

TOWNSHIP OF O'CONNOR – NOTES –
EMERGENCY MANAGEMENT PROGRAM COMMITTEE MEETING
OCTOBER 24, 2017

Notes of the First Emergency Management Program Committee Meeting held on Tuesday, October 24, 2017 at 7 p.m. in the O'Connor Council Chambers.

Present: Mayor Jim Vezina
Councillors Chantal Alkins, Kevin Foekens, Jerry Loan, Bishop Racicot
Clerk-Treasurer Lorna Buob
Deputy Clerk-Treasurer & CEMC Linda Racicot
Fire Chief and Alternate CEMC Henry Mattas
Deputy Fire Chief and Alternate CEMC Monica Budiselic
Alternate CEMC Morris Douglas

Mayor Vezina called the meeting to order at 7:02 p.m. Introductions were made around the tables. Mayor Vezina then turned the meeting over to Ms. Racicot, the Township of O'Connor's Community Emergency Management Coordinator (CEMC).

Ms. Racicot explained that the Emergency Management and Civil Protection Act dictates that every municipality is required to have an Emergency Management Program Committee (EMPC). The Township of O'Connor's Emergency Plan appoints the Mayor, the Fire Chief, CEMC and the Clerk-Treasurer to this committee. The purpose of the committee is to assist in the development and advise the Municipal Council on the development and implementation of the Municipal Emergency Management Program. Council have agreed at this time to have all of Council be a part of this committee meeting as any one of the Council members could be Acting Mayor if the Mayor was not available in an emergency. The Alternate CEMC's have also been invited to this meeting. In the Township's Emergency Management Program, the wording is expanded to include the additional committee members.

The Committee shall appoint one member to be the chair of the committee. The Township's Emergency Plan sets out that the Mayor is the Chair.

An Emergency Management Program Co-ordinator must be an employee of the Township and is also referred to as the Community Emergency Management Co-ordinator (CEMC). Ms. Racicot has taken all the necessary training and is the Township's qualified CEMC, with Fire Chief Mattas, Deputy Fire Chief Budiselic and Mr. Douglas being appointed as Alternate CEMC's.

Ms. Racicot as the CEMC has drafted an Emergency Management Program for the committee's review and upon completion of this plan it must be approved by Council. Ms. Racicot explained where she has collected her information in the plan from and asked the committee to review the document and note any errors or omissions. It was noted that this plan will be a living document. The Plan provides an introduction and the requirements of each of the following; Emergency Management Program Committee, Emergency Management Program Co-ordinator, Municipal Emergency Control Group (MECG), Municipal Emergency Plan, Hazard Identification and Risk Assessment (HIRA), Emergency Operations Centre (EOC), Emergency Information Officer (EIO), Public Education and Emergency Management Program Annual Review.

A Municipal Emergency Control Group (MECG) is required by every municipality and the group is responsible for directing the municipal response during an emergency, including the implementation of the emergency plan. Mandatory four hour training is required for the Municipal Emergency Control Group (MECG) and this has been scheduled as a joint training on November 1, 2017 in the Township of Conmee with the Municipality of Neebing, Oliver Paipoonge, Shuniah and the Township of Conmee and O'Connor. Ms. Racicot noted that next year Ms. Jacobson, CEMC of Oliver Paipoonge is not interested in doing a joint training session. It was noted that the Program states that the MECG will participate in joint training, and it was suggested that it state "may participate" rather than "will participate" if the group does decide not to do the joint training.

The Township is required to conduct an annual practice exercise for a simulated emergency incident in order to evaluate the municipality's emergency response plan and its own procedures. The committee shall plan and prepare an exercise.

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The Committee shall also conduct an annual review of the municipal emergency plan and review the Hazard Identification and Risk Assessment (HIRA).

Ms. Racicot provided each member of the committee a copy of the Emergency Management Notebook from the Office of the Fire Marshal and Emergency Management and requested that it be put together with their copy of their Emergency Plan. This document is to be used by each member during an emergency to keep their own notes.

Due to the number of acronyms in this document it was suggested that an updated acronym list, which is normally distributed at the beginning of the Council term, be provided to Council.

At this time those present only had minor changes to the draft document as presented.

The Township of O'Connor's Emergency Plan was then reviewed. It was noted that the plan should have the date of the latest revision on the front cover to ensure everyone has the latest update. It was noted that the personal phone numbers included in the plan are not available to the public and the Thunder Bay Christian School and the French Immersion School Board were not included in the Emergency Numbers list and should be added. The current Emergency Plan does not breakdown the MECG from the Community Control Group (CCG). A section will be added to the Emergency Plan identifying the MECG. It was suggested that the surrounding municipalities be contacted to see what other HIRA they might have in their plans. It was noted that the Township does not have to declare an emergency to received funding, however it is a good idea to do so for liability purposes and it may allow for more resources. Other minor changes will be made throughout the plan and it will be brought back to Council for final approval, along with the Emergency Management Program.

Mr. Racicot was thanked for a job well done.

An Emergency Table Top Exercise for the Township of O'Connor was discussed. Possible emergency situations were discussed and the committee agreed to have the scenario based on a plane crash and forest fire in the North East corner of the Township. Ms. Racicot will prepare the details and invite the Office of the Fire Marshal and Emergency Management (OFMEM), Ontario Provincial Police (OPP), Ministry of Natural Resources and Forestry (MNRF), Emergency Medical Services (EMS), O'Connor Community Club and the Fire Department Auxiliary to participate along with the Council, staff and Fire and First Response Team. It was agreed to schedule November 8, 2017 at 7 p.m. as the date of the exercise. This will take place prior to the next Council meeting.

Mayor Vezina thanked everyone for attending and the meeting adjourned at 8:40 p.m.

Mayor

Clerk-Treasurer