

# MINUTES

## JOINT EMERGENCY MEASURES PLANNING COMMITTEE

Thursday April 25, 2019 – 7p.m.

MoB Conference Room

In Attendance: Chair: Dwayne Hunt, Dick Crowell; David Kendrick (Retired); Sheree Smith (Red Cross); Ann Quigley (Red Cross); Shannon Newell (Fire); David Andrews (MoB); Shawna Symonds (Senior Services); Charla Strang (Community Services); and Joel Goreham (Bay Side Home).

Guests: Rhonda Matthews (EMO NS Planning Officer)

1. Meeting was called to order at 19:00 by the Chair, Dwayne Hunt
  - (5). David Kendrick introduced his successor, Dwayne Hunt, taking over as Fire Service and EMO Coordinator. Dwayne was warmly received and welcomed by all.
2. **Agenda** – the Chair called for any additions – there were none initially although two items 10 and 11 were added under Other Business.

Approved as presented: Moved by: Dave A. 2<sup>nd</sup> Joel G.
3. **Minutes**

The Chair called for any errors or omissions – Sheree Smith pointed out that neither she nor Ann Quigley was listed as attendees at this meeting of 28 March 2019. The scribe, Dick Crowell sincerely apologized for this omission and minutes would be so amended.

Approved as presented: Moved by: Dave A. 2<sup>nd</sup> by: Shannon N.
4. **Business Arising:** There was no Business Arising noted.
5. (See above.)
6. **ICS 300:** There are 13 signed up for the course. The time required to conduct the full course was discussed. It was decided that in order to have enough time required it was decided as follows: Begin course: Friday: 6-10pm; Saturday: 8am-4pm; and Sunday: 8am-4pm.

7. **Use of Satellite Phone:** Through the course of the meeting all members were given the chance to gain experience using the phone.
8. Other business:
9. **Issuing TMRs** to the schools was discussed in light of the possibility of being capable of communicating during lockdowns. This matter will require further investigation.
10. **EMO Exercise Frequency:** Rhonda M advised the committee of the following requirements:
  - Full Scale Exercise: At least once every 2 years.
  - Table-Top Exercise: At least once every 2 years.
  - Evacuation Exercise: At least once every 2 years.
  - EMO Staff Meeting: At least once every year.

Rhonda M also advised the committee should be looking at plans for the possibility of another water shortage. This could start with educating the public during upcoming Emergency Planning Week 6-10 May.
9. Next meeting: **Thursday, 25 June 2019** at 6:30pm to accommodate participating in Operation Handshake with formal meeting to begin at 7pm.