

City of Takoma Park Emergency Preparedness Committee

June 28, 2007, 8:30 - 10:00 a.m., Community Center Hydrangea Meeting Room (*Minutes adopted July 26, 2007*)

Present:

Stacy Baker (Co-Chair, Resident)

Jason Christ (Resident)

Henry C. "Buddy" Daniels (PSCAC Representative)

Wayne Hobbs (Co-Chair, Deputy City Manager)

William Hentosh (Washington Adventist Hospital)

Tom Horne (TPVFD)

Robert Jones (Montgomery County)

Anne Ludlow (Resident)

Wolfgang Mergner (Resident)

Venita-Enola George (Management Assistant - Non-voting)

Jessie Carpenter (Recording Secretary - Non-voting)

Absent: Sharon Burke

Guest: Brad Dickey (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. The committee reviewed the meeting agenda.		
2. Approval of Minutes	Minutes of May 31 were approved. Motion by Horne; second by Mergner.		
3. Discussion on City's Continuity of Operations Plan	<p>Mr. Hobbs noted that he had simplified the COOP format, but said that the department plans are not yet in the new format. The logistics item is not yet finished, there is still work to do in communications and presenting a written plan. He said internal communications is pretty well fixed. For logistics, there is still work to be done with contractors, how to keep the gas flowing, keep the trucks on the streets, and selection of respirators and face masks.</p> <p>Mr. Horne suggested that the City nudge fuel suppliers to test how they will communicate with the City if power is out.</p> <p>Mr. Christ questioned whether the focus should be pandemic flu or simply an overall infectious plan. The committee discussed this. It was suggested that something could be added in definitions, clarification of what deals specifically with pandemic flu and what is more generic, possibly moving the pandemic specific parts to an appendix, and ensuring that the EOP and COOP do not conflict with each other.</p> <p>Mr. Jones noted that pandemic flu is the hot button right now, but continuity of operations could be for anything – how the government will continue to operate. He said that Montgomery County is updating their plans, working on baseline plans and then improving them.</p> <p>Dr. Mergner said that he would like to discuss communications with Mr.</p>		

Agenda Item	Discussion	Action Item(s)	Responsibility
	<p>Hobbs and Mr. Horne.</p> <p>Mr. Horne noted that communication with the public is more a part of the Emergency Operations Plan.</p> <p>Mr. Christ asked for clarification as to who are stakeholders for COOP. Mr. Hobbs responded that it is Montgomery County, COG, etc. He said it could be clarified in the plan.</p> <p>Ms. Baker noted that when the committee reviewed the EOP, it placed a high priority on getting rid of language that referred to provisions that we don't have the capacity to do.</p> <p>Mr. Hentosh suggested that "essential functions", section 4, and section 5 and 6, have similar information that could be combined into one section.</p> <p>Mr. Christ asked if the committee has the ability to review the department plans. It was agreed that the committee does have that ability.</p> <p>Mr. Horne moved to postpone final vote on the plan until the August meeting, to allow time for additional staff work on the plan. Second by Mr. Hentosh. The motion passed.</p> <p>Mr. Jones offered to work with City staff to go over what Montgomery County is doing. The committee agreed that it would be a good idea.</p> <p>Mr. Hobbs agreed to have the plan available for review by August 15, with all annexes complete.</p>	<p>Send COOP comments/edits to Mr. Hobbs ASAP.</p> <p>Revised plan to committee by Aug. 15</p>	<p>All</p> <p>Hobbs</p>
<p>4. Discussion of Committee Report to Council</p>	<p>The committee discussed what to communicate to the Council.</p> <ul style="list-style-type: none"> • They agreed to clarify that the committee considers use of safety contacts to communicate with the public in an emergency is off the table. • Communicate the work the committee has done at community events. 		

Agenda Item	Discussion	Action Item(s)	Responsibility
	<ul style="list-style-type: none"> • Report on progress with the plan reviews. Ms. Baker asked if there is anything that Council can do to assign a priority to this issue. Mr. Hobbs noted other staff priorities. He commented that the question is the committee's comfort level between the reality and the written document. He said he believed the staff is ready to deal with an emergency. • Report on the time and effort put into an alert warning system, but note that it is still under study. Mr. Hobbs suggested that if the committee wants to recommend a system, it should be done before the end of the calendar year so that it could be funded in the budget. • Report on staff training. <p>Ms. Baker will draft the report and circulate it by e-mail by July 6 to include comments on future activities, progress on training and on developing the plans for the City.</p>	<p>Circulate report to Committee</p>	<p>Baker</p>
<p>5. Committee Plans for July to December</p>	<p>The committee discussed deliverables.</p> <p>Review and provide recommendations on the plans – continuing, review of plans scheduled for August.</p> <p>Ad hoc group on non-electronic communication – keep for continued work. Final result in September.</p> <p>Outreach – with coordinate with the County and update the list of events for the next six months (Folk Festival, Street Festival).</p> <p>Decide whether to apply for a volunteer – take that off the table.</p> <p>Quarterly review of status on milestones – keep.</p> <p>Increasing trained CERT volunteers that live in Takoma Park – keep. Dr. Mergner noted the importance of continued training for volunteers. Mr. Daniels will try to get a training set up at a down-county location.</p>		

Agenda Item	Discussion	Action Item(s)	Responsibility
	<p>Increasing registration on Alert Takoma – keep.</p> <p>Strategies to engage community networks to promote home preparedness – keep. The committee discussed this. Ms. Ludlow agreed to work on this, noting that apartment buildings can be particularly concerned with this issue.</p> <p>8 and 9 – keep.</p> <p>Ms. Baker will prepare draft deliverables and ask for volunteers at the next meeting.</p>	<p>Prepare draft deliverables for committee review.</p>	<p>Baker</p>
<p>6. Follow Up Items</p>	<p>Mr. Horne reported that despite the request from the committee, he was not able to obtain use of the TPVFD trailer for the radio exercise.</p> <p>Mr. Hentosh reported on the outreach table at the JazzFest. There were some new sign ups for Alert Takoma.</p> <p>The Communications Plan discussion was moved to the next meeting.</p>		
<p>7. Report from Public Safety Representative</p>	<p>Mr. Daniels reported that the PSCAC would not be meeting in July and August. The group may be planning for a safety fair to be held in the spring. Mr. Daniels reported on his outreach efforts.</p>		
<p>8. Adjourn</p>	<p>The meeting was adjourned at 10:00 a.m. The next meeting will be held Thursday, July 26, 2007.</p>		