

City of Takoma Park Emergency Preparedness Committee

Minutes: January 26, 2006, 8:30 - 10:00 a.m., Community Center Atrium Meeting Room (Minutes adopted 2/23/06)

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Members Present:

Stacy Baker (Resident)
 Sharon Burke (Resident)
 Melanie Collins (Resident)
 Chief Cindy Creamer (Takoma Park Chief of Police)
 Henry C. "Buddy" Daniels (PSCAC Representative)
 Tom Horne (TPVFD)
 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)
 Linda Rabban (Resident)

Guests:

Andrew Kelemen

Agenda Item	Discussion	Action Item(s)	Responsibility
1. Introduction of New Members		Sharon Burke and Melanie Collins introduced themselves.	
2. Roll Call and Approval of Agenda		The agenda was approved as written.	
3. Approval of Minutes	Motion by Mergner; second by Horne.	The minutes were approved as written.	
4. Review and Discuss the Scope and Charge to the Committee	<p>The committee held a lengthy discussion about making changes to the committee scope, with a focus on not duplicating efforts already underway at the County level. The following changes were adopted:</p> <p>1. Reviewing the City's Emergency Operations Plan and recommending changes to the Council and City Manager, including changes to improve processes for assisting special populations during an emergency; and</p> <p>2. Organizing Neighborhood Safety Contacts to interface with the City's Emergency Operations Team and establishing a process for using these</p>	The recommended changes are to be submitted to the Council as part of the six-month report.	Co-Chairs

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	<p>contacts to facilitate communications during actual emergencies; and</p> <p>3. Exploring the formation of volunteer neighborhood emergency teams that would assist City Departments in carrying out emergency activities when called upon; and</p> <p>4. Establishing a process for assisting the frail, elderly and persons with disabilities special populations during an emergency; and</p> <p>5. Assisting the City in coordinating with Montgomery County and other agencies in educating to educate residents on their individual responsibilities for preparing their households for emergencies and providing information on what residents can expect from the City and County during an emergency; and</p> <p>6. Exploring grant opportunities that would aid the City to improve the emergency preparedness of the Community and City Management—this would include assisting City staff in documenting and submitting desirable grants for review by the City Manager and concurrence of the Council; and</p> <p>7. Reporting to the Council on the Committee’s progress six months after the Committee starts operating and every six months thereafter. Each report should provide appropriate recommendations for improving the City’s emergency preparedness along with budgetary implications that should be considered during the preparation of the annual budget; and</p> <p>8. Arranging for Community Emergency Response Training (CERT) for resident volunteers and committee members as requested; and</p> <p>8. Coordinating with Montgomery County to offer and promote Arranging for Community Emergency Response Training (CERT) or other citizen training programs for resident volunteers and committee members as requested;</p>		

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	<p>and</p> <p>9. Coordinating with the Montgomery County Volunteer Center to identify and promote volunteer opportunities under emergency situations. Educating and Assist in promoting these volunteer opportunities to Neighborhood Safety Contacts, citizen patrols, citizen associations, persons who serve or care for special City populations, and other City residents; and</p> <p>10. Advising the City on strategies to improve the effectiveness and efficiency of the City preparedness activities and its Establishing an active relationship with relevant County, State and Federal Volunteer Agencies, and the American Red Cross, as well as the emergency preparedness volunteer organizations of neighboring jurisdictions; and</p> <p>11. Suggesting test scenarios to the City Manager and providing Committee members to be present in the City's Emergency Operations Center during Emergency Test Exercises to act as observers during the test and to provide input to the after action report of the test.</p>		
<p>5. Review of the City's Emergency Operations Plan</p>	<p>5a. Overall Plan - Subcommittee Report</p> <p>The Subcommittee (Baker, Burke, Hentosh) reported that they had decided on a process for review of the plan and had identified initial areas for concern. They had also created an assignment sheet for review of each appendix.</p> <p>5b. Recreation and Public Works Plans - Subcommittee Report</p> <p>The two plans are to be reviewed by Daniels, Martinez, and Mergner. Recreation is in the process of updating their plan.</p>	<p>The subcommittee will report to the full committee again on Feb. 23</p>	
<p>6. Report to the Council</p>	<p>The Committee is tentatively scheduled to report to the Council on March 13. Mr. Hobbs reminded the group that if the Committee was planning to recommend any actions with budgetary implications they should bring up</p>		

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	<p>those items at the meeting. Ms. Baker will make the presentation to Council, to include 1) the recommended changes to the Committee's scope, 2) provide an update on the Committee's activities and comment on the Emergency Management Plan; 3) note any suggestions that have budgetary implications.</p> <p>Mr. Martinez requested information about participation requirements. He made a motion that members be permitted to miss no more than two meetings in a calendar year. Another member suggested that members be required to attend seven meetings in a calendar year, or miss no more than three meetings.</p> <p>Dr. Mergner and Ms. Baker opposed. The motion passed.</p>		
7. Coordination with Committee on the Environment	As the Committee on the Environment had requested the two committees discuss cooperating on certain activities, Mr. Daniels would be attending an upcoming meeting of the COE and report back.	Daniels to attend COE meeting.	Daniels
8. Review Past Action Items	<p>A. CERT Training. Chief Geraci reported that the class was full. Four City residents had signed up, three of whom are on the Committee. The class was scheduled to begin Jan. 31. The committee briefly discussed the outreach that had been done.</p> <p>Ms. Collins commented that her street had not received information about the training.</p> <p>B. Family Emergency Preparedness Seminar. Mr. Daniels and Mr. Horne reported that they would bring this up at a future meeting.</p> <p>Ms. Baker suggested that there is a saturation of information on the issue. She suggested a more specialized program, for example, "what if your business is affected by pandemic flu."</p> <p>Mr. Hentosh suggested partnering with the Public Health Department on a</p>		

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	<p>seminar, or seeing what else is in the works.</p> <p>Chief Geraci noted that Homeland Security and Public Health would be holding a session in March at the Silver Spring Regional Center. Mr. Daniels and Mr. Horne said they would help promote the program.</p> <p>C. Roam Secure Notification System. Mr. Hobbs had nothing new to report. Chief Geraci noted that severe weather alerts will be available in Spanish.</p> <p>D. Next Steps on Community Education and Outreach. Ms. Baker noted that the Committee had discussed doing this in coordination with Montgomery County.</p> <p>E. Other. Mr. Horne noted that the Committee had talked about alerting residents at a previous meeting. He said he believed that the Committee needs to look at what other mechanisms there are for alerting residents.</p> <p>Ms. Baker suggested that this be considered in the review of the Emergency Operations Plan.</p>		
Adjourn	The meeting was adjourned at 10:03 a.m.		