

**City of Takoma Park Emergency Preparedness Committee**  
**Draft Meeting Minutes: January 5, 2006, 8:30 - 10:00 a.m., Community Center Atrium Meeting Room**

Members Present:

Stacy Baker (Resident)  
 Henry C. "Buddy" Daniels (Resident, PSCAC Representative)  
 Ahmed Martinez (Resident)  
 Wolfgang Mergner (Resident)  
 Chief Brian Geraci (Montgomery County FRS, Homeland Security)  
 Wayne Hobbs (Deputy City Manager)  
 William Hentosh (Washington Adventist Hospital)  
 Jessie Carpenter (Recording Secretary - Non-voting)

Members Absent:

Mary Drake (Resident)  
 Chief Cindy Creamer (Takoma Park Chief of Police)  
 Tom Horne (TP Volunteer Fire Dept.)  
 Linda Rabban (Resident)

Guests:

Andrew Kelemen  
 Chief Jarboe (TP Volunteer Fire Dept.)

| Agenda Item            | Discussion   | Action Item(s)   | Responsibility   |
|------------------------|--|--|------------------|
| 1. Approval of Minutes | <p>Ms. Baker moved to adopt the minutes of December 5, 2005.<br/>                     Mr. Martinez requested that the minutes be amended to include his comment that the City does not have a specific evacuation plan. The motion was seconded.</p>   | <p>Minutes were adopted as amended.</p>                    |                  |
| 2. Briefing            | <p>Chief Geraci provided a briefing on Montgomery County emergency planning. They prepare for all hazards, natural and man made (weather, WMD, hazmat, explosives, drought). He feels the County is well prepared from an emergency response perspective. Chief Geraci used parts of a PowerPoint slide show (attached for the record).</p> <p>A police lieutenant is assigned from the Mont. Co. Police to work with the joint terrorism task force. The County has a homeland security directorate.</p> <p>Mont. Co. Does have a homeland security directorate which includes multiple departments (fire, health, law enforcement, transportation, IT).</p> <p>Emergency management services support the incident command. There is a National Capital Region Mutual Aid agreement. The 800 mhz radio system allows jurisdictions to communicate with each other.</p> <p>Rockville, Gaithersburg, and Takoma Park all participate at the emergency command center. Capt. Ed Coursey represents Takoma Park. The center works to get resources where needed to manage, mitigate, and recover.</p> | <p>Request copies of slides used for the presentation.</p> | <p>Carpenter</p> |

**City of Takoma Park Emergency Preparedness Committee**

Draft Meeting Minutes: January 5, 2006, 8:30 - 10:00 a.m., Community Center Atrium Meeting Room

| Agenda Item  | Discussion  | Action Item(s) | Responsibility |
|--|---|----------------|----------------|
|  | <p>The emergency group activates and deploys local resources and supports the incident commander. The incident commander on site is in charge of the situation.</p> <p>Most Police and Fire personnel are trained on NIMS (National Incident Management System). The County is working on training public works, transportation, and public health personnel.</p> <p>The emergency group recommends a declaration of emergency when necessary; coordinates with county, state, and federal agencies; identifies first, second and third order consequences; implements a consequence management plan. Emergency shelters are not publicly identified in advance as the appropriate shelter depends on the nature of the incident. The Red Cross is in charge of shelters which may include high schools and recreation centers.</p> <p>Damage assessment can be done by MC Permitting Services, trained CERT volunteers. Other consequence management issues: donations management; hospital diversion when needed; mental health services; economic, social, psychological infrastructure recovery; provide risk communication to residents; impact on special needs populations.</p> <p>Mr. Mergner asked if Takoma Park is included in all of this. Chief Geraci said Takoma Park is included. The City has a seat at the Emergency Operations Center.</p> <p>Chief Geraci listed upcoming exercises: June (annual hazmat exercise); September - mass casualty exercise; October - National Capital Region exercise; November - school siege terrorism exercise.</p> |                |                |
| <p>3. Discuss and determine how the Committee will review the City's Emergency</p> | <p>Ms. Baker asked Chief Geraci to comment on the priorities to consider in testing the City's plan. Chief Geraci responded that it is all hazards: weather, hazmat emergencies, terrorism, the sky's the limit. He noted the County does a hurricane exercise every year. Mr. Hobbs noted that in</p>  |                |                |

**City of Takoma Park Emergency Preparedness Committee**

Draft Meeting Minutes: January 5, 2006, 8:30 - 10:00 a.m., Community Center Atrium Meeting Room

| Agenda Item     | Discussion  | Action Item(s) | Responsibility |
|-----------------|---|----------------|----------------|
| Operations Plan | <p>almost any event, the City will not be in charge. In most cases, the on-site incident commander will be the Fire Department. The City will be resources to the incident commander. The City has a seat at the emergency. Chief Geraci said the County will looking for support from the City.</p> <p>Ms. Baker asked what would the County expect the City to do or carry out in support of the management of pandemic flu, weather, and hazmat situations, in order to review the City's preparedness.</p> <p>Chief Geraci said the City would participate with the County.</p> <p>Ms. Baker asked if we would need to have specific sites for vaccinations, for example. Chief Geraci said that would be a County Public Health Dept. function.</p> <p>Mr. Martinez asked if this means that the Emergency Preparedness Committee is just an extra layer. Chief Geraci said he believed the Committee should help the people of Takoma Park become better prepared. We need to get people to think about shelter in place. What resources does Takoma Park have to reach out to the community?</p> <p>Mr. Kelemen noted failures where things did not happen, that the City was short. For example, we could not get dry ice, could not get PEPCO to respond, after Hurricane Isabel. He said he believes we need to get into the issues of where the holes are.</p> <p>Mr. Martinez noted the EPC outreach subcommittee is already working on education and outreach at the local level. We should focus on this for the next report to the City Council.</p> <p>Ms. Baker asked what the County is doing in terms of volunteer mobilization.</p> <p>Chief Geraci noted the brochure that was mailed out, the campaign with</p> |                |                |

**City of Takoma Park Emergency Preparedness Committee**

Draft Meeting Minutes: January 5, 2006, 8:30 - 10:00 a.m., Community Center Atrium Meeting Room

| Agenda Item | Discussion  | Action Item(s) | Responsibility |
|-------------|---|----------------|----------------|
|             | <p>Alert Montgomery, regional service center public outreach, outreach with Public Health, and a course for small businesses and how they can be better prepared. He said they try to get to as many things as they can. He noted his staff has conducted over 100 presentations, reaching around 7000 people.</p> <p>Ms. Baker asked if there are plans for a re-mail of the brochure. Chief Geraci said it is being revised and will be sent out after that.</p> <p>Chief Geraci noted the different special population groups. He said they are most concerned about elderly individuals who live at home. They are hard to identify. Public Health has set up different committees to deal with each special population group.</p> <p>Ms. Baker asked if institutions in Takoma Park are included. What does outreach to the nursing homes, etc., include? Chief Geraci said that Public Health is working on this, including Takoma Park institutions. They have a program called "Plan 9 - Nine Things You Should Have."</p> <p>Ms. Baker asked about outreach to the individuals in the facilities. Chief Geraci said the programs are geared more to the facility staff. He did note that they are reaching out to residents of non-assisted living facilities such as Riderwood and Leisure World.</p> <p>Chief Geraci noted that the County volunteer center is operated out of the County Executive's Office. Other volunteers include Mont. Co. Police volunteers, CERT, Fire Dept. Volunteers. The volunteer center does the outreach.</p> <p>Ms. Baker asked how would you say that Takoma Park can best fit into the county volunteer center, to register as citizen volunteers, medical reserve corps?</p> <p>Chief Geraci suggested just getting the word out to the community would</p> |                |                |

**City of Takoma Park Emergency Preparedness Committee**

Draft Meeting Minutes: January 5, 2006, 8:30 - 10:00 a.m., Community Center Atrium Meeting Room

| Agenda Item | Discussion   | Action Item(s) | Responsibility |
|-------------|--|----------------|----------------|
|             | <p>help. There are a lot of media outlets here, civic organizations, community groups. That's what we need to be doing. That's where the focus needs to be.</p> <p>Ms. Baker asked if the County provides data about where volunteers are located?</p> <p>Chief Geraci said that the volunteer center has that. CERT is done through the regional service centers. When we activate, CERT volunteers are to respond to the regional service center, but it depends on the nature of the event.</p> <p>Mr. Hentosh commented that it would be helpful for WAH to have that information, for the hospital to recruit.</p> <p>Ms. Baker commented that maybe it doesn't matter if we have volunteers in each neighborhood, but instead contribute to the County pool. The County would assign volunteers where needed.</p> <p>Mr. Daniels asked if the County attempts to keep volunteers in their locality.</p> <p>Chief Geraci responded that if a community is impacted, it may be important to bring in volunteers from outside.</p> <p>Dr. Mergner asked for more information on plans for pandemic situations.</p> <p>Chief Geraci said that Public Health has the lead on that. It may call for schools to be closed, roads closed, planning for mass fatalities. They have a very robust plan, modeled after SARS. Montgomery County is way ahead of the curve on emergency services.</p> <p>Ms. Baker asked about performance measures and evaluation plans for the preparedness of residents.</p> |                |                |

**City of Takoma Park Emergency Preparedness Committee**

Draft Meeting Minutes: January 5, 2006, 8:30 - 10:00 a.m., Community Center Atrium Meeting Room

| Agenda Item  | Discussion  | Action Item(s)   | Responsibility |
|--|---|--|----------------|
|  | <p>Chief Geraci said the performance measures are available on the County website. More are being implemented.</p> <p>Mr. Kelemen asked about plans for a public forum.</p> <p>Chief Geraci said there will be a Silver Spring/Takoma Park forum in March. They do one a month at the various government centers.</p> <p>Committee members discussed the charge and scope of the Committee. There was consensus to review the charge to ensure that what the Committee is charged with is practical, affordable and necessary for Takoma Park and to consider going back to the City Council with recommendations for changes.</p>  | <p>Consider recommending a change to the Committee's charge.</p> |                |
| <p>4. Discuss and determine How the Committee will review the City's Emergency Operations Plan</p> | <p>Ms. Baker said she favors a review of the operations plan to ensure that it is up to date and adequate. She said she would like to see if sections on the City's volunteer coordination are appropriate.</p> <p>Mr. Kelemen commented on the issue of how long it can take before an emergency response can be mobilized. For example, in Takoma Park, we need to be prepared if parents have children in City Recreation programs, and parents cannot come to pick up the kids, how will this be handled. The departments need to be aware.</p> <p>Chief Geraci indicated that if the City makes a request for help, the County will respond.</p> <p>There was consensus to review the plan as a whole and to review the department plans for Public Works and Recreation.</p> <p>Stacy - if the committee would like to review department plans, we need to request that.</p> <p>Wayne - we can prepare that. We do have an afterschool program.</p> |  |                |

**City of Takoma Park Emergency Preparedness Committee**

Draft Meeting Minutes: January 5, 2006, 8:30 - 10:00 a.m., Community Center Atrium Meeting Room

| Agenda Item | Discussion   | Action Item(s) | Responsibility |
|-------------|--|----------------|----------------|
|             | <p>Stacy - how will we do that? 1 - scope; 2 - adequacy of plan given the relationship to the county; and the need for department plans.</p> <p>Wayne - police (probably can't review); public works, recreation. HCD has a role in damage assessment; but HCD and Library would be part of clerical support.</p> <p>Kelemen - IT plan is not in here.</p> <p>Buddy - Library too, in case they have kids there.</p> <p>Stacy - Public works and Recreation - we will review them? Any objections?</p> <p>Kelemen - PD needs to be aware when other departments depend on them.</p> <p>Wayne - we will look at that.</p> <p>Hentosh - maybe a couple of teams. One to look at PW, one to work with Recreation.</p> <p>Stacy - up to date, redundancy with the county, or should every member provide.</p> <p>Wolfgang - three teams - one for the whole plan, one for recreation, one for pw</p> <p>Buddy - two teams - one for plan, one for rec and pw.</p> <p>Hentosh, Stacy, Ahmed, Mary look at the whole plan.</p> <p>Wolfgang - to review whole plan</p> <p>wayne and stacy will work on assigning others to the review committees.</p> |                |                |

| Agenda Item | Discussion  | Action Item(s) | Responsibility |
|-------------|---|----------------|----------------|
|             | <p>Stacy - Bring recommendations to the next meeting.</p> <p>What about scope?</p> <p>Wayne recommends go to council mid march.</p> <p>Buddy - Jan 26 meeting, review what's been done in the reviews. Status reports.</p> <p>Stacy - council scope - committee of the whole</p> <p>Kelemen - mentions committee reviews by Council</p> <p>Wolfgang - gave Bannermen letters to send to neighborhood contacts and neighborhood patrols.</p> |                |                |
|             |   |                |                |
|             |   |                |                |

5. Discuss and Determine How Committee will review the City's plan

6. Next steps on community outreach - Stacy - review in the context of the scope of the committee

7. Review Past Action Items

A. ROAM secure - Wayne - it is online. Yes, we can get ward information on it. There are pros and cons. Staff's decision was not to capture ward data. Most people don't know where their ward is. Spanish notifications - we are still looking at that.

B. CERT training - Brian - 11 people have signed up. Three from takoma park. Link on the county home page. Press releases out.



**City of Takoma Park Emergency Preparedness Committee**  
**Draft Meeting Minutes: January 5, 2006, 8:30 - 10:00 a.m., Community Center Atrium Meeting Room**

Page 9 of 9

Buddy - Wolfgang doing mailing to patrols. I have a phone network. Volunteered to contact people.

Stacy - has the county done a standard publicity for this? Business assoc, vulnerable populations?

Brian - press release, home page. Not within the business community. We have a separate program for businesses. We are also looking at doing CERT training for schools.

C. Buddy - handout of ideas for family emergency preparedness seminar - table until Jan. 26. My main focus is on getting word out about the CERT training.

D. PEOCO list of persons with special needs - Wayne - they have a list and will not share it. People have to sign up for it. Pepco puts their own priority on it. I've heard today that the county is doing some of that.

Brian - that's the population we can't get at. Elderly living at home.

Wayne - we talked about volunteers, organize help within the neighborhoods.

Stacy - anything like that at the county?

Geraci - CERT, we talk about it in our programs.

Buddy - working on that through the PSCAC. We need to bolster it and bring in more people.

Kelemen pointed out that some groups are more organized.

Stacy - thanked Brian for the presentation.

Next meeting Jan. 26. 90 min meeting.

Hentosh - Brian should bring NIMS structure

Stacy - only the review committees meet this month.

Adjourn 10:00 a.m.