

Appendix C Report FIRE2017-001
MINUTES OF THE
COMMUNITY EMERGENCY MANAGEMENT PROGRAM COMMITTEE
Thursday, November 17, 2016
9:00 A.M.
CKL Police Community Services Room
6 Victoria Avenue North, Lindsay

Present:

Ron Raymer	Deputy Fire Chief
Lyn Edwards	CEMPC Secretary
Cheri Davidson	Manager, Communications
Andrew Rafton	Paramedic Superintendent
Gene Pugliese	Paramedic Superintendent
Holly Russett	Social Services
Cheri Davidson	Manager Communications
Ashley Webster	Advertising and Marketing Officer
Insp. Will Herbert	CKL Police
Donald MacDonald	CKL OPP
Jason Postma	CKL OPP
Iryna Shulyarenko	Kawartha Conservation
Ann Overhoff	Ross Memorial Hospital

Regrets:

Ron Taylor	CAO
Mark Pankhurst	CEMC
Oliver Vigelius	Manager West B, Public Works
Caroline Monsell	Training & Development Officer
Jörg Peterson	Manager, Building & Property
Brad Owens	Supervisor, Corporate Safety
Richard Ovcharovich	HKPR Health Unit
Carol Chan	HKPR Health Unit
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 June 16, 2016, were approved as circulated/Adopted.

4. Review Task List

A) Emergency Plan

Ron spoke about the IMS Plan that was circulated to members prior to the meeting. Carol Chan has submitted suggested revisions. Iryna suggested adding definitions for acronyms used. Ron requested that each committee member e-mail their suggestions so we can present a finalized document. Item will remain on the task list as item "A."

B) Departmental Plans

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

C) Training

It is desirable to provide IMS 200 and 300 training for committee members and outside agencies. PIO training also needs to be scheduled. A prerequisite to IMS 200 is going through IMS 100 on the OFEM website. Item will remain on task list as Item, "C."

D) 2016 Emergency Exercise

The 2016 Emergency Exercise took place September 22, 2016. Holly and Cherri commented on how well the training went and how helpful it was for them. This was echoed by Donny who also brought the same message from Cathy. Ron stated how important the exercise and training is for the Emergency Control Group (ECG). First responders know how to manage incidents at the site. It is the ECG that does not do this on a daily basis. The media is also a challenge during any emergency. If information is not provided, the media will create their own message. Item will be removed from the task list.

E) Critical Infrastructure

A working copy of the Critical Infrastructure document was circulated. Ron asked each member to provide addresses that are within their purview. Item will remain on the task list as Item, "D".

5. New Business

a. Review Committee Requirements for 2016 Compliance

Ron reviewed the requirement of compliance with the committee. Fire Chief, Mark Pankhurst will submit the required documents to the ministry.

b. Meeting Schedule for 2017

It was agreed we would continue to schedule meetings at 9:00 a.m. on the third Thursday of a meeting month. The 2017 meeting schedule is as follows;
March 16, 2017- Location OPP Building
May 18, 2017 - Location CKL Police Building
November 16, 2017 – Location CKL Police Building

c. Other New Business - None

6. Round Table Discussion

Gene will provide contacts for IMS 300 training.
Will shared that Scott Duffy will be retiring from the CKL Police Service.
Iryna stated the area is in deep drought. Precipitation has been well below average. There are concerns that private wells may go dry during the winter months.

Ann stated this year's flu strain is H3N2 and encouraged everyone to get a flu vaccination. She also reported the hospital is experiencing an increased volume of patients but this is not flu related. The hospital is working with the Local Integrated Health Network to manage the Christmas surge. The hospital is looking to have an off-loading nurse to help with getting paramedics back on the road. The hospital also met with the Central East Corrections Centre to discuss mental health issues of inmates.

Ron thanked the committee for their dedication and participation.

8. Adjournment

The meeting was adjourned at 9:55 a.m.

COMMUNITY EMERGENCY MANAGEMENT PROGRAM COMMITTEE

TASK LIST RESULTING FROM MEETINGS

ITEM	TASK	RESPONSIBLE PARTY	STATUS
A	Emergency Plan	R. Raymer	CEMPC to forward suggested revisions
B	Departmental Plans	R. Raymer	Follow Up
C	Training	C. Monsell	Schedule PIO Training. Schedule IMS 200 & 300 for CEMPC and Outside Agencies
D	Critical Infrastructure	Committee	Update Document