



Meeting Minutes Draft 1

Meeting Description: IEMAC Spring Meeting

Date: May 12, 2009
Location: Georgetown, Prince Edward Island, Canada
Begin Time: May 12, 2009
End Time: May 15, 2009

Present: See Attached Attendees List

Invited Guests:

- 1.0 **Proxies:** Peter Coffey for Barbara Farr (VT), Mary Duley for William Hackett (CT), Lise Asselin for Michel Dore' (QC), Dennis Kelly for Andy Lathem (NS)
- 2.0 **Approval of Minutes:** Fall 2008 - Accepted
- 3.0 **Annual Report:** 2008 Annual report was drafted by Barb Farr (VT). The board reviewed the draft and decided that the document needed to be summarized into a briefing note to make presentable to New England Governors & Canadian Premiers. Aaron Campbell provided a briefing note template that will be reviewed to determine if the format fits the group's needs. Rob (ME) & Ernie (NB) will coordinate on the wording.
- 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's legislative assembly passed the IEMAC legislation, just awaiting governor signature to be final.
- 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 web address is www.iemg-gigu-web.org. A number of applications have been added to the website and are available for use by all delegates. Some of the new features include: Jurisdiction exercise and training calendar links; meeting minutes/annual reports, password protected jurisdiction and working group contact sheets; board approved templates; bylaws; photo's; meeting welcome letter & documents. Applications and updates will continue to be added. Everyone is encouraged to view the now working website.
- 8.0 **Strategic Plan Review:** This was extensively worked on during the board breakout sessions. Suggested changes will be made and distributed to board members before the conference call at the end of June and hopefully completed by the fall meeting. Administrative items were taken off the Strategic plan and added to the newly developed Work plan.
- 9.0 **Work Plan:** As noted above all administrative items were removed from the Strategic plan and placed on the Work Plan. All members are encouraged to review the document. Updates are being made after discussion in PEI and will be available soon. *The plan will be a living document and available on IEMG website under the secured section.*
- 10.0 **Telephone Exercise:** Was not done prior to this meeting.



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:

QC – Have acquired new equipment for 3 emergency trucks and insurance for volunteer firefighters and in the process of acquiring a new mobile command post.

CT – IEMAC legislation passed, awaiting governor signature; the State of Connecticut is now WebEOC operational; regional catastrophic planning on going within the state.

PEI – Canadian summer games is being held in PEI summer 2009, the EOC will be up and running for the duration of the games as well as the mobile command post. Planning 2 exercises involving the closure of the Confederation Bridge.

ME – Hosting the IEMG Fall 2009 tabletop/functional exercise meeting in October; established a state wide mutual aid agreement that has been approved by legislature, just awaiting governor signature.

NB – Andy Morton is the new Director of NB EMO, Ernie was promoted to Director of Emergency Services Branch; Working on modernizing the NB911 system, commissioning new LNG terminal & re-commissioning Point Lepreau Nuclear Generating Station; participating in pandemic flu exercise in fall; developed a new disaster call center with Service New Brunswick.

NL – On May 1, there was a new Emergency Services Act implemented, now a mandatory requirement for municipalities to have their emergency plans done within 3 years; business continuity plan complete; TOR for Provincial 911 are being implemented.

NS – Serious fire recently in Herring Cove with 8 homes lost; staff moved to new location at Mount Hope location, including 2 new staff members; ICS now throughout NS, it is the adopted command system of choice; now have 32 emergency management standards throughout province, standard should be implemented by Christmas.

VT – VT sent 2 staff members for EMAC training; 4 presidential declarations in 2009; looking into medical surge alternative care facilities in case of an emergency; exercises on point of interest, dams, and the nuclear power plant in route.

NH – Major ice storm in December that displaced hundreds of people, very challenging on state resources; were able to use WebEOC software during the event; hosting two emergency preparedness conferences during the month of June.

12.0 Tabletop Exercise: Next tabletop exercise scheduled for October 21, 2009 in Maine. A team has been constructed to develop this exercise. Exercise trusted agents will be determined by the team.

13.0 H1N1 Human Influenza: All jurisdictions are keeping abreast with daily updates.

14.0 Operations Manual: Mary Duley (CT) has been working on updating the GOM. The name of the document will be changed to just Operations Manual. Hope to have all updates completed by the end of August and will be distributed to delegates and partners.

15.0 WORKING GROUP SUMMARIES

15.1 Board of Directors:

US Co-Chair
Canadian Co-Chair

Robert McAleer
Ernest MacGillivray

- Rob McAleer (ME) wants to train IEMG delegates on IREQ procedures before the exercise in the fall.
- Next Board teleconference will be at the end of June (Scheduled for June 22) and will include Working Groups in the July teleconference.
- Reworking the strategic plan was the focus of the Board of Directors breakout sessions.



15.2 Federal Partners:

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

**Dan McElhinney
Jo-Anne Scharf**

- The ice storms that happened to some New England States had lots of impacts for FEMA. They rolled out their emergency response teams. There were 4 presidential disasters in 2008.
- There are some EMAC online training opportunities that are open to everyone. IEMC can include any jurisdiction. EMI is offering (Dan M) IEMC courses for IEMG members in 2010. The course can be tailored to any jurisdictional needs.
- The US & Canada agreement was signed off on December 12, 2008. It is not in effect yet but will be shortly. PSC is the lead on this one. The TOR does not include REMAC. IEMG is not threatened by this agreement.
- There have been 2 conference calls since the meeting in Boston.
- Group has started to develop inventory of federal to federal MOU's (Candace has template of agreements).
- H1N1 – held 3 teleconference calls to share situational awareness. There were also pan Atlantic conference calls.
- Quebec is working on communications protocol (1 for head quarters & 1 for region).

15.3 Legal Working Group:

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

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

- Jason Deby worked with operations group on developing the work plan

15.4 Administrative Working Group:

**US Co-chair
Canadian Co-chair**

**Jennifer Harper
Tony Eden**

- Developed a board approved participant survey and sent to all delegates and partners. Awaiting results from group co-chairs.
- No representation present

15.5 Education, Research & Exercise Working Group:

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

**No co-chair
No co-chair**

- No representation present

15.6 Operations Working Group:

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

**Donald Keeler
Andy Morton**

- Develop a tracking system for the IREQ forms - would like to have the IREQ forms online but is running into problems with firewalls.
- WG will compare the current forms with EMAC forms.
- Will continue to have conference call meetings to work out all the issues.



16.0 Additional IEMG Information:

Former IEMG delegate Michael Francis (PEI) was presented his certificate of appreciation for all the contributions he made to the IEMG at the group dinner.

Fall Conference 2009: The Annual Fall conference will be held in Maine October 19-22, 2009.

Potential Agenda Items for Fall IEMG Meeting Agenda:

- Tabletop to include a Hurricane emergency situation
- 2008 Annual Report revised
- Strategic Plan update reviewed and completed

17.0 Appendix

- Attendees list