene McRobb

Seconded: Mike Mclsaac

Motion that the minutes of March 15, 2023, are approved as circulated. **Carried**

2. Business arising from minutes

- a. **Fire Safety Plans:** Working with County departments involved to update pending plans.
- b. **Virtual EOC Software:** CEMC advised that using teams is not in the future plans but hope to have a chat feature as a part of the new EOC software coming in Fall of 2024.
- c. **EM Website:** The County is updating the whole website including the Emergency Management pages, this will launch in May 2024. Will be more user friendly.

3. 2024 Essential Maintenance Work Plan

Committee review essential level work plan chart shared from presentation. No questions or concerns were noted.

4. **2024 Enhanced Project Timeline**

Committee reviewed the enhanced project timeline. Aiming for at least 20 in person events this year, would like to have at least 2 per municipality. No additional questions or concerns noted.

5. **Dashboard Review**

The committee reviewed the dashboard by individual item number as follows:

- (17) Create detour map for Harriston:** It was discussed it might be difficult to complete something like this, as this may change depending on situations. No further action required from Emergency Management. Group agreed this can move to complete.
- (21) Laminated flood maps:** interim EMC-N placed 5/2/23. Move to complete.
ACTION: Interim EMC-N completed, need to confirm maps are within EOC's, as they were handed to the Fire Chief.
- (35) Training for MCECG on COP:** on hold until the COP is available for use.
- (36) Big maps for Fire/EOC:** Interim EMC-N completed placed 7/27/23. Move to complete.
- (44) Instructions for eICS mobile:** on hold until new software is available.
- (46) Contacting Mennonite Community:** It was suggested to reach out to the Deacon as a conduit for staying in touch with the community.
ACTION: EMC-N to reach out to Deacon
- (47) Scale down binders in EOC to 4:** replaced 1/20/24. Move to complete.
- (48) Accessing phone messaging remotely:** confirmed this can be done 2/15/24 with Clerk. Move to complete.
- (49) Municipality group chat:** group chat has been created, members to be included need to be finalized.
ACTION: Callise will finalize and update EMC-N.
- (50) Training for shelter set up:** course is being created at this time. Training will occur once the shelter management course is complete later in 2024.
- (51) Mock shelter set up:** EMC-N was working with staff that has now left.
ACTION: EMC-N will connect when new staff is hired.
- (52) Add IMS cheat sheets to EOC's:** This was completed in January of 2024. Move to complete.
- (53) Add Hydro One to notification list:** group decided not to add to Notification List, will keep contact just in EOC procedures binder. Move to complete.

No further questions or comments.

6. HIRA 2022 Review and Approval

The 5-year cycle full plan HIRA review allows for a scientific and research based HIRA's increasing accountability, resiliency and providing a better foundation for each EM programme. The Town of Minto will have a full review in 2024 and be presented at the 2025 EMPC meeting. The only change this year is, name change from infectious disease to human health emergency based on the definition provided by WDGPH. Committee approved.

7. Emergency Plans Review

- a. **Emergency Response Plan;** No updates, or questions from the committee regarding the existing County of Wellington ERP version 2020.02
- b. **Harriston Flood Plan:** No updates, or questions from the committee regarding the existing MO Harriston Flood ERP version 2022.08.23.

8. Critical Infrastructure (CI) Review

All CI is maintained utilizing the COP. CI data is undergoing an overhaul and will be updated over the next year. The overhaul will ensure that all information such as location, contact information, pictures, etc. is up to date and in a viewable format. All updates should be forwarded to the EMC-N (heatherw@wellington.ca). No edits or updates provided at this time. No other questions or concerns from committee noted.

9. Alert Ready

Ontario testing schedule for 2024 will continue to be pushed out through television, radio and mobile phones. The testing dates are as follows:

Wednesday May 8th, 2024- 12:55pm EST

Wednesday November 20th, 2024- 12:55pm EST

10. Updated Training Plan

Committee reviewed training courses updated in the Training Plan and the dates of the courses. Only updates to the plan are included below (a-e).

- a. **EM 240 Note Taking- NEW**
Provides knowledge on the best practices of note taking for the MECCG members.
- b. **Shelter Management Course- NEW**
Provides the necessary knowledge and skills to effectively manage emergency shelters, for shelter managers and other identified staff.
- c. **Flood Coordinators Training**
Annual Training provided by the GRCA.
- d. **Critical Incident Stress Management**
EM will coordinate the course, upon request.
- e. **eICS Software Training**
Exclusively being used for notification of MECCG's during exercises/real incidents.

Training dates: Invites will be sent out to those that are missing the courses shortly.

- f. **EM 200 Course (BEM)** -in person, 2 days
 - April 22-23, 2024
- g. **IMS 200 Course** -in person, 2 days
 - March 21-22, 2024
 - November 7-8, 2024
- h. **EM 240 Course (Note Taking)** -in person, half day
 - April 16, 2024
 - September 6, 2024
- i. **IMS In House Training**
 - EM will be recording virtual training and sharing it with the MECG.
- j. **In House Shelter Management Course**
 - TBA, course is currently being created. The plan for the course is that there will be two parts, the first part will be in a classroom and the second would be in person at the designated shelter.

11. Public Education Plan

The Emergency Management Civil Protection Act states “the emergency management programme shall consist of, (c) public education on risks to public safety and on public preparedness for emergencies.”

The Emergency Management Public Education Programme aims to equip individuals and communities with the knowledge, skills, and resources necessary to effectively respond to emergencies and mitigate potential risks. Through education, training, and collaboration, the programme will create resilient and prepared communities capable of handling a wide range of emergency situations.

The EM team will continue our “Do one thing” theme. There will be a focus on topic each month that our public education programme will focus on; however, if there is something occurring in the County additional messages will be put out.

- January – Make a Plan/Frozen Pipes
- February – 211
- March – Floods
- April – Sheltering
- May – Emergency Preparedness Week
- June – Tornadoes/ Severe Summer Weather
- July – Emergency Kits
- August – Unique Family Needs
- September – Be Informed/Business Continuity
- October – Power Outages
- November – Winter Weather – Car preparedness
- December – Winter Weather – Driving

Public Education we will be doing in 2024:

- Wellington Advertiser Ads (Monthly)
- Social Media posts (4x/month)
- Radio Ads (Monthly on The Ranch & the River)
- Collaborate with schools
- Distribute material to local businesses, municipalities, and County libraries like:
 - word searches
 - pencils
 - 72-hour kit and pet kit bookmarks
 - 72-hour guides
 - tattoos
 - stickers
 - emergency document holders
 - Be Better Prepared Guides
 - emergency information magnets
 - reflective key chain lights
 - Band-Aids with holder

And more, please reach out if you're interested in certain items.

- May Emergency Preparedness Week May 5-11
- Attend various community events
- Events we will be attending in 2024 can be found on our website:

12. 2024 Exercise

Committee decided that October would be best. Type of exercise recommended is related to sheltering with a walk thru at physical site.

13. Notification List Review

Advised the following changes: Westario, remove Michael D, add Chris H as primary, and Cole M as alternate. Remove Grace W from scribe, no alternate provided.

ACTION: EMA will update Notification list and distribute.

14. New Business

- a. **Final COVID-19 After Action Report:** CEMC to reach out to County-wide Joint EOC group and the internal County MECG for feedback. Upon completion, all MECG members will receive the after action report (AAR).
- b. **BIA SOP:** Group was informed that the BIA SOP was approved by Council and now waiting for final translations for templates.
ACTION: Once complete, the BIA SOP will be shared with all member municipality's MECG's.
- c. **Canadian Centre for Cyber Security (CCCS) Offer:** County IT department has free services from the CCCS.
 - They offer:

- weekly notifications.
 - privileged alerts and information from them with intelligence.
 - can set up regular scans outside IP's for issues.
 - offer free self-assessments of your security posture and other tools and resources.
 - Free assessments for municipal systems.
 - Main government page: <https://www.cyber.gc.ca/en/government-institutions>.
 - General all purpose of what they offer: <https://www.cyber.gc.ca/en>.
 - Free presentations are available if interested.
- d. **Finalized EOC Forms Review:** All forms were reviewed, no questions or concerns from committee members.
- e. **EMPC Update:** EM Manager noted that the EMPC structure has changed and does not align with Town of Minto's current by-law. Committee agrees to the following change; remove the CBO and Economic Development positions for the MCEG membership.
- ACTION:** EM Manager will bring a report to council for MCEG membership update.
- f. **eICS Notification Number:** After further investigation into the new eICS phone numbers provided in presentation, we were advised that those numbers were accidentally given for a demo area. **Please ensure that you have this number saved in your phone: 1-888-613-3901** this number is where emergency notifications and tests are sent by both call and text.

15. Information and Correspondence

No other questions or concerns from committee noted.

16. Adjournment

Meeting was adjourned at 2:36 pm

Meeting secretary: Cathy Sweeney, EM Assistant