County of Wellington
Emergency Management Program Committee (EMPC)
March 30, 2021 – pushed to 1030 hrs (10:30 am) Virtual Teams Meeting

Minutes

On Call:

1. Aldo Salis, Director of Planning & Development
2. Andrea Ravensdale, Communications Manager
3. Bobby De Hetre, EM Programme Coordinator
4. Cathy Sweeney, EM Assistant
5. Chris Beveridge, GWDPH
6. Eddie Alton, Social Services Administrator
7. Hurania Melgar, EM Manager/CEMC
8. Joe De Koning, Manager of Roads
9. Kelly Linton, Warden
10. Ken DeHart, County Treasurer
11. Neil Buetow, EM Programme Coordinator
12. Ron Smith, OPP
13. Stephen Dewar, GWPS
14. Sue Dronick, Administrator, Home for the Aged
15. Susan Farrelly, Director of Human Resources

1. **Adoption of Minutes**
   Moved: Aldo Salas
   Seconded: Susan Farrelly
   Motion that the minutes of March 21, 2020 are approved as circulated. **Carried**

2. **Business Arising from Minutes**
   a. **Alert Ready:** Ontario local test schedule will be;
      • Wed May 5/2021 @ 12:55 pm est
      • Wed Nov 17/2021 @ 12:55 pm est

   b. **Municipal 511**: Working fairly well, some municipalities are using it. Automated contact list when Municipal 511 is updated is available for use, question as to would anyone be interested in utilizing? No interest at this time. Training is available on request, have staff reach out to EM Manager for registration.

   c. **Dashboard** – reviewed by individual item number.
      i. (2) outstanding - still says draft, will review again this year to confirm all is good to go
      ii. (7) in progress - new Service Continuity elements to be included for conformity.
      iii. (8) complete - this was added to the new ERP in fall of 2020.

    iv. (10) complete- this has been created for any training that could be.
    v. (11) complete - doing couple more sessions in 2021
    vi. (12) complete – approved and by-lawed Fall of 2020
    vii. (19) outstanding - EM will send card to Chris
    viii. (20) complete, looking to integrate into website
    ix. (22) outstanding - will complete a full inventory first and then decide what is needed
    x. (23) outstanding - will complete a full inventory fist and then decide what is needed
    xi. (24) outstanding - will complete a full inventory first and then decide what is needed

3. **2021 Work Plans**
    a. **Essential Maintenance** (Regulated Items)
        i. The Office of the Fire Marshal and Emergency Management, has not granted any 2021 exemptions from the requirements of the Emergency Management and Civil Protection Act—that includes the Annual Exercise Requirement. Reviewed required elements and the anticipated time lines for completion.
    b. **Enhanced** (Not Mandatory for EM programs)
        i. Committee reviewed new and annual enhanced projects time lines.

Committee reviewed plans, no changes or concerns noted.

4. **HIRA review and approval**
Programme Coordinator has completed applying previous risks identified and merged them into the new 2019 guidance from Province, and screen shared the new comparison chart. Program Coordinator explained the missing hazard and how based on the new guidelines terrorism is categorized. Moving forward EM team would like to complete the 5 step comprehensive investigative review of hazards. This in-depth review involves a number of stakeholders and will be completed when COVID environment allows. HIRA is to be reviewed yearly and hazards can be changed based on current events. Updates to mitigations will also change hazard placement or complete removal from list.

Committee reviewed HIRA with no changes or concerns noted.

Moved: Eddie Alton
Seconded: Andrea Ravensdale
Motion that the HIRA be approved as circulated.   **Carried.**

5. **Emergency Response Plan review**
   New ERP passed through by-law fall of 2020. Some upcoming updates to the plan are;

   a. role name titles/responsibilities will be changed based on guidance from our field officer. EM manager to complete.
   b. Looking to explicitly state that the ERP can be activated without an emergency being declared.
   c. Aldo noted that it should be clarified that a change to the bylaw is not required for these changes. EM to follow up.

   No updates, changes or concerns from the committee.

6. **Critical Infrastructure (CI) Review**
   EM Manager advised that through the member municipalities committee meetings CI lists are being updated. Moving forward EM team is hoping to migrate all the CI information, including the hazardous facilities layer to the COP map by the end of 2021 to maintain a one source, one location listing. Additionally, EM department will be reviewing the CI categories for ease of use.

7. **Emergency Operations Centres (EOC)**
   Virtual EOC are always available option and in the ERP plan, as noted above will be adding some clarity to this. EM team needs to complete a full inventory the items at County EOC's and member municipalities when COVID environment allows.

   No updates, changes or concerns from Committee.

8. **Updated Training Plan 2020-2025**
   Reviewed revised training plan with March 2021 date. Most of the changes were made to reflect Provincial updates or the availability of courses in a virtual classroom. For any training that is offered by request, send staff names to EM Manager for enrolment.

   - **EM 300** – CEMC course, June 2021 by OEM Field Officer Teresa Alonzi. EM Manager will reach out for enrollment.
   - **EM 200** – BEM Virtual course, May 6-7, May 13-14/2021 will be split into 4, 4hr sessions (perhaps only 3 sessions). EM Manager will reach out for enrollment.
   - **IMS 100** – available via self-study on the OFMEM training website.
   - **IMS 200** – Basic Incident Management System, Sept 9-10, and 16 will run 3, 4hr sessions. EM Manager will reach out for enrollment.
   - **IMS 300** – Incident Management System, currently only offered by certified Provincial instructors, can check the OFMEM training portal for potential dates.
   - **In House IMS Course** – Will run 2 hour sessions based on municipalities EOC function/position. Will offer virtually 1 session per position/function as noted below, otherwise we will share presentations or the recorded training sessions. EM Manager will reach out for enrollment.

- o **Command:**   May 27/21   1-3 pm
- o **Operations:**   Jun 10/21   10-12 pm
- o **Planning**:   Jun 17/21   10-12 pm
- o **Logistics:**   Sep 2/21   1-3 pm
- o **Finance/Admin**   Sep 3/21   10-12 pm

- **Scribe Training** - available by request, presented virtually.
- **Shelter Management Course** - provided by Red Cross, will advise availability once known.
- **Crisis Communications/Emergency Information** - available by request.
- **Municipal 511** – available by request, presented virtually.
- **Common Operation Picture (COP)** - available by request, presented virtually.
- **eICS Software training -** available by request, presented virtually and/or recorded sessions.

Extra Training Options:
- **First responders specific training** - (Interoperability training)—available by request.
- **Flood Notification Training** – provided by Conservation Authorities.
- **Critical Incident Stress Management Training** – available by request.

9. **Exercise**
    a. **2021 Exercise** – Proposing a virtual exercise using eICS software. Before exercise, imperative that County MECG (Municipal Emergency Control Group) is very comfortable with the system. Aims of the exercise will be to test eICS use, MECG is comfortable with eICS, test the new ERP. Committee advised to schedule this during the fall. EM Manager will send out a save the date to participants for the exercise.
    b. **Draft 2020 Interim COVID-19 Response AAR** –
        i. **Key successes**
            - o Activation of EOC's was done to varying degrees across the Member Municipalities/County
            - o The County and all Member Municipalities are more resilient, adaptable now than before the pandemic
            - o Support for the community via various means, with coordination among the County and all Member Municipalities
            - o Coordination between the County and all Member Municipalities, especially in the joint declaration of emergency and continued JEOC meetings/decisions

ii. **What procedures need to be improved upon?**
- Joint Emergency Operations Centre procedures
- Review Communications Plan in ERP
    - Enhance Communications plan, and/or create an Information Management Plan
- Enhance Declaration/Termination of an emergency procedures, especially for County wide emergencies
- Review notification plans (activation and use mainly relied upon for unexpected, fast moving emergencies, not something like a pandemic)
- Formalize logistics plan/approach

iii. **What can we do to be better prepared next time?**
- Establish/practice use of the eICS system
    - This will assist with information management
- Add a Continuity of Operations Plan that addresses not only internal dependencies but also external Member Municipal dependencies

iv. **What additional training would you like to receive?**
- Exercise large scale scenarios with multi-governmental stakeholders, large information provision, required collaboration between the County and all Member Municipalities

v. **What additional tools/equipment would you like to have to help you respond better next time?** (This can be a wish list)
- Reliable IT hardware/software, especially for Council, EOC's
- Reliable Internet Access across the County
  SS comment: Red Cross advised not sending physical support (during COVID), would be beneficial to have more people trained in the shelter management component, in case that we do have to open a shelter. Will add this to the dashboard for EM Manager investigation.

No additional questions or concerns from committee noted.

10. **Public Education 2021**
Continue to virtually promote the message of being 72 hours prepared. Emergency preparedness messages will go in the Wellington Advertiser throughout 2021 as well as the County's social media pages. Emergency preparedness spots will be occurring for the full year on Erin radio. Emergency preparedness week is May 3-7, 2021. We will continue with the "do one thing" topic focus messaging each month. Additionally, we are working on creating virtual activities to include school and youth group presentations, with possible

collaboration with other agencies. Giveaways of 72 hour kits via social media and creating short emergency preparedness videos. Our 2021 schedule is as follows;

January – Making a Plan
February – 211
March – Flooding
April – Sheltering
May – Emergency Preparedness Week
June – Tornadoes/ Severe summer weather
July- 72 hour kit
August – Unique Family Needs
September – Be Informed
October – Power Outages
November – Winter Weather
December – Winter Weather

11. **County Service Continuity Program**
Updated terms of reference for this committee and was moved and carried at the Mar 17/21 SCAC (Service Continuity Advisory Committee) meeting, also added Planning Department, Museum & Archives representatives. Added Covid 19 interim AAR as a recent emergency that brought some changes to SCAC. New service continuity plan and appendices template was created and was supported by the SCAC. This to meet best practice CSAZ 1600 and international standards and will align a standard layout/format of all plans across departments.

12. **New Business**
   a. **Emergency Shelters during COVID-19;** no concerns were noted with the draft document included with agenda. EM department will work to finalize.
   b. **eICS use for COVID-19**; there have been some visual informational pieces created with explanations on how to utilize the VEOC (Virtual Emergency Operations Center). New in the VEOC Event Log, is each day a short update now added.
   c. **New EM logo & truck;** image of truck with new logo shared
   d. **New EM website;** shared snapshot of proposed new EM website

13. **Information & Correspondence**
   • none

14. **Adjournment**
Chair adjourned meeting 11:48 a.m.

Meeting secretary: Cathy Sweeney, EM Assistant