



Meeting Minutes

Meeting Description: IEMAC Spring Meeting

Date: May 18, 2010
Begin Time: May 18, 2010
Location: Saint John's, Newfoundland Labrador, CA
End Time: May 20, 2010

Present: See Attached Attendees List

Invited Guests:

- 1.0 **Proxies:** Mary Duley for William Hackett (CT)
- 2.0 **Regrets:** Quebec EMO, Rhode Island EMO, Nova Scotia EMO, Massachusetts EMO
- 3.0 **Approval of Minutes:** Fall 2009 - Accepted
- 4.0 **Annual Report:** Awaiting draft from co-chairs. To be completed after meeting and before the July 12th meeting with the New England Governors and Canadian Premiers. The 2008 and 2009 Annual reports were not completed.
- 5.0 **Definitions & Acronyms:** To be reviewed annually.
- 6.0 **Legal Status of IEMG:** Rhode Island continues to be the only jurisdiction that is not 100% on board.
- 7.0 **Administrative Support Position (Secretariat):** No changes as the State of Maine will continue to hold this position until an alternate solution is found.
- 8.0 **Website:** Web address is www.iemg-gigu-web.org. The website continues to be utilized as a central depository for documents. Everyone is encouraged to view the now working website. Member only section contains non public information.
- 9.0 **Functional Exercise:** After Action Report summary from the functional exercise in Freeport Maine presented by Rob McAleer (ME). AAR will be posted on the IEMG Website once finalized. Conclusion posted below.

The Hurricane CANUSA Functional Exercise was a successful exercise to bring together all United States and Canadian partners responsible for deploying resources in the event of an incident. Exercise participants demonstrated the initial capability to:

- Exercise Established resource request procedures outlined in the Operations Manual
- Investigate potential legal issues and solutions needed to facilitate cross-border transport of resources (both people and supplies).
- Involve private sector partners in exercise response
- Maintain a common operating picture
- Simulate geographically separated Provincial and State EOC's
- Define more clearly the role of Federal Partners in facilitating cross-border response
- Exercise alternative communications capabilities.

Approved by BOD 12/7/10



Participants exceeded most exercise expectations by operating and coordinating with one another under the Operations manual. State and Provincial representatives came together and successfully talked through a hurricane recovery event.

Exercise participants identified several recommendations for improvements in the IEMG's ability to assist in an emergency.

- Training should be conducted on the MA-SAS
- Training should be conducted on A-Team Role Training
- Regular situational awareness during emergencies
- More discussion on reimbursement procedures of IEMG IREQ's

The IEMG can use the results of this exercise to further refine plans, procedures, and training for this type of situation/incident. Additional exercises should be conducted to test the improvements instituted as a result of this exercise, as well as to further foster an environment of communication, networking, and education among all partners. END OF AAR

Additional Comments:

- Revise Operations Manual
- TTX to go through federal resources transfer process
- Medical issues cross border – what works versus what doesn't
- Not assume someone is reading MA SAS
- Use of alternative communications equipment had mixed results

10.0 Telephone Exercise: This exercise was initiated by Fire and Emergency Services Newfoundland Labrador conducted Friday afternoon May 14, 2010. Utilized contact numbers on guide on communications exercise previously developed. Individual jurisdiction results will be given to Directors. Summary – 3 Jurisdictions scored poorly – 1 didn't know what an exercise was and indicated he may not be the correct person for this call, 1 was not sure about IEMG with no call back, and 1 reported that contact changes every week they were not familiar – no follow up. Remaining scored well.

11.0 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:

NB – No flooding in spring 2010; continue to encourage municipalities to be more technically savvy and use common emergency management tools, including Sentinel System's Emergency Command Centre which has been deployed in the provincial operations centre and 8 district operations centers around the province; continue with cross border meetings with Maine to identify critical infrastructure that has cross border implications, currently awaiting final report; MA- SAS has moved into production and has gained support at the national level; NADDS – National Alerting and Aggregation Dissemination System currently in development; EOC remodeling under way to include smart boards, etc.; EMO heavily involved with the St John River River watch program working with NWS who has installed new water level gauges which were purchased using the IREQ process, which in the end seemed to work very well.

CT – At time of meeting CT was currently active with a presidential declared disaster; they are also currently appealing a denial of an Individual Assistance declaration for 5 counties. During the appeal process the office is working with applicants. CCM Conference was held on May 11, 2010 with over 500 attendees; statewide notification system has been developed; Pandemic Flu Exercise was being held during this meeting and plans are being made for a mass fatality exercise with the Dept. of Public Health and coordinating with New Jersey.



PEI – Has undergone government reorganization and Emergency Management has been transferred to the Attorney Generals office and renamed The Office of the Attorney General and Public Safety; Delivering ICS 200 (Canadian version) training in PEI. A series of training modules will be held throughout the calendar year to include a PIO session; Confederation Bridge was closed in early January for 52 hours to high-sided vehicles (only passenger cars allowed) & 6 hours to all traffic due to high winds. Impacted the on-demand supply of goods & food in excess of 2 days.

ME – Budget issues continue; 2 Day Preparedness Conference held in April with over 600 participants; participated in SONS (Spill of National Significance) exercise with the US Coast Guard & Shell Oil company – All parties found this to be a major learning experience and some of those learned lessons are being used in the Gulf disaster cleanup; Director taking part in NEMA/FEMA initiative to develop an international mutual aid agreement. Rob and Barb Farr are working with EMI to develop courses for emergency managers; Assisted Massachusetts with water main break by providing drinking water; Awaiting federal declaration of Decembers Ice Storm event; using PDA (personal data appliance) utilizing our State Forest Service Rangers, Game Wardens to collect information, take pictures, get coordinates, etc during incidents; Continuing with Narrowband project; Received award for LIDAR mapping project that will map out the North East Coast to identify where the actual flood plains are because current mapping is inaccurate.

NL – Fred Hollett’s 30 minute “brief” summary began with announcing the new Emergency Services Director Pamela Rodgers; Fred will be retiring from Emergency Services to resume his role as Fire Commissioner; experienced a significant ice storm event in north east St. John’s primarily affecting power supply, some residents being w/out power for 5 or more days; Legislature work is ongoing – new Emergency Services Act & Fire Services Act; Hosting a 10 day Fire and Emergency Service school and at the time of meeting had over 500 registrations.

VT – Vermont is 1 of 22 states who have received Emergency Management Accreditation thru the federal EMAP (Emergency Management Accreditation Program); underground pipes leaking from nuclear power plant – no concern to public health at this time; assisted the Massachusetts EOC during a major flooding event via an EMAC request; a new EOC is under construction (small addition to existing EOC). Director Farr reports that NEMA has just opened up International membership – if any of the Canadian jurisdictions are interested in joining. Information that comes out of these meetings on National level is top quality; the NEMA board met in Little Rock AK in April with the Board of Health discussing mainly H1N1.

NH – Have experienced numerous events since the fall meeting including series of rain events, H1N1, leaking radioactive material, spring Nor’easter with wind speeds up to 94mph, and the 1st US confirmed case of Gastrointestinal Anthrax; They have had several emergency management exercises and continue to work on the department reorganization, as well as constructing a new fusion center.

Federal Partners –Working with the FEMA training institute the Federal Partners group would like to bring an integrated Emergency Management course to this group. Will include cross border issues, key infrastructure issues, and will include Public Safety Canada, FEMA, and border control; ongoing planning within the group.

12.0 Operations Manual: Available at www.iemg-gigu-web.org

13.0 WORKING GROUP SUMMARIES

13.1 Board of Directors: **US Co-Chair Robert McAleer**
Canadian Co-Chair Aaron Campbell

- Board collaborated through teleconference calls in between meetings to discuss outstanding tasks
- Strategic Direction –
- Operations Manual (GOM) training
 - What kind of training are we looking to do next? What areas we might want to train, what kinds and frequency of exercises.



13.2 Federal Partners: **US Co-Chair** **Dan McElhinney**
Canadian Co-Chair **Jo-Anne Scharf**
Mark Pomeroy (new)

- Federal Partners are putting together Terms of Reference to help define responsibilities of their group
- Will help facilitate getting subject matter speakers for bi annual meetings.
- Would like to bring to IEMG the Federal Integrated Emergency Management Course in coordination with the FEMA training institute. Would like to work through ME & NB and include cross border and key infrastructure issues and would coordinate with PSC, FEMA, and border control.

13.3 Legal Working Group: **US Co-Chair** **Priscilla Fox**
Canadian Co-Chair **Dianne Smith Q.C.**

- The Legal & Credentialing Work Group finalized the draft IEMAC Public Health Data Sharing Policy. The policy was presented to the Board of Directors. Directors are reviewing the policy and the Working Group will answer any questions during the August teleconference.
- Ask that each participating jurisdiction to send Melanie Michaud (NB) the link for their emergency laws so that they can be included on the website.
- Updated the working group members contact information. Co-Chair Rob McAleer mentioned the googlegroups email that is currently working well for the board and the support groups. Tara Ayotte (ME) will set up a googlegroup along with board members for easier communication.
- WG has completed tasks assigned and needs the board to give working group tasks or working group will not have active participation in the meetings, especially with travel restrictions.

13.4 Administrative Working Group: **US Co-chair** **Jennifer Harper**
Canadian Co-chair **Tony Eden**

- Offered to help with the work plan and need to finalize how the working groups will update the work plan.
- WG suggest 3 levels of recognition of service for members who are leaving or have left the group. Requests from jurisdictions names of people who should be recognized.

13.5 Education, Research & Exercise Working Group: **US Co-Chair** **Vacant**
Canadian Co-Chair **Vacant**

- No representation present

13.6 Operations Working Group: **US Co-Chair** **Peter Coffey**
Canadian Co-Chair **Lisa Munn**

- Work Plan updated
- Operations Manual is now available online in English and French
- IEMG IREQ forms and ICLAIM forms will be reworked. Will use US EMAC forms updated with IEMG wording. Task scheduled to be completed within a couple of months



**13.7 Health Partners Working Group: US Co-Chair Mary Duley
Canadian Co-Chair vacant**

- In need of Canadian Co-Chair
- List of working group members compiled which includes federal DHHS representatives
- Agreed to support IEMG in any way needed
- Use the all hazards approach (emergency management focused) with resources such as equipment and personnel to cross border
- Will finalize the roll of support to IEMG and determine where to go from here

14.0 Facilitated Discussion 19 May 2010: Two groups were formed to discuss a number of topics including Maintaining Situational Awareness, Identifying response thresholds where engaging IEMG support will be required, Developing a tactical approach in response to requests for assistance, and Where do we go from here?

Discussion prompted by Participant survey results

- What do you think are the priorities for the IEMG for the next 3-5 yrs?
 - AAR for Vancouver games may be good resource tool to see if any practices are needed for cross border.
 - good connect with border patrol
 - State of Emergency usually helps to get people across the border
- IREQ form
 - Should the form be redone to mirror the US EMAC form?
 - Current IREQ form should be working correctly now but will it continue to be used?
- Situational Awareness - Common Operating practice
 - MA-SAS now up and running – the Center of Security Science (New Brunswick) may take responsibility of this. This program may be useful for everyone to use in a number of capacities when in final production. Possible automatic feed of information to and from jurisdiction information sites
 - Should a standard situation report be developed or should we use existing tools (Webeoc, etc.)?
- Notification procedures
 - Lengthy discussions and suggestions but still have not decided best practice
- Strategic Point of View
 - A-Team training – What’s the latest?
 - Communication gaps continue and will be discussed further by the board
- Exercising in the future
 - Should we practice how we do things now rather than using



15.0 IEMG Task List: List of Tasks was made on the final day of the meeting to summarize what was discussed, what was assigned and who the task was assigned to. The task list will be used during the upcoming teleconference calls in between meetings to ensure assignments are fulfilled.

16.0 Presentations: The Department of National Defense, Maritime Command provided a detailed briefing on the activities of Canadian Forces in response to the Haiti Earthquake. The flexibility of maritime forces was clearly evident and an important learning point. FES-NL presentation on business continuity planning delivered by ADM Marilyn McCormack. The New Hampshire Homeland Security and Emergency Management Agency provided extensive briefings on their response to a severe ice storm in 2008 and to a unique case of anthrax contamination. There were numerous facets to both responses and many lessons learned.

17.0 Additional IEMG Information:

Fall Conference 2010: The Annual Fall conference will be held in New Hampshire the first week of December 2010. The agenda will be focused on learning from response events members have experienced, continued work on the tasks outlined and progress on the overall Work Plan.

Board Conference calls will be scheduled during the weeks of June 21st, August 24th and October 11th. WG co-chairs will be encouraged to call in.

All jurisdictions were tasked to identify available tools to participate remotely if cannot attend the bi-annual meetings.

Maine Functional exercise AAR should be available on the IEMG Website mid August – document was too large to distribute electronically.

18.0 Appendix

- Attendees list