

**Appendix A Report FIRE2017-001**  
**MINUTES OF THE**  
**COMMUNITY EMERGENCY MANAGEMENT PROGRAM COMMITTEE**  
**Thursday, April 21, 2016**  
**9:00 A.M.**  
**CKL Police Services Room**  
**6 Victoria Avenue North, Lindsay**

**Present:**

Ron Raymer	Deputy Fire Chief
Lyn Edwards	CEMPC Secretary
Cheri Davidson	Manager, Communications
Insp. Will Herbert	CKL Police
Cathy Bell	CKL OPP
Donald MacDonald	CKL OPP
Gene Pugliese	Paramedic Superintendent
Jorg Peterson	Building & Property Manager
Janine Mitchell	Manager, Social Services
Brad Owens	Supervisor, Corporate Safety
Iryna Shulyarenko	Kawartha Conservation
Carol Chan	HKPR Health Unit

**Regrets:**

Ron Taylor	CAO
Mark Pankhurst	CEMC
Oliver Vigelius	Public Works
Caroline Monsell	Training & Development Officer
Richard Ovcharovich	HKPR Health Unit
Carole McBride	Ross Memorial Hospital
Alexandra Lawless	OFM & Emergency Management

**1. Call to Order**

The meeting was called to order at 9:05 a.m.

**2. Adoption of the Agenda**

The Agenda was approved as circulated.

**3. Adoption of the Minutes**

The minutes of September 10, 2015, were approved as circulated.

**4. Review Task List**

**A) Emergency Plan**

No report. Item will remain on the task list as item "A."

**B) Departmental Plans**

Ron, Judy, Brad and Jorg have developed a template and are pulling information together. Item will remain on the task list as item, "B".

**C) Training**

Training of elected officials took place in November 2015. Training for Public Information Officers will take place in future. Item will remain on task list as Item, "C."

**D) 2015 Emergency Exercise**

The 2015 Emergency Exercise took place November 12, 2015. The focus was on introduction to the IMS Model. Item will be removed from the task list.

**5. New Business**

**a. 2015 Compliance**

The Letter of compliance for 2015 was received from the Ministry of Community Safety and Correctional Services, Office of the Fire Marshal and Emergency Management Division, March 01, 2016.

**b. 2016 Emergency Exercise**

Ron Raymer will contact Rod Manley for available dates. Will Herbert suggested we continue moving forward utilizing the IMS Model. Item will be added to the task list as item, "D".

**c. Meeting Schedule for 2016**

Meeting dates were scheduled for June 16, 2016, September 15, 2016 and November 17, 2016.

**d. Other New Business**

There was no other new business

**6. Round Table Discussion**

**Discussion ensued regarding flooding from the Burnt River and surrounding area that took place in early April. Janine stated that Human Services receives all requests for assistance and felt they had not adequately been kept in the loop. It took the Red Cross 3 hours to arrive on site. Human Services believes they would have made the request at an earlier time had they been better informed.**

**Iryna inquired as to how many properties had been affected by the flooding. Cheri stated the City is still gathering that information to report to the Ministry of Municipal Affairs and Housing.**

**Iryna stated the KRCA is doing flood mapping. This will take a couple of years to complete. This year the precipitation was in normal range but it was abnormal in that the precipitation was in the form of rain falling on snow which created the flood situation. The Ministry of Natural Resources took the lead in the event and did a great job! Ron stated since 1998 flooding is taking place more often.**

Carol announced an Infection Control Workshop is taking place October 06 & 13.

Will announced the local police will be serving guests this evening at Kelsey's in support of the Canadian Cancer Society.

Cathy reported the OPP is in the process of updating their Continuity of Operations Plan.

Janine stated Human Services is testing the Emergency System for the building they are located in.

Gene announced the Paramedic Service will be participating in a mock code orange exercise with the Ross Memorial Hospital on May 26, 2016.

7. **2016 Meeting Schedule**

CEMPC meetings for 2016 are scheduled for June 16, September 15, and November 17.

8. **Adjournment**

The meeting was adjourned at 9:52 a.m.

COMMUNITY EMERGENCY MANAGEMENT PROGRAM COMMITTEE

TASK LIST RESULTING FROM MEETINGS

ITEM	TASK	RESPONSIBLE PARTY	STATUS
A	Emergency Plan	CEMC	Prepare Report for Council
B	Departmental Plans	R. Raymer and J. Currins	Roll out template
C	Training	J. Currins	PIO Training will be scheduled for 2016
D	2016 Emergency Exercise	Ron Raymer	Organize with R. Manley