



Minutes
Town of Three Rivers
Emergency Management Standing Committee Meeting

July 26, 2021, 6:15 pm
Kings Playhouse

Members Present	Chair Councillor Alan Munro, Travis Halliday, Councillor Cody Jenkins, Erin Lundrigan Duffy, Mayor Eddie MacAulay, Councillor Paul Morrison
Staff Present	Clerk of Council Joan Marks
Others Present	EMO Representative Danny Kelly

1. Call to Order

Chair Alan Munro called the meeting to order at 6:24 pm.

2. Approval of Agenda

Moved By Councillor Jenkins

Seconded By Mayor MacAulay

THAT the agenda be approved as presented.

Motion Carried Unanimously

3. Disclosure of Conflict of Interest

There were none.

4. Adoption of June 15, 2021 Minutes of Emergency Mgt Standing Committee

Moved By Mayor MacAulay

Seconded By Councillor Jenkins

THAT the minutes of the June 15, 2021 Three Rivers Emergency Management Standing Committee meeting be adopted as written.

Motion Carried Unanimously

5. Presentations and Delegations

There were none.

6. Items for Discussion

6.1 Volunteer applications

The call for volunteers on social media only resulted in one response who has been contacted by the Chair.

It was agreed that the team would approach individuals personally with an explanation of the Committee and the Program.

6.2 Emergency Program - first draft

Joan to send Program document to team. Suggestions and input to be sent directly to the Chair.

6.3 Consent forms - Protection of Privacy

The committee was asked to forward any confirmed business contacts to Joan for the resource list.

Joan to send consent form/email to members to have if they are talking to potential *individual* resources. Individuals must consent to personal information such as their phone number/address being used by the Town of Three Rivers for the EOC resource list. Completed forms to be sent to Joan for the file.

Individuals already on the resource list have been contacted by the Chair. Joan to follow-up for consent forms.

6.4 Next steps

EOC Team

Team members to approach individuals and forward confirmed names to Joan to compile for Chair.

Erin and Travis available to be active EOC team members.

Program Document

The deadline for a finalized program is December 31, 2021.

Training

Danny Kelly confirmed that EMO can provide online training as well as in-person training, exercises, etc. Some examples of training include:

- how to run an EOC/war room
- how to run a meeting
- how to manage staff
- how to work with first responders

Mr. Kelly can come to any meeting to discuss training with the team.

EOC locations

There was discussion of having more than one EOC location (one in each major community). Mr. Kelly recommended a primary and secondary location, each should be equipped with generators. Much initial EOC activation in an emergency is done by phone with the team gathering at a location once activated.

7. Adjournment

Moved By Mayor MacAulay

Seconded By Councillor Jenkins

THAT the meeting be adjourned.

Motion Carried Unanimously

The meeting was adjourned at 6:39.

The next meeting will be held at 6:15 pm at the King's Playhouse on August 23, 2021.

Alan Munro

Councillor Alan Munro
Chair