***HANOVER PARISH COUNCIL***

***MINUTES OF THE REGULAR MONTHLY MEETING OF THE PARISH DISASTER PREPAREDNESS AND EMERGENCY MANAGEMENT COMMITTEE OF THE HANOVER PARISH COUNCIL HELD ON THURSDAY, June 06, 2013***

The Regular Monthly Meeting of the Parish Disaster Preparedness and Emergency Management Committee of the Hanover Parish Council was held on Thursday, June 06, 2013 in the Council’s Meeting Room commencing at 2:40 p.m.

***ATTENDANCE:***

Those present were:

***COUNCILLORS:*** Ms. Shernett Haughton- Chairman

 Mr. Devon Brown

 Mr. Wynter McIntosh

***OFFICERS:*** Mr. Desmond Dorman – Parish Disaster Co-ordinator

Mrs. Margaret Samuels – Housing Officers

Mr. Winston Samuels - Inspector of Poor

Mr. Alexander Mann - Superintendent of Roads and

Works Dept.

 Ms. Cedell Roberts - Recording Clerk

***AGENCIES***: Ms. Patsy Allen - Grange NTC

Ms. Roslyn Allen - Grange NTC

 Ms. Pauline Jackson - Grange NTC

Mr. Lloyd D. Stewart - Hanover Health Dept.

 Mr. Josef Cooke - M.P Office-East

***JOINED:*** Mr. Alexander Mann – Superintendent

Mr. Winston Samuels - Inspector of Poor

 Mrs. Margaret Samuels - Housing Officer

 Mrs. Marcia Johnson Campbel l- Health Dept.

 Ms. Ruth William s- Acting Matron of

Infirmary

***1. NOTICE CONVENING THE MEETING:***

The Notice convening the Meeting was taken as read.

The Meeting was called to Order by Her Worship Mayor Haughton.

**2**. ***PRAYER AND WELCOME:***

Prayer was offered by Ms. Patsy Allen.

 Welcome was extended to all by the Chairman. This was followed by

introduction of officers from the various agencies along with Councillors in attendance.

***3. APOLOGIES FOR ABSENCE:***

Apologies for absence were tendered on behalf of: Mr. Dwight Taylor who was unavoidably absent.

***4. CORRECTION OF THE MINUTES FOR MEETING HELD ON MAY 02, 2013***

The following corrections were made to the Minutes:

 Page 657- under caption joined Superintendent Rhooms and

 Medley was to be added to the list.

 Page 668- under captioned Ministry of Labour and Social Security line 3 which read “Dep Mayor stated that he was aware of any relocation” should be corrected to read “Dep. Mayor stated that he was not aware of any relocation”

***5. CONFIRMATION OF THE MINUTES:***

The Minutes having been circulated and read was confirmed on a motion moved by Councillor McIntosh, seconded by Councillor Brown.

***6. MATTERS ARISING FROM THE MINUTES:***

***STATE OF PREPAREDNESS:***

***The Parish Disaster Co-ordinator was not in attendance to give further update on the state of preparedness within the parish, however, Councillor McIntosh emphasized that the Council should stay focus in its state of preparedness as the Hurricane Season was still imminent. The Council would continue to remain vigilant.* With regards to the state of preparedness in the parish, the Parish Disaster Co-ordinator advised that there was continuity in maintaining the constant level of preparedness in all aspects.**

The Parish Disaster Co-ordinator advised the meeting that inspection of shelters with the various agencies had not started, however, arrangements were being made with Public Health Dept. and Fire Dept. He further added that some reports were given verbally via telephone conversation by the shelter managers. He added that he was aware that the Richmond Basic School is in need of some zinc sheets. an estimate was done by the Superintendent for same.

The Parish Disaster Coordinator stated that there had been a report of rising water at Chigwell, however, on his site visit no water was observed and some residents had question why there was no relief supplies.

The Chair requested that the Superintendent do an assessment of the Richmond Basic School and report on the findings.

***STATE OF PREPAREDNESS CONTINUED:***

Councillor McIntosh commended the Disaster Co-ordinator on his speedy response to the shelters. He further added that the season would be an active one, so we have to be very prepared. He recommended that a site visit be done at the Chester Castle All-Age School which would be used as an emergency shelter and would be in no state of readiness. He further added that key agencies need to attend meeting in order to make plans.

*The meeting was joined by Dr. Marcia Johnson Campbell*

Councillor Brown enquired on the level of readiness at the shelters.

The Parish Disaster Co-ordinator advised that an assessment is in place, but not until a site visit would be done with Fire and Health Department however, not before a report could be made available. He further added that a training session was held at Hopewell.

*The meeting was joined by Mr. Mann and Mrs. Samuels*

He further added that a written disaster plan was presented by the PDC.

Councillor McIntosh advised that the Brangeton River at Chester Castle would be worked on in the next few days.

Mr. Cooke suggested that pictures of the area be taken during site visits, and he offered his assistance.

Councillor McIntosh stated that when site visits are be done decisions be made on spot.

The Parish Disaster Co-ordinator stated that some organizations have had restriction to their travelling allowance, and that was holding up the process. He informed that transportation would be offered by the Parish Council.

Councillor McIntosh stated that he would be more than willing to offer his vehicle to assist with any stage of the process.

Councillor Brown informed that his vehicle was also available.

Superintendent Mann advised that an estimate would be done for the pump at Roads and Works, so that water can be fully available to the PEOC if there was a power cut.

The Parish Disaster Coordinator commented that shelter managers are willing to be trained, but as the season was far advanced they might need to rely on the experience on the more seasoned shelter managers. He further added that all shelter mangers are in place and he would be attending a forum at ODPEM and information would be circulated to members of the Committee thereafter.

There was further discussion on the matter.

***PARISH EMERGENCY OPERATION CENTRE (PEOC)***

***The Acting Secretary/Manager advised that corrective measures were put in place to alleviate leaking of the roof and that a Tender for the rehabilitation of the roof, was advertised, bidding would be closed on September 12, at 2 p.m. The Acting Secretary/Manager advised that the Superintendent of the Roads and Works Department had submitted an estimate to the Ministry of Local Government in regards to linking the fire department on the Council’s generator. Councillor McIntosh noted the absence of representatives from the JPSCO, he wanted to inform them of the overhanging wires and tree limbs on roads in his division; these he advised needed to be maintained. With regards to the roster, the Acting Secretary/Manager advised that it was not prepared as yet; however, it was her opinion that the same officers would be selected to supervise the centre. With regards to training, the Acting Secretary/Manger advised that the Parish Disaster Coordinator had scheduled a training session.*** **Councillor McIntosh advised that in regards to the overhanging wires and tree limbs in the Chester Castle Division, nothing was been done by JPSCO in that aspect. The Parish Disaster Coordinator commented that the building is fairly new. The Chairman enquired about linking Fire station on the Council’s generator.**

There was no new information on the matter

***STORAGE FACILITY:***

***The Acting Secretary/Manager advised that the Council was now in discussions to acquire a container that was at the Noel Holmes Hospital. Her Worship the Mayor was to have further dialogue on matter. It was observed by Councillor McIntosh that the storage area in Mt Pelier was in the process of cleaning up.*** **The Parish Disaster Coordinator informed of the leaking occurring in the storage container. He said he had to cover the perishable items with tarpaulins due to seepage of water inside. The Parish Disaster Coordinator commented that if items are stored at Millers Drive it would be much easier. He further added that the container was to be repaired but the welder advised that it wouldn’t make sense to do it.**

The Parish Disaster Coordinator advised that perishables are not being stored by the Parish Council since there are already contracts with supermarkets in Lucea, Green Island and Hopewell.

The Disaster Co-ordinator stated that ODPEM had asked for two trucks to transport supply items in time of need. He suggested that trucks from Kingston be used so that they could get to the supplies at the drop of a hat. He said he was being assisted by Mrs. Samuels in securing trucks to meet the need.

He further advised that a base radio was installed at Millers Drive but it needed to be fixed. The PEOC landline at the Council was not yet activated, and it was customary for Call Credit to be donated to the PEOC.

Mr. Cooke suggested that the Councillors donate phonecards to the

Shelters Managers in their respective division.

Councillor Brown stated that whenever there is a disaster he donates phonecards to shelter managers.

Councillor McIntosh commented that he would want the National Water

Commission to be on board and he further added that during the last storm we had last year, the Member of Parliament trucked water to the people who were in need.

Superintendent Mann gave an update about the generator.

***TOOLS/EQUIPMENT:***

***The Acting Secretary/Manager advised that ODPEM had distributed beds and cots in the impending approach of Tropical Storm Isaac.* The Parish Disaster Co-ordinator advised that the power saw that was used at the cemetery belonged to the Council, which was now in the possession of an individual. The Parish Disaster Co-ordinator commented that he has a list of volunteer personnel who give of their service and are paid at a later date. The Chukka Blue adventurers will give their carts to be used. He further added that Councillor Clare will assist in mobilizing the equipment.**

The Parish Disaster Co-ordinator advised that the Roads and Works Department has a list of all the persons who own and operate equipment.

***FOOD SUPPLIES:***

***The Acting Secretary/Manager advised that plans were in place for stockpiling of supplies if the need arose.* The Parish Disaster Co-ordinator advised that plans were in place. He advised also that new arrangements were now made with owners of establishments in the Hopewell and Green Island areas for supplies, instead of Lucea only, if the need arose.**

There was no new information on the matter.

***SHELTERS:***

***The Acting Secretary/Manager informed that a visit was made by Mr. Dorman to the completed centres that were to be utilized as shelters. With regards to the family that occupied the New Mills community centre, the Acting Inspector of Poor and the Housing Officer had visited the area but were not able to get the family out. The Inspector of Poor further advised that contact was made to Food for the Poor for assisting with a housing unit. A decision was made for the Acting Inspector of Poor to look at other alternatives.* The Inspector of Poor advised that a visit was done and the family has moved out of the shelter with the help of Councillor Brown.**

Miss. Clarke stated that the Grange New Testament Church of God has been designated as a shelter, however the roof was in a bad condition, the window blades were rattling, and several promises had being made to get ply board and a water tank. She further added that if nothing was not being done it would be impossible to accommodate persons, since it had been in operation for the past four years with no assistance offered.

She further enquired on what would be done to the building.

The Chairman enquired about the promises made to Miss Clarke from the Council.

The Parish Disaster Co-ordinator commented that an inspection was done and the Grange New Testament Church had being taken off the list of shelters because it was not suitable. He added that the health centre would not be used as shelter. Reference was made to another church in Kendal, and the school at Upper Rock Spring that serves Rock Spring residents.

The Chairman stated that Rock Spring would be a far distance.

The Parish Disaster Co-ordinator advised that whatever it takes to get to the shelter the residents would have to go. He further added that a fundraiser could be put in placed in aid of the windows, roof and water tank.

Miss Clarke informed that a concert would be held on Friday July 19, 2013 that would aid in purchasing materials for the church.

The Chairman advised that a letter be sent to the Council along with tickets asking Councillors for their contribution.

Superintendent Mann mentioned that the Disaster Co-ordinator could check with ODPEM, USAID, C.I.D.A from Canada and Food for the Poor to get disaster items.

The Parish Disaster Co-ordinator stated that he would do a follow up on the matter.

 ***PRIORITY SHELTERS:***

***The Acting Secretary/Manager advised that the Infirmary building was still not completed. She added that there was 1 or 2% progress when she had visited the area previously. It was assumed that the contractor was not getting funds on time for work to be done speedily. A decision was taken that the Acting Secretary/Manager would write to the Ministry for an update to be given on the matter.* The Disaster Coordinator stated that there is an active community group at Chigwell.**

There was no new information on the matter.

***SHELTER MANAGERS:***

***The Parish Disaster Coordinator advised that the training sessions would be scheduled as soon as all shelters were inspected. In the meantime, training was taking place at a number of closed locations such as Round Hill Hotel, this had taken place recently.***

There was no new information on matter.

***DRAINS/GULLIES CLEANING:***

***Mr. Cover advised that major drain cleaning was done in the parish with about 60% in the Eastern section and about 20% in the Western due to the late start of the programme. Mr. Cover informed that funds were now exhausted. At this stage priority would be given for maintenance of Venture Gutter. Drains at Hog Bush and Clipper would also received attention out of the Lucea allocation. He also informed that plans were being organized for major repair works to be done in constructing of culvert pipes, minor drainage repair works and repairing of damaged drain covers.* The Meeting was advised that the National Works Agency had done quite a bit of work in the parish in terms of cleaning and clearing of roadways, cutting of overhanging trees and cleaning of drains after the effects of hurricane Sandy. Councillor Brown commented that representative from the National Works Agency should be present at the meeting to give update on the matter.**

Councillor Brown stated that whenever it rains, lots of water can be seen coming down from of the hills at Orchard Gardens. He stressed that the drain on the road is too small for the vast amount of water.

***DRAINS/GULLIES CLEANING CONTINUED:***

The Chairman commented that the vast amount of water coming from off the hill would be due to the huge development and improper channeling of the water. She further added that an assessment of the area needs be done.

Mr. Cooke commented that the drain that runs through Hopewell on Bamboo Drive is blocked by the pipelines from the Telecommunication Company.

Councillor Brown advised that there was water running on the left side of the road at Hopewell.

Superintendent Mann recommended that a site visit be done along with the telecommunication personnel.

The Chairman requested that Councillor Brown send a letter to the Secretary Manager outlining the situation at Hopewell.

***DISASTER PLAN:***

***The Parish Disaster Co-ordinator advised that he was in consultation with ODPEM and was advised that they would be sending the document to him as soon as possible.* Mr. Haye reported that a Disaster Plan was in placed however he was not certain of its present status.**

The Parish Disaster Co-ordinator stated that he was in the process of finalizing the Disaster Plan.

***IDENTIFICATION OF HIGH RISK/FLOOD PRONE AREAS:***

***The Fire Department advised of the Lucea Hospital to be utilized in the case of an emergency.* The Disaster Co-ordinator repeated that Councillors should submit where necessary a list of vulnerable/flood prone areas. Deputy Mayor Lloyd Hill enquired about the emergency vehicles. Mrs. Campbell stated that in the case of emergency vehicles ambulance are always provided.**

There was no new information on the matter.

***WHOLESALE/PETROLEUM SUPPLIES:***

***The Parish Disaster Co-ordinator advised that one supplier had noted that there was need to certify the collection of the supplies system.***

The Parish Disaster Co-ordinator advised that an arrangement was still in place, with suppliers.

***POST ASSESSMENT TEAM (damage assessment)***

***The Secretary/Manager informed that the Fire Department was responsible for search and rescue, OPDEM normally visits the parish or extends an invitation to Kingston for special training in risk assessment.* The Disaster Co-ordinator advised that the committee was working to the fullest, and he was still in contact with Mrs. Doreen Walker from the Ministry of Labour on the matter. Mrs. Walker commented that they are very prepared for the upcoming season and a new vehicle was in operation. She further added that raincoat and water boots are provided for staff, and quartely meetings are held instead of monthly meeting. Follow up will be done and email will be sent.**

There was no new information on the matter.

***FOUR WHEEL DRIVE FOR EVACUATION:***

**The Parish Disaster Co-ordinator advised that plans were in place with operators of vehicles for utilization of their services. The Disaster Co-ordinator advised that the existing arrangements were still in force.**

The Parish Disaster Co-ordinator informed that the National Water Commission, National Works Agency along with other agencies would make their vehicle available in time of disaster.

***PUBLIC EDUCATION PROGRAMME/PUBLIC AWARENESS:***

***The Parish Disaster Co-ordinator advised that Public Education training was ongoing. Training was done at Round Hill Hotel with the help of the Regional Coordinator and Ms. Keneisha Stennett of the Poor Relief Department. Fiesta Hotel had asked for a similar training session to be done.* The Disaster Co-ordinator advised that training session are being done in Chester Castle and Kendal so as sensitize the people and children. He further added that training session will be conducted at the hotels and all Councillors are asked to be in attendance.**

The Parish Disaster Co-ordinator advised that visit was done at schools and Community Group, flyers and notes were handed out to

children and adults. He further added that an exhibition was to be put in place for Monday June 10, 2013 at Sandy Bay.

***WATER STORAGE–PARISH EMERGENCY CENTRE:***

***For the operation of the PEOC to be successful, the availability of water for 3 days would have to be maintained for it to last for the duration***. ***Power outage was brought to the attention of the committee by the Superintendent. Reminders are to be made to the NWC and JPSCO to attend the Disaster Committee Meetings.* The Superintendent reported that there was a problem faced in pumping water to the PEOC, during its operation on the approach of hurricane Sandy, as the JPSCo had turned off their electricity supplies during the impending hurricane.**

There was no new information on the matter.

***HANOVER INFIRMARY:***

***Superintendent Mann advised that he had spoken to the person who was in charge of the building and he was told that the building would not be completed in July but rather in August.******With regards to the sewage system it was noted that this aspect had not yet started.*** **There was discussion on the welfare of these residents in case of an emergency. The Superintendent advised that plans had been put in place for their relocation. Superintendent Mann informed the meeting that the electrical stanchion, walkway, kitchen and roofing are ninety percent (90%) completed. He further added that the contractor will be finishing up the wiring, lightening rod to be installed by the coming week, the transferring of patients to the other building due to the asbestos the Health Department will assist in that aspect.**

Superintendent Mann informed that an electrical inspection was carried out on the building, relocation of the residents to the new building.

The Parish Disaster Co-ordinator advised that the infirmary is a priority shelter, and as a result a site visit was carried out along with persons from the Roads and Works Department. It was observed that spacing could be seen in-between the main doors which need to be addressed as soon as possible.

*The meeting was joined by Mr. Samuels.*

Acting Matron commented that she would not be able to move into the new building until the old toilet was demolished.

***STREET/HOMELESS PERSONS:***

***The Acting Secretary/Manger advised that there was talk of a building for the homeless by Food for the Poor and she was recommending that the idea be revisited by the Inspector of Poor.* It was noted that the Acting Inspector of Poor was not in attendance to give a report, however the Parish Disaster Coordinator advised that the Poor Relief Department was trying to locate a building to house homeless and street persons, however, a new issue had cropped up, in that there was no established measure to get them to stay there in advance of, during or after an event. The Parish Disaster Co-ordinator commented that it is quite a bit of money for street persons; food for the poor wants to approve the area but they are awaiting funds. He further added that he would like to find space where male and female could stay however there is no place to implement that.**

Inspector of the Poor informed that he was still awaiting funds from Ministry. He further added that a letter was sent regarding a property next door to the Poor Relief Dept.

The Disaster Committee found humorous a report made by the Disaster Co-ordinator that Falmouth has only two homeless persons. He stated that this remarkable statement was made at a regional workshop conducted by the Board of Supervision. The workshop was part of the Board’s urging for the need to pay greater attention the needs of the homeless.

Councillor McIntosh commented that the Ramble Area has no homeless persons.

***PEOC MANUAL***

***The Parish Disaster Co-ordinator advised that this matter was not off the ground as yet.* Mr. Haye informed that arrangements were now put in place to have the matter going.**

There was no new information on the matter.

***COOLING DOWN STATION***

***Mr. Atkinson from the Fire Department advised that there was a need for a cooling down station to be located in the Ramble and Haughton Grove areas. It was noted that lands were identified previously, this had not materlized. He requested that the matter be taken up with the Superintendent of Fire.* Mr. Seaton stated that representation are being made and are stilling awaiting response.**

There was no new information on the matter.

***7. REPORTS:***

***MINISTRY OF LABOUR AND SOCIAL SECURITY***

***With regards to approaching Dolphin Cove (re the container) Mr. Williams advised that the matter had received attention, however, Mrs. Walker would be able to give an update at the next meeting.* Mrs. Walker advised that on January 11, 2013 a visit was made to a resident whose back door crashed in the person was given a cheque. She further added that number persons at Pumpkin Bottom were affected during the passing of the hurricane. Deputy Mayor stated that he was not aware of any relocation being done, the residents are comfortable were they are, they need a bridge to go across and street lights.**

There was no new information on matter due to the absence of Mrs. Walker.

***NATIONAL WATER COMMISSION:***

***Mr. Michael Coley advised that an updated Disaster Plan has been put in place for the NWC. They had full cooperation from the JPS in terms of electricity. The Commission had storage tanks in place for water storage and trucking to flood prone areas; petrol would be available for the vehicles. He also advised that a list of contact persons would be available to Council. He assured that a team would be sent out immediately if and when a disaster should occur.***

There was no new information on matter due to the absence of Mr. Michael Coley.

***VETERNARY SERVICES DIVISION***

***Mr. Ian Hill advised that his agency had a meeting where they had discussed plans to be put in place for the proper disposal of carcasses after a disaster. It was also necessary for farmers and owners of animals to have a plan to take care of their animals in case of an emergency.***

There was no new information on the matter due to the absence of Mr. Ian Hill.

***HANOVER HEALTH SERVICES:***

**Mr. Lloyd Stewart advised that plans were in place at the agency. Mrs. Campbell informed that they are at (80%) state of readiness. Councillors enquired about the spraying of mosquitoes. Mrs. Campbell stated that an exercise will be done again so she would fit each Councillor into her schedule.** **Mrs. Campbell commented that the Parish Council could implement the public clean up along with other agencies on board. Mrs. Campbell commented that the Parish Council could implement the public clean up along with other agencies on board.**

Mrs. Campbell informed that hurricane exercises are almost completed. She further added that she was in process of finalizing the disaster plan.

 ***NATIONAL WORKS AGENCY:***

***Mr. Wayne Cover advised that the agency had vehicles in readiness in case of a disaster***.

There was no new information on the matter due to the absence of a representative from the agency.

***LIME:***

***With regards to the toll free line, Mr. Malcolm informed that he would liked to see the draft press release for the toll free line before it was released. With regards to poor reception in specific areas, the issues were being perused for the service to be improved. Rehabilitation of the cable lines would be also be carried out.* Mr. Malcolm advised that contractors are in placed and will be deploy accordingly. He further added that a lime communications site is linked between March Town and Logwood. Superintendent Rhooms commented that the Landline at the Ramble Police Station is not working. He further added that at Mosquito Cove there is no communication at all.**

There was no new information on the matter due to the absence of a representative from the agency.

***JAMAICA FIRE BRIGADE***

***The Jamaica Fire Brigade* advised *that the department was prepared in the event of a disaster occurring.* Mr. Seaton stated that they are in a state of readiness although there is no generator, twelve (12) additional Fire Fighters have been employed and ambulance is in full operation.**

There was no new information on the matter due to the absence of a representative from the agency.

***POLICE***

**Superintendent Rhooms informed the meeting that more security is in place, fleet vehicles are used for patrolling, mobile radio person on duty. He further added that last year during Hurricane Sandy curfew was done asking people to leave the streets, no looting was done, four persons arrested at Bulls Bay for drugs. The Chairman commended the police on the good job they have being doing in the Green Island Area. Councillor Walker enquired about the proper procedure of having the main street as a silent zone.**

here was no new information on the matter due to the absence of a representative from the agency.

***8. DATE OF NEXT MEETING***

The date for the next committee meeting would be on Thursday, July 04, 2013 commencing at 2:00 p.m.

***9. ADJOURNMENT:***

The Chair thanked the everyone for their participation. She further thanked Miss Jackson for the wonderful prayer.

The meeting was adjourned on a motion moved by Councillor Brown and seconded by Councillor McIntosh at 4:57 p.m.

CERTIFIED CORRECT: ADOPTED: