



Staff Report

Report Title: Appoint Mel Moulton CEMC

Prepared By: Chris Cleave, Fire Chief

Department: Fire & Emergency Services

Date: Dec. 5, 2022

Report Number: FIRE-2022-12-40

File Number: C11-FIRE-22

Attachments:

Recommendation:

That the Township of Huron-Kinloss Committee of the Whole hereby receives Report Number FIRE2022-12-40 prepared by Chris Cleave, Fire Chief and further authorizes the appropriate appointment By-law be brought forward appointing Mel Moulton as the Community Emergency Management Coordinator (CEMC).

Background:

The Emergency Management and Civil Protection Act (EMCPA) requires that a Municipality appoint a Community Emergency Management Coordinator as a part of their legislated Emergency Management Program

In 2021, because of a retirement of the previous health and safety coordinator and an identified need to consolidate the administration of our emergency management program into one staff position the Council of the Corporation of the Township of Huron-Kinloss established a new full time role within our organization titled the "Emergency Services/Health and Safety Coordinator".

The intent of this position was to have a single person administering all Occupational Health and Safety and Emergency Management programs. This was identified from lesson learned during the Covid19 pandemic. This position is supervised by the Fire Chief.

In January of 2022 Mel Moulton commenced employment with the Township of Huron-Kinloss in this role.

Discussion:

Throughout 2022 Mel has attended and successfully completed all the necessary training programs required by the EMCPA to be appointed as the primary CEMC for the Township. This includes the Basic Emergency Management course, the Community Emergency Management course, and the Incident Management Level 100 and 200 courses.

She has also completed additional Emergency Management Exercise design training course through Emergency management Ontario.

During 2022 Mel has been job shadowing the Fire Chief/CEMC to better learn the role and job functions of the CEMC and to learn the requirements of annual compliance.

As such at time, I am recommending that Mel be appointed as the primary CEMC for the Township of Huron-Kinloss.

An appointment By-law will be drafted and brought forward to Council at the next appropriate Council meeting.

Financial Impacts:

None

Strategic Alignment / Link:

We are an accessible community that offers opportunities for everyone by having services and amenities nearby.

Respectfully Submitted By:

Chris Cleave, Fire Chief

Report Approved By:

Mary Rose Walden, Chief Administrative Officer