



Emergency Advisory Committee (EAC) Meeting Minutes

Wednesday April 17, 2024

6:00 p.m.

Emergency Operations Centre (EOC)

Present: Mayor Craig Copeland
Councillor Ryan Bailey
Councillor Chris Vining (at 6:39 p.m.)
Councillor Bill Parker
Councillor Adele Richardson
Councillor Bob Mattice (at 6:36 p.m.)
Councillor Vicky Lefebvre

Staff Present: Chief Administrative Officer Kevin Nagoya
General Manager of Community Services Glenn Barnes
General Manager of Infrastructure Services Azam Khan
Manager of Protective Services / Fire Chief Jeff Fallow
Intermediate Assistant / Recording Secretary Terra Dimion

CALL TO ORDER

The meeting was called to order at this time being 6:01 p.m. by Mayor Craig Copeland.

CITY OF COLD LAKE INDIGENOUS LAND ACKNOWLEDGEMENT

Mayor Craig Copeland recited aloud the following City of Cold Lake Indigenous Land Acknowledgement:

"In the spirit of respect and reciprocity, we acknowledge that the City of Cold Lake is located on lands and by water in Treaty 6 Territory and the homeland of the Metis Nation that has been, and continues to be, a sacred place for many. We pay respect to the indigenous peoples of this place past and present: the Cree, Denesuline and Metis peoples. We acknowledge that this place is impacted by the ongoing process of colonialism. We strive to understand and reframe our responsibilities to land and community as we journey towards reconciliation."

ADOPTION OF AGENDA

Resolution # EAC20240417.1001

Moved by Ryan Bailey

That the agenda be adopted, as presented.

Carried Unanimously

DISCLOSURE OF INTEREST

None.

ADOPTION OF MINUTES

Resolution # EAC20240417.1002

Moved by Councillor Bill Parker that the minutes of November 20, 2023 be adopted as presented.

Carried Unanimously

OLD BUSINESS

CITY OF COLD LAKE HAZARD ASSESSMENT - completed by Emergency Management Agency (EMA), August 2023. Reviewed Annually.

Mayor Craig Copeland invited K. Nagoya to present this item to the Committee.

K. Nagoya noted Administration completed the training tasks for 2024 and reviewed the Risk Assessment Summary Page, noting the highest ranked is forest fire. Discussions ensued regarding fire mitigation hazards, emergency drinking water, and the newly passed Water Management Plan. K. Nagoya advised there are no further updates regarding the priorities.

J. Fallow confirmed the Emergency Advisory Agency (EMA) would perform the annual hazard assessment review before year end. Discussions ensued regarding training for emergency management.

C. Copeland invited questions and discussion regarding the Risk Assessment Summary Page.

R. Bailey queried if the in-city risk will be lowered should the M.D. of Bonnyville build a new fire station. J. Fallow advised that the construction of their building wouldn't affect the statistics.

K. Nagoya noted City-assisted responses on Cold Lake First Nations; J. Fallow spoke to the development of their fire services and noted they perform their own investigations.

Discussions ensued regarding the purchase of additional preventative equipment and training techniques and declaring evacuation.

K. Nagoya confirmed there were no further questions from the Committee at this time.

NEW BUSINESS

COMMUNITY EMERGENCY MANAGEMENT PROGRAM (REVIEW)

City of Cold Lake Community Emergency Management Program (CEMP) Review conducted by AEMA Field Officer, March 21, 2024.

K. Nagoya presented this item to the Committee for review/audit. He advised the City of Cold Lake meets the provincial requirements and regulations.

K. Nagoya invited J. Fallow to provide a summary of the audit. J. Fallow advised that AEMA Field Officer Anne Danielson performed the audit based on Local Authority Emergency Management Regulation (LEMR), the Bylaw, Emergency Advisory Committee, and Emergency Management Agency. Discussions ensued regarding emergency personnel appointed to the Agency.

J. Fallow reviewed the AEMA Annual Visit / Review Year: 2023-2024 audit document with the Committee. Discussions ensued regarding City employee training that has been accomplished this year.

K. Nagoya confirmed there were no further questions from the Committee at this time.

TRAINING

City of Cold Lake Staff ICS training taken in 2023, (ICS100, ICS200, ICS300 and ICS400)

K. Nagoya referred to the training list within the agenda evidencing the training completed for each City of Cold Lake staff member. J. Fallow advised that the yellow highlighted areas indicate training that was received in 2023.

Discussions ensued regarding desktop training, in-class training, and the excellent progress being made.

Role Specific Training

J. Fallow noted this to be available throughout region and the province.

AEMA Field Officer Training

Virtual sessions and in person sessions are tailored to the receiving municipality and includes Reception Centre exercises.

Tentative 2024 Disaster Training and Exercise Schedule

K. Nagoya invited J. Fallow to speak to this item. J. Fallow advised that he has reached out to some companies for assistance with holding exercises by the end of June. J. Fallow noted there to be a functional exercise outlined in the agenda that outlines a scenario where dangerous goods spill into the water. A workshop is planned after the end of September and built around the Hazard Risk Assessment.

J. Fallow confirmed there were no further questions from the Committee at this time.

BUDGET

Summary of 2023 Disaster Services Budget

K. Nagoya presented the Disaster Variance Report to the Committee.

Summary of 2024 Disaster Services Budget

K. Nagoya presented the 2024 Budget Summary and noted ongoing initiatives such as the extension to the and other regional activities.

Provincial Conditional Grant Agreement (CGA) AHIMT

K. Nagoya presented the extension agreement to the All-Hazards Incident Management Team Project Conditional Grant Agreement, noting it extends the original agreement by two years. He advised the next budget will consider additional training.

C. Copeland queried if the training summaries are sent to the province for tracking; K. Nagoya confirmed it is. Discussions ensued regarding budget and expenses.

Councillor Bob Mattice entered the room at this time being 6:36 p.m.

Further discussions ensued regarding budget variance reports, revenue, deficits, and items claimed under the grant monies.

Councillor Chris Vining entered the room at this time being 6:39 p.m.

C. Copeland queried the number of people trained at the City of Cold Lake; K. Nagoya reviewed ICS certifications, requirements, and optional training. K. Nagoya invited J. Fallow to explain ICS 100, 200, 300, 400, and additional training.

C. Vining confirmed with K. Nagoya that all full time City-staff are required to complete ICS 100.

B. Mattice confirmed with K. Nagoya that there is a training requirement for elected officials.

Mayor Craig Copeland confirmed there were no further questions or discussion from the Committee at this time.

CORRESPONDENCE AND REFERENCE MATERIALS

K. Nagoya referred to the handouts regarding Wildland Fire and Urban Interface planning.

M. Copeland noted the map that reflects support received from around the world.

V. Lefebvre queried if the website provided is a tool to report an emergency; J. Fallow advised calls are received via 911 and provided examples of calls received.

C. Copeland queried the trend in homeless encampments; J. Fallow advised they are seeing an increase, and noted they are becoming more dangerous to enter.

Extensive discussions ensued regarding types of encampments, the emergency shelter, Municipal Enforcement involvement, encampment cleanup, and ticketing.

Mayor Craig Copeland confirmed there were no further questions from the Committee at this time.

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Accepted as presented.

ROUND TABLE / QUESTIONS

Mayor Craig Copeland confirmed there were no further questions or discussion from the Committee at this time.

NEXT MEETING

The next meeting will be held at the call of the Chair.

ADJOURNMENT

Resolution # EAC20240417.1003

Moved by Ryan Bailey

That the meeting be adjourned at this time being 7:32 p.m.

Carried Unanimously

City of Cold Lake



Chairperson



Designated Officer