



12.0 WORKING GROUP SUMMARIES

12.1 Board of Directors:

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

**Kathryn Doutt
Ernest MacGillivray**

Items for Discussion

- Co-chairs suggested the following: purchase and use of a timer during Jurisdiction reporting; the use of slides; jurisdictions provide outlines of what they will be reporting on so secretariat will only have to take notes on the discussion portion of the meeting.
- No representation from PEI or RI.
- Reimbursement should not be the major focus when request for help comes in. Board to suggest that the ER&E WG figure out how to use a jurisdiction's emergency as a training tool, if possible, where reimbursement wouldn't be necessary.
- In a disaster, what is the proper protocol? – does a jurisdiction offer help by a simple phone call or wait for a request? The chain of command is currently the co-chairs of the US and Canada. Suggested to maintain flexibility in offering help? Within IEMG – set up cross border (state and international) protocol.
- Moving resources and assets – Co-chairs will bring to NE Governors and Canadian Premiers meeting?
- Use of IEMG website – Board members discussed the website and its uses and how many are utilizing it. NB currently working on structuring website to include more useful information.
- REMAC – IEMG may be asked to be utilized as an umbrella throughout the US Canadian border. REMACs were federal creations. IEMG is not and the federal representatives are partners, not members. Co-chairs will do a presentation on the history, achievements, and challenges still going on within IEMAC. IEMG used to receive federal support, but that hasn't been the case in recent years. Michel Dore' will also be presenting on governance.
- IEMG needs a policy in place for recognizing past IEMG members, board asking Admin WG to review this procedure and Ernie (NB) will develop a policy for this. There was also discussion on the different types of recognition; (ei. Years of service; contribution, etc.)
- Next IEMG meeting will again be WG and business oriented.
- The Board of directors will hold teleconferences in between meetings (two hour block of time). Next teleconference has been scheduled for August 28th (Tara's 36th Birthday) at 12:30 EST to include board members and WG co-chairs. Melanie (NB) will set up teleconference info and information will be distributed to those attending.
- The 2007 annual report was review by the board – see notes above.
- Ernie (NB) suggests that we look into using a briefing book for board members to use when they go back and brief their governors and premiers. Board members agreed that this is a good concept. Tara (ME) and Melanie (NB) will work on this with Ernie (NB).
- Board Agenda items for the fall meeting
 - Fred Hollett (NL) would like to discuss either creating another WG or sub WG from operations that would include/address information sharing between fire personnel and other first responders. Fred to draft a proposal for the board to discuss
 - Ernie (NB) - All Hazards intelligence.

12.2 Legal Working Group:

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

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

The Legal WG had one representative present that reported the following:

- The Legal WG meets regularly via teleconference and/or email, approximately every 3 months. Next September is the next anticipated teleconference.



- Continue to work with health representatives regarding licensing and credentialing. Identify which jurisdictions authorize licensed professionals to practice on the ground and which ones do not.

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

Membership on the Admin working group

- Co-Chair Tony Eden asked for another volunteer for the Administrative working group since the departure of Christine Sawyer from VT.

Maintain a history of the IEMG e.g. milestones, member organizations and individuals who have contributed.

- The Admin WG provided a CD with all the collected archive items to each jurisdiction. They are still looking to fill in some of the gaps to make this file complete, so this is an ongoing project. WG co-chairs ask that all jurisdictions review the CD, to see if they are able to fill in any of the gaps. The bylaws show nothing about record management and it should, maybe this can be encoded into the bylaws? Legal WG rep will take request back to his group, but suggest an administrative manual that allows flexibility rather than in the bylaws where I cannot be changed.

Protocol/process for thanking people

- The Admin working group brought this up to the board for discussion. See Board notes above.

12.4 Education, Research & Exercise Working Group: US Co-Chair Louise Goyette
Canadian Co-Chair Dennis Kelly

New Canadian Co-Chair for WG

- Dennis is resigning his post as the Canadian Co-chair.

Exercise

- The ER&E WG developed an exercise to test the strategic part of the GOM. The first three parts (Notification Process, A-team, and Using the IREQ form and Reimbursement form) were tested during this meeting period. Initial thoughts from the group as it was a very good exercise and some issues that arose will be discussed. An AAR (after action report) will be presented at the fall meeting in Massachusetts. Planning for the next tabletop needs to start at the next meeting in Boston.
- Telephone exercise last conducted prior to Newport RI meeting fall of 2007, results presented at meeting. Boston Mass Fall 2008 next scheduled telephone exercise.

Education

- Talk centered on the need for A-team training. This will be discussed and reported at the next meeting. It was suggested that A-team training happen separate from IEMG meetings. Urges PSC to fund development of a comprehensive training package on the GOM and urges FEMA to fund the development of a comprehensive training package on A-Team activation.

Other

- Establish a program to share outcomes and lessons learned from exercises, emergency responses and other as well as share training and exercising opportunities. WG working on developing a comprehensive list of web-site linkages to be added to the IEMG website, to allow for easy access by all members.



12.5 Operations Working Group:

US Co-Chair
Canadian Co-Chair

Donald Keeler
Andy Morton

Items Discussed

- Ops WG had 11 tasks outstanding prior to this meeting. Some tasks were given to other working groups, some were taken care of, and four were tabled until the next meeting, as well as the 12 or more added assignments. WG will work on during next meeting. WG will send request to the Admin WG and have these assignments added to the Strategic Plan.
- IREQ Forms –Forms were tested “as is” during the tabletop. Concerns will be discussed at the next meeting.
- Ops WG will work with training and Massachusetts for the next meeting. A teleconference is planned for September 2008.
- EMAC Manual – Ops WG will review the new EMAC manual and incorporate the changes into the GOM. EMAC forms remain consistent; Lisa Munn (NB) has some expertise in this area.
- Will develop checklists for A-team members to keep track of who is deployed out and also track any changes.

12.6 Federal Partners Working Group:

US Co-Chair
Canadian Co-Chair

Dan McElhinney
Joanne Scharf

The goal of the Federal Partners WG is to support the work of the IEMG as it relates to other regional cross-border groups in order to strengthen overall Canada – US emergency management cooperation.

Short-term Objectives

- Facilitate access, as needed, to respective Canadian and U.S. information sharing tools – **continue**
- Explore web-based tools to enhance regional cross border information sharing. Situational awareness/common operating picture tools
- Raise IEMG issues, as needed, at FEMA Region 1’s Regional Interagency Steering Committee – **continue**
- Recommend subject matter experts that may add value to IEMG agenda

Long-term Objectives

- Effective Organization - Explore federal resource support for IEMG needs (e.g., document translation, contract support). **Ongoing, discussion at All-REMAC meeting.**
- Support revival of the 1986 Agreement between the Government of Canada and the Government of the United States of America on Cooperation in Comprehensive Civil Emergency Planning and Management to provide a strategic level forum for the IEMG and other regional cross-border groups to raise issues to the Canada and U.S. national levels. **Continue – discussion at All-REMAC meeting**

Ongoing Objectives

- Facilitate ongoing federal cross-border emergency management operations (e.g., communications, credentialing, legal). **Continue**
- Develop a compendium of Plans, Agreements, Arrangements in place across jurisdictions affecting Response and Recovery Operations
 - In Canada – Province to Province; Province to Federal Department



- In the United States – State to State; State to Federal Department
- And Between the two countries

13.0 Additional IEMG Information:

Fall Conference: The Annual Fall conference will be held in Boston, Massachusetts from Monday November 17th through Thursday November 20th 2008. Allen Phillips (MA) has secured a conference location, details to follow.

Agenda Items for Fall IEMG Meeting Agenda:

- New US co-chair
- Working group meetings
- Translation of meeting minutes
- Tabletop
- 2007 Annual Report
- AAR from tabletop exercise
- Issues with IREQ forms

14.0 Appendix

- Attendees list