



Administrative Report

Office of the Chief, Essex-Windsor EMS

To: Warden Tom Bain and Members of County Council

From: Bruce Krauter
Chief, Essex-Windsor Emergency Medical Services

Date: June 20, 2018

Subject: Appointment of Alternate Community Emergency Management Coordinators

Report #: 2018-0620-EMS-R007-BK

Purpose

The purpose of this report is to recommend the appointment of Deputy Chief Ryan Lemay, Deputy Chief Justin Lammers and District Chief JP Bacon as Alternate Community Emergency Management Coordinators.

Background

The County of Essex is mandated under the Emergency Management and Civil Protection Act (R.S.O. 1990) to develop, implement, and maintain an emergency management program. The responsibility of the County of Essex emergency management program is under the direction of Mr. Dan Metcalfe, as the Emergency Management Program Coordinator. Mr. Metcalfe is appointed as the Community Emergency Management Coordinator (CEMC). Currently Mr. Metcalfe's alternate CEMS is Mr. Bill King, County of Essex Planner.

Discussion

In early 2018, the position of the Essex County Emergency Management Program Coordinator was transferred from the Planning Department to Essex Windsor EMS. The Emergency Management Program Coordinator (Mr. Metcalfe) reports directly to the Chief of Essex Windsor EMS.

Bruce Krauter, Chief, Essex-Windsor Emergency Medical Services
Essex-Windsor EMS, Suite 115, 360 Fairview Ave. W., Essex, ON, N8M 1Y6
Phone: 519-776-6441, ext. 2654; Email: bkrauter@countyofessex.on.ca

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This transfer allows for a seamless and coordinated function of emergency planning and response throughout the County. The transfer also allows for a review of operations, responsibilities and functions with the CEMC position. Understanding that Mr. King's primary role is that of County Land Use Planning and not emergency response or planning, it was identified that opportunities are available for others within EWEMS to augment the services, expertise and knowledge of Mr. Metcalfe. In addition, EWEMS is well suited and experienced in emergency response and planning.

It is best business practice within any emergency service to apply redundancy and multiple backups for key positions. The CEMC is a key position for emergency preparedness and response and, therefore, it is recommended that EWEMS provide three (3) alternates to the CEMC position. This layering of alternates will provided redundancy, sustainability and succession to the position and program.

The recommended positions are as follows;

1. Mr. Dan Metcalfe, Primary CEMC
2. Deputy Chief Ryan Lemay, Alternate CEMC
3. Deputy Chief Justin Lammers, Alternate CEMC
4. District Chief JP Bacon, Alternate CEMC

Financial Implications

The appointment of Alternate CEMC has no financial impact to either the EWEMS or Emergency Planning 2018 Budgets.

Recommendation

It is recommended that Essex County Council appoint Essex Windsor EMS Deputy Chief Ryan Lemay, Deputy Chief Justin Lammers and District Chief JP Bacon as Alternate Community Emergency Management Coordinators for the County of Essex, as authorized by By-law Number 28-2018 in accordance with the Emergency Management and Civil Protection Act.

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Respectfully Submitted

Bruce Krauter

Originally Signed by

Bruce Krauter, Chief, Essex-Windsor Emergency Medical Services

Concurred With,

Robert Maisonville

Originally Signed by

Robert Maisonville, Chief Administrative Officer