

Agenda Item	Discussion	Action Item(s)	Responsibility
	<p>Dr. Mergner will meet with Chief Ricucci (designated City Emergency Manager) to share comments on the COOP.</p> <p>Mr. Jones updated the committee on the status of the County Council's approval of funding for the online COOP. He distributed copies of the County's base emergency operations plan and a pandemic flu presentation. He is updating the County emergency operations plan. The final base plan should be done in March or April, then he will address the annexes.</p> <p>The committee talked about the importance of having a paper plan that staff can refer to in an emergency.</p>		
<p>Status Report on the County Pilot Program</p>	<p>The pilot program is to begin in May 2008.</p>		
<p>Discussion of How to Make the Committee Work Better</p>	<p>Ideas included:</p> <ul style="list-style-type: none"> • Better training for members (getting up to speed on acronyms, high level review of the various plans and the City's state of preparedness). • Plan for orientation. • Set a training schedule (perhaps quarterly training) and include as a deliverable. • Clarify feedback loop between the committee's recommendations and the City. • Involve the Public Works department more in preparedness, perhaps invite various City stakeholders to come to committee meetings occasionally. • Continue to use the deliverables sheet to keep track of the committee's progress. • Summarize the action items at the end of the meeting. • Work on recruiting members. • Consider recommending broadening membership to include business representation and apartment management representation. • Use the web page and Takoma Park Newsletter to provide information about the committee. 		

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Non-Electronic Communications Task Force	<p>The task force (Mergner, Horne, Ludlow) will present the plan to the committee for a vote at a future meeting. They will likely recommend that the City establish a simple siren warning system. There is concern about the lack of land line phones and its impact on usefulness of reverse 911. Ham operators are still an option, five are interested but only three have equipment. How to best use them needs to be worked out. In the event of a slow moving emergency, bulletin boards can be useful.</p> <p>The committee discussed exploring use of the radio repeater located at WAH for general mobile radio use in emergencies. Mr. Hentosh will check to see if the repeater is on the generator.</p> <p>Ms. Baker reminded the group of the committee's previous recommendation that the City not pursue developing its own siren system, but encourage the County to include the City in its plans, or take part in a County pilot program if possible. Mr. Jones will see if the County has a continuing program that the City can participate in.</p>	Repeater emergency power	Hentosh
CERT Update	There are currently over 20 trained CERT volunteers in Takoma Park. "CERT Light" has been put on the back burner. There is consideration by the County of holding a training at the Silver Spring firehouse.		
Information Resource	Mr. Christ can provide updates on federal and local emergency resources. Anyone interested in receiving the updates should contact him.		
Action Items	<ul style="list-style-type: none"> • Work on orientation and continuing education (Baker, Hentosh) • Contact Our Lady of Sorrows Church (Christ) • Jason will also send an e-mail to Carpenter regarding the web page and send his COOP comments to Mergner • Have list of deliverables at each meeting (Mergner) • Contact the National Capital Region regarding pilot programs on siren warning systems (Jones) • Invite staff stakeholders to meetings occasionally • Consider recommending at-large positions on the committee (Mergner) • Put together a year-long schedule of meetings and trainings (Hentosh, Baker) 		

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	<ul style="list-style-type: none">• Check to see if the radio repeater at the hospital has emergency power (Hentosh)• Share the COOP with Montgomery County (Jones)		
Adjourn	The meeting was adjourned at 9:54 a.m.		