

**City of Takoma Park Emergency Preparedness Committee  
 October 26, 2006, 8:30 - 10:00 a.m., Community Center Atrium Meeting Room**

Present:

Stacy Baker (Resident)  
 Sharon Burke (Resident) - by speaker phone  
 Henry C. "Buddy" Daniels (PSCAC Representative)  
 Acting Police Chief Ed Coursey  
 Wayne Hobbs (Deputy City Manager)  
 William Hentosh (Washington Adventist Hospital)  
 Tom Horne (TPVFD)  
 Wolfgang Mergner (Resident)  
 Jessie Carpenter (Recording Secretary - Non-voting)

Absent:

Melanie Collins (Resident)  
 Chief Brian Geraci (Montgomery County FRS, Homeland Security)  
 Venita George (Staff - Non-voting)

(October 26, 2006 minutes adopted November 30, 2006.)

<b>Agenda Item</b>	<b>Discussion</b>	<b>Action Item(s)</b>	<b>Responsibility</b>
1. Roll Call and Approval of Agenda	The meeting was called to order at 8:30 a.m. Discussion of scheduling of the December meeting was added to the agenda.		
2. Approval of Minutes	Minutes of the meeting of September 28, 2006 were approved. Motion by Mergner; second by Burke.		
3. Review of Committee Deliverables			
3a) Assist City with Communications Plan	Dr. Mergner reported that he had met with Mr. Hobbs and Ms. George on October 18. They discussed the need to meet with ham radio operators and explore a number of issues.  The Committee discussed issues: Can they function in the event of a power loss? If they are to be written into the City plan, the City needs to make arrangements with them, needs to know how information would get to them and from them to residents. A ham operator would be needed in the command center. Capt. Coursey said he would like a demonstration of capabilities and an assessment of sustainability.  Ms. Baker noted the non-electronic communication plan also included	For the next meeting, estimate for coverage of neighborhood safety contacts.  Approve plan for nonelectronic communication at the November meeting.  Mr. Hentosh to provide list of church contacts	Mergner, Daniels  Hobbs, Coursey, George, Mergner  Hentosh, Mergner

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	information kiosks and megaphones. Capt. Coursey indicated that it might be possible to equip City cars with handheld systems.	to Dr. Mergner.	
3b) Outreach at Takoma Park Community Events	Mr. Horne reported on outreach at the Street Festival.	Ask Chief Geraci if he can provide information about numbers of people reached at City events.	Baker, Hobbs
3c) Identify Funding Opportunities	<p>Mr. Hobbs reported that he had requested department heads to provide a list of needed supplies for emergency operations.</p> <p>Dr. Mergner said he would be researching grants and meeting with Venita George.</p> <p>Ms. Baker suggested the possibility of working with other municipalities.</p>	Report on staff supply needs for operation in emergencies.	Mergner, George, Hobbs
3d) Emergency Plan Review	<p>Mr. Hobbs reported 70% of City staff had completed required NIMS training as of October 1.</p> <p>The committee discussed requirements for surgical masks and other emergency supplies.</p> <p>The committee discussed a possible presentation on pandemic flu with a focus on continuity of service and the role of local government – City department heads to be invited to the meeting on the date of the presentation. Ms. Burke noted the pandemic flu checklist provided by the CDC.</p>	<p>Report on surgical masks (for flu outbreaks) and fit testing in November.</p> <p>Set up pandemic flu presentation and invite department heads.</p>	<p>Coursey?</p> <p>Hobbs</p>
3e) Double CERT Volunteers from Takoma Park	Mr. Daniels reported that 11 people from the Takoma Park Silver Spring area had signed up for CERT training. The training will be held at Takoma Park from Nov. 2 - 11.		
3f) Six-month Report to Council	The update for Council is scheduled for November 27. Ms. Baker will report on deliverables, reverse 911, number enrolled in Alert Takoma, City	Report to Council on Nov. 27	Baker

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	devoting part-time employee to emergency preparedness, NIMS training milestones, flu shots, staff supply needs, public response to outreach, request to revise scope of committee. She will request assistance with recruitment of new members.		
3g) NIMS Training for Committee Members	Mr. Hobbs will provide an update at the next meeting.	Committee members complete NIMS training.	All Hobbs to report.
4. Nominations and Election of New Co-Chair	<p>Motion by Burke; second by Mergner, to nominate and elect Stacy Baker as Co-Chair. Ms. Baker was unanimously elected.</p> <p>Ms. Baker noted the Committee policy of a two-year term limit for the resident Co-Chair. The City Co-chair serves indefinitely at the pleasure of the City Manager.</p>	Stacy Baker elected Co-Chair; Hobbs continues as City Co-Chair	
5. Discuss Update of Committee Deliverables	Detailed discussion of deliverables for the next six months was postponed until the Janaury meeting.	Committee members to propose ideas for deliverables.	All
6. December Meeting	The Committee agreed not to meet in December.		
Adjourn	The meeting was adjourned at 10:00 a.m. The next meeting will be held November 30.		