



**The Corporation of the Town of LaSalle**

**Minutes of a meeting of the Emergency Management Program Committee Meeting**

November 7, 2024, 1:30 p.m.  
LaSalle Room  
LaSalle Civic Centre, First Floor  
5950 Malden Road

Regrets: Crystal Meloche, Mayor

Present: Michael Akpata, Deputy Mayor  
Joe Milicia, Chief Administrative Officer  
Ed Thiessen, Director of Fire Service/Fire Chief  
Dale Langlois, Director of Finance  
Peter Marra, Deputy Chief Administrative Officer  
Dawn Hadre, Director of Strategy and Engagement  
Mark Seguin, Deputy Fire Chief  
Gaetano Ferraro, Manager of Finance/Treasurer  
Jennifer Astrologo, Director of Council Services/Clerk  
Anisa Carlone, Emergency Management  
Coordinator/Administrative Assistant  
Michael Peace, Police Chief

**1. Call to Order**

Ed Thiessen calls the meeting to order at 1:32 PM.

**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 April 15, 2024, be adopted as presented.

**4. Business Arising from the Minutes**

Emergency Vendor List update is currently with J. Osborne, under reviewed.

Emergency Management Ontario - type of well will help determine the response.  
We will know more after Q1 2024 report follow up - nothing has been provided by the province at this time.

**5. New Business**

**5.1 Emergency Response Plan Review**

Emergency Management Program Committee By-law Update – required to meet compliance with EMO in 2024, to be brought forward to Council at November 26, 2024 Council Meeting.

**a. Positions**

EOC Municipal Control Group (MCG) Organizational Roles & Responsibilities:

Added legal services section to the organizational chart.

Additional scribes: Jennifer Folino (HR), Graeme Tyrrell, (C&R), Lauren Uszynski, (Council Services), future fire scribe.

Review: alternate roles for Dale Langlois and Jennifer Astrologo (remove from CEMC role).

Action item: J. Milicia to discuss with Chief E. Thiessen & A. Carlone. Limiting duplication and listing priority pers. is key. Reallocate scribes as well.

**b. Secondary EOC Location**

To reconsider secondary EOC location. The Events Centre is not deemed post-disaster, nor does it have a generator. There is a benefit to having an EOC outside of the LaSalle boundaries.

Windsor Fire Station 6 EOC to consider as a secondary EOC. Reconsider the designation of the second fire station.

Consider the secondary EOC location at the Vollmer Centre – Chief E. Thiessen stated that it is difficult to do so as there are showers at this facility and may be required for evacuation centre.

Action item: Create a list of deficiencies. Chief E. Thiessen and A. Carlone will investigate further.

**5.2 H.I.R.A**

**a. Gas Wells**

No updates.

**b. Nuclear Emergency Planning**

KI Pills Campaign with WECHU – Public Distribution

1. October 2<sup>nd</sup> – over 700 pers. attended the first day. 1,167 as of 4 weeks ago.

2. Amherstburg Test – June 2024 – Chief attended. Changes to their ERP coming given that new Fire Chief holds a HAZMAT background.

3. International FERMI II Test – March 2025

A. Carlone as an evaluator for Cobalt Magnet Exercise. Town of LaSalle will have no involvement in exercise.

**5.3 Critical Infrastructure Identification**

The HIRA is due for an update and to be provided to OFM. There is a new template and will be done as part of the Fire Master Plan in 2025.

## **5.4 Training**

### **a. Emergency Management Ontario**

Continuous EMO training for all MCG Members in 2024, LaSalle Police Service will be holding an IMS 200 Basic Incident Management System course November 12, 2024. Chief M. Peace stated that all dispatchers will receive IMS 100 training. 1/3 will get IMS 200 by end of 2025 and hopefully IMS 300 in the future. All senior officers will have IMS 300 by end of 2025.

### **b. Systems 24/7 - Emergency Management Training**

Emergency Management Training on Systems 24/7 – 72% of assigned courses completed. We are required to complete this training to meet compliance.

### **c. GetReady**

TEOC – Teams EOC was not a suitable solution for us. Lacked smooth documentation process.

Planning P for the operating cycle has been added on the platform to help staff with the IAC process.

## **5.5 Annual Exercise**

### **a. After Action Review - Exercise Stone Age**

Continuation of alternating alternates in different operating cycles.

Request for extended exercises (to allow time for handoffs) – full day exercise in the foreseeable future.

To consider in the next few years: Field exercise instead of table top.

Emergency Management Ontario recommendation: Include the other municipalities in the county for multi-jurisdictional training.

## **5.6 Community Emergency Preparedness Grant**

Applied for Community Emergency Preparedness Grant – \$50,000

Requested Incident Command Structure and Rapid Deployment Craft.

Action item: assist facilities with funding of Emergency Operations Centre - follow up w. Emergency Management Ontario.

## **5.7 Everbridge Notification**

Attended Night Market to advertise emergency management/LaSalle Alerts. Had two tablets and had a raffle of first aid kit of whoever signed up at the stand. Had a giveaway of emergency first aid kits as an incentive to sign up.

Last LaSalle Alerts Test: **November 1, 2024** Next Test: June 1, 2025

- Over 200 new Everbridge users since last meeting.

## **6. Next Meeting**

To be determined.

**7. Adjournment**

The meeting is adjourned at the call of the Chair at 2:20 PM.

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Recording Secretary: A. Carlone