



## Meeting Minutes

**Meeting Description:** IEMAC Spring Meeting 2016

**Report Date:** June 13, 2016

**Location:** Quebec City, QC, Canada

**Meeting Begin Date:** June 2, 2016

**Meeting End Date:** June 3, 2016

**Present:** See Attached Attendees List

**Regrets:** Andrew Lathem (NS); William Hackett (CT); Kurt Schwartz (MA); Dan McElhinney (FEMA)

**Invited Guests:** Karen Wight & Andrew Carrothers, University of Prince Edward Island

**1.0 Proxies:** Terry Lynn Slaunwhite for Andy Lathem (NS); Brenda Bergeron for William Hackett (CT); Scott MacLeod for Kurt Schwartz (MA)

**2.0 Approval of Minutes:** Fall 2015 (ME) minutes were approved – Maine moved to approve, Vermont 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.

**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](http://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. While reviewing the website, it was discovered that some of the jurisdictional training and exercise links were broken. Cindy Hackett (NB) will contact those jurisdictions with broken links and replace with working links.

**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 1 activation during the reporting period for a large snow event in the northern part of the province; The province had a couple rail HazMat events, though not catastrophic. The investigation afterwards said the derailment was intentional, but unsure of motive; NB held several other training and exercises including ICS training throughout the province; As part of a joint Federal and Provincial operation, NB received and resettled about 1500 Syrian Refugee families in the province. Finding housing was a challenge; Acquired Unmanned Aviation Vehicle (drone); NB has acquired and is in the process of fielding a new suite of trunked mobile radio equipment. Implementation of this project ongoing; Hurricane season appearing to be the next challenge with indication that the Canadian maritime will have an uptick of storms.

Final Approved 11/30/16



**NS** – Terry Lynn Slaunwhite (proxy) reported the province did not have any significant operations during the reporting period but 4 smaller activations to assist and support municipalities; Large Municipal, Federal and Provincial exercise, “Adverse Juncture”, led by the EMO and Department of National Defence; Several other activities throughout the province including municipal exercises, ICS training province wide, Syrian refugee response, 21 ground searches conducted, Fort McMurray Fire situational awareness collection, tested 9-1-1 public alert and advances with social media; Launched 2 new brochures on emergency preparedness and use of 9-1-1 in Arabic, to support over 1000 Arabic speaking refugees who arrived in the province in 2015-2016; Director of Provincial Operations recently resigned. Position currently staffed by an Acting Director.

**MA** – Scott MacLeod (proxy) reported that Director Schwartz sends his regrets; had a quiet winter with a few partial activations. Continuing to work on the 2015 Blizzard as MEMA has processed over \$55 Million in public assistance payments from FEMA to date and projections are over \$90 million being paid out by the end of September 2016; 120<sup>th</sup> running of the Boston Marathon took place April 18, 2016 without incident. MEMA again coordinated pre marathon multi-jurisdictional planning with more than 50 agencies; MEMA’s planning initiatives includes Ethanol Incident Planning set up to create a statewide coordination and response plan for rail and barge incidents involving Ethanol; Also currently working on the Cape Cod Emergency Traffic Plan which is a all hazard traffic plan that supports vehicle evacuations from Cape Cod. Current studies show that currently evacuations from the cape could take upwards of 33 hours; Several other planning initiatives, exercises and trainings during this reporting period; No significant staff changes but the long running Public Information Officer is scheduled to retire late summer.

**PEI** – Director Campbell reported that there have been no activations since the last reporting period; PEI participated in Active Shooter and Cyber Security training sessions, as well as ICS exercises with Nova Scotia and New Brunswick; Rolled out municipal level Hazard Risk Assessment tool; Working on implementing text 9-1-1 for the deaf and hard of hearing community. Full roll out anticipated for July 2016; The Public Safety Division is currently conducting the first province wide policy services and crime prevention review in over 40 years. The review intends to identify efficiencies in police services operations and optimize collaborative policing and public safety measures to enhance community safety; Modest staff changes during the reporting period with the addition of administrative assistant and public safety officer.

**VT** – Director Herrick reported that Vermont activated its EOC for heavy rains and localized flooding in February and deployed a USAR Swift water team for that event where 25 individuals were evacuated due to raising water. The State EOC requested the overflight of an unmanned aviation vehicle to overfly areas of flooding and potential ice jams; Massive Vigilant Guard coming up at the end of July with 4000 players, including 2000 from the VT National Guard, 14 hospitals, CST, Hazmat, USAR, Massachusetts Task Force 1; As of 4/19/16 Vermont Yankee no longer has an Emergency Plan Zone; Air show scheduled on the Burlington Waterfront in August; Emergency Management conference scheduled for November, EMA inquired on a possible guest speaker from the Alberta fires; Political changes in January are forthcoming all across the Vermont delegation.

**RI** – 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 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; RIEMA is the lead agency on a Senior Citizens Preparedness Program coordinating with several agencies and makes disaster preparedness discussions, emergency alerts and notifications and resources available to seniors; Annual



preparedness conference is scheduled for August 10-11; The state fusion center, led by the RI State Police, has been combined with the state's Cyber Crimes Unit; One small activation for a February winter storm, several exercises and trainings provided and ahead.

**NH** –Director Plummer reported that they had 3 EOC activations during the reporting period for a gas leak, a winter storm and a 200 acre brush fire; Still working 8 open disasters and the January 2015 Blizzard included in that number; Seabrook Nuclear power plant exercises include 1 TTX, 2 FE and 1 graded exercise training; EMA is developing an emergency preparedness board game and suggested demonstrating this at the fall meeting; Opiate substance abuse summit went really well, 800+ in attendance; 12<sup>th</sup> annual Preparedness Conference week of June 6<sup>th</sup> with over 900 registrations. Will need to locate a larger venue in the future if participation continues at this rate; Emergency Management Academy has had great response and feedback; Continued success of “See Something, Say Something” campaign and the school preparedness program; 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 recovery; Low snowfall, very minor flooding and easy ice out. Now looking at low water, dry ground and high fire dangers; For the first time Maine has an active Cyber Response group (CSIRT) including reps from education, vital records, information technology and MEMA; ICS/NIMS trainings have been very well attended statewide; Additional training opportunities including Ammonia release training, oil train and tank truck rollover training, and upcoming mass gathering awareness; President George H W Bush is back in residence at Walkers Point for the summer season; Launching new version of Virtual Maine with a ArcGIS system base, rather than GoogleEarth; Ipaws alerting – moving forward with a new state security strategy; Several staff changes, new State Exercise Coordinator, State Cybersecurity Coordinator, Individual Assistance Officer, PIO and Critical Infrastructure Protection Program Officer.

**CT** – Brenda Bergeron (proxy) reported no activations, declarations, states of emergency this reporting period; Several exercise and training during this time including annual statewide exercise with a focus on unified command at the municipal level to handle a school security event and planning for the annual statewide exercise, date TBD; Connecticut selected to participate in the federal cyber security academy to support the formulation of cyber disruption plan; continue to work on avian flu plan, health officials need to sign off on that; Evaluated radiological emergency preparedness exercise. New Brunswick plans to send staff to observe; Continuing to administer 300 million in disaster aid. This is a challenging task but working with FEMA.

**NL** –Director McCormack reported that Newfoundland had a pretty quiet spring like everyone else and they had no provincial level activations; Local activations include a Bay de Verde fish plant fire resulting in a total loss of the buildings and affecting 700 employees but company plans to rebuild, and a couple other water supply issues; Pushing Phase II to validate local emergency management plans; Royal visits scheduled this summer as part of the commemoration of World War I; Program audit was just completed with a report expected in June; Completing Egor declaration with a pay out of around \$95 Million; Government introduced 16 ½ percent gas tax that began 6/2/16. People were running to fill up anything that gas fluid would go in – not all containers of the safe variety.

**QC** – Director Morneau reported that in the last 6 months the province EMO has been pretty busy. New Minister in January and the minister of municipal affairs and is talking about emerging both agencies; Second year in a row with no significant spring flooding but there have been several forest fires due tot he dry conditions; Quebec has more than 1000 municipalities and a little more than half have a really basic emergency plan. QC EMO trying to assist with getting better plans; After the fire of 2013 the EMO has



much better communication with fire agencies; Province drafting new maritime strategy for the St. Lawrence River and upgrading the alert system.

**Federal Partners** – PSC - Several exercises during the last 6 months including cyber. PSC is moving ahead with ICS training. Claude Robichaud will provide border entrance CBAT-SIM. FEMA- International ConOps approved last fall, Jennifer Sewall (FEMA) will send the document. Says the document is fed to fed but will help if an event gets to the level to contact the feds. 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](http://www.iemg-gigu-web.org). The Manual was reviewed at this meeting. Motion to adopt/approve concept of guidelines for Activating Canadian Utility Contractor Assistance with addition of language providing for letter from State Emergency Management Director to initiate assistance in the absence of a state declaration of emergency. Utility requesting EMD letter must certify that there are no American Crews available. Language will also be added regarding notification by requesting state to state through which crews will travel. Motion includes adoption/approval of Border Pre-Arrival Form. Recommendation was made to add an Appendix indicating the Border Crossing Protocol once completed.
- 9.0 Forms & Border Crossing Review:** Discussion of the drafted Pre Entry Form developed by the CBP and the CBSA. Form created for use by any resource agency, not just utility companies. While the form is still incomplete the group reviewed and agrees it addresses all the required parts. Claude Robichaud (Public Safety Canada) has agreed to contact the CBSA agent to request finalization of the form. Comments during the discussion were that a State can currently request assistance from Canada to get a resource/help, but power companies need to certify that there are no other available resources. And also discussed that if a southern New England state asking for assistance to please let the northern New England States know of a resource possibly coming through their jurisdiction. Bruce Fitzgerald (ME) assumes lead and will schedule a conference call following form completion.
- 10.0 Resource Management:** 10 Common Resources and Fine capabilities. Excerpt from previous meeting minutes: *Resource typing had been previously attempted but because of the differences in definitions/resources it was found challenging. Suggestion was made to follow the EMAC/NIMS typing because it works. It look as if most jurisdictions have the same goal which is to type mission ready inventory, however the process is cumbersome. Some jurisdictions have typed resources they thought were most important, but would the requesting jurisdiction have the same info? Discussion then focused on what IEMG can do? Identify capabilities and what these jurisdictions can offer to each other without losing sight of the importance of typing resources or use of the THIRA (Threat and Hazard Identification and Risk Assessment) or SPR (State Preparedness Report) which includes a section on typing of resources, or hosting a crosswalk on the IEMG website where information can be imported and compared by both countries.* Discussion on creating a working spreadsheet of what are the likely assets to be requested and the likely assets available by jurisdiction. Maine will draft the spreadsheet and request information from the jurisdiction directors.
- 11.0 Annual Report:** The annual report is developed to bring to the New England Governors Eastern Canadian Premiers (NEGECP) conference. Massachusetts is hosting this year's NEGECP conference. Annual reporting period is July 2015-June 2016 (Maine and Quebec meetings). Annual report will need to be completed before the end of June 2016 as it needs to be translated prior to the NEGECP conference.



- 12.0 Presentations and Discussions: Presentations and Discussions:** All the presentations provided electronically from the Fall 2015 meeting in Portland, ME, and some from this meeting in QC are now posted to the IEMG website in the members only section.

Meeting host Louis Morneau (QC) & and JT Bilodeau- Fortin (QC) presented on the Quebec Syrian Refugee operation; Perry Plummer (NH) presented on School Security & Emergency Planning; Mark Gillan and Aaron Campbell (PEI) gave an update on the Hazmat Cross Border Project; Karen Wight and Andrew Carrothers from the University of Prince Edward Island presented on the Economic Impact from Hazmat Incidents and Mitigation through timely response; Jean Savard (QC) presented on the EOC structure and a tour of the Quebec Emergency Operations Center; and Albert Tardiff from the US Nuclear Regulatory Commission led discussion (via conference line) on Interagency Secure Transport of Radioactive Material.

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

- 13.0 Bi-Annual Communication Exercise:** This exercise was last partially completed before the Fall 2015 meeting in Maine. Maine will retest during regular business hours and after hours calls and issue a summary report to the board of directors no later than June 13, 2016.

**14.0 Fall 2016 Meeting Dates & Agenda Items**

The Annual Fall Meeting will be held in New Hampshire (final location TBD) October 19-21, 2016. This is slated to be 2 full days with a Wednesday travel day.

Possible agenda items include: outcome of test of cross border forms (done ahead of meeting); Exercise; NH board game and “tabletop in a box” presentation; Health brief out (Zika/Avian); Hazmat brief out (new updates only); UAVs and disaster documentation; RRAP Electric Project and Cybersecurity. The agenda for the October meeting will be developed by the co-chairs in the coming months.

**15.0 Appendix**

- Attendees list



IEMAC SPRING CONFERENCE, QUEBEC CITY, QUEBEC  
 JUNE 2 – JUNE 3, 2016  
 LIST OF ATTENDEES

<b>Last</b>	<b>First</b>	<b>Agency</b>	<b>Jurisdiction</b>
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
Brown	Douglas	Fire Marshall DPS	NB
Campbell	Aaron	Public Safety/ Emergency Management	PEI
Cantin	Josianne	Health & Social Services	QC
Carrothers	Andrew	University of Prince Edward Island	Presenter
Clout	Kathryn	Public Safety Canada	
Cooling	Stacey	Emergency Measures Organization	NB
Fitzgerald	Bruce	Emergency Management	ME
Gauthier	Lise	Public Health Agency of Canada	QC
Gaynor	Peter	Emergency Management	RI
Gillan	Mark	Emergency Solutions International	Presenter
Hackett	Cindy	Emergency Measures Organization	NB
Harper	Jennifer	HSEM	NH
Herrick	Christopher	Emergency Management Homeland Security	VT
Kempton	Steve	Public Health Agency of Canada	Guest
MacCallum	Greg	Emergency Measures Organization	NB
Macinnis-Meaghan	Adele	Public Safety Canada	Atlantic Region
MacLeod	Scott	Emergency Management	MA
McCormack	Dave	Fire & Emergency Services	NL
Meunier	Marc-Andre'	Department of Defence	QC
Morneau	Louis	Ministere De La Securite Publique	QC
Mullally	Tanya	Public Safety	PEI
Plummer	Perry	Department of Safety, HSEM	NH
Robichaud	Claude	Public Safety Canada	NB
Savard	Jean	Ministere De La Securite Publique	QC
Scharf	Jo-Anne	Public Safety Canada	NS
Sewall	Jennifer	FEMA International Affairs Division	Fed



Slaunwhite	Terry Lynn	EMO Nova Scotia	NS
Wight	Karen	University of Prince Edward Island	Presenter