

THE CORPORATION OF THE TOWN OF LASALLE
Emergency Management Program Committee Meeting
MINUTES
November 17, 2020 (via Zoom)
10:00 a.m.

1. Call to Order:

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

2. Attendance:

Present: Mayor, Marc Bondy
CAO, Joe Milicia
Deputy Mayor, Crystal Meloche
CEMC, Fire Chief, Dave Sutton
Alt. CEMC, Deputy Fire Chief, Ed Thiessen
Corporate Communications Officer, Dawn Hadre
Director of Public Works, Peter Marra
Alt. CEMC, Manager of Finance/Deputy Treasurer, Tano Ferraro
Recreation Coordinator, Kim Scherer

Regrets: Deputy Police Chief, Kevin Beaudoin
Deputy Clerk, Linda Jean
LaSalle Fire Administration Assistant, Sue Nantais

3. Minutes from previous meeting:

Approved by consensus.

Business arising from minutes

Everbridge Notifications to M C G:

Dispatchers can use the Everbridge system to call out members of EOC, procedures in place and working well.

LaSalle Alerts Notification System – Formal policy for use adopted by Council.

4. Emergency Response Plan Review

Minor amendments & updates have been completed.

Revised Emergency Response Plan was approved by Council Nov. 2019, which now includes the Flood Response Plan as an appendix. The CEMC Dave Sutton indicated that there are now over 100 pages in the Emergency Response Plan. The CEMC Dave Sutton asked the committee if there were any other areas of concern. NONE as indicated by the committee.

5. Review of H.I.R.A, Critical Infrastructure and Emergency Management Program effectiveness

Minor changes to flooding ranking as recommended at last meeting have been completed.

DMAF funding to support long-term upgrades to flood mitigation infrastructure. Still need collaboration on compiling & updating emergency vendor listing.

The CEMC Dave Sutton indicated that Covid-19 has stalled this process and that efforts will be made in Spring 2021 to work towards each department having an emergency contact list to be available for the EOC, in the event of an emergency.

CAO Joe Milicia suggested developing a final agreement with vendors to ensure:

- i) Each vendor is agreeable to be on the list as an emergency vendor for LaSalle
- ii) Each vendor provides their short notice, after hours contact information
- iii) Vendor list is updated yearly

The CEMC Dave Sutton indicated that we may be able to do embed the list into the Get Ready software system and indicated that Sue Nantais will update list on an annual basis.

Next Steps: The CEMC Dave Sutton indicated that the large master list will be reviewed to identify for each department who their go to contacts are, then confirm after hours contact numbers, etc.

The CEMC Dave Sutton asked the committee if there were any other areas of concern. NONE as indicated by the committee.

6. Training & Public Education

Public education efforts in 2020 were in response to flooding & Covid-19 pandemic.

The CEMC Dave Sutton commended Dawn Hadre and Sue Nantais for communicating out all information and for collaboration with other municipalities.

Recognized need for BEM course for MCG member and scribes, dependent on course availability in 2021.

The CEMC Dave Sutton indicated that next year we will continue to work with other municipalities in regards to messaging, particularly on flooding and that we can look at updating, important information (ie. Sandbagging) and indicated that it is helpful when the Mayors speak.

Next Steps:

Messaging – The CEMC Dave Sutton indicated that at the Spring 2021 meeting, preventative messaging and planning will be reviewed.

Training – The CEMC Dave Sutton indicated that in the Spring of 2021, we are hopeful there will be opportunities for the Basic Emergency Management (BEM) training course

to be available for our municipality and that LaSalle may want to host and that we have developed our own resources for scribe training which Sue Nantais coordinates.

Monthly Videos – CAO Joe Milicia indicated that the shorter monthly 2 minute videos are helpful and effective.

The CEMC Dave Sutton asked the committee if there were any other concerns or ideas for 2021 training. NONE as indicated by the committee.

7. Annual Exercise

Review of “Get Ready” Exercise Operation Snowbird
(After Action Report Attached)

Resource allocation concerns (Communications & Logistics sections)
Forms – scribes ability to access submitted forms Exercise
design & training needs input for 2021

Feedback of November 4 Exercise:

In summary, the Town of LaSalle met & exceeded expectations.

External communications went well and the scribes are effective.

Areas for Improvement: work on improving updated flow of information to dispatch, work with IT to better develop the virtual EOC experience, formalize our transportation plan with Transit Windsor, formalize our agreement & embed it into our Emergency Response Plan. Overall feedback was very good.

Roundtable Feedback:

Deputy Fire Chief Ed Thiessen:

The Get Ready team was impressed with the Town of LaSalle.

Mayor Marc Bondy:

The feedback has been good.

The CEMC Dave Sutton:

Areas to examine i) more resource allocation especially in the Communications & Logistics departments ii) Section Chiefs & Alternates must have a good handle on their roles & responsibilities, if we need support in those areas, we may have to borrow from Finance, Planning, Building to broaden our circle.

CAO Joe Milicia, we are on the leading edge for municipalities outside of Windsor, we may have to expand the pool of staff in order to have more resources especially in Logistics & Communications. Joe can bring this to the CEO table, to look at like municipalities (Leamington, Tecumseh, Amherstburg) to suggest an arrangement where we call in their staff for support, or perhaps set up a virtual/on site EOC where they can be in the room remotely to assist in whatever capacity they can

County support - Efforts should be undertaken to determine if additional capacity can be added at the County level to support any municipality in a declared emergency.

Some members were unsure of the Get Ready online resources and not certain how we find information. Maybe for next year we can go through the software, not sure which forms are required, where to put information, how to see others information forms for quick & easy access.

The CEMC Dave Sutton indicated that this will be brought forward for next year and request the opportunity to do a shorter training session followed by a larger exercise, to get through a couple of cycles, record things & have a set of documents after the exercise to produce after the event.

The CEMC Dave Sutton, indicated that the scribes, don't have the ability to access the forms after they're submitted, only the section chiefs have access for security reasons. The scribes who create the documents should be able to review them.

Recommendation: that scribes be permitted the rights to review the documents after they're submitted.

The CEMC Dave Sutton asked the committee if there were any other concerns. NONE as indicated by the committee.

8. New Business

Transition of CEMC roles

The CEMC Dave Sutton indicated that this will take place in early 2021. Once the new Deputy Fire Chief is on board, the change of roles is expected to occur early in the new year, prior to implementing the annual program requirements.

Other items:

Dawn Hadre inquired if there will be a municipality-wide test done in Everbridge, as one has not been implemented as of yet this year.

Next Steps: CEMC Dave Sutton and Ed Thiessen will work with Dawn Hadre on a plan to create messaging to let residents know that the Town will be running a test within the next month.

9. Adjourn

The CEMC Dave Sutton adjourned the meeting at 10:57am