

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, FEBRUARY 27, 2014 AT 7:00 P.M.

PRESENT: Mayor Henk De Vlieger
Councillor Randy Sparks
Councillor Laura Ross-Giroux

ALSO PRESENT:
Greg Birch, Chief Administrative Officer (CAO)
Dale Culler, Director of Corporate Services
Mike Bos, Fire Chief

ORDER

Mayor De Vlieger called the Municipal Emergency Management Committee Meeting to Order at 7:22 p.m.

ADDITIONS/DELETIONS

Mike Bos called for nominations for position of Chair of the Municipal Emergency Management Committee. Councillor Ross-Giroux nominated Councillor Sparks. No other names were brought forward. Councillor Sparks accepted the position.

ADOPTION OF THE AGENDA

Chair Sparks inquired if there were any additions or deletions to the Agenda.

RES.1/14 MOVED by Mayor De Vlieger to adopt the Agenda as amended.

CARRIED UNANIMOUSLY

ADOPTION OF THE MINUTES

RES.2/14 MOVED by Councillor Ross-Giroux that that the Minutes of the January 17, 2013 Municipal Emergency Management Committee be adopted as presented.

CARRIED UNANIMOUSLY

BUSINESS ARISING FROM THE MINUTES - NONE

NEW BUSINESS**A) Emergency Management Committee Introduction**

Mike Bos presented a review of his position as Fire Chief for the Town of Taber. Mike Bos also presented a review of the position of Deputy Fire Chief, which position is now held by Robert Grossman.

A discussion took place as to how often the Committee should meet. Mike Bos advised that a meeting should take place at least two or three times a year.

B) Review of Emergency Management Bylaw

There was a review of the Municipal Emergency Management Bylaw and discussion of the responsibilities of the Committee. It was also discussed that Mark Murphy, the Alberta Emergency Management Agency (AEMA) Field Officer, Southern Region made a presentation to Council with respect to the draft Municipal Emergency Management Plan.

C) Brief Overview of Emergency Management Structure

Mike Bos presented an overview of the Emergency Management Structure. Discussion on the Regional Emergency Management Framework Agreement took place. Interest conveyed in having a further meeting to discuss status of the Inter-Municipal Planning. Mike Bos advised that the Inter-Municipal Planning should contain enough information to handle an emergency.

D) Overview of Emergency Management Planning Process

Mike Bos presented an overview of the Emergency Management Planning process. Councillor Ross-Giroux questioned as to whether there is a list of all chemicals being stored / used in the Town. Councillor Sparks suggested that this discussion take place at a future meeting. Mike Bos agreed that it would be a huge job to inventory.

NEW BUSINESS – CONT'D**D) Overview of Emergency Management Planning Process – Cont'd**

Discussion took place as to the delegation of roles for an Incident Command Structure. Response plans and protocol would need to be developed, as would a communications plan. Resources would need to be identified and evaluated. The plan would need to be published and shared. Education and training would need to take place. There needs to be a Business Continuity Plan. Obstacles and challenges would need to be addressed.

E) Emergency Management Timeline

Overview of the Emergency Management Timeline took place which included discussion of courses held in April 2012 and regional training grants.

F) Requests for Committees

1. Approval of structured walk through of an exercise with EOC personnel;
2. Approval of use of grant funds to complete exercise using an experienced facilitator;
3. Approval to provide the Town's current emergency management information to the Regional Director of Emergency Management and retain the remainder of the original plan for information only;
4. Next meeting scheduled for Tuesday, April 15th at 5:00 p.m. to determine how the Taber component fits in with the Infrastructure Master Plan.

CLOSE OF MEETING

RES.3/14 MOVED by Mayor De Vlieger that this Municipal Emergency Management Committee Meeting is hereby closed.

CARRIED UNANIMOUSLY AT 8:55 PM



CHAIR



CHIEF ADMINISTRATIVE OFFICER