

TOWNSHIP OF O'CONNOR – NOTES –  
EMERGENCY MANAGEMENT PROGRAM COMMITTEE MEETING  
OCTOBER 29, 2018

Notes of the Emergency Management Program Committee Meeting held on Monday, October 29, 2018 at 6:00 p.m. in the O'Connor Council Chambers.

Present: Mayor Vezina  
Councillors Foekens, Handy, Loan, 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 6:00 p.m.

The minutes of the March 12, 2018 Emergency Management Program Committee meeting were read and it was

1. Moved by Wendy Handy  
Seconded by B.J. Loan

**THAT THE MINUTES OF THE EMERGENCY MANAGEMENT PROGRAM  
COMMITTEE HELD ON MARCH 12, 2018 BE APPROVED AS PRINTED.**

Carried

Mayor Vezina then turned the meeting over to Ms. Linda Racicot, Deputy Clerk-Treasurer and the Township of O'Connor's Community Emergency Management Coordinator (CEMC).

Ms. Racicot informed the Council that she attended the Amethyst Sector Meeting held in September and briefly updated members on changes that are being implemented. One change in particular that has occurred is the mandatory four (4) hours training that was required for members of the Municipal Emergency Control Group (MECG). Instead of having to complete the four hours mandatory training, members of the group need to demonstrate knowledge of the Township's Emergency Management Program, Emergency Plan, procedures to declare and terminate an emergency, MECG notice procedures, knowledge of the primary Emergency Operations Centre (EOC) and the communications infrastructure and technology in the EOC.

A draft of the amended Emergency Management Program was reviewed. Changes that were made included updating of the training requirements of the MECG. The program will also be updated to reflect the Township's new Community Wildfire Protection Plan that has been completed by hmeenterprises. A presentation of the plan will be made at the regular meeting of Council later in the evening.

A review of the current composition of the MECG was discussed. Currently the Mayor and Alternates are listed as MECG members. A recommendation was made that the reference to Alternates be removed in order to ensure compliance with the legislation as all members of the MECG require training. A resolution to make the change will be discussed at the Council meeting to follow.

As all members of the MECG were in attendance, the mandatory training for MECG members was conducted. The training covered all areas of the Emergency Management Plan that members are required to demonstrate knowledge of in order to comply with the Emergency Management and Civil Protection Act. The CEMC presented a training power point presentation that was followed by a short quiz to demonstrate the required knowledge of the program. Each member of the MECG signed off on the required training.

On review of the EOC during the training it was commented that the Baptist Church, which is the alternate EOC does not have a fax machine available. It was suggested that a portable fax machine be used. The O'Connor Free Methodist Church was also suggested as an alternate EOC as they can meet the requirements of an EOC.

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The contact information for the EOC was also discussed. It was noted that all telephone numbers in the Municipal office are not currently listed in the Emergency Plan. These will be added to the plan, including the fax numbers at the primary and alternate EOCs.

The upcoming Emergency Table Top Exercise for the Township of O'Connor has been scheduled for November 14, 2018 at 7:00 p.m. The appropriate Community Control Groups outlined in the Emergency Plan have been invited to attend.

The next meeting of the MECG will be held on March 25, 2019.

Mayor Vezina thanked everyone for attending and the meeting adjourned at 6.46 p.m.

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Mayor

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Deputy Clerk-Treasurer