



## Meeting Minutes

**Meeting Description:** IEMAC Fall Meeting

**Date:** December 16, 2008

**Location:** Boston, Massachusetts, USA

**Begin Time:** November 20, 2008

**End Time:** November 20, 2008

**Present:** See Attached Attendees List

**Regrets:** Dianne Smith (NL), James Smith (RI)

### Invited Guests:

- 1.0 **Proxies:** Peter Coffey for Barbara Farr (VT), Mary Duley for William Hackett (CT), Allen Phillips for Don Boyce (MA), Lise Asselin for Michel Dore' (QC), Dennis Kelly for Andy Lathem (NS)
- 2.0 **Approval of Minutes:** Fall 2007 & Spring 2008 - Accepted
- 3.0 **Annual Report:** 2007 Annual report was discussed. **Action:** Barb Farr (VT) will rework this document, as well as 2005 & 2006 annual reports, to make presentable to New England Governors & Canadian Premiers.
- 4.0 **Definitions & Acronyms:** To be reviewed annually.
- 5.0 **Legal Status of IEMG:** Connecticut and Rhode Island continue to be the only jurisdictions that are not 100% on board. Connecticut is drafting legislation for their next session in January 2009.
- 6.0 **Administrative Support Position (Secretariat):** State of Maine will continue to hold this position until an alternate solution is found.
- 7.0 **Website:** New Brunswick will continue to support the IEMG website until a more permanent solution is found. 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. The username and pass code will be sent to delegates in a separate document for those applications that are password protected. The board hopes the website can act as a one stop shop for delegates and partners; a place where people can make comments and suggestions as well as used to archive older documents/photos, etc. Applications and updates will continue to be added. All documents appearing on the website must be translated into French prior to being posted. Everyone is encouraged to view the now working website.
- 8.0 **Bylaws:** Bylaws are complete.
- 9.0 **Strategic Plan Review:** The strategic plan will be reviewed and updated prior to the next semi-annual meeting in PEI. The Administrative Working Group would like to take off the completed tasks as well as assigned tasks and leave the document strictly with the strategic parts and develop a separate Administrative document.
- 10.0 **After Action Report for Telephone Exercise:** The Commonwealth of Massachusetts Emergency Management Agency conducted the most recent telephone exercise. Two separate drills were performed, one during business hours and one after hours. 7 out of the 11 jurisdictions connected to a delegate. The language barrier continues to be an issue with the telephone exercises. Suggested that a script be created and for that script to also include terms



in French. Individual results for each jurisdiction will be forwarded to the directors for review. Kathy Doutt (NH) asked about an improvement plan – what are we going to do with the results of our own jurisdictions to improve our own jurisdiction (dispatch) actions? The exercise proved to be helpful but Ernie MacGillivray (NB) mentioned that the group should think about looking at a different kind of drill & asked that suggestions be presented to the board in May. Suggestion was made to exercise exactly how it would be in an actual emergency. The co-chairs contact each other during an emergency as a routine course of action so no need to make this a documented procedure.

**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:

**CT** – EOC Training for all 168 local jurisdictions; credentialing all 1<sup>st</sup> responders; conducting mass fatality planning along with NY, NYC, CT & NJ.

**ME** – AHERP (All Hazards Emergency Response Plan); local 4<sup>th</sup> grade students teaching emergency preparedness; private sector MOU's to utilize during disasters (Associated General Contractors of Maine).

**NB** – trying to adopt CSA; recovery efforts still going from May flooding; working with NWS on modeling of the St. John River valley;

**NH** – Local WebEOC training; 3 declared disasters since last meeting in June; Tornado July 21, 2008.

**NL** – increased staffing; combined Office of Fire Commissioner & Emergency Measures – change of official name to Fire & Emergency Services – Newfoundland & Labrador

**NS** – moving to a new office space; EOC will now be in the same building; 37 staff members; SOP needs to be reworked/reorganized; will hold ICS training throughout the year.

**PEI** – Next IEMG meeting will be held in Charlottetown PEI, May 2009.

**QC** – coordinate 1<sup>st</sup> responders on site.

**VT** – 3 declared disasters in recent months; successfully hosted emergency preparedness conference with approx 400 attendees

**12.0 After Action Report for Tabletop Exercise:** Dennis Kelly from Nova Scotia Emergency Management presented the IEMAC Tabletop Exercise After Action Report (AAR). Overview below:

**12.1 Conclusions:** Tony Eden (NS) & Dennis Kelly (NS) will draft a “Go Forward Plan” to include a complete explanation of lessons learned, plans, procedures, and recommendations.

**12.2 Recommendations:** The following is a summary of the major recommendations developed from the lessons learned during the exercise.

- Formalize the process where an Assisting Jurisdiction manages the logistics for the Requesting Jurisdiction during the incident
- Develop pre-scripted mission statements for inclusion in the GOM (**Action: Ops WG**)
- Develop a basic resource typing list for inclusion in the GOM (**Action: Ops WG**)
- Amend the GOM to direct resource requests to all of the IEMG members
- Requesting Authority retains the Legally Designated Official's status for signing the IREQ (**Action: Co-chairs**)
- Consider the requirement for a joint US / Canada federal and IEMG “resource assignment group”
- If required train IEMG members on the requirement for and the use of the resource request sheets
- Train the IEMG members to request a capability, not a specific resource
- Train the IEMG members to “close the loop” on resource requests and other essential communications
- Include IEMG operational teleconferences in the GOM Board discussion – Why put this action in the GOM when a teleconference would happen anyway (**Action: Ops WG & Co-chairs**)



- Canadian and the United States' mandated federal responsibilities be included in the GOM
- Validate the requirement for armed assistance by US police officers and if required obtain approvals and include the process in the GOM
- Include the requirement to conduct strategic coordination in the next IEMAC exercise (**Action: next IEMG exercise Federal partners WG**)
- Include the deployment of A-Teams during the next IEMAC exercise to validate their requirement (**Action: Maine 2009 exercise**)
- During future exercises do not dispatch resources without the required paperwork (IREQ and the ICLAIM-1)
- Provide annual training for the A-Teams
- Develop checklists for the A-Team and other IEMG members (**Action: Ops WG**)
- Develop a process for receiving resources by the Requesting Authority including, but not limited to, pre-scripted arrival briefings that address: the situation; logistics support arrangements; safety; command and control arrangements; etc. and
- Develop planning guidance for the GOM

Next tabletop exercise will take place in Maine on October 21, 2009.

**13.0 REMAC:** Candice Abinanti drafted a summary report from the US-Canada Joint Regional Emergency Management Advisory Committees meeting outlining background, objectives, summaries, outcomes & next steps. One of the other issues that surfaced is the fact that other states want to hook up with IEMG and then regionalize for own operations. The board needs to further discuss directional decisions such as opening IEMG to broader audiences and/or allowing new members. Any approaches from other jurisdictions to join IEMG must be brought to the Governors and Premiers of the IEMG members. **Action:** Legal Working Group needs to review the bylaws and compact wording to determine if other jurisdictions “can” join.

## 14.0 WORKING GROUP SUMMARIES

### 14.1 Board of Directors:

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

**Robert McAleer**  
**Ernest MacGillivray**

- Bi-Annual Meetings – There was some discussion regarding meeting two times a year because of all the agencies budget restraints. At this time the board decided to continue the bi-annual meetings but feel that this could possibly change in the upcoming years as tasks get completed, forms are finalized, etc. Discussed the possibility of video conferencing.
- REMAC – There were a number of issues discussed regarding REMAC during the breakout session. REMAC is federally owned and IEMAC is not. IEMAC cannot be taken over by the federal governments but the Feds can form a REMAC in the Northeast.
- Board feels that IEMAC fits well with EMAC – EMAC is under NEMA – Administrative services are already covered with EMAC and that could take a lot of weight off IEMAC shoulders.
- Position Paper – Ernie will ask one of his colleagues, Tammy, to draft a position paper
- Fred Hollett (NL) Wanted to discuss the creation of another WG or sub WG from the operations to address information sharing between fire personnel and other first responders. However, he decided that due to no response to his email inquiry to fire marshals, he was not going to pursue. Suggestions from the board were to offer an invitation to fire groups to attend the next meeting in PEI or the board can reciprocate and go to one of their meetings. Suggest that Fire personnel may be part of the next exercise event. (Action: table for next meeting agenda).
- In a disaster, what is the proper protocol? 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.







- 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.

**14.5 Operations Working Group:**

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

**Donald Keeler  
Andy Morton**

- Develop a 6 month plan to get tasks done before the next meeting in PEI
- AAR identified some issues with the GOM
- WG will compare the current GOM with the EMAC manual and incorporate AAR issues into GOM
- Draft new GOM before next meeting
- Common definitions will be added to GOM
- Forms – will use EMAC format (3 part form).
- Will continue to have conference call meetings to work out all the issues.
- Use Massachusetts A-Team deployment to Louisiana as a “practice item” lessons learned
- Review checklists
- Resource typing – review and post to IEMAC website

**14.6 Federal Partners Working Group:**

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

**Dan McElhinney  
Joanne Scharf**

Federal Partners Working Group Report

- **Guidelines and Operations Manual (GOM):** Annex – the Federal Partners Working Group will catalogue/list current MOU’s, Agreements that are in place between Federal Agencies and Departments on both sides of the border  
**Action:** Federal Partners will document the current process used by FEMA and PS Canada to facilitate cross border remission of resources
- **Updates:** Federal Partners will provide updates on initiatives or agreements such as the Canada-USD agreement for cross border mutual assistance, the Security Prosperity Partnership, etc. with a view to highlighting any operational impacts on the IEMG.
- **Communications:** Federal Partners are the one window point of contact to federal speakers or presentations and are open to providing suggestions for upcoming agendas  
Federal Partners are willing to assist in IEMG exercise planning to ensure federal issues are integrated into the exercise design  
**Action:** Federal Partners Co-Chairs are willing to participate in conference calls held between IEMG meetings
- **Research:** Federal Partners will research mechanisms in place/used where federal resources were involved in cross border incidents – ie Swiss Air, Katrina  
Explore tools such as videoconferencing that might facilitate A-team training for IEMG partners with a view to cost-savings
- Federal Partners are planning conference calls between meetings to review the work plan activities in advance of the spring meeting



## 15.0 Additional IEMG Information:

Spring Conference 2009: The Annual Spring conference will be held in Charlottetown, Prince Edward Island from Tuesday May 12th through Friday May 19th 2009. Aaron Campbell (PEI) has secured a conference location.

Fall Conference 2009: The Annual Fall conference will be held in Maine October 19-22, 2009. Conference location is still being determined.

### Agenda Items for Spring IEMG Meeting Agenda:

- Working group meetings
- Tabletop
- 2008 Annual Report

## 16.0 Appendix

- Attendees list