

# TOWN OF COCHRANE

## EMERGENCY MANAGEMENT COMMITTEE AGENDA

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**DATE:** November 27, 2013  
**TIME:** 10:00 am  
**PLACE:** Mayor's office

**MEMBERS:** Mayor Ivan Brooker

**Advisor Members:** Julian deCocq, CAO  
Mac de Beudrap, Director of Emergency  
Management

**Administrative Assistant:** Dot Gillis

1. **CALL TO ORDER**

2. **AGENDA - AMENDMENTS & ADOPTION**

2(a) Adoption of the Agenda

**Motion:** Moved by Mayor Brooker to accept agenda as presented/as amended.

3. **APPROVAL OF PREVIOUS MINUTES**

**Motion:** Moved by Mayor Brooker to accept the minutes of December 13, 2012

4. **OLD BUSINESS**

5. **NEW BUSINESS**

1. Process Requirements (required after municipal election)
  - a. Elect Chair – not applicable
  - b. Establish Meeting dates: One meeting per year
2. Role of Emergency Management in Cochrane (attached with annual report).
  - a. Legal Requirements
  - b. Mayor and Council Role
  - c. Terms of Reference
3. 2013 Annual Report for Emergency Management (attached)

4. Action Items from June 2013 Activation re Flood
5. 2014 Goals for Emergency Management
  - a. Emergency Management Team Goals
    - i. Have Mayor trained in AEA (Alberta Emergency Alert) and BEM (Basic Emergency Management)
    - ii. Train Senior Leadership Team in ICS format for the EOC prior to transition.
    - iii. Transition completely to ICS (Incident Command Structure) for the EOC, May 1, 2014.
    - iv. Continue to train staff in ICS basics.
    - v. Table Top Exercise – April, 2014 (Set a date)
  - b. Mayor and Council Goals

6. **OTHER**

7. **ADJOURNMENT:**

**Next meeting: (Mayor's Office)**