

**TOWN OF MINTO****DATE:** August 7, 2018**REPORT TO:** Mayor and Council**FROM:** Linda Dickson Emergency Manager CEMC**SUBJECT:** 2018 Annual Emergency Management Report

STRATEGIC PLAN:

- 6.0 Protect the health and safety of the community and citizens, business and the environment, by supporting a quality Volunteer Fire Department, emergency preparedness, and access to health care, prevention and wellness opportunities.

BACKGROUND:

The following report outlines the municipal requirements set out in the Emergency Management and Civil Protection Act and how the municipality has fulfilled these requirements for 2018.

COMMENTS:**Program Committee**

The Town has an Emergency Management Program Committee (Committee) as required. There were no changes to the Committee Structure in 2018. The Committee met on March 22, 2018 to review various required components of the Town's Emergency Management Program including a review of the Hazard Identification and Risk Assessment, Emergency Response Plan, Training needs, proposed annual exercise and Public Education. A copy of the minutes of the Committee meeting held on March 22 are attached.

Emergency Response Plan:

There are no changes proposed to the Emergency Response Plan for 2018. A full review and update of the plan will be undertaken during the fourth quarter of 2018 and first quarter of 2019. The revised plan will be brought forward to Council in 2019 for consideration and adoption.

Training:

For 2018 the Office of the Fire Marshall and Emergency Management (OFMEM) set out certain prescribed training requirements. These requirements include completion of a number of Provincial courses for the CEMC. These training requirements are recommended but not mandatory for alternate CEMCs. The CEMC has completed all of the requirements as prescribed.

In 2018, OFMEM prescribed training to ensure Municipal Emergency Control Group (MECG) members have an adequate level of training and knowledge of the following:

- All components of a municipality's Emergency Management Program
- The Emergency Response Plan including roles and responsibilities of the members,
- Procedures used to activate and operate under the Plan
- The notification procedures used to notify the members when the Plan is activated
- Location and telecommunications requirements of their Emergency Operation Centres

Training with Control Group members was held on July 26, 2018.

In addition to the required training the following training was provided for control group members and support staff.

- i) **March 19 and 20, 2018 – Basic Emergency Management (BEM) Course**
- ii) **June 21, 2018 – Scribe Training**
- iii) **October 15 and 16 – BEM**
- iv) **October 17 and 18 – IMS 200**

Annual Emergency Management Exercise

MECG members must participate in an annual exercise, which evaluates the Municipality's Plan and procedures. The following is from the Executive Summary of this year's Exercise After Action Report.

On May 16 and 17, 2018, members of the Municipal Emergency Control Groups, their alternates and support staff for the County of Wellington, and member municipalities of Centre Wellington, Erin, Guelph/Eramosa, Mapleton, Minto, Puslinch and Wellington North participated in Exercise Ice Cold.

Exercise Ice Cold was a functional exercise held in real time that required members to respond to messages/inputs from a variety of communication sources. The exercise was a functional exercise using a variety of communication devices internally and amongst municipalities to provide a virtual EOC operation across the County.

There were three main objectives of the exercise:

- I. to conduct emergency notification drills,
- II. test the variety of communication tools/devices available, and
- III. to test the IMS response system for their EOCs.

There were many observations and recommendations from the exercise but the main ones seem to involve the proper set up and use of the EM1 channel on the radio system, access and proper use of the Common Operating Picture, and the complexity and duplication of information on the IMS forms. Along with these observations, there were recommendations to include proper written procedures and to provide

additional training for staff. Several of the noted observation and recommendations were included in the recent Control Group training. A full copy of the Exercise After Action Report is attached.

Public Education

A number of public education events were held this year.

Staff attended Minto's Safe Kids Day on May 4.

During May 6 through 12, we participated in Emergency Preparedness Week which included information available at the Wellington County Libraries and Municipal Office, and draws for 72-hour emergency preparedness kits.

Winter weather material was available at the Wellington County Libraries and winter driving safety information was provided to Car/Tire businesses throughout Wellington County.

The County Page in the Wellington Advertiser regularly contains emergency public education information including information regarding frozen services, flooding, severe summer weather, water conservation, extreme heat precautions and winter driving.

Critical Infrastructure

During the summer the Common Operating Picture mapping which includes information on the Critical Infrastructure throughout the County is being reviewed and updated.

FINANCIAL CONSIDERATIONS:

None

RECOMMENDATION:

That Council receives the Emergency Manager/CEMC's annual Emergency Management Report for 2018 and accepts the report on the status of the Town's Emergency Management Program for 2018.

Linda Dickson, Emergency Manager/CEMC