



Minto Emergency Management Committee Minutes

Minto Municipal Office, 5941 Hwy 89
March 22, 2018 09:30 hrs. (9:30am)

Present:

George Bridge, Mayor of Minto
Mike McIssac, Roads Foreman
Bill White, CAO/Clerk
Wayne Metzger, Water Foreman
Gordon Duff, Treasurer
Chris Harrow, Minto Fire Chief
Silvia Leanov, WDGPH
Donna Manser, WDGPH
Mark Robertson, Wastewater Foreman
Callise Loos, Administration Minto Fire
Stephen Dewar, GWPS
Scott Lawson, Inspector Wellington OPP
Linda Dickson, Emergency Manager/CEMC
Bridgette Francis, EM Programme Coordinator
Alex Post, EM Assistant

Not Present:

Drew Maddison, OFMEM Field Officer
Carl Clarke, Westario

Chair called meeting to order at 9:37 am.

1. Minutes for March 2, 2017

Motion to approve the minutes as included in the agenda.

Moved by: George Bridge

Seconded by: Chris Harrow

Carried.

2. Business Arising from Minutes

Debris Management

Plan is in progress. Anticipate draft completed at end of 2019.

3. **2018 Work Plans**

Work Plan reviewed by the committee.

4. **HIRA Review and Approval**

HIRA reviewed by the committee.

Amended to include Wells 1 and 3 to Critical Infrastructure Flood Risk.

Motion to approve the HIRA as amended.

Moved by: Mike McLissac

Seconded by: Wayne Metzger

Carried as amended.

5. **Emergency Response Plan Review**

The committee reviewed the ERP. No changes noted

6. **Exercise**

June 23, 2017 the committee reviewed Flood Event AAR.

There were issues regarding infections from floodwaters, discussion moved to Public Education topic.

ACTION ITEM: Notification of Boil Water Advisory procedures needs discussion, possible working group.

ACTION ITEM: Laminated maps could be of aid for each section of flooding event to identify priorities of vulnerable populations and restaurants/commercial establishments.

SCADA equipment has been moved and a backup generator connection is being installed.

Application submitted to National Disaster Mitigation Program for flood mitigation measures and mapping.

Flood specific EOC location discussion and Emergency Manager/CEMC to investigate use of Teviotdale OPP station.

Exercise for 2018

May 16-17 virtual exercise in real time involving Ice and snowstorm that escalates over the 2-day period. MCEG members should meet in-person morning of May 16th, then use communication methods such as text, email, phone call, radio, as required. It should be noted that members could perform regular duties while acting in roles.

A radio test to be conducted between April 3-6 for the purposes of exercise readiness.

2019 Exercise

It was recommended that a joint exercise with the Harriston CO-OP be considered.

7. Public Education Plan for 2018

May Open House May 29, 7pm, Harriston Community Arena.

ACTION ITEM: For the flood safety infographic it was recommended that, we remove West Nile virus, add electric shock, and consider Amish/Mennonite communities outreach.

8. Training Plan for 2018

Prescribed training requirement of 4-hour minimum for all MCEG members has been changed this year. Training consistent of understanding some key competencies including Emergency Response Plan roles and responsibilities, notification and activation of the EOC and EOC procedures. Emergency Manager/CEMC is developing a training plan and more information will follow.

Additional Training Opportunities:

BEM course in March and September

CEMC course in Stratford in November with Drew. No cost other than travel and accommodations. Requires form designating them as a CEMC prior to training. Linda to follow up.

Exercise Design 200 in June 12-13 at Museum. Prerequisite includes online Exercise Design

Training. 12 spots available. Contact Linda or Drew.

EM staff assisting with an IMS 200 course in June at Guelph General.

CANWARN Extreme Weather Identification. June 15 at County Museum. Contact Alex.

Scribe course. Date and location TBD. Contact Linda. **ACTION ITEM:** Send list of those whom have it to Karen.

Crisis Communication. EIOs and Heads of Council. One person per municipality is covered. Contact Linda.

Planning and IMS forms. During office hours, EM staff will be available for those with questions.

9. Information and Correspondence

10. New Business

Spring Thaw Debrief

Committee preferred the Incident Briefing forms used by CEMC to provide situational awareness.

Winter Weather Procedures

The committee reviewed procedures.

NDMP Application

No discussion had.

Wireless Public Alerting Report

The committee reviewed report.

It will be added to procedures (Addendum 15). Report moved to Council

Provincial Emergency Management Review

The committee reviewed report.

Dashboard

The committee reviewed dashboard.

Recommended to consider CISM support during, after an EOC, and for public after large or small incidents.

11. Adjournment

Chair adjourned meeting at 11:50 am.