

**MONTAGUE TOWNSHIP
EMERGENCY OPERATIONS CENTRE
April 20, 2020 MINUTES**

The Emergency Operations Centre (EOC) meeting was opened at 10:00am on Monday, April 20th, 2020 in Council Chambers by Miles Greer, Fire Chief/CEMC

Members Present:

Community Emergency Management Coordinator (CEMC) Miles Greer
Clerk Administrator Jasmin Ralph
Treasurer Andrew Hodge
Administrative Assistant Kristy Warwick
Public Works Manager Jamie McCarthy
Reeve Bill Dobson
Public Information Officer Klaas Van Der Meer

Members Absent:

None

The meeting was held to assess the evolving COVID-19 situation.

Review of the Minutes from the previous meeting:

The EOC reviewed the minutes and noted the following updates:

- The EOC discussed the boat launch on Rideau River Road. Public Works Manager J. McCarthy confirmed that they were able to put cement barricades up and sign closing the boat launch from being used at this time. It was also confirmed that the RVCA would not be putting in the dock until a later date.
- There has no been no request from the Health Unit to use any facility in Montague for any Covid-19 use.
- The Rideau River Campground is closed to the public. CEMC M. Greer will call to inquire if the campground has any residents have their permanent residence there.
- Clerk Administrator J. Ralph noted building permit issuance is continuing to be monitored with the CBO and the province.

The following new updates were provided:

Fire Chief M. Greer stated that the Fire Chiefs have a confidential COVID-19 portal for the safety of 1st responders. The group discussed confidentiality measures.

The EOC discussed the Water Sampling in Atironto. Chief Greer is confirming with the Ministry of the Environment that the testing can be modified to reduce potential exposures for the Chief. The changes would be as follows:

- Will only be taking the daily samples from garden hoses.

- Will choose two locations for bacterial samples on Wednesday and they will be the same locations going forward.

In the alternative, should Covid-19 continue for longer, the Township can look into submitting a relief form to stop all sampling during the pandemic – a process provided by the MOE.

The EOC was provided updates from Clerk Administrator J. Ralph, Public Works Manager J. McCarthy, and Fire Chief M. Greer on the Township Office, Public Works Department and the Fire Department:

- Laptops have arrived and are with the County IT department setting up the VPNs for staff to work at home to reduce the number of staff in the building. They should be available this week.
- Staff has access to Hand Sanitizer and cleaning supplies within the office.
- Discussion about vary hours for admin and accounts payable.
- Procedures are in place for Livestock investigators and the Reeve to maintain physical distancing to attend the office.
- Public Works has Hand Sanitizer in each truck as well as face masks.
- Appropriate measures are in place to ensure physical distancing for Public Works staff while still maintaining essential operations
- Reduced deliveries to the shop
- The Fire Department is using a screening tool for all calls.
- Two members in the Rescue Truck for any medical response.
- Full crew for motor vehicle accidents and fire calls.
- No members are effective.

Clerk Administrator J. Ralph discussed the Planning Services Update.

Reeve Dobson updated the EOC on his discussion with the Forget-Me-Not club. It was noted from the president that she has no knowledge of any seniors in need of assistance at this time.

Clerk Administrator J. Ralph and Reeve Dobson are having a Zoom meeting tomorrow to discuss the joining up with the Town of Smiths Falls with Big Brothers, Big Sisters for a grocery delivery service. This information will be presented to Council at the meeting on April 21st.

The EOC discussed a cheque handling procedure to reduce exposure to the staff and the Reeve. Treasurer A. Hodge will review information regarding Electronic Fund Transfers with appropriate authentication controls

The EOC did not declare an emergency at this time.

The EOC will meet Tuesday, April 28th, 2020 at 10:00 am

The meeting was adjourned at 10:53 am.