

City of Takoma Park Emergency Preparedness Committee

March 29, 2007, 8:30 - 10:00 a.m., Community Center Atrium Meeting Room (Minutes adopted May 31, 2007)

Present:

Stacy Baker (Co-Chair, Resident)
 Henry C. "Buddy" Daniels (PSCAC Representative)
 Capt. Ed Coursey (TP Police Dept.)
 Wayne Hobbs (Co-Chair, Deputy City Manager)
 William Hentosh (Washington Adventist Hospital)
 Tom Horne (TPVFD)
 Wolfgang Mergner (Resident)
 Jessie Carpenter (Recording Secretary - Non-voting)

Absent

Sharon Burke (Resident)

Guest

Jason Christ (Resident)

Agenda Item	Discussion	Action Item(s)	Responsibility
1. Roll Call and Approval of Agenda	The meeting was called to order at 8:30 a.m.		
2. Approval of Minutes	Minutes of January 25 were approved as amended. Motion by Mergner; second by Hentosh. (The Committee did not meet in February)	Amend minutes	Carpenter
3. Update on City's Continuity of Operations Plan for Pandemic Flu	<p>Mr. Hobbs distributed the Police Department, Public Works, and Housing and Community Development draft COOP plans. He indicated that the complete pandemic flu plan should be ready in two weeks. He agreed to provide the committee a copy of the CDC checklist to assist with review of the plan.</p> <p>The deadlines on the Deliverables were updated to reflect the delayed timeline. Comments on the COOP will be due on April 20. Committee members should review the materials send comments to Mr. Hobbs by that date.</p> <p>The emergency operations plan is due to be completed by mid-May.</p> <p>The revised draft emergency operations plan will be on the agenda for the May meeting.</p>	<p>Add CDC checklist</p> <p>Comment on plan.</p>	<p>Hobbs</p> <p>Entire Committee</p>
4. Update on Communications Plan from the	Dr. Mergner reported that he had sent letters to 43 ham operators. Five responded that they were interested in helping.		

Agenda Item	Discussion	Action Item(s)	Responsibility
	<p>The Subcommittee agreed to further explore the options and opportunities for use of ham radios.</p> <p>Mr. Hobbs and Capt. Coursey agreed to explore how this could be incorporated into the City planning – to have a City staff member with a ham operator. In response to a question about licensing Police Officers as ham radio operators, Mr. Horne indicated that officers could voluntarily become licensed, but it could not be a condition of their employment.</p>		
<p>5. Discuss Deliverables for the Next Six Months</p>	<p>Arrange outreach with County at Takoma Park Community Events. Ms. Baker will coordinate outreach at community events. She will work with Mr. Hobbs to coordinate any fees that need to be paid.</p> <p>Decide whether to apply for a volunteer assignee (4/26). Dr. Mergner asked that this be moved to May. He will discuss with Venita George.</p> <p>Status Report on Staff Training. Mr. Hobbs reported that basic NIMS courses have been completed by 99% of employees. Principal staff will be attending NIMS 300, which is a three-day course.</p> <p>Committee members will provide information on their completion of the courses if they have not already done so.</p> <p>Acquisition of Emergency Supplies. Mr. Hobbs reported that he is prepared to make the necessary purchases. He still needs to find an appropriate storage location.</p> <p>Increase Trained CERT Volunteers (10 to 14). Ms. Baker noted that there would be an opportunity to promote CERT at the community events, but the County needs to provide a schedule of classes.</p> <p>Increase Registration by 15% on Alert Takoma. Capt. Coursey reported that there are currently 412 subscribers; 11 of them are new. Mr. Hobbs suggested an article in the City Newsletter to promote the program.</p> <p>Identify appropriate initiatives and strategies to engage Takoma Park community networks in efforts to promote home and neighborhood</p>		

Agenda Item	Discussion	Action Item(s)	Responsibility
	<p>preparedness (not part of planned emergency response). Mr. Daniels will include TP Alert and CERT promotion in his outreach.</p> <p>There was a brief discussion about the neighborhood safety contact program of the PSCAC (which the EPC had recommended against using for emergency response). Mr. Daniels said the PSCAC would be making a decision about whether to continue the program at their April 25 meeting. Mr. Horne said the Fire Department had expressed interest in having people in the neighborhoods (who are familiar with the streets) to serve as guides or assist with damage assessment.</p>		
6. Report from Public Safety Representative	The report was incorporated into the previous discussion.		
Adjourn	The meeting was adjourned at 9:58 a.m. The next meeting will be held Thursday, May 31, 2007.		