

City of Takoma Park Emergency Preparedness Committee

Meeting Minutes: February 23, 2006, 8:30 - 10:00 a.m., Community Center Atrium Meeting Room (Minutes adopted 3/30/06)

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)
 Chief Brian Geraci (Montgomery County FRS, Homeland Security)
 Tom Horne (TPVFD)
 Wolfgang Mergner (Resident)
 Wayne Hobbs (Deputy City Manager)
 Jessie Carpenter (Recording Secretary - Non-voting)

Members Absent:

Mary Drake (Resident)
 William Hentosh (Washington Adventist Hospital)
 Linda Rabban (Resident)
 Ahmed Martinez (Resident)

Guests:

Andrew Kelemen

Agenda Item	Discussion	Action Item(s)	Responsibility
1. Roll Call and Approval of Agenda	The meeting was called to order at 8:37 a.m.	The agenda was approved as written.	
2. Approval of Minutes	Motion to approve the minutes of January 26, 2006 were adopted upon motion by Mergner; second by Horne.	The minutes were approved as written.	
2A. Brief Discussion of the PSCAC Neighborhood Safety Contact Program	Mr. Kelemen reported on a meeting to be held on March 22 by the PSCAC which will include Neighborhood Safety Contacts, and representatives of business and neighborhood associations. After brief discussion, the EPC expressed consensus that the appropriate scope for the Neighborhood Safety Contacts is communication rather than emergency response.		
3. Review of City's Emergency Operations Plan	3a. Report to Council Mr. Hobbs reported that the EPC report to Council will be scheduled for an April Council meeting. 3b. Subcommittee Report on Review of the "Main Plan." Subcommittee members include Sharon Burke, Melanie Collins, Linda Rabban, William Hentosh, Wolfgang Mergner and Stacy Baker.		

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	<p>The subcommittee reported that they began with a review of the plan annexes. They recommended that each annex should include a date to show when it was last reviewed by staff. Their major concerns included:</p> <ul style="list-style-type: none"> • There are a few areas where the plan overstates the City's role. • There is not an adequate explanation of how the City would handle volunteers. • The plan describes monthly communication about emergency preparedness in the City Newsletter and on Cable. Again, the subcommittee recommended that the City either scale back what it said staff would do, or ensure that the work is done. • The subcommittee recommended that if shelters are not to be designated in advance, that there be some assurance that the Red Cross has designated locations for suitable shelters in Takoma Park. Mr. Hobbs offered to find out who the contacts are and invite someone to address the group. • The subcommittee asked if training exercises are being conducted. Mr. Hobbs indicated that staff has not yet done a local exercise. • The Snow Removal Plan should be moved to the Public Works Department Plan. There may be other detailed plans the department should develop and add to the section. <p>Ms. Baker said that the group would bring a written subcommittee report which notes items identified as having budget implications.</p> <p>3c. Subcommittee Report on Review of Department Plans The subcommittee included Buddy Daniels, Ahmed Martinez, and Wolfgang Mergner. The group reported on their findings:</p> <ul style="list-style-type: none"> • The plan calls for coordination of volunteers. If this is not going to be done, it should be dropped from the plan. • Who takes local responsibility for the facility. What happens if children are in the building for programs. • Procedures should be spelled out for how interaction takes place 	<p>Invite an appropriate individual to address the group about shelters.</p> <p>Written subcommittee reports for next meeting to be presented for approval of full committee.</p>	<p>Hobbs</p> <p>Baker and Mergner</p>

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	<p>with the Emergency Operations Center and Montgomery County.</p> <ul style="list-style-type: none"> • How are special populations in the city to be addressed. • Define the minimum number of employees needed to function. <p>Ms. Baker commented that the City should also look at how it would prioritize and deliver services if employees were ill (i.e. Avian Flu) and not able to get to work.</p>		
<p>4. Committee on the Environment</p>	<p>Buddy Daniels reported on his meeting with the Committee on the Environment. At the meeting, the COE expressed concerns about the Community Center generators which currently run on natural gas. They recommended that one be converted to run on diesel or solar power.</p> <p>The EPC held a brief discussion on the issue. Members suggested that the tanks could be converted to propane.</p> <p>Mr. Hobbs offered to talk with Public Works to see what additional information they could provide.</p> <p>The Committee on the Environment also expressed interest in hearing how hazmat situations would be handled in the city. The EPC agreed to request a written response from Chief Geraci on the issue, which would then be shared with the COE.</p>	<p>Follow up with PW on generators.</p> <p>Request hazmat response information.</p>	<p>Hobbs</p>
<p>5. Discussion on Committee Priorities - deliverables for the next six months</p>	<p>Ms. Baker requested the group to review the proposed revisions to the scope and charge of the Committee. She asked members to come up with a short list of priorities for the next six months.</p>	<p>Add to agenda for the March meeting.</p>	<p>Baker</p>
<p>6. Review Past Action Items</p>	<p>a. CERT Training</p> <p>a. Mr. Horne reported that he had participated as an instructor in the CERT training. He said that people seemed pleased with the program.</p> <p>The Committee discussed holding another training in Takoma Park. It was</p>		

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	<p>decided to try to schedule a training in May to allow enough time to publicize the program in the community.</p> <p>b. Family Emergency Preparedness Seminar The location and date have not yet been set. The EPC will help publicize the event when it is scheduled.</p> <p>c. Next Steps on Community Education and Outreach The group decided to address this when discussing priorities at the next meeting.</p>		
Adjourn	The meeting was adjourned at 9:48 a.m.		