

**MINUTES  
OF A MEETING OF THE  
EMERGENCY MANAGEMENT PROGRAM COMMITTEE  
HELD ON  
THURSDAY, JULY 19, 2018  
371 Weslemkoon Lake Road, Gilmour Ontario**

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Present:       Wanda Donaldson, Reeve  
                  Libby Clarke, Councillor  
                  Bernice Crocker, Clerk/CEMC/Chair of Committee  
                  Nancy Carrol, Deputy-Clerk/Alternate CEMC  
                  Joan Donaldson, Alternate CEMC  
                  Glenn Hagerman, Roads Superintendent  
                  Jason Gear, Fire Chief, Madoc Township  
                  Jason Post, Fire Chief, Limerick Township  
                  Teresa Alonzi, OFMEM

The Clerk welcomed everyone to the meeting. The Clerk provided everyone with an Agenda and copies of the following municipal documents:

1.       Emergency Response Plan incorporating IMS;
2.       Community Risk Assessment Grid;
3.       Community Risk Profile;
4.       Hazard Information Sheets;
5.       Critical Infrastructure Identification List;
6.       Notification Lists.

The Clerk began with a review of the new Emergence Response Plan incorporating the Incident Management System. The Clerk reviewed an introduction to the Emergency Response Plan. The Clerk also reviewed the Municipal Emergency Response Organization which included discussion on requirements, roles, the organizational chart and operating cycle. The Clerk also reviewed the activation and notification procedures. Much discussion occurred throughout the review of the Plan. Fire Chief Jason Post mentioned the possibility of a couple of people from the Committee attending a Social Media Course and he indicated that the Fire College offers a very good course. He indicated that it is not that expensive and that he would look into it further for those considering attending a Social Media Course. Discussion also occurred in regards to having a Group Contact List for all those individuals in the Committee so that in the event of an emergency, it would be a quick text sent to all individuals.

The Clerk then continued by confirming the CEMC and the alternates – CEMC: Bernice Crocker; Alternates: Nancy Carol and Joan Donaldson.

Committee membership was then confirmed as the Head of Council, CEMC and Alternate CEMCs, Clerk, Deputy-Clerk, Fire Chief, Roads Superintendent, Emergency Information Officer and Office Assistant. At this time, discussion occurred in regards to a new Emergency Information Officer. Joan Donaldson accepted the position of Emergency Information Officer.

The Clerk then began review of the Community Risk Profile and then began to review the Hazard Identification Risk Area Sheets. There were no changes made to Energy Emergency. It was discussed that the tornado hazard could be added with the severe windstorm hazard. Under the lead time for severe windstorm, it was also discussed to add information pertaining to Weather Apps as the majority of individuals tend to have this app on their cell phone. There was no change to the Forest Fire Hazard. There was no change to the Transportation of Dangerous Materials hazard although the issue of evacuation routes, signs and maps were discussed. The committee also discussed the possibility of purchasing the program CODE RED which allows the Township to do a mass phone call-out in the event of an emergency. Members felt this would be a good investment for the Township and the Clerk indicated she would look into the costs of this further and have information available for the 2019 budget meeting. This conversation also led into discussion pertaining to a "Did You Know" Information Flyer to be sent out to property owners with tax notices twice a year and also with the Information flyers that are sent out in combination with the monthly flyers sent out to property owners residing within the Township. The idea was to try to get the information out on a quarterly basis to consistently remind property owners of the importance of being prepared for an emergency including having a 72 hour kit. The Clerk also indicated that this information could be posted on the Township's website and Facebook page. It was determined that the Probability Score for Human Health Emergency would change from 2 to 3. It was also discussed that wild parsnip should be added as a specific hazard. There was a change made to the Flooding hazard. The Clerk was to replace information about the dam in Bancroft with information pertaining to the St. Ola dam in Limerick Township. It was also suggested that a new Hazard Information Sheet be added to include Ice Storms as these appear to be more prevalent in the last few years.

The next item on the Agenda was a review of the Critical Infrastructure Identification List. Some changes were made and the Clerk said she would amend the list accordingly. It was discussed that a list should be prepared for the Fire Chiefs with specific contact information that the Fire Chiefs may not have such as Conservation Authorities, etc.

The next item on the Agenda was review of the EOC location, equipment and procedures which included discussion when the EOC should be opened should hydro go out. The Clerk indicated

that since the Township recently purchased a generator for the Roads Department, maybe it would appropriate for the EOC to be changed to the Roads Department given the fact that the Community Centre is listed as an Evacuation Centre in the event of an emergency. All members agreed that the Roads Department should be established as the new Emergency Operations Centre for the Township. Discussion then occurred in regards to hydro outages as they seem to be occurring more frequently. Discussion occurred in regards to continually getting the message out to people that they need to be prepared for power outages and have a 72 hour kit. It was further discussed that the Township would continue to advertise that the municipal building is open during regular office hours to those wishing to get out of the heat or cold during a hydro outage. It was also discussed that the Township would advertise that water could be obtained from the Centre in the event of an emergency. It was further discussed that should a hydro outage last longer than 72 hours, the Committee would discuss a different approach at that time. Concern was also raised in regards to the elderly population within the Township and those individuals requiring oxygen.

Because flooding has been occurring on a more regular basis, the issue of whether the Township should provide sand bags to residents was discussed. After much discussion, it was felt that the Township should continue to promote the fact that sand bags can be purchased at Home Depot and Lowes.

The Clerk provided all members with a draft copy of the Agenda for the training and exercise to be held on August 23, 2018 at Madoc Township. She requested that everyone attend, if possible.

The final item on the Agenda was an open discussion. At this time, Teresa Alonzi was able to provide the members with some updates.

With no further items on the Agenda, the meeting was adjourned.