

THE CORPORATION OF THE TOWN OF LASALLE
Emergency Management Program Committee Meeting
MINUTES

June 17, 2021 (Meeting held virtually)
10:00 a.m.

Present:

Mayor, Marc Bondy

CAO, Joe Milicia

Deputy Mayor, Crystal Meloche

Director of Fire Services/CEMC Ed Thiessen

Alt. CEMC, Deputy Fire Chief, Rick Malott

Alt. CEMC, Manager of Finance/Deputy Treasurer, Tano Ferraro

Deputy CAO, Peter Marra

Director of Finance, Dale Langlois

Acting Police Chief, Duncan Davies

Director of HR, Rick Hyra (In place of absent Director of Council Services position)

Administrative Assistant to the Fire Chief, Sue Nantais

Regrets: Corporate Communications Officer, Dawn Hadre

A. Call to Order:

Chief Thiessen called the meeting to order at 10:00am

B. Disclosure of Pecuniary Interest and the General Nature Thereof

None.

C. Minutes from previous meeting:

November 17, 2020 minutes approved by consensus.

D. Business arising from minutes

- Emergency vendor list finalization – D. Langlois suggests assigning a project to the procurement officer. P. Marra recommends M. Beggs, L. Petros and M. Masanovich coordinate the list since Public Works has many vendor contacts. Add list to Get Ready software upon completion.
- Emergency messaging – OFMEM provides seasonal messaging and it is being shared on social media platforms.
- LaSalle Alerts - review of testing frequency. Suggested scheduling 2 external and 2 internal tests of the system per year. Frequency will ensure training and system use is up-to-date.

E. New Business

1. Emergency Response Plan Review

- a. Position changes – multiple updates needed due to position changes and the increased need for additional scribes. Discussed assigning supervisory level staff as alternate scribes. A future meeting, with a few representatives from this group, will be scheduled to review and update the organizational chart.
- b. Pandemic planning – COVID pandemic planning to be added to the pandemic plan section of the ERP.
- c. Continuity of Operations – summary section of this plan is incomplete, additional information needed from Public Works.
- d. Appendix C, List of Places to Stay Cool – List reviewed, and the following additions will be made:
 - The Splash Pad, Vollmer Recreation Complex
 - Civic Centre Atrium
 - West Port Marina site (in the future)

2. H.I.R.A Review

Minor changes made to the pandemic and epidemic categories. Suggestions to move 'Pandemic' from the Unlikely category to Probable and 'Epidemic' from the Severe category to Moderate.

3. Critical Infrastructure Review

No changes noted during the meeting. A review of contact names and numbers will be completed.

4. Training

- a. Training needs
 - Scribes – new scribe training from the county level to be provided in the near future.
 - EMO training needs – online training available, inform Chief Thiessen or S. Nantais if you complete any courses through the EMO website so it can be documented.
- b. Get Ready training software status – There are over 200 modules marked as incomplete in the software system. An email will be sent through the system in the near future to those that have outstanding courses.
- c. Annual Emergency Exercise – discussed late October or early November for an exercise date. Note: at a recent regional chief's meeting, a request was made to Emergency Management Ontario (EMO) to request allowance for current pandemic to replace annual training for 2021. No answer yet so we will carry on with this year's plans through our vendor, Get Ready software.

Meeting adjourned at 11:00 a.m.