

Present:

Stacy Baker (Co-Chair, Resident)
 Sharon Burke - by phone (Resident)
 Jason Christ (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)
 Anne Ludlow (Resident)
 Wolfgang Mergner (Resident)
 Ron Ricucci (TP Police Dept.)
 Venita-Enola George (Management Assistant - Non-voting)
 Jessie Carpenter (Recording Secretary - Non-voting)

| Agenda Item | Discussion | Action Item(s) | Responsibility |
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| 1. Roll Call and Approval of Agenda | The meeting was called to order at 8:30 a.m. | | |
| 2. Approval of Minutes | Minutes of March 29 were approved as amended. Motion by Hentosh; second by Baker. | Amend minutes | Carpenter |
| 3. Discussion on City's Continuity of Operations Plan for Pandemic Flu | <p>Mr. Hobbs noted that the COOP is not totally complete.</p> <p>Mr. Hentosh indicated that he felt the City has made good progress.</p> <p>Dr. Mergner asked about the unions.</p> <p>Mr. Hobbs noted that the union contracts do not now address going into an emergency operations mode.</p> <p>Ms. Baker suggested that staff prepare a checklist noting what has to be done before a pandemic incident.</p> <p>Mr. Hobbs agreed to prepare a checklist for the City, with dates.</p> <p>Ms. Baker said she appreciated the clarity on succession. She asked about priorities across the departments, for example, does Public Works call on other departments.</p> <p>Mr. Hobbs noted that Public Works has contracts with temporary agencies to supply additional workers. Within City administration, there would be some cross-departmental assistance.</p> | <p>Prepare pre-implementation checklist, with dates</p> <p>Ask department heads to ensure staff review</p> <p>Prepare logistics annex</p> <p>Review COOP and send comments to Mr. Hobbs</p> | <p>Hobbs</p> <p>Hobbs</p> <p>Hobbs</p> <p>Full committee</p> |

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| | <p>Chief Ricucci noted that the protocol for the Police Department is to call on Montgomery County if assistance is needed.</p> <p>Mr. Hobbs asked Committee members to feed additional questions and suggestions to him, he will explain or incorporate as needed.</p> <p>Ms. Baker asked about staff involvement in the plan, whether they had provided input as to what could go wrong.</p> <p>Mr. Hobbs agreed to ensure that department heads have asked their staffs to review the plan.</p> <p>The Committee discussed supplies and masks. Mr. Hobbs agreed to prepare a logistics annex.</p> <p>Mr. Christ offered to compare the COOP with those prepared by other local cities and prepare a cross-analysis.</p> <p>Ms. Baker will look at the plan against the CDC business planning aspect.</p> <p>Mr. Horne asked if there is a staggered shutdown included in the plan.</p> <p>Mr. Hobbs responded that it is not written in the plan, but there is a plan for what would be done.</p> <p>Mr. Christ asked about 911 service and backup for ambulance service.</p> <p>Mr. Horne provided information about the County's plans for ambulance service in pandemic response situations.</p> <p>Ms. Burke asked if the City has thought about the cost of the COOP plan.</p> <p>Mr. Hobbs indicated that tabletop exercises would be held, as opposed to full-scale exercises. The City has a sizable emergency reserve to use for emergency overtime or related matters.</p> | <p>Compare the COOP with other jurisdictions</p> <p>CDC Business checklist</p> | <p>Christ, Ricucci</p> <p>Baker</p> |

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| | <p>Ms. Baker asked about ensuring that telework is an option.</p> <p>Mr. Hobbs noted that it is possible now for many. If needed, more resources could be added; however, not all jobs can be done from home.</p> <p>Chief Ricucci said the Police Department will be on site 24/7. Every department has an emergency contact person. If a crises is declared, the PD switches emphasis and prioritizes. Montgomery County does four exercises a year; COG spends time preparing for an incident that would shut down the Washington, DC area.</p> <p>There was agreement that the COOP would be submitted to the City Council along with the revised Emergency Operations Plan.</p> <p>The COOP is scheduled for approval by the EPC at the next meeting. When the plan is submitted to the committee for approval, the union contract issues will not yet be resolved.</p> <p>Mr. Hentosh commented on plans being made for WAH for a pandemic.</p> <p>Capt. Coursey commented that the hospital is considered a regional resource. The City PD would be working hand in hand with the Montgomery County Police and County Sheriff to support WAH.</p> <p>Mr. Horne noted the importance of employees being prepared at home. If they are not prepared for 72 hours without outside support, they will not be able to report to work.</p> <p>Mr. Hobbs commented that Ms. George has done a lot of work on the Emergency Operations Plan. He would like to submit that to the Committee for review at the July meeting.</p> | | |
| <p>4. Discussion and Approval of Committee report to Council</p> | <p>Ms. Baker noted that the Committee was to provide a three month written report to Council, and an oral report in July for the regular six month report. The Committee decided that given the timing, it would report to Council at the regular six-month interval.</p> | | |

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| | <p>For the June EPC meeting, the Committee will discuss what recommendations should be made to the Council for the six month report. Previous recommendations included ensuring that the Emergency Operations Plan was updated, increasing resources or decreasing expectations for emergency planning, setting a deadline for staff training on NIMS.</p> <p>The committee briefly discussed planning for the table at the upcoming JazzFest. Ms. Baker will provide coordination for the event.</p> | | |
| <p>5. Update on Communications Plan from the Communications Subcommittee</p> | <p>Dr. Mergner provided the update. He noted that all committee members not already on the EPC had resigned.</p> <p>Dr. Mergner reported that five ham radio operators expressed a willingness to cooperate in emergency response; one was very interested. Dr. Mergner will bring forward a list of recommendations on equipment.</p> <p>Chief Ricucci reported that Montgomery County now has reverse 911 capability. He noted that it is just for use in emergency situations. Activation of the system requires approval of the City and the County.</p> <p>Ms. Ludlow suggested education of residents on the reverse 911 system, noting that some people would be suspicious of such calls.</p> <p>Mr. Horne asked for the Committee's support to obtain the use of the Takoma Park Volunteer Fire Department trailer for an annual ham operator/communications exercise. He noted that there would be no cost or liability for the TPVFD.</p> <p>Mr. Christ moved to support the request; the motion was seconded and adopted unanimously.</p> <p>Ms. Baker will prepare a letter to send regarding the Committee's support of the request.</p> | <p>Send letter to TPVFD</p> | <p>Baker</p> |
| <p>6. Report from Public Safety Representative</p> | <p>Mr. Daniels is temporarily stepping back from some of his Committee responsibilities.</p> | | |
| <p>Other Items</p> | <p>Mr. Hobbs reported that he was prepared to purchase the emergency</p> | | |

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| | <p>supplies.</p> <p>Committee members reported on the NIMS training status. Mr. Hobbs will provide training information to Anne Ludlow and Jason Christ.</p> <p>Copies of completion certificates should be forwarded to Mr. Hobbs.</p> | <p>Provide NIMS training info to Jason and Anne</p> | <p>Hobbs</p> |
| <p>Adjourn</p> | <p>The meeting was adjourned at 9:57 a.m. The next meeting will be held Thursday, June 28, 2007.</p> | | |