Municipality of Morris-Turnberry

Minutes- Emergency Planning Meeting

Tuesday September 22, 2015 7:30 pm

Location: Council Chambers- 41342 Morris Road
Committee Members In attendance: Paul Gowing; Jamie Heffer, Jim Nelemans
Nancy Michie CEMC; Gary Pipe – Director of Public Works
Kim Johnston, Recording Secretary

Absent: James Marshall Alternate CEMC

1. **Call to order:**
The meeting was called to order at 7:30 pm by Chair Paul Gowing

2. **Agenda:**
Motion: 1-2015 Moved by Jim Nelemans
Seconded by Jamie Heffer
“That the agenda for the meeting of September 22, 2015 be adopted as circulated.”
Disposition Carried

3. **Minutes:**
The Council of the Municipality of Morris-Turnberry approved the Emergency Planning minutes from July 29, 2014 during a regular session of Council due to an illness of an Emergency Planning committee member.

Motion: 2-2015 Moved by Jamie Heffer
Seconded by Jim Nelemans
“That the minutes for the meeting of July 29, 2014 be adopted as circulated.”
Disposition Carried

4. **Annual Exercise – Date of Exercise**
The County of Huron’s exercise is going to be held on October 15, 2015. The county’s exercise could not work in with the municipalities in the County.
Nancy Michie has received approval on the annual exercise for the Municipality of Morris-Turnberry.

The date for the Annual exercise for Morris-Turnberry is set for Tuesday November 10, 2015 at 9:00am
5. **Training to date.**
All mandatory training for the CEMC is complete.

5.1 **Video – Distribution of potassium iodide tablets**
The Emergency Planning committee viewed the youtube video of the distribution of potassium iodide tablets.
The K1 tablet material will be delivered to a small fringe of the Municipality of Morris-Turnberry that is included in the 50km radius of the Bruce Nuclear plant.

5.2 **MECG**
The Emergency Planning committee received training on the Municipal Emergency Control Group.
‘Support’ the Emergency Site was clarified for the committee.

5.3 **Continuity Planning.**
The Emergency Planning committee received training on Continuity Planning.
The County of Huron is creating a list of Inventory of Services for the whole county.
The Province has created a new template for HIRA.

5.4 **HIRA**
The Emergency Planning committee received training on HIRA.
The HIRA template will be brought back to the Planning committee to decide what risks are important to Morris-Turnberry

5.5 **Note Taking**
The Emergency Planning Committee received training on Note Taking.
Nancy Michie has completed the full note taking course for CEMC.
Nancy Michie explained to the committee the importance of having a scribe in the event of an emergency.
Note taking will be a goal for the upcoming annual emergency exercise.
6. **Review Emergency Plan:**
   The Plan has been updated with changes of names and phone numbers. An updated copy will be given to each member.
   The current Community Risk Profile was reviewed with no changes.
   The Emergency Planning committee will review the Community Risk profile again when they receive the new template for HIRA.
   The current Critical Infrastructure was reviewed and the Emergency Services Training Centre will be added to the shelter list.

Motion: 3-2015  Moved by Jim Nelemans
   Seconded by Jamie Heffer
   “That the Emergency Planning Committee for the Municipality of Morris Turnberry has reviewed and amended the Emergency Plan and hereby adopt the Community Risk Profile, Critical Infrastructure, as amended, with the Emergency Services training centre added to the shelter list.”
   Disposition Carried

7. **Other Business**
   At the CAO meeting, Gary Long has taken on the role to review a county wide CEMC position. Alternate CEMC’s will be from the Lower Tier Municipalities.
   The Recommendation will be taken to County Council and then will be taken to the Lower Tier Municipalities to see what the interest is.
   The OFMEM strongly recommends that Fire chiefs are not the CEMC for Municipalities; they believe that the Fire Chiefs will be out on site instead of attending the Emergency Control group.

   Jim Nelemans recommended a letter be sent to the Belmore Community Centre Board and to the Township of Howick and the Municipality of South Bruce requesting a Generator be purchased for the Belmore Community Centre.

Motion: 4-2015  Moved by Jim Nelemans
   Seconded by Paul Gowing
   “That the Emergency Planning Committee for the Municipality of Morris Turnberry present a recommendation to the Council requesting a letter be sent to the Belmore Community Centre Board, the Township of Howick and the Municipality of South Bruce requesting that a Generator be purchased for the Belmore Community Centre to be used in the event of an Emergency; where the Belmore Community Centre could be used as a Warming centre and/or Shelter; and that the Municipality of Morris-Turnberry would be willing to pay 1/3 of the costs to purchase a generator for the Belmore Community Centre.”
   Disposition Carried.
8. **Annual Exercise – Date of Exercise**
   The proposed date is Tuesday November 10, 2015 for the exercise.

9. **Date for next meeting for review of the exercise and completion of the emergency report for 2015.**
   The next meeting date is set for Tuesday November 24, 2015 at 7:30pm

10. **Adjournment**
    Motion: 6-2015 Moved by Jim Nelemans
              Seconded by Jamie Heffer
           “That the meeting be adjourned at 9:15 pm.”
    Disposition Carried.

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Mayor Paul Gowing

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CEMC- Nancy Michie