Town of South Bruce Peninsula
Emergency Management Committee
April 21, 2010

Minutes

1. **Call to Order**

   The meeting was called to order by Angie Cathrae at 10:00 am in the Municipal Council Chambers located at 315 Berford Street, Wiarton.

2. **Attendance**

   Voting members in attendance:
   Phil Dwyer – Manager of Public Works
   Dan Robinson – Manager of Emergency Services
   Don Crain – Facilities Coordinator/CEMC(A)
   Mark Young - OPP
   Art King – Mayor
   Angie Cathrae – Administrative Assistant/CEMC
   Jim Mitchell – Community Representative

   Non-voting members in attendance:
   Dave Meyer – OPP
   Joel Skeldon – OPP
   Nancy Reinhart – Bruce County Social Services

   Regrets were received from Melissa Thomson and Rhonda Cook.

   The Committee made introductions and clarifications regarding voting members.

3. **Declaration of Pecuniary Interest**

   None noted.

4. **Adoption of Minutes**

   MOVED BY DAN ROBINSON
   SECONDED BY PHIL DWYER
   THAT the minutes of the Emergency Management Committee meeting held on March 12, 2010 be adopted as circulated.
   CARRIED

5. **Delegations**

   No delegations.
6. Action Items

a) **RADIOS AND WALKIE-TALKIES** – Angie Cathrae explained that Town departments are investigating the technology and the item will be brought back to the Committee when information is available. Mark Young informed the Committee that he was approached by a local company who provides walkie-talkies. He has directed the gentleman to contact Town Hall.

b) **CHANNEL 700** – Item to remain on agenda for one year (from September 8, 2009).

c) **BRUCE COUNTY BROADBAND** – The project is pending and the item will be brought back to the Committee when new information is received.

d) **BEM TRAINER COURSE** – Angie Cathrae informed the Committee that the BEM Trainer course is still under review.

e) **WIARTON ARENA** – Phil Dwyer advised that he has spoken to the consultant regarding a generator hookup and he will report to the Committee once he has more information. Art King addressed the Committee and advised that he is part of the fundraising committee to raise $100,000 for the upgrades to the arena. He indicated that he will be seeking the assistance of the OPP and Fire Service as well as other organizations in this regard. The Committee discussed the Arena upgrade project.

f) **SBCC GENERATOR** – Angie Cathrae indicated that the JEPP funding announcement had not yet been made. She indicated that Council had directed her to fundraise for the project. The Committee discussed fundraising initiatives and possibilities.

g) **MULTIPLE VICTIM COLLISION/INCIDENT** – The Committee discussed the HIRA item and completed the documentation.

h) **BRUCE COUNTY SOCIAL SERVICES** – Angie Cathrae indicated that she has presented a report to COW regarding the amendment to the Terms of Reference to add a Bruce County Social Services representative to the Committee. The amended Terms of Reference have been adopted by Council and were presented to the EMC. Additions of the Bruce County Social Services representation on the Municipal Emergency Control Group have been made to the draft Emergency Plan.

Nancy Reinhart reported that Bruce County Social Services is presently training their staff in emergency management and that their staff are taking the BEM course. It is the intent of Bruce County Social Services that a person be trained to represent their specific municipal area and that person would be the Bruce
County Social Services representative on the Municipal Emergency Control Group.

Upon discussion, the consensus of the Committee was to add Nancy Reinhart as the alternate to Terry Sanderson on the Emergency Control Group. All other appointments as per the appointment by-law were deemed to be correct.

7. Business

   a) EMC vs MEFG – Upon request by a Committee member, Angie Cathrae gave a brief overview of the roles of the Emergency Management Committee versus the roles of the Municipal Emergency Control Group.

   b) EMERGENCY PLAN – The draft Emergency Plan without the appendices and including corrections from the previous meeting was circulated for Committee consideration.

      The Committee discussed participating organizations and volunteers. It was decided that volunteers would be tracked based upon numbered arm bands. Committee members discussed the Hospital Auxiliary and it was decided to have the Auxiliary contact Bruce County Social Services regarding volunteer positions.

8. Future Meeting Date

   In accordance with the yearly meeting schedule, the next regularly scheduled meeting of the Emergency Management Committee will be held on November 17, 2010 at 10:00 am in the Municipal Council Chambers.

   The Committee will hold a meeting on May 26, 2010 at 10:00am in the Municipal Council Chambers to finalize discussion and revisions to the draft Emergency Plan.

9. Adjournment

   MOVED BY ART KING
   SECONDED JIM MITCHELL
   THAT the Emergency Management Committee meeting be adjourned at 11:15 am.
   CARRIED