



The Corporation of the Town of LaSalle

Minutes of a meeting of the Emergency Management Program Committee Meeting

May 2, 2023, 1:30 p.m.
LaSalle Room
LaSalle Civic Centre, First Floor
5950 Malden Road

Present: Deputy Mayor Michael Akpata

Regrets: Mayor Crystal Meloche

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

1. Call to Order

E. Thiessen calls the meeting to order at 1:33 P.M.

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 September 29, 2022 be adopted as presented.

Carried.

4. Business Arising from the Minutes

Emergency Vendor List Update – E. Thiessen to follow up with J. Osborne regarding Emergency Vendor List. J. Milicia recommended creating a short list of emergency vendors as they may require routine updates.

Police and Fire to meet in the future to address specific events and coordinate for logistics, safety and potential road closures.

J. Woods provided an update regarding the Bomb Threat incident in Windsor. J. Woods stated that students must remain together and whereabouts should

always be known. J. Woods recommended for students and staff to be escorted to an alternate location.

E. Thiessen provided an update regarding the creation of registration form as well as the creation of County Wide Evacuation Centre Plan. E. Thiessen will discuss at County CEMC meeting. Evacuation Centre Plan of the Vollmer Culture and Recreation Complex has been received from the City of Windsor. Registration form is being revised.

5. New Business

5.1 Emergency Response Plan Review

a. Accessibility

The Emergency Response Plan has been made accessible and is available to the public.

b. Position Changes

E. Thiessen confirmed that positional roles have been updated to reflect the positional roles within the GetReady system.

5.2 H.I.R.A. Review

a. Freezing Rain

E. Thiessen recommended shifting the Freezing Rain category within the H.I.R.A to moderate and likely. Committee members agreed unanimously.

b. Gas Wells

E. Thiessen confirmed that there are a total of 8 known gas wells in LaSalle and inquired if we should make gas wells its own entity on the H.I.R.A. Committee members agreed for gas wells to remain under explosion/fire category. E. Thiessen stated that there is a gas well near pumping station #1 that would affected LaSalle Residents in the event of an incident. J. Milicia stated that we must be proactive and aware of the ones near populated areas and near our critical infrastructure and we must plan on to address the risk of gas wells. Chief stated that the County Chiefs have requested various partners such as the Ministry, OFM, and Government members to come speak at the one of our meetings. Chief Thiessen has asked if members from Salt Mine & Fighting Island can attend and be present at meeting discussion. Salt Mine & Fighting Island members have been contacted to share their emergency response plan with us.

5.3 Critical Infrastructure Review

a. Mental Health

E. Thiessen stated that contact information has been updated within the Critical Infrastructure document and mental health contact information has been added.

5.4 Training

a. Tracking/Needs

E. Thiessen provided an update on Scribe Training. Loomex Training held at LaSalle Fire and trained 10 EOC scribes. Scribe to-go package put together for all scribes. E. Thiessen provided an update on EMO email merge and on completed and upcoming training.

b. Get Ready Training Software Status

E. Thiessen provided update of GetReady in progress and completed training.

5.5 Annual Training Exercise

Discussion held on the GetReady Annual Training Exercise and the type of exercise was determined. Training to be held late October or November.

E. Thiessen inquired if staff training should be held prior to annual exercise to prepare staff. J. Woods stated that internal staff training would be helpful. Internal staff training to be held in September. J. Milicia recommended to provide staff with cue cards on what to do to assist staff in difficult situations.

5.6 LaSalle Alerts

E. Thiessen provided a comparison update of statistics for the November 1, 2022 Alerts Test at 6:00 PM and the February 23, 2023 Ice Storm Alert at 10:00 AM. Statistics showed that we reached double of the received confirmation after working hours. Over 300 new Everbridge users have registered for LaSalle Alerts since September 29, 2022 committee meeting. June 1st 2023 will be the next LaSalle Alerts Test and we will begin to advertise the week after Emergency Preparedness Week, May 18 - May 31st.

6. Next Meeting

To be determined.

7. Adjournment

The meeting is adjourned at the call of the Chair at 2:17 PM.

Recording Secretary: A. Carlone