

# TOWN OF COCHRANE

## EMERGENCY MANAGEMENT COMMITTEE MINUTES

---

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

**MEMBERS:** Mayor Ivan Brooker

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

**Administrative Assistant:** Dot Gillis

1. **CALL TO ORDER**  
Called to order at 10:00 am

2. **AGENDA - AMENDMENTS & ADOPTION**

2(a) None

2( b) Adoption of the Agenda

**Motion:** Moved by I. Brooker to accept agenda.

3. **APPROVAL OF PREVIOUS MINUTES**

**Motion:** Moved by I. Brooker to accept minutes of December 13, 2012

4. **OLD BUSINESS**

5. **NEW BUSINESS**

1. **Process Requirements (after municipal election)**

- elect chair – n/a
- establish meeting dates – continue with 1 per year in November

2. **Role of Emergency Management in Cochrane – Annual Report**

- An annual report and review prepared by the DEM is attached for reference.

3. **Annual Report**

- See item 2

4. **Action Items from June 2013 Flood**

- Report attached for reference

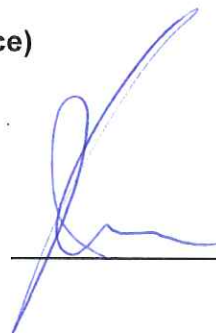
5. 2014 Goals

- ✓ a. Train Mayor in the Alberta Emergency Alert warning system, and the Basic Emergency Management on-line course, and the Incident Command 100 on-line course.  
ACTION: Staff to arrange training opportunities for Mayor.
- ✓ b. Train Senior Leadership Team in ICS format for the EOC.  
ACTION: Staff will set up a training opportunity for the SLT, prior to Apr. exercise.
- ✓ c. Transition to ICS in the EOC for May 1, 2014.
- ✓ d. Continue to train staff in the basics and understandings of the ICS system for field use.
- ✓ e. Table Top Exercise  
ACTION: Staff will arrange a date in April 2014 for a table top exercise involving the EOC and the new ICS management system.
- ✓ f. Mayor and Council Goals
  - a. The Mayor reported he would like some basic overview training for himself and Council to assist with understanding emergency management.  
ACTION: Staff will investigate the course content of the provincial training for elected officials, and/or preparing an "in-house", training session.

6. OTHER

7. ADJOURNMENT: 10:55 am

Next meeting: November 19, 2014 (Mayor's Office)



\_\_\_\_\_  
Chairperson

Submitted November 27, 2013  
Transcribed: Dot Gillis