



**HENK DE VLIENER**  
**MAYOR**  
**FORWARDED: OCTOBER 16, 2014**

**AGENDA**

REGULAR MEETING OF THE MUNICIPAL EMERGENCY MANAGEMENT COMMITTEE OF THE TOWN OF TABER, TO BE HELD IN THE UPSTAIRS MEETING ROOM, FIRE HALL BUILDING, ON MONDAY, OCTOBER 20, 2014 AT 4:30 PM.

	<b><u>MOTION</u></b>
<b><u>ITEM NO. 1. CALL TO ORDER</u></b>	
<b><u>ITEM NO. 2. ADOPTION OF THE AGENDA</u></b>	<b>X</b>
<b><u>ITEM NO. 3. DELEGATIONS - NONE</u></b>	
<b><u>ITEM NO. 4. ADOPTION OF THE MINUTES</u></b>	
A) RFD Municipal Emergency Management Committee Meeting September 11, 2014	<b>X</b>
<b><u>ITEM NO. 5. BUSINESS ARISING FROM THE MINUTES - NONE</u></b>	
<b><u>ITEM NO. 6. ACTION ITEMS</u></b>	
A) RFD Introduction of Interim Deputy Fire Chief: Steven Debienne	<b>X</b>
B) RFD Emergency Management Exercise: Table Top Outline	<b>X</b>
<b><u>ITEM NO. 7. MEDIA INQUIRIES</u></b>	
<b><u>ITEM NO. 8. CLOSED SESSION</u></b>	
• Advice from officials ( <i>FOIPP Act</i> , Section 24)	
<b><u>ITEM NO. 9. OPEN SESSION</u></b>	
<b><u>ITEM NO. 10. CLOSE OF MEETING</u></b>	<b>X</b>



## Municipal Emergency Management Committee Request for Decision

**Meeting Date:** October 20, 2014

**Subject:** Municipal Emergency Management Meeting Minutes:  
September 11, 2014

<b>Recommendation:</b>	That the Municipal Emergency Management Committee adopts the minutes of the Regular meeting held on September 11, 2014, as presented.
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<b>Background:</b>	N/A
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<b>Legislation / Authority:</b>	MGA, Section 208
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<b>Strategic Plan Alignment:</b>	N/A
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<b>Financial Implication:</b>	N/A
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<b>Service Level / Staff Resource Implication:</b>	N/A
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<b>Justification:</b>	Approval of minutes is in accordance with the Municipal Government Act, Section 208.
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<b>Alternative:</b>	That the Municipal Emergency Management Committee adopts the minutes of the Meeting held on September 11, 2014, as amended.
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<b>Attachment(s):</b>	Minutes
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<b>APPROVALS:</b>	
<b>Originated By:</b>	Kerry Van Ham
<b>Chief Administrative Officer (CAO) or Designate:</b>	

MINUTES OF THE MUNICIPAL MANAGEMENT COMMITTEE MEETING OF THE TOWN OF TABER, IN THE PROVINCE OF ALBERTA, HELD IN THE COUNCIL CHAMBERS, ADMINISTRATION BUILDING, ON THURSDAY, SEPTEMBER 11, 2014 AT 5:00 P.M.

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PRESENT: Mayor Henk De Vlieger  
Councillor Randy Sparks

ABSENT: Councillor Laura Ross-Giroux

ALSO PRESENT:

Greg Birch, Chief Administrative Officer (CAO)  
Dale Culler, Director of Corporate Services  
Steve Munshaw, Fire Chief  
Kerry Van Ham, Council & CAO Assistant

**CALL TO ORDER**

Chair Sparks called the Municipal Emergency Management Committee Meeting to Order at 5:09 PM.

**ADOPTION OF THE AGENDA**

Chair Sparks inquired if there were any additions or deletions to the Agenda and advised that there were none.

RES.4/14 MOVED by Mayor De Vlieger that the Municipal Emergency Management Committee adopts the Agenda as presented.

CARRIED UNANIMOUSLY

**DELEGATIONS - NONE**

**ADOPTION OF THE MINUTES**

A) **Regular Meeting of the Municipal Emergency Management Committee:  
March 4, 2013**

RES.5/14 MOVED by Mayor De Vlieger that the Minutes of the March 4, 2013 Municipal Emergency Management Committee be adopted as presented.

CARRIED UNANIMOUSLY



**ADOPTION OF THE MINUTES – CONT'D****B) Regular Meeting of the Municipal Emergency Management Committee:  
February 27, 2014**

RES.6/14 MOVED by Mayor De Vlieger that the Minutes of the February 27, 2014 Municipal Emergency Management Committee be adopted as presented.

CARRIED UNANIMOUSLY

**BUSINESS ARISING FROM THE MINUTES**

Chair Sparks stated that at the February 27, 2014 meeting, Councillor Ross-Giroux verbally inquired about the extent of the Fire Department's knowledge of chemicals that are located in various businesses within the Town of Taber and the MD of Taber.

Fire Chief Munshaw stated that Taber Emergency Services has an inventory on file of businesses that are storing chemicals. Also, a provincial body verifies large inventory or stockpiles of chemicals every two years. The Fire Department conducts inspections on a regular basis to determine what response would be required from the Department as well as identifying the potential harm to responders and the Community.

**ACTION ITEMS****A) Director of Emergency Management (DEM) and Deputy Director of Emergency Management (DDEM):  
Appointment Recommendation**

G. Birch stated that currently, the Council-appointed Director of Emergency Management is Robert Grossman, previous Interim Fire Chief. Mr. Grossman left the Town of Taber in August 2014 for other employment.

Mr. Birch suggested that the direction the appointment of both the DEM and DDEM could take is that the CAO, as the Administrative head of the Municipality, be appointed as the DEM, and that the Deputy Fire Chief be appointed as the DDEM.

The Committee discussed the roles and time commitment involved in these positions.

**ACTION ITEMS – CONT'D****A) Director of Emergency Management (DEM) and Deputy Director of Emergency Management (DDEM):  
Appointment Recommendation – Cont'd**

RES.7/14 MOVED by Mayor De Vlieger that the Municipal Emergency Management Committee recommends that Council appoint the CAO as the Director of Emergency Management (DEM), and the Deputy Fire Chief as the Deputy Director of Emergency Management (DDEM).

CARRIED UNANIMOUSLY

**B) Regional Director of Emergency Management (DEM):  
Committee Recommendation**

G. Birch stated that currently, the MD of Taber hosts the position of Regional Director of Emergency Management. That position was occupied by an employee of the MD, who has recently accepted a position with another Municipality. With the position vacancy, the Committee could discuss the viability of the Town of Taber hosting the position within our Organization.

The Committee discussed the viability and logistics of the Town of Taber hosting the positing within the Organization.

RES.8/14 MOVED by Mayor De Vlieger that the Municipal Emergency Management Committee recommends to the Protective Services Committee the interest of the Town of Taber in hosting the Regional Director of Emergency Management (DEM) position.

CARRIED UNANIMOUSLY

**C) Emergency Management Exercise:  
Proposal of Dates**

G. Birch provided details of a grant that was obtained by the Town of Taber from Alberta Emergency Management Agency for the 2012/13 Fire Services and Emergency Preparedness Program, in order to host an emergency exercise to further develop training scenarios with members directly involved with the Town's response to an event. The terms of the current grant are set to expire on September 30, 2014.



**ACTION ITEMS – CONT'D****A) Emergency Management Exercise:  
Proposal of Dates – Cont'd**

The Committee discussed an application for extension, and potential dates for the proposed emergency management exercise.

RES.9/14 MOVED by Mayor De Vlieger that the Municipal Emergency Management Committee recommends that an application for extension to November 30, 2014, for use of the grant funds from the 2012/13 Fire Services/Emergency Preparedness Program Grant be submitted to the Alberta Emergency Management Agency.

CARRIED UNANIMOUSLY

RES.10/14 MOVED by Mayor De Vlieger that the Municipal Emergency Management Committee recommends the dates of November 6 and 20, 2014 for an Emergency Management Exercise, to be held at the Fire Hall, starting at 1:30 PM.

CARRIED UNANIMOUSLY

**D) Fire Chief's Report**

Fire Chief Munshaw provided an update of the departmental activities to the Committee.

Fire Chief Munshaw highlighted the fire training centre, recruitment drive, training, Emergency Operations Centre advancement and table-top exercises that are being planned.

RES.11/14 MOVED by Mayor De Vlieger that the Municipal Emergency Management Committee accepts the Fire Chief's update report for information purposes.

CARRIED UNANIMOUSLY

9/2014

September 11, 2014

**CLOSE OF MEETING**

RES.12/14 MOVED by Mayor De Vlieger that this Municipal Emergency Management Committee Meeting is hereby closed.

CARRIED UNANIMOUSLY AT 6:17 PM

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CHAIR

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CHIEF ADMINISTRATIVE OFFICER

9/2014

September 11, 2014





## Municipal Emergency Management Committee Request for Decision

**Meeting Date:** October 20, 2014

**Subject:** Introduction of Interim Deputy Fire Chief:  
Steven Debiegne

<b>Recommendation:</b>	That the Municipal Emergency Management Committee accepts the information provided and welcomes Interim Deputy Fire Chief Steven Debiegne to Taber.
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<b>Background:</b>	Interim Deputy Fire Chief Steven Debiegne will attend the Committee meeting to provide introductions and an overview of his position with the Town of Taber.
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<b>Legislation / Authority:</b>	N/A
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<b>Strategic Plan Alignment:</b>	Governance: Make the Town of Taber an employer of choice, where employees are self-assured, valued, respected and viewed as the corporation's strongest asset.
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<b>Financial Implication:</b>	N/A
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<b>Service Level / Staff Resource Implication:</b>	N/A
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<b>Justification:</b>	N/A
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<b>Alternative(s):</b>	N/A
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<b>Attachment(s):</b>	None
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**APPROVALS:**

**Originated By:**

Kerry Van Ham

**Chief Administrative Officer  
(CAO) or Designate:**

## Municipal Emergency Management Committee Request for Decision

**Meeting Date:** October 20, 2014

**Subject:** Emergency Management Exercise:  
Table Top Outline

**Recommendation:**

That the Municipal Emergency Management Committee approves the information provided for the direction of the Table Top Exercise.

**Background:**

At the September 11, 2014 meeting of the Committee, information was provided about the proposed Table Top Exercise to be held on November 6, 2014.

The project outline proposed by Fire Chief Munshaw is as follows:

- Meet with the entire Emergency Communications Centre (ECC) group as per invite to discuss roles and responsibilities
- Review items in the individual kits
- Roll out Table top Exercise "Operation in the Dark"
- Review the scenario as a group with follow up group discussion focused on roles
- Debrief the exercise

Moving Forward:

- Concerns from Table Top
- Equipment required
- Training required
- Alert Levels
- Communication

Both Fire Chief Munshaw and Deputy Fire Chief Debiegne will present specific information on the above items.

**Legislation / Authority:**

Municipal Emergency Management Bylaw 4-2011

**Strategic Plan Alignment:**

Family/Community: Maintain a safe community that is healthy, innovative and environmentally aware

<b>Financial Implication:</b>	The cost of the exercise is a budgeted item which was received in the form of a grant from Alberta Emergency Management Agency.
<b>Service Level / Staff Resource Implication:</b>	This will impact the Committee and staff members' who are involved in the form of a time commitment.
<b>Justification:</b>	This would allow the Municipality to continue with training and development of a functioning plan.
<b>Alternative:</b>	The Committee could request other topics for discussion for this project.
<b>Attachment(s):</b>	None

<b>APPROVALS:</b>	
<b>Originated By:</b>	Kerry Van Ham
<b>Chief Administrative Officer (CAO) or Designate:</b>	