



The Corporation of the Town of LaSalle

Minutes of a meeting of the Emergency Management Program Committee Meeting

September 29, 2022, 10:00 a.m.
LaSalle Room
LaSalle Civic Centre, First Floor
5950 Malden Road

Present: Deputy Mayor Crystal Meloche

Also Present: Joe Milicia, CAO
Ed Thiessen, Director of Fire Service/Fire Chief
Jason Woods, Deputy Police Chief
Dale Langlois, Director of Finance/Treasurer
Peter Marra, Deputy CAO
Dawn Hadre, Director of Strategy and Engagement
Jennifer Astrologo, Director of Council Services
Gaetano Ferraro, Manager of Finance/Deputy Treasurer
Anisa Bala, Administrative Assistant to the Fire Chief

1. Call to Order

Chief Thiessen calls the meeting to order at 10:15 AM

2. Disclosures of Pecuniary Interest and the General Nature Thereof

None.

3. Adoption of Minutes from Previous Meeting

That the minutes of the meeting of the Emergency Management Program Committee dated June 17, 2021 be adopted as presented.

Motion is put and is carried.

4. Business Arising from the Minutes

Emergency Vendor List is to be completed and added to the Emergency Response Plan. E. Thiessen to follow up with J. Osborne. The list must be added to Get Ready software upon completion.

Position changes within Emergency Response Plan was updated.

Pandemic Planning within Emergency Response Plan was updated.

Continuity of Operations from Public Works summary section within Emergency Response Plan was updated.

Appendix C, List of Places to Stay Cool was updated. J. Milicia stated that the West Port Marina Site only has conditioned air.

5. New Business

5.1 Emergency Response Plan Review

a. Position Changes

E. Thiessen recommended that positional changes are to be reviewed annually. There have been many positional changes within the Town of LaSalle since the last meeting. E. Thiessen recommended that the positional role names be changed to reflect the GetReady positions.

J. Milicia recommended merging general Human Resource duties with the Safety Officer position.

b. Continuity of Operations

E. Thiessen stated that the summary section of the Index is now complete as the Public Works section was updated. Modifications of the index will occur as necessary. D.Hadre recommended for the communications service role to be updated to strategy and engagement.

5.2 H.I.R.A. Review

E. Thiessen stated that changes are not required for the Hazard Assessment at this time. E. Thiessen confirmed that Civil Disorder and Large Scale Transportation would address a subject at large as well as a large motor vehicle collision incident.

J. Milicia inquired if the EOC would be activated in the event of a subject at large? J. Woods confirmed that a critical incident as well as EOC would be activated. This would result in a reverse evacuation to a town shut down and asking residents to remain at home. J. Woods confirmed that Police would be leading the event.

Police and Fire discussed 'what if' situations and the possibility of creating events to address specific situations. Police and Fire to meet in the future to address specific events and coordinate for logistics, safety and potential road closures.

J. Woods to follow up with Windsor Police to inquire of their procedure for bomb threat regarding the most recent event at Holy Names High School. E. Thiessen stated that a partial EOC activation is also on option depending on the situation.

5.3 Critical Infrastructure Review

E. Thiessen stated that the critical infrastructure list has been reviewed. External resources have been contacted to ensure the contact information is valid and accurate as they were outdated. Updates can be provided anytime throughout the year. As we update the Emergency Response Plan, we will also updated the versions in GetReady.

5.4 Training

a. Tracking/Needs

E. Thiessen stated that EMO training will be provided to internal staff in the new year. IMS training to be provided locally and as courses become available, we will notify our staff. A list has been created of the courses staff require training on.

b. Get Ready Training Software Status

E. Thiessen provided an update of GetReady Software training status. 1118 courses out of 1655 have been successfully completed. Majority of the uncompleted courses are assigned to new employees.

5.5 Annual Training Exercise

J. Woods discussed the need for improved radio interoperability. In the event of an emergency, it is important for emergency services such as Police, Fire and even Town Departments such as Public Works to communicate with LaSalle dispatchers and be able to relay important information to those involved. J. Woods stated that there is a time delay with the current radios.

E. Thiessen stated that the Red Cross Registration form would be provided to us only in the event of an emergency. J. Milicia stated that it is important to create our own registration form in the event that Red Cross is delayed. E. Thiessen to follow up at the County Chiefs Meeting regarding creation of registration form as well as the creation of evacuation centre plan. J. Milicia noted that it would be ideal for Safety Officer – In field officer, R. Mamak to complete registration of individuals for evacuation centre.

The discussion of managing funds and cash donations was brought forward, specifically how would the organization handle cash donations? D. Langlois and T. Ferraro to provide follow up.

E. Thiessen reviewed the Operation Night Table-Top Exercise Evaluation and After-Action Report with the Committee Members.

Additional discussion was held regarding the roles. Additional training for scribes to be held, and scribe training would be ideal when the new GetReady software is available. Update the scribes to use the incident action plan worksheet. Police may require back-up scribes.

E. Thiessen stated that in the next training session, a change over between primary and secondary roles will occur and operation cycles will be conducted in break out rooms, to ensure staff are exposed to all levels of training.

J. Woods suggested to hold a scenario where police and fire are instructed what to do. Town departments must take a lead but police and fire to be guided by other departments to assist. Communication would be essential in this scenario and a great test.

5.6 LaSalle Alerts

A. Bala provided update of Everbridge software contact information and contact list update. Plan to filter out the individuals that were unreachable June 1st 2022 by the next LaSalle Alert, which will take place on November 1st 2022.

6. Next Meeting

To be determined.

7. Adjournment

The meeting is adjourned at the call of the Chair at 11:20 AM.