

**GREATER SUDBURY EMERGENCY MANAGEMENT PROGRAM COMMITTEE
MEETING MINUTES**

**Friday, February 29, 2008 • 9:00am
Council Chambers • Tom Davies Square**

Present:

Beadman, Tim – CGS Emergency Services
Blackwell, Rob – CGS Community Development
Brown, Tom – Ministry of the Environment
Byers, Peggy – Canadian Red Cross
Charette, Nicole – Rainbow District School Board
Cridland, Valerie – Sudbury CACC
Faucher, Denis – Sudbury Catholic Separate School Board
Fortin, Lynn – CGS Emergency Management
Gannon, Lynda – Ministry of Labour
Hawkins, Burgess – Sudbury & District Health Unit
Laforest, Suzan – CGS Social Services
Larsen, Stiig – Sudbury ARES
McKinnon, Ray – Emergency Management Ontario
McInnes, Kelly – CBC Radio
Mehes, Tomislav – Vale Inco Limited
Moskal, Jayne – Sudbury Regional Hospital
Nicholls, Joseph – CGS Emergency Medical Services
Sajatovic, Paul – Nickel District Conservation Authority
Salem, Carolyn – CGS Emergency Management
Stickles, Doug
Zimmerman, Todd – Greater Sudbury Police Service

Regrets:

Denomme, Larry – Laurentian University
Hutchins, Dan – Sudbury & District Health Unit
Morgan, Linda – OSPCA
Swain, Sharon – Canadian Red Cross
Tonelli, Marc – Union Gas

Absent:

Barnhart, Cathy – North East Community Care Access Centre
Battison, Bill – CGS Fire Services
Benkovich, Nick – CGS Water/Wastewater Services
Bocy, Mark – Rainbow District School Board
Bonnis, Allen – Nickel District Conservation Authority
Braney, Danielle – CGS Solid Waste Services
Browne, Tracy – Canadian Red Cross
Carey, Major Barbara – Salvation Army Centre
Carter, Dave – Persona Communications

Cazalet, Gayle – North East Community Care Access Centre
Cheguis, Tammy – Sudbury-Manitoulin Food Security Network
Clausen, Greg – CGS Infrastructure Services
Clement, Marc – Hydro One
Collins, Wayne – Hydro One
Davidson, Ed – Canadian Blood Services
Derks, Joanne – Sudbury & District CISM
Donaldson, Donald – CGS Fire Services
Etches, Dr. Vera – Sudbury & District Health Unit
Falcioni, Bob – CGS Roads & Transportation Services
Fortin, Bruce – Sudbury & District Health Unit
Fournier, Jeff – Ontario Power Generation
Gardner, Ed – Sudbury & District Health Unit
Gordon, Margaret – N'Swakamok Native Friendship Centre
Hayes, Lorella – CGS Financial Services
Lafleur, Josee – MOHLTC – CACC
Lamothe, Ghislain – CGS Corporate Communications
Lavallie, Gary – Greater Sudbury Utilities
Leduc, Marc – CGS Fire Services
Males, Richard – Hydro One
Mangiardi, Bruno – CGS Information Technology Services
Maynard, Paul – Hydro One
McCauley, Pat – CGS Corporate Communications
Montpellier, Moe – CGS Infrastructure Engineering Division
Morgan, James – Canadian Blood Services
Oake, Geneva – Salvation Army
Oberne, Carter – Canadian Security College
Ojala, Doreen – Sudbury-Manitoulin Food Security Network
Ranich, Dan – Bell Canada
Saal, Peter – USW Local 6500
Sargent-Hamer, Pam – Northeastern Mental Health Centre
Schram, Marc – OPP North Bay
Simeoni, Mark – CGS Planning & Development
Spina, Ron – Rainbow District School Board
Stuckless, Sherri – USWA 2020
Sutcliffe, Dr. Penny – Sudbury & District Health Unit
Theberge, Rick – Canadian National (CN)
Trudel, Louise – Canadian Red Cross
Van Daele, Don – Union Gas
Vesterfelt, Art – Canadian National Railway (CN)
Wilken, Michael – Canadian Pacific Railway
Wotton, Jim – Affinia Canada Corporation

Guests:

Moulton, Ginette – Sudbury CACC
Mills, Lisa – SDHU
Moore, Jan – Greater Sudbury Police Services

1. Previous meeting minutes corrections, approval – T. Mehes

Previous Minutes – November 23, 2007 approved. Remove “Draft” and post on website.

2. Introduction of new committee members – T. Mehes

Tom Mehes welcomed all members and invited them to introduce themselves.

3. Follow-up on previous meeting actions – T. Mehes

There were no action items from the last meeting.

4. Education Component

Emergency Preparedness at the Sudbury Regional Hospital – Jayne Moskal presenting

Jayne Moskal presented the committee with an overview of the emergency preparedness steps that the hospital has undertaken. She explained the types of emergency drills that are conducted and their frequency as well as some of the challenges facing the hospital in emergency preparedness. She indicated that the hospital continuously works to improve upon its emergency preparedness processes and has been successful in enhancing its preparedness strategies through its regular drills.

5. EMO Update – Ray McKinnon, EMO Field Officer

Ray McKinnon, the Killarney sector’s new field officer, introduced himself to the committee and updated the committee on the activities of Emergency Management Ontario.

Staffing Initiative

Ray informed the committee that the staffing initiative that EMO is undertaking to fill its vacant positions is expected to be completed by June or July of 2008. He indicated that EMO is also planning to increase its delivery of training courses to include new programs (which are currently in development). The courses for BEM, CEMC, and Exercise Design training are being updated.

Emergencies in Ontario

Ray indicated that there have two emergencies that EMO has dealt with, the first in Thunder Bay and the second in Huntsville (flooding of the Big East River on January 9th).

EP Week

Ray informed the committee that EP Week is from May 4 – 10th this year and that EMO's Mobile Emergency Operations Command Centre will be coming to Sudbury during EP Week. EMO is also working to have the Deputy Minister of Emergency Planning and Management (Jay C. Hope) and the Minister of Community Safety and Correctional Services (Rick Bartolucci) attend with the Mobile Command Centre.

JEPP

Ray advised the committee that he did not have information concerning JEPP however, he indicated that would provide an update on JEPP to the committee.

Comprehensive Program Implementation

At the time of the meeting, Ray could not provide timelines for the implementation of the comprehensive program, however he indicated that he would provide an update on the status of the implementation to the committee.

6. Sub-Committee Reports

a. Public Awareness Program Committee – Ghislain Lamothe

Due to unforeseen circumstances, Ghislain Lamothe was unable to attend the GSEMPPC meeting and therefore no PAPC update was provided.

ACTION ITEM: The committee has requested that Ghislain provide a written update to be posted to the City's website.

b. Pandemic Planning – Lisa Mills

Lisa advised the committee that the pandemic plans were being reviewed and updated in accordance with the province's policy updates. Lisa indicated that assistance would be provided to anyone who required aid in developing their pandemic plan process.

Updates to the pandemic plan from the World Health Organization were being received through bi-weekly teleconferences and these updates are being sent to community partners.

Lisa reported that in 2008, the SDHU will be doing an internal test of their pandemic plan process and are hoping to test one major component of the plan.

As an FYI, Lisa informed the committee that the First Nations and Inuit held a pandemic plan meeting from February 13 – 15th.

Tim advised the committee that the PC3 Committee has not met in some time however meeting dates will be sent to Tom Mehes as soon as they are determined.

Tom suggested that pandemic planning should be a component of the EP Week activities.

c. IMS Update – Joseph Nicholls

Joe reported that the draft IMS doctrine is now completed and it provides an overview of how IMS will work. During the consultation process (which was completed at the end of 2007), the IMS Committee received over 150 suggestions from a variety of municipalities and municipal departments. These suggestions and their impact on the doctrine were reviewed by the committee during a two-day session. The committee's next step will be to make the necessary changes to the doctrine and send it out for review. The committee is working on a strategy to move the doctrine forward with the hope that it will be approved in the spring of 2008 and training on the doctrine will begin shortly thereafter.

A training sub-committee has been formed and Joe anticipates that the format of the training will involve an independent learning component and a train-the-trainer component.

Information concerning the doctrine is still available on the City's Emergency Management website, however suggestions are no longer being accepted by the IMS Committee.

The next meeting of the IMS Committee has not been scheduled as of yet. Joe will continue to keep this committee updated.

7. Emergency Management Activity Report – Lynn Fortin

Lynn Fortin updated the committee on the activities that Emergency Management has been involved in. Lynn discussed the specialized BEM training that is being offered to Laurentian University and Cambrian College and also spoke about the advancements in the Emergency Operations Centre. Lynn further informed the committee on the objectives for the upcoming 2008 table top exercise, provided an update on JEPP funding, and discussed the new mobile command unit that is in development. Finally, Lynn updated the committee on the 2008 workplan for Emergency Management.

Tim informed the committee that in 2009, the City will be holding a comprehensive field exercise. A committee will need to be established in the last

quarter of 2008. Ideas are being sought by the group for small-scale components that can be included in the large field exercise.

8. New Business

a. CANWARN

The CANWARN Storm Spotter Training Session will be held in Greater Sudbury in April of 2008. The session will be held from 9am – 12pm at the Centre Lionel E. Lalonde Centre but the official date has yet to be determined. As soon as the date is set, an email will be sent to the committee members. There is no charge for this session.

An information sheet was made available to committee members. If any members are interested in participating in this training session, there is a contact name and email on the hand out.

b. New Canadian Standard for Emergency Preparedness & Business Continuity

Tom Mehes reported that the Z1600-08 standard will be going to ballot to the technical committee in the next 30 days. This standard will outline what the framework for Emergency Preparedness and Business Continuity should be and will provide a broad outline of the essential elements of Emergency Preparedness and Business Continuity.

Senior government members are participating in the development of the standard and it is hoped that this standard will become part of the regulatory requirement.

A presentation will be made at the next meeting concerning the standard.

Next Meeting: May 30, 2008 in Council Chambers