

**Appendix E Report FIRE2017-001**  
**MINUTES OF THE**  
**COMMUNITY EMERGENCY MANAGEMENT PROGRAM COMMITTEE**  
**Thursday, September 21, 2017**  
**9:00 A.M.**  
**OPP Community Services Room**  
**3028 HWY 35, Lindsay**

**Present:**

Ron Raymer	Deputy Fire Chief
Lyn Edwards	CEMPC Secretary
Gene Pugliese	Paramedic Superintendent
Andrew Rafton	Paramedic Commander - Operations
Jörg Peterson	Manager, Building & Property
Brad Owens	Supervisor, Corporate Safety
Caroline Monsell	Training & Development Officer
Ashley Webster	Advertising and Marketing Officer
Insp. Will Herbert	CKL Police
Leanne Harding	Ross Memorial Hospital

**Regrets:**

Ron Taylor	CAO
Mark Pankhurst	CEMC
Oliver Vigelius	Manager West B, Public Works
Janine Mitchell	Human Services
Cathy Bell	Inspector CKL OPP
Matthew Stoner	CKL OPP
Iryna Shulyarenko	Kawartha Conservation
Lynne Frank	Manager Organizational Initiatives HKPR
Richard Ovcharovich	HKPR Health Unit
Simone Stawicki	OFMEM Field Officer

**1. Call to Order**

The meeting was called to order at 9:07 a.m.

**2. Adoption of the Agenda**

The Agenda was approved as circulated.

**3. Adoption of the Minutes**

The minutes of April 13, 2017, were approved as circulated.

**4. Review Task List**

**A) Emergency Plan**

The Fire Chief is working on a report to submit an IMS based Emergency Response Plan to Council for approval.

Item will remain on the task list as item "A."

**B) Training**

No update from previous meeting. Item will remain on task list as Item, "B."

**C) Critical Infrastructure**

An updated Critical Infrastructure document was circulated and reviewed. Bell Canada will be added to the internet section.  
Item removed from the task list.

**5. New Business**

**a. Review HIRA**

The HIRA was reviewed. No changes were identified.

**b. 2017 Emergency Exercise**

Chris Whaley from the Provincial Communications Field Support Bureau was the lead in the training and exercise held May 18, 2017. The topic of the sessions was responding in an active assailant scenario. Participation in and feedback from the training were positive.

**c. 2018 CEMPC Meeting Dates**

It was decided to put together a work plan for 2018. Meeting dates will be determined based on the needs of the work plan. Item will be placed on the task list as item, "C."

**d. Other New Business**

The Office of the Fire Marshal and Emergency Management (OFMEM) has appointed Simone Stawicki as the field officer for the Severn Sector.

**6. Round Table Discussion**

Ron asked Jorg about the status of Continuity of Operations Plans for the City. This will be included in the 2018 work plan.

Ashley reported there are new tools on the City's website. Alerts can be placed on the homepage as needed. A cell phone application called Ping Street is available for download from the City's website. This will allow notifications right to your phone.

Will asked what other groups are doing for the disposal of gloves, gowns, etc. contaminated with opioid material. Discussion with various suggestions being offered took place. Also discussed was personal protective gear and cost effectiveness for opioid scenarios.

Andrew reported that with the closure of Hwy 35 in Manvers Township from Sep. 25 to Nov. 27/2017 a dedicated paramedic unit will be stationed in Pontypool. The paramedic service welcomes Autumn Campbell as a Full Time Supervisor. The paramedic service will be undergoing a Provincial Audit the first week of December. The audit takes place every three years.

Leanne thanked the Committee for including Ross Memorial Hospital in the 2017 Emergency Training and Exercise. She suggested a City wide exercise be discussed for the 2018 work plan

7. **Adjournment**

The remainder of 2017 committee meetings are scheduled for November 16.

The meeting was adjourned at 9:39 a.m.

COMMUNITY EMERGENCY MANAGEMENT PROGRAM COMMITTEE

TASK LIST RESULTING FROM MEETINGS

ITEM	TASK	RESPONSIBLE PARTY	STATUS
A	Emergency Plan	Mark Pankhurst	Send Report with Plan to Council
B	Training	Ron & Cheri	Schedule PIO Training. Schedule IMS 200 & 300 for CEMPC and Outside Agencies
C	2018 Work Plan	Committee	Prepare Work Plan and establish meeting dates.