



Meeting Minutes

Meeting Description: IEMAC Fall Meeting 2016

Report Date: January 9, 2017 **Location:** Portsmouth, NH, USA
Meeting Begin Date: November 30, 2016 **Meeting End Date:** December 1, 2016

Present: See Attached Attendees List

Regrets: Andrew Lathem (NS); Peter Gaynor (RI); Louis Morneau (QC); Aaron Campbell (PEI)

Invited Guests: Steve Gutkins, NJ Homeland Security

- 1.0 **Proxies:** Jean-Thomas Bilodeau-Fortin for Louis Morneau (QC)
- 2.0 **Approval of Minutes:** Spring 2016 (Quebec) minutes was approved – Vermont motioned to approve, Maine seconded; motion carried. Final document will be translated and posted to the IEMG website.
- 3.0 **Definitions & Acronyms:** To be reviewed annually.
- 4.0 **Legal Status of IEMG:** All 11 jurisdictions are officially full members of the IEMG. Discussion began after the spring meeting about re-establishing the legal working group. It has been determined that there is not a current need for the group to redevelop but there is a need for occasional communication, so Brenda Bergeron (CT) is establishing a legal contacting point for all jurisdictions to at least keep abreast of IEMG needs and or legal questions.
- 5.0 **Administrative Support Position (Secretariat):** No changes as the State of Maine will continue to hold this position.
- 6.0 **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 website. Member only section contains nonpublic information. Presentations from this meeting will be posted in the member only section of the site.
- 7.0 **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 –Director MacCallum reported that New Brunswick had no full activations during the reporting period but did monitor a few events; September activation in support of Energy Board meetings; many training exercises, school shooting exercises, some SAR, Nuclear recovery, and several other training and exercises; Provincial all hazards plan being updated as well as major dam failure plan and climate change plan updates; New staffing including Operations Officers, Manager of planning and preparedness, and communications director.

Approved 5/31/17



NS – (Via email report) NS reported in August the provincial coordination center became involved in the monitoring of severe drought conditions impacting the southern and central portions of the province. The issue continues to be monitored; Between 5 Oct and 23 Nov the center was involved in 5 events ranging from hurricane, flooding, wind and rain events, and a potential snowfall and wind event; No states of emergency during this reporting period; Several training and exercises held and being planned including Staunch Maple 17 which is an exercise that is integrated within, and linked to the outcomes of, a cluster of Canada-US exercises. The exercise development is led by the Canadian Joint Operations Command based in Ottawa, with the exercise scenario centered around a hostile actor(s) undertaking an attach with an improvised nuclear device in/near Nova Scotia as part of a wider and sophisticated terrorist campaign that includes targets in the eastern US; province did not have any significant operations during the reporting period but 4 smaller activations to assist and support municipalities, Seven Mile Lake Wildfire, Edgemoor Estates houses (55 apartments), water shortages, and storm affecting Cape Breton Regional Municipality; New Director of Provincial Operations Jason Mew.

MA – Director Schwartz reported that the governor signed an executive order re: climate change – requires all municipalities to have climate change in their plan (hazard mitigation plans to include climate change); Significant drought as the entire state is at warning stage and MEMA is working with communities for alternate water sources; MEMA is the lead agency for 3 events to happen next summer, The 121st Boston Marathon (April), the Sail Boston (July) and the Boston 4th of July; Significant budget cuts, due partially to the closure of Vermont Yankee revenue, leaving the agency down a number of positions; planning primarily on the mass care plan, sheltering plan overhaul and the state evacuation plan, including the Cape Cod traffic plan; Several exercises and trainings during this reporting period.

PEI – (Via email report from Director Campbell) reported level 1 activation for a province wide school bomb threat evacuation. The threat to 6 non-identified schools was in a received threat message. A full evacuation of all public schools in PEI as well as 4 private schools was ordered. Post-secondary institutions also closed. A full sweep of all facilities was conducted and schools reopened the next day; PEI currently working with Nova Scotia EMO to participate in Staunch Maple 17 exercise; several training opportunities including ICS 100, 200 and 300 training over 300 participants.

VT – Director Herrick reported that Vermont's Vigilant Guard exercise was successful but did identify a few areas of improvement. EMA has a great relationship with the TAG; Received EMAP reaccreditation in 2016; School safety committee conference scheduled for Dec 28; Recent elections caused a huge shift in administration, including the future of the current EMA director; Drought task force was ordered to meet and start conversations. Drought not a big issue yet but measures being taken to avoid; Vermont Yankee has closed; Cross Border utility requests made, good results; no activations but VTEMA supported several activities including air shows, etc.

RI – (Via email report) Director Gaynor reported that Rhode Island had a gentle hurricane and winter seasons which allowed the staff to concentrate on multiple planning initiatives, budgets, and grant issues as well as preparedness efforts; Working on the EMAP accreditation with a goal of completing by end of 2017; Working with all communities to get them "Storm Ready" which is a forward leaning community preparedness project that encourages all Rhode Island communities to proactively protect their citizens during severe weather; 100% of cities and towns are using the codeRED emergency notification; RIEMA is developing and implementing a comprehensive, scalable and common set of Safety & Security protocols in every state owned or occupied building to ensure employees and the public remain safe; Working to create statewide Continuity of Operations Plan (COOP) including building a common COOP electronic template for use by departments; 1 partial EOC activation for Hurricane/Tropical Storm Hermine



September 2016; Several training and exercises completed and planned; Preparing for the Annual meeting of the National Governors Association in July 2017.

NH –Director Plummer reported a performance audit was completed (customer service survey 90% positive, 10% neutral, & 0% negative); 5 EOC activations for weather, NASCAR, Law Enforcement and election day and no states of emergency; Several training and exercise opportunities including 7 games, 7 workshops, 16 tabletops, 2 Tabletop in a box sessions and 6 functional exercises; Developed template for COOP plan; New governor elect Sununu; Experiencing drought but no state financial assistance is available to homeowners; “See Something Say Something” campaign in process and contracted with media outlets to run increased ads/awareness; ReadyNH.gov and school readiness program active with 70% of schools assessed for security recommendations for their physical facilities and also assists school districts in writing their emergency operations plans and ICS for school districts; Significant number of Presidential candidate visits in prep for Nov 2016 elections.

ME – Director Fitzgerald reported that there were no new activations or declarations this reporting period. Still working on previous declaration, the 2015 blizzard; Monitoring drought conditions as ground water levels are quite low; President George H W Bush has returned to Texas for the winter months; Several exercises including areas such as dam safety, Hazmat teams, hurricane tabletops, FEMA virtual tabletop, USCG oil spill tabletop, zombie apocalypse, and customs and border protection information sharing tabletop among others and several training opportunities during this period; Legislature changes coming January 2017; new PIO on TV/radio every Monday promoting “See Something, Say Something” campaign.

CT – Director Hackett reported no activations, declarations, states of emergency this reporting period; Initial monitoring and pre-landfall checklist preparations for Hurricane Matthew was done; Several agency changes including the location of the Emergency Management division moving out of Hartford and the secure room at the state fusion center in a different location about 25 minutes away; Drought watch continues; Several exercise and training during this time including annual statewide exercise with a focus on unified command at the municipal level, make safe protocols, ESF 2 Communications and restoration and also several radiological exercises merging with an all hazards platform; WebEOC platform recently updated; Continue to participate in the federal cyber security academy to support the formulation of cyber disruption plan; finalizing the avian flu plan; Continuing to administer 300 million in disaster aid; 34130 area homes appear to be compromised due to a local mineral reacting to the concrete. Although this is not a natural disaster the Governor has requested assistance and EMA is coordinating with the federal government.

NL –Director McCormack reported that Newfoundland had one EOC activation in October for heavy precipitation, record water levels and transportation routes affected, costing between 20-25 million in damages which activated the federal disaster assistance program (which hasn’t been activated in about 6 years); the Emergency and Fire Services is now part of the Division of Municipal Affairs Office. The province has 443 local government, with 70% having population less than 500 persons, so this change allowed for regional emergency planning; Agency audit done in August for 2012-2015 – good feedback; Several Exercises performed, 15-18 per year, approx. 450 persons trained; Government introduced 16 ½ percent gas tax that began 6/2/16; 1 Royal visit in July; Fire Emergency Services courses available with an 8 day school opportunity.

QC – Jean Thomas Bilodeau-Fortin (proxy) reported that in the last 6 months the province EMO has had no events; Planning a big exercise for recovery officers – major floods across the province, and a multi-agency field exercise - train derailment with hazmat implications, NB and ME also to play roll (scheduled for June 2018); the province and the City of Montreal agreed to participate in the Federal USAR program, on the



condition that the teams are not sent international; Political leaders are showing interest in the IEMG and JT providing a high level brief the following week.

Federal Partners – PSC – Staunch Maple 17 exercise coming in Spring of 2017; Pandemic planning and testing ongoing; Tsunami planning ongoing; NBMP program launched (flood mapping, risk assessments, etc); Canada's 150 anniversary, events and awareness. FEMA- New President will change FEMA headquarters hierarchy in January, but unsure if it will change things regionally. Regional concern is the fact that no new declarations have been requested. Region 1 has the largest public assistance program in FEMA and has built a processing center for Public Assistance program, which continues after a joint field office closes; New International Coordinator/Affairs division Caroline Cuddy recently attended REMAC US Health – Trying to arrange regular conference calls to keep in touch with NE Region and Canadian Partners. Working on network where unique patients (Ebola, Zika, etc) can be housed, looking to identify places in each region.

- 8.0 Operations Manual:** The Operations Manual is available at www.iemg-gigu-web.org. The co-chairs asked everyone to review the manual and let secretariat know if any changes are needed. The updated forms discussed during this meeting will be added in due course.
- 9.0 Forms & Border Crossing Review:** Continued discussion of the Pre Entry Form developed by the CBP and the CBSA. There are different requirements depending on which country is requesting and which country is receiving the asset. Discussion on various aspects of forms including before a US jurisdiction can request cross border assistance they need to verify that no local utilities are available to do the job and prove due diligence was done; CBP has referenced a letter drafted by Kurt Schwartz (MA) when Massachusetts was requesting cross border support. A template letter will be drafted and provided as guidance to the board. An additional key point during the discussion was the identification of the final destination. When a utility company fills out the form they need to put where the final destination is. If that deployed asset is then wanted or requested in another location after the assignment is completed, an updated form (and letter) must be completed to show the new final destination; When an asset is requested to the Canadian side from the emergency response perspective there has to be a declared state of emergency, but this could be municipal, provincial or federal government state of emergency. The form does not require privacy information and is totally voluntary form for assets going “to Canada” and a letter is not required but pre-vetting is usually 24 hours or less. Discussed where to place on the website (secure side –vs- public side). Forms have been added to the IEMG website in the secure section (latest edit not provided at time of this report but will be obtained) and an added appendix in the Operations Manual as noted above. Additional note regarding this is for Hazmat assets coming into the US would still have to be screened for detection gear etc.
- 10.0 Resource Management:** 10 Common Resources and Functional capabilities. Spreadsheet was developed and discussed. Small addition to the spreadsheet requested adding column titled Significant Gaps. This edit will be made and distributed for the jurisdiction directors to update. Once updated the spreadsheet will be added to the secured section of the website. (with disclaimer)
- 11.0 Annual Report:** The annual report was presented to the New England Governors Eastern Canadian Premiers (NEGECP) at their 2016 conference in Massachusetts. Annual reporting period was July 2015- June 2016 and the report was approved by the board on November 30, 2016. Report will be edited to show final approved report and translated and placed on the website.



- 12.0 Presentations and Discussions: Presentations and Discussions:** All the presentations provided electronically from the Spring 2016 meeting in Quebec City, QC are now posted to the IEMG website in the members only section. Not all presentations were available electronically.

Steve Gutkin from New Jersey Homeland Security was invited and presented on the New Jersey Podcast program, core mission areas are counter terrorism, resiliency, and cyber security. www.cyber.nj.gov. Podcasts are done weekly approx. 9 minute long podcasts. Directors may contact Steve Gutkin at sgutkin@njohsp.gov for more information; Matt McCann, US DHS Infrastructure Protection presented on Cross Border Energy Sector Resiliency; Steve Achilles, Portsmouth Fire Chief (NH) presented on Seacoast Incident Management Team and Tour of the Mobile Command Vehicle; Meeting host Perry Plummer (NH) presented on NH Architects and Engineers Emergency Response Task Force briefing; Jo-Anne Scharf (PSC) presented on the Fort McMurray Wildfire. Wildfire burned 5900 km and evacuated 80,000 people from a very remote location; Mike Russas (MA) and Bob Christensen (NH) presented on Emergency Management Training Academy; Mike Todd, NH Homeland Security and Emergency management, presented on the NH Joint Information Center.

Presentation noted above, if provided electronically, will be made available on the IEMAC website.

- 13.0 HazMat Update:** Mark Gillan presented update to the hazmat initiative. Indicates the project has been very well received especially in the Eastern Canadian Provinces. Indicates the project has been extended to include research and development. Suggestion was made to add to the IEMG website the training links for all the member jurisdictions but group was reminded that this was already available and not all jurisdictions list that information. Suggestions of distribution list serve so that hazmat folks could talk with each other, but this was not concluded.
- 14.0 Bi-Annual Communication Exercise:** This exercise was partially completed before the Fall 2016 meeting in New Hampshire. New Hampshire will complete and issue a summary report to the board of directors.
- 15.0 Additional discussion:** There was discussion regarding future workshops and talking about the 3 common issues the 3 border sharing (IEMAC, NEMAC, PNEMA) groups have. These mentioned groups are meeting in Ottawa in January 2017.
- 16.0 Fall 2016 Meeting Dates & Agenda Items**

The Annual Spring Meeting will be held in New Brunswick (final location TBD) May 31-June 1, 2017. This is slated to be 2 full days with a Tuesday travel day.

Possible agenda items include: Law enforcement deployments and legal liability cross border; update cross border discussion for hazmat (New updates only); Annual report discussion and report format for 20-17 NEGECP meeting; Change of Canadian Co-chair; Opioid epidemic; and discussion of virtual exercise. The agenda for the spring meeting will be developed by the co-chairs and host jurisdiction in the coming months.

- 17.0 Appendix**
- Attendees list



IEMAC FALL CONFERENCE, PORTSMOUTH, NEW HAMPSHIRE
 NOVEMBER 30 – DECEMBER 1, 2016
 LIST OF ATTENDEES

Last	First	Agency	Jurisdiction
Achilles	Steve	Portsmouth Fire Chief	Presenter
Ayotte	Tara	Emergency Management	ME
Banner	Gregory	US Health & Human Services	FED
Bergeron	Brenda	Emergency Management & Homeland Security/DESPP	CT
Bilodeau Fortin	Jean Thomas	Ministere De La Securite Publique	QC
Christensen	Robert	DOS Homeland Security & Emergency Management	NH
Cimini	Josie	Consulate General of Canada	Guest
Clout	Kathryn	Public Safety Canada	
Cooling	Stacey	Emergency Measures Organization	NB
Cox	Shawn	Canada Border Services Agency	Fed
Cuddy	Caroline	FEMA Headquarters	Fed
Currier	Dave	NextEra Energy	Presenter
Erskine	Kim	Office of Infrastructure Protection USDHS	Fed
Fitzgerald	Bruce	Emergency Management	ME
Ford	Paul	FEMA Region 1	Fed
Gauthier	Lise	Public Health Agency of Canada	QC
Gillan	Mark	Emergency Solutions International	Presenter
Grady	Colonel Steven	US Army Reserve, NH SEPLO	NH
Greenlaw	Jacqueline	British Consulate, Boston Foreign Government	Guest
Gutkin	Steve	Homeland Security	NJ
Hackett	Bill	Emergency Management & Homeland Security	CT
Hackett	Cindy	Emergency Measures Organization	NB
Harper	Jennifer	HSEM	NH
Herrick	Christopher	Emergency Management Homeland Security	VT
MacCallum	Greg	Emergency Measures Organization	NB
McCann	Matthew	Office of Infrastructure Protection USDHS	Presenter/ Fed
McCormack	Dave	Fire & Emergency Services	NL
McElhinney	Dan	FEMA Region 1	Fed



McGough	John	FEMA National Preparedness	Fed
McPherson	James	FEMA Region 1, Federal Disaster Recovery Coordinator	Fed
Nazzaro	Ralph	United States Norther Command Defense Coordinating Element	Fed
Packard	Christine	Emergency Management	MA
Plummer	Perry	Department of Safety, HSEM	NH
Reed	Fallon	Department of Safety, HSEM	NH
Robichaud	Claude	Public Safety Canada	NB
Rooney	Paul	US Customs & Border Protection	Fed
Russas	Mike	Emergency Management	MA
Scharf	Jo-Anne	Public Safety Canada	NS
Schell	Robert	Emergency Management & Homeland Security	VT
Schwartz	Kurt	Emergency Management	MA
Smith	Nancy	HSEM, Dept of Justice	NH
Todd	Mike	Department of Safety, HSEM	NH
Urango	Vanesa	Department of Safety, HSEM	NH