

# Emergency Management Minutes – Friday, November 24, 2017

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## Attendees:

Bob Reid, Mayor; Calvin Chartrand, Councillor; Philippe Geoffrion, EMO Filed Officer; Crystal Fischer, Admin Assistant; Melinda Reith, CEMC.

## Philippe – EMO changes – updates

Provincial Emergency Management Review – waiting for results of audit.

- Record keeping and processes require more diligence due to Justice Belanger's report.
- OFMO and EMO separate again.
- 10 field officers – 2-3 years for changes to be implemented.
- Annual compliance is now an electronic verified process. All docs submitted electronically.
- Filed office # now Philippe's smart phone #.

## Outstanding issues from 2016

- Communications system improvements – will take over \$40,000 for repeater on towers.
- Will require permission from Bell or others.
- Still have weather related challenges similar to now.
- FM relay – frequency – fee involved.
- New interoperability project coming down. Cost/benefit analysis – mainly not used, only for emergent situations. Radios \$1,000 each, antenna and mounting brackets required. Transformer. Ham radio calibrated for CB. Pre-set to specific channel, come with user manual. ~\$500 each – recommendation to Council to purchase 6 units, one for each hamlet, one for Roads vehicle, one for municipal office. Will be required to find and train individuals in each hamlet to house these units – policy to regulate use, maintenance etc.

## New Discussion

- Use of helipad – ORNGE is not using it. They prefer to land on highway even for incidents local to the blacktop. Council to reconsider use and maintenance; is it worth the cost, insurance and liability if it is never being used?
- OPP – staff told by Staff Sergeant that due to their requirements to provide a safe work environment for their employees, the OPP are reducing the number of visits to HCM during the winter months due to the lack of auto-extrication services.
- For use during any door to door campaign – assessors require photo id cards. Philippe agree to attend training for assessors in new year.
  - Volunteers and our staff need to map each community – need someone from each community to be on committee so that they can express the specific concerns of their hamlet.
  - Need to map houses and camps – attach phone numbers for each building.

- Who is checking hunt camps? How do we know who is where? When? We know they're used a lot more than simply during hunting season.
- Consider another door to door campaign – provide information – “Contact us” cards with explanation of what we're looking for – let us know when you're here. Send an email/text/phone call. Share with your neighbours. Set details on website explaining what we are trying to do and why so that people can choose to participate or not.
  - Contact MNR again about list of camps – if not owners/lessee's at least a mapping of where they all are.
- New year presentation – new program which replaced ODRAP. DRAP – Disaster Relief Assistance Ontario and MDRA – Municipal Disaster Recovery Assistance Program. Training for Council and staff. Update website to provide info for residents.
- Role of HCM in a major event will most likely be to coordinate some type of evacuation but more likely to house and provide support for first responders.
  - Roles – Head of Council is responsible for declaring an emergency and all actions taken during an emergency.

## Plan Review – HIRA - Critical Infrastructure

### Hazards

- Pipeline should be added to list in the near future with the change in product from natural gas to crude. Age, different product, different processes. Probability of danger will increase with change.
- Contact TransCanada – acknowledge that they are aware of our lack of emergency services. Ask for them to present to Council. Discuss the impacts to the municipality as well as to Algonquin Park. Perhaps they can assist with preparedness in some manner.

### Critical Infrastructure Review

- Office complex/building
- Garage and services – roads, waste collection
- YGS – food, water, gas fuel
- Health – doctors, pharmacy – Deep River and Mattawa
- Lack of Fire Services – Auto-extrication
  - Northern Ontario – Fire Marshal is chief for all unincorporated communities. Why can't they provide the same services to us?

### Business Continuity

- services which would require to be continued no matter the type or length of emergency
  - Garbage and recycling collection – or drop off
  - Tax collection – the province, school boards and County will still want their money
  - Road maintenance – snow removal – tree removal, washouts filled etc.
  - Communications and information from a reliable source

## Information Officer

- an important position –responsible for all messages that are released and shared. Will communicate with the PEOC in Toronto as well as media
  - Should develop pre-printed messages – based on circumstances – change details but not the type or tone of message – amount of detail to be shared etc. That much less to do during an emergency.
- Plan Review – the group briefly reviewed the overall plan. There is nothing significant to change aside from some formatting and lists based on the new composition of the Community Control Group – Council resolution from November 14 meeting.
  - New requirements from EMO – no longer able to use (or designate). We will continue to refer to alternate in case the individual is simply not within the community when an incident occurs. Out of town, out of province, out of country?
  - Council to receive report and updated plan for review. Will pass a new by-law and resolution adopting the amended plan at the December 12, 2017 meeting.
- We watched a number of videos (as listed below) to learn from other emergencies, other communities from across Canada (some US).
  - Introductory Video - Although this has been created for businesses, the same processes that we are required to follow are explained.  
[https://www.youtube.com/watch?v=YvitDKg9DcM&list=PLqAftzrOw73CWU2aF4Yw764Aqk\\_Md\\_uE](https://www.youtube.com/watch?v=YvitDKg9DcM&list=PLqAftzrOw73CWU2aF4Yw764Aqk_Md_uE) – 15 minutes
  - EMO – evacuations due to wildfire – Communities connecting during emergencies – EMO video
  - Elliot Lake Mall Collapse - <https://www.youtube.com/watch?v=UDozq22RSJs> – 4 minutes
  - IMS - <https://www.youtube.com/watch?v=LXwl1J485p0> – brief summary 5 minutes
  - Example of plans in action - 13:22 - <https://youtu.be/madcnpMJj9U> - Alberta train derailment
  - train derailment that took place in Parkland County, Alberta in 2013.
  - an excellent example of emergency response and interagency communication and coordination.
- Parkland AB and Lesser Slave Lake Fire Response - <https://www.youtube.com/watch?v=4cWnbtZ6ZR8>
- Crises and Recovery - <https://www.youtube.com/watch?v=XGeC2SnFeis> - 13 minutes

## To Do

- Create user agreements for lease/borrowing of camping trailers or cabins to use as remote EOCs for different communities. To use as primary and backup – in each community.
  - Deux Rivieres – check with park office and/or rooms at the motel. Cabin at Antlers. Tommy's?
  - Bissett - ?
  - Stonecliffe – Campgrounds for cabins?
  - Mackey –
- 1<sup>st</sup> aid training – spring

- Plan a large exercise for spring
- Key employee insurance – are we covered?

## Exercise

1. Orientation seminar – new members - review of requirements, roles etc.
2. Situation – freezing rain – 0-2 degrees dropping to -10 - -12
3. Traffic accident – transport with dangerous goods – chemical
4. School bus with 40+ hockey players from North Bay travelling through
5. Accident between the two – 250m east of Township Hall Road (15 are injured)
6. A heavy (toxic) cloud in heading north – heavier than air – the wind is coming from the east

What do you do first?

- Who is here? – Melinda and Crystal – evacuate building – set up EOC to the west?
- What do we do? – grab computers and kit – leave north to Logger’s Road – west to Yates – to highway – west to bottom of hill by Pichette Lake/Pond
- Contact residents on Boat Launch, Loggers and Yates Road to evacuate immediately to the west via personal phones.

Challenges identified:

- Beneficial to have a master list of all municipal roads with properties identified and phone numbers for residents.
- Advertise in an Emergency Management Newsletter – request that people provide cell #s – those we cannot obtain publicly if they would like to be on notification call-out system.
- Purchase a portable router with back up battery so we have continued access to internet resources.
- Public broadcast capabilities – cell phones – organizations are working on it – so that all cell phones in the area would receive notices being sent out – would provide info to residents and anyone travelling in the area.
- Need an office/business cell phone.
- Email contact list would be a quick method on getting info out.
  - Newsletter - ask people to sign up to receive Emergency notices only.
  - Where to go to find info if there is an emergency.
- Consider backing computers up to the cloud so we can access contact info from anywhere, any device. – security?
- The Tablet could be used to send out updates.
- Bell – contact them to coordinate communications during emergency situations?

1. Learn later that roads will be closed from 7-10 days to clear contamination from the ground and buildings where chemical cloud landed.
2. Will take over 5 days for the full clean up.

## Keep records – Communication Strategy

*Current Situation*

Chemical Spill.

Area is blocked off.

No detour.

*What We’re Doing*

The Plan has been activated.

The CCG is meeting regularly.

Specialized Teams have been

*To Help us we Ask that you...*

Go to ...to obtain current info.

Garbage collection will be

cancelled for Saturday.

Contacted.

### Questions Arising from Exercise

1. If a highway accident – the OPP will be at the scene – will release a statement as to cause etc. of accident – status of roads, roadblocks etc.
2. If injury – First responders will release info re: extent of injuries etc.
3. MTO, trucking company and insurers would speak to highway conditions, rebuilds etc.
4. Not HCM responsibility
  - a. Ours would be as to our services.
  - b. Where residents would go for assistance due to inability to get back to their homes, compensation for relocation, food waste, lack of heat – water breaks etc. The municipality would/could provide liaison between company and residents. Help to collect information and submit all together.
5. Individual member responsibility for log books of all actions taken. Can use audio recordings – simply need to keep an original recording as well as transcriptions. Need to log decisions and rationale for making them.
6. Purchase audio/voice recording devices for Em Mgmt kits.

### IMS Review

1. Philippe provided a brief review of IMS.
2. Handouts describing definitions/titles were provided. Incident Org. Chart review.
3. The phone tree was updated.
4. HCM requires its own Incident Command on site no matter what event is happening and what other organization has scene control.

### Discussion

1. Are we prepared?
2. What are we missing?
3. Planning for long term highway block – during all seasons.
  - a. Arrange with contractor from west to clear municipal roads should plow not be able to pass on highway during winter. Garbage Collection or at least site opening?
  - b. Tom Clouthier? Mattawa?
4. Plan B – garbage – vehicle access issue. Someone should have a set of keys off site – trucks, disposal site locks etc. – Have a municipal employee responsible.
5. Do we have a fire station at the disposal sites? – Extinguishers are in vehicles – should have an accessible extinguisher available for other than staff – contractors when they are on site?
6. Proposed policy change – have Terry take the roads truck home in the winter – It will be available no matter the weather. He will begin work immediately from leaving home instead of coming up here then immediately back to Mackey to check roads? Consideration to be brought to Council.
7. Need a list of user ids and passwords from each computer and individual piece of software – router – cloud etc. so that no matter who has to access, someone can.
8. We require a Municipal Emergency Plan Committee appointed by Council – can be the same people, appointed by position:

- a. Mayor
- b. One member of Council
- c. CEMC – to act as chair
- d. Alternate CEMC