



## Meeting Minutes

**Meeting Description:** IEMAC Fall Meeting

**Date:** Oct 19, 2009  
**Begin Time:** Oct 19, 2009  
**Location:** Freeport, Maine, US  
**End Time:** Oct 22, 2009

**Present:** See Attached Attendees List

**Invited Guests:** Bangor Hydro

**1.0 Proxies:** Mary Duley for William Hackett (CT), Lise Asselin for Michel Dore' (QC), Terry Lynn MacDonald for Andy Lathem (NS), Robert Pesapane for Dave Smith (RI), Jennifer Harper for Chris Pope (NH)

**2.0 Approval of Minutes:** Spring 2009 - Accepted

**3.0 Annual Report:** 2008 Annual report still being reworked

**4.0 Definitions & Acronyms:** To be reviewed annually.

**5.0 Legal Status of IEMG:** Rhode Island continues to be the only jurisdiction that is not 100% on board.

**6.0 Administrative Support Position (Secretariat):** State of Maine will continue to hold this position until an alternate solution is found. Again mentioned was the possibility of this position being funded by FEMA. Letter of request was sent to FEMA from Ed Fratto, NESEC director on September 10, 2009 and awaiting response.

**7.0 Website:** New web address is [www.iemg-gigu-web.org](http://www.iemg-gigu-web.org). A number of applications have been added to the website and are available for use by all delegates. Some of the new features include: Jurisdiction exercise and training calendar links; meeting minutes/annual reports, password protected jurisdiction and working group contact sheets; board approved templates; bylaws; photo's; meeting welcome letter & documents. Applications and updates will continue to be added. Everyone is encouraged to view the now working website.

**8.0 Telephone Exercise:** This exercise was initiated by the Maine Emergency Management Agency prior to the fall meeting. A call template was created by Peter Coffey (VT) and was utilized during this exercise. The 24/7 phone numbers were used as contact numbers.

The exercise call was performed by a MEMA staff member on September 30<sup>th</sup> between 1:00-3:00 pm & a follow up exercise call was done Saturday October 3<sup>rd</sup> between 12:00-4:00pm by Tara.

Conclusions of the exercise are 1) All the contact numbers are good; 2) There is an answer to all numbers during/after business hours; 3) Good knowledge of the agreement and its principal tool, the contact sheets; 4) Improvements continue to be needed in consideration of the French and English speaking partners.

**9.0 Report from Each Jurisdiction:** Each Jurisdiction Director gave a summary of what has been going on in their jurisdiction with staffing, lead changes, financial matters, disasters, and upcoming exercises/events. Key comments listed below:

Approved 5/18/10



**QC** – Reorganization within the EM Branch in QC; more effective structure based on the 4 EM pillars; developing a new initiative supporting youth volunteer in Emergency Management stressing the importance of being involved; in the final phase of 911 regulation and hope to finalize this in the next couple of weeks; working on the updateing of the Quebec’s Emergency management legislation to integrate new concepts as s resilience; hosting symposium (yearly event) and Emergency Management invited to attend.

**CT** – IEMAC legislation passed, governor signed and put into law; Peter Boynton appointed new department commissioner due to retirements; issue weekly H1N1 sitreps; WebEOC up and operational.

**PEI** – Continue to work on 911 enhancement; hosted Canadian summer games with minor weather issues caused by Hurricane Bill only, and had to brief athletes on Hurricanes and what they can do; held 2 exercises, 1 hurricane & 1 propane gas; H1N1 top priority here too.

**ME** – IEMG Functional exercise scheduled for this meeting; lost three staff members to retirement but those positions cannot be replaced; Hosted members from the country of Montenegro in a Homeland Security Management conference in recent weeks. Staff and ERT members participated in FEMA IEMC Training that is being conducted in all jurisdictions. Found this to be beneficial because of staff and ERT member changes. MEMA is conducting a 24-hour exercise in the next week focusing on communications. 15 of 16 counties are participating for at least most of the 24 hour period. DHHS CDC is the main lead for H1N1 related issues with MEMA available for support. NEMA conference in Ohio was attended by Director McAleer. Presentation done by EMO Mexico that created some discussion about IEMG becoming a member of NEMA. Will be discussed by board.

**NB** – Andy Morton is the new Director of NB EMO, Ernie was promoted to Director of Emergency Services Branch; Working on modernizing the NB911 system, commissioning new LNG terminal & re-commissioning Point Lepreau Nuclear Generating Station; participating in pandemic flu exercise in fall; developed a new disaster call center with Service New Brunswick.

**NL** – 2 new pieces of Legislature – Emergency Services act and Fire Emergency Act – are complete. Newfoundland Labrador economy is doing well; Emergency Services has added staff at the Labrador office; ready to assist Health with H1N1 issues; Fire & Emergency Service school featuring protection and Emergency training is being offered at no charge in hopes of getting people to take and active interest. Hurricane Bill and Tropical Storm Danny only caused minor damage with few evacuations and coastal flooding. Fred Hollett will be retiring from Emergency Services to resume his role as Fire Commissioner – actively seeking replacement; province annual report distributed to board.

**NS** –. Conducted “Harbor Siren” exercise with PSC this same week; new Minister and new Government - who is also very supportive of EMO; opened 4<sup>th</sup> field office staffed with full time employee; H1N1 is #1 priority; Tony Eden gave overview of Health response.

**VT** – There was a bridge closure event between NY & VT causing travelers to seek alternate route, closest detour being 80 miles away. H1N1 issues also continue in VT and a large stockpile of masks has been stored until needed. 2 lost positions to retirement and those positions will not be filled. EMAP Emergency Management Accreditation Process scheduled for November 3, 2009 and EMAC completed in September with positive outcome. In process of expanding the EOC and expect that will be completed in about a year; they have three staff members participating in EMAC A-Team training.

**NH** – Budget issues continue causing 250 state employees cut, but no impact at this time on Emergency Management Homeland Security yet; Working closely with health department on the H1N1 and posts weekly SitRep on DOH website; public H1N1 clinics available after Thanksgiving; Working on building of a fusion center – Homeland security employee already assigned; Department re-organization may be coming soon.

**RI** – Interoperability communications platform 99% complete; completed a full scale Hazmat exercise in conjunction with Connecticut with a positive outcome; strong focus on cyber terrorism and coordinating efforts with the private sector; created Step-Program – which is a program working with 4<sup>th</sup> graders on emergency preparedness; continues to deal with H1N1 – vaccinate hospitals and offering clinics at schools.

**Federal Partners** – PSC ~ New Deputy Minister for country and this possibly have impact one way or another; Health issues are Provincial responsibility in Canada – PSC encourages everyone to get vaccine; Winter Olympics will be held in Vancouver BC in February 2010 as well as G8 (Countries – France, US, UK, Russia, Germany, Japan, Italy & Canada) in Huntsville Ontario June 25-27. FEMA ~ New Administrator Craig Fugate as well as



new Deputy Administration in Boston; A new FEMA mission statement was released to support citizens and 1<sup>st</sup> responders; IMAT A-Teams have been appointed by each New England state. Regional coordination team has been designated for H1N1 response. Proposal was received by IEMG co-chairs regarding funding for the groups secretariat position; The group requesting funding for a 2 year position with suggested it be funded through a state as a grant as was previously done by NESEC and Massachusetts; FEMA offers the IEMC course to the IEMG if board wishes; Boy and Girl scouts approved merit badge in Emergency Management – spearheaded by RI; Working on having Region 1 exercise with all state governors in 2010 (Governors level). State Health directors, facilitated by DHHS, connect every Monday; Long time IEMG partner Kenneth Horak will be retiring at end of year; New Disaster Medical Assistant teams are in place.

**10.0 Functional Exercise:** Functional exercise was performed simulating a hurricane impacting Maine and New Brunswick primarily. The overall exercise goal was to support the validation and development of the Operations Manual, and identify the logistical concerns and resource integration requirements for a natural disaster. AAR will be completed in the near future.

**11.0 H1N1 Human Influenza:** All jurisdictions are keeping abreast with daily updates.

**12.0 Operations Manual:** Mary Duley (CT) & Lisa Munn (NB) have reworked the GOM, now known as the Operations Manual. Waiting formatting and finalization from co-chairs and will distribute to delegates and partners and review for finalization during the next meeting.

**13.0 WORKING GROUP SUMMARIES**

**13.1 Board of Directors:**

**US Co-Chair  
Canadian Co-Chair**

**Robert McAleer  
Ernest MacGillivray**

- Rob McAleer (ME) asked if this group would be interested in being part of NEMA and he will draft letter to NEMA indicating interest.
- NEGECP conference discussed resolution that came out of this meeting.
- IEMG group has been tasked to work on issues of H1N1 but question how emergency management should be as involved as this is a health issue; All Jurisdictions reporting good information flow with their health partners.
- Funding of the IEMG secretariat is still being discussed with FEMA (see notes under Federal Partners report). The Canadian jurisdictions will again discuss with federal partners regarding matching funds.

**13.2 Federal Partners:**

**US Co-Chair  
Canadian Co-Chair**

**Dan McElhinney  
Jo-Anne Scharf**

- Members of Federal Partners working group will continue to have quarterly meetings/calls. H1N1 status is an ongoing subject of discussion; group will meet more often if required.
- In the process of completing proposal to formalize standards of the PSC & FEMA roles/assistance; hope to have this completed prior to the spring meeting.
- Group asked board if they would like them to broker a list of exercises (independent of EMA's)
- Comment regarding exercise – WG ended up with more questions than answers; border crossing issues again – will try to work with customs, etc before the next meeting and Ernie offered Greg MacCallum (NB) to assist as he wrote border crossing piece in the past related to this group and these issues.



**13.3 Legal Working Group:**

**US Co-Chair  
Canadian Co-Chair**

**Priscilla Fox  
Dianne Smith Q.C.**

- Discussion on Public Health data sharing agreement again – saying simply unrealistic that anything like this could be signed – discussed changing approach to a data sharing policy, Jason Debyl will head this, and hope to have complete in a year or so.
- Group looking for guidance from the board on what legal issues they want the Legal WG to work on and suggest co-chairs be included in conference calls quarterly with the board to see what issues are being discussed.

**13.4 Administrative Working Group:**

**US Co-chair  
Canadian Co-chair**

**Jennifer Harper  
Tony Eden**

- Admin working group offered to be the keeper of the work plan, however it is up to the individual working group co-chairs to keep on top of their assignments.
- Recognition of past delegates again discussed. Admin working group originally proposed Five tier recognition; board thought that was a lot and suggested 2 or 3; board looking for a revised proposal from group.
- WG recommended that conference calls between meetings happen more on a regular scheduled basis – suggesting every 1<sup>st</sup> Monday or 3<sup>rd</sup> Thursday.

**13.5 Education, Research & Exercise Working Group:**

**US Co-Chair                      No co-chair  
Canadian Co-Chair          No co-chair**

- No representation present

**13.6 Operations Working Group:**

**US Co-Chair  
Canadian Co-Chair**

**Donald Keeler  
Andy Morton**

- Talked with Health Partners
- Will work on adjusting the Operations Manual after the After Action Report (AAR) published by Maine Emergency Management
- Continue to monitor/work on Operations Manual
- Discussion on creation of a “Go Kit” for A-Teams for IEMG. EMAC already has this and Ops WG feels the group should use this

**13.7 Health Partners Working Group:**

- All jurisdictions have provided health representative and those names were added to the working group matrix – but feel that many may not be able to attend regular meetings.
- Discussed information sharing; best practices/programs; definition standards; resource typing and credentialing.
- Still have issues on the legal side with cross border credentialing (common language). At this time CT and ME are the only ones who can cross with credentials.
- This WG will align with other working groups and not compete with them.
- Working Group plans to keep regular conference call schedule between meetings.



#### 14.0 Additional IEMG Information:

Canadian Co-Chair – Appointed and approved new Canadian co-chair will be Aaron Campbell (PEI)

Priscilla Fox (MA) suggested posting on IEMG Website links to all Jurisdictions laws.

Greg Banner (FEMA) will send list of all Health WG contacts to Ernie (NB) and have this added to the IEMG website.

Spring Conference 2010: The Annual Spring conference will be held in Newfoundland May 17-20, 2010. Tina English will be coordinating this event for NL. Meeting information will be sent out as soon as available for people to begin travel requests as there are limited flights in and out of St. Johns Newfoundland.

#### Potential Agenda Items for Spring IEMG Meeting Agenda:

- AAR to functional exercise
- Annual Report – still do not have final document for 2008
- Operations Manual review and finalization
- Revise working group matrix

#### 15.0 Appendix

- Attendees list