



HAMPTON EMERGENCY MEASURES ORGANIZATION (HEMO) COMMITTEE

Meeting Minutes

Monday, September 15th, 2025 @ 6:00pm

Council Chamber at Town Hall

Attendees:

Ben LeBlanc, EMO Coordinator
Darrell Banfield, Chair
Pam McKenzie, Vice Chair
Maura Collings
Pam McKenzie
Matthew Beaulieu
Mike Hickey
Evelyn Bostwick

Staff:

Samantha Crealock – Administrative Assistant – Fire Rescue & EMO

Regrets:

Councillor Karin Boyé
Evelyn Millen
Fred Cormier

1. Call to Order

Chair Darrell Banfield called the meeting to order at 6:03PM.

2. Approval of Agenda

Moved by Chair, Darrell Banfield and seconded by vice Chair Pam McKenzie to approve the agenda as presented.

Carried

3. Declaration of Conflict of Interest

Chair Darrell Banfield asked if there were anyone with a conflict of interest about any of the items on the agenda presented.

None Declared



4. Approval of May 2025 Meeting Minutes

Moved by Chair, Darrell Banfield and seconded by Vice Chair Pam McKenzie to approve the meeting minutes of May 5th, 2025.

Carried

5. New Business

5.1 Update to questions and concerns asked during last EMOAC Meeting

An application has been submitted to FireSmart for funding to develop a professionally prepared evacuation plan. HEMOAC are currently awaiting a budget estimate from the consulting firm. The goal is to secure funding for the 2026/2027 fiscal year to proceed with plan development. No quotes have been discussed at this time. The HEMOAC discussed creating a budget in the meantime.

EMO Coordinator Ben LeBlanc presented the Working Group organizational chart to HEMOAC, outlining EOC roles and associated training requirements. This was in response to a request from Mike Hickey during the previous meeting in May.

Ben noted that EOC staff must complete ICS and BEM training by year-end. Additional courses will be pursued as they become available through the province, with a target completion by end of 2026. If provincial training is unavailable, external providers will be considered and incorporated into the upcoming budget.

Ben LeBlanc mentioned to the committee the opportunity to invite professional consultants—such as healthcare experts—to future HEMOAC meetings. These guests would contribute to the development of the MERP framework and assist in discussions related to budget considerations.

The HEMOAC will establish standards consistent with those set by NBEMO to ensure alignment in emergency management practices.

HEMOAC has agreed on the deadlines for EOC training: required courses are to be completed by the end of 2025, with remaining training finalized by the end of 2026.



5.2 Review of Terms of References

Ben LeBlanc reviewed the revised draft of the Terms of Reference with HEMOAC, restructuring the document to a single page. The updated version clearly outlining the committee's purpose, mandate, and membership roles.

The changes to the Terms of Reference are to be reviewed by the Protective Services Committee - Fire-Rescue / EMO - before being brought to Council for approval.

Chair Darrell Banfield motioned for any changes to Terms of Reference to be made.

None Declared

6. Next Meeting

Scheduled for December 1st at 6PM in the Town Hall, Council Chambers.

7. Adjournment –

Moved by Maura Collings and seconded by Matthew Beaulieu to adjourn the meeting at 7:02PM

Prepared by:

Samatha Crealock
Administrative Assistant

Approved by:

Darrell Banfield
Hampton Emergency Measures Organization (HEMO) Committee, Chair