

**City of Takoma Park
Emergency Preparedness Committee
Minutes for Meeting of December 1, 2005
Held at: Atrium Meeting Room, 7500 Maple Avenue**

Present:

Stacy Baker- (City Resident)	Mary Drake (City Resident)
William Hentosh (WAH)	Wayne Hobbs (Deputy City Manager)
Ahmed Martinez (City Resident)	Henry “Buddy” Daniels (City Resident - PSCAC)
Linda Rabben (City Resident)	Battalion Chief Brian Geraci (MCFRS)
Chief Cynthia Creamer (Takoma Park Police)	Tom Horne (Takoma Park Volunteer Fire Department)

Guest: Andy Kelemen (Chair, Public Safety Citizens Advisory Committee)

ABSENT:

Wolfgang Mergner (City Resident)

Agenda Item	Discussion	Action Items	Responsibility
1. Approval of the Agenda	Quorum acknowledged. Meeting opened at 8:30am.	N/A	N/A
2. Approval of Minutes for Meeting of October 27, 2005	Motion to approve minutes made and seconded. Minutes approved.	N/A	N/A
3. Review and Approve Co-Chair Responsibilities.	Stacy Baker introduced a Draft outlining the responsibilities of the Co-Chairs. A motion was made to define and limit the term of the Community Co-Chair. The Motion was approved that the Community Co-Chair would serve a term of 1 year and be limited to two consecutive terms. Stacy Bakers term as Community Co-Chair to start October 2005. The attached list of responsibilities was approved by the Committee.	N/A	N/A
4. Review of Past Action Items. A) Roam Alert System	Chief Creamer reported that the ROAM Secure Alert System would be on line on the City’s WEB Page within the week for residents to enroll. The Committee was reminded that when	Chief Creamer to discuss with City Staff on the Ward and Spanish issues and report back	Chief Creamer and Wayne Hobbs

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<p>B) CERT Training</p> <p>C) Other</p> <p>Information from PEPCO pertaining to special need persons.</p>	<p>you enroll in the City’s system, you automatically will receive alerts from Montgomery County. Discussion was held on capturing the Ward of the individual who is enrolling. Also could alerts be sent out in Spanish. Brian Geraci responded that both were feasible but did not see the need for Ward Data..</p> <p>Brian Geraci reported that most of the Training could be conducted in Takoma Park but one Saturday Session would need to be conducted at the County’s PSTA. After some discussion, it was agreed that the Training would be conducted with four evening sessions and one Saturday, all day session in Takoma Park and one all day session at the PSTA.</p> <p>As a form of outreach to the community a discussion was held as to need for a condensed version of the training or a Family Emergency Preparedness Seminar. Discussion was headed by Tom Horne and Buddy Daniels. No consensus was reached.</p> <p>Wayne Hobbs had nothing to report.</p>	<p>to Committee</p> <p>Determine exact dates and places to conduct the training.</p> <p>Put enrollment on Montgomery WEB page.</p> <p>Explore further and report back to the Committee.</p> <p>Follow up on the availability of this list to Committee</p>	<p>Brian Geraci and Wayne Hobbs</p> <p>Brian Geraci</p> <p>Tom Horne and Buddy Daniels</p> <p>Wayne Hobbs</p>
<p>5. Community Education and Outreach - Volunteer team Leader Job Description</p>	<p>After a lengthy discussion it became evident that the Committee required more information about Montgomery County Volunteer Operations as well as info on how the City and County Emergency Operations will mesh. No action was taken on the proposed Volunteer Community Emergency Coordinator. Hobbs informed Committee that there was no staff member assigned the responsibility for Coordinating Volunteers. He expressed the opinion that the County had a volunteer bank and is the best way to handle volunteers. He further stated that Committee should have this responsibility as it relates to organizing neighborhood volunteer leaders whose function is to assist the neighborhood in preparing for emergencies and to identify neighbors who have special needs and arrange for members of the neighborhood to provide</p>	<p>Obtain more information and furnish to the Committee</p>	<p>Wayne Hobbs and Brian Geraci</p>

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	<p>assistance in times of emergencies.</p> <p>No consensus was achieved on this issue and will be put on future agenda for further discussion</p>		
6. Information Items.	<p>Hobbs briefed the Committee on two actions going to the Council for consideration and approval.</p> <p>1. National Capitol Region Mutual Aid Agreement. 2. Montgomery County Hazard-Mitigation Plan</p>	None at this time	N/A
7. Approaches to review the City's Emergency Operations Plan.	<p>Stacy pointed out that the Committee is due to report to the Council on the Committees progress every six months. Committee needs to decide how it is going to review the City's Emergency Operations Plan. Hobbs pointed out that in almost all cases Montgomery County would be in charge of operations during a major emergency and the City would become a resource to the County.. The City's Police Department would initially be in charge if the event was purely a Police Action, such as a Hostage Situation. After some general discussion this item was tabled until the next meeting</p>	<p>Provide Briefing to Committee on existing operations plan and interface with County Plans.</p> <p>Determine information needs and questions to be asked to assist in putting together a plan to review the City's Plan.</p>	<p>Wayne Hobbs and Brian Geraci</p> <p>All Committee Members.</p>
8. Identify information needs of Committee members.	See item 7, above.	N/A	N/A
10. Adjourn	Meeting adjourned at approximately 9:40am.		

Future Meetings: Minutes Responsibility

January 5, 2005 Brian Geraci
 January 26, 2006 William Hentosh
 February 23, 2006 Wayne Hobbs
 March 30, 2006 Ahmed Martinez
 April 27, 2006 Wolfgang Mergner
 May 25, 2006 Tom Horne