

**City of Takoma Park – Emergency Preparedness Committee Meeting
1/31/08, 8:30 to 10:00 AM**

Minutes adopted February 23, 2008, as amended.

Present: Wolfgang Mergner, Buddy Daniels, Robert Jones, Ann Ludlow, Stacey Baker, Edward Coursey - Late Arrival by Tom Horne

Quorum Recorded at 8:35 AM - general comments about the need for more members.

1) Minutes from the earlier January Meeting were moved and seconded, and adopted by vote.

2) There was a general discussion of Alert Siren Systems - Bob Jones described two documents he would provide. One was a pre-UASI study on this topic, and the second was the description of Arlington's pilot program funded by UASI funding. It was decided that Stacey Baker would follow up with contacts to Arlington County about details of their pilot, and to discuss with Bob Griffith (Arlington's Emergency Manager) the details, and likelihood of an expansion project with UASI funding. There was general consensus that this was the prudent way to proceed on this, and Stacey was so authorized to proceed. Stacey will also be looking for alternative funding ideas. There was some expression of interest in having further explanation of the UASI funding process.

3) Progress was continuing on the recent re-use of the City Police 400 MHZ radio system, that has repeaters atop of the WAH. The system, although very old, still works, and the PD has a number of radios that TPPD is in the process of surveying for serviceability. There are some bleed over issues with WAH security that TPPD is investigating.

4) Stacy discussed her "New Member Orientation Procedures" that she and Bill Hentosh are developing. She has a draft checklist and is seeking feedback. She will work on written "City vs. County" roles, and Coursey volunteered to assist with that. There was some general discussion of additional items for the program.

5) For continuing education of members, it was proposed to handle this with handouts, rather than commit to a regular item on meeting agendas for it.

6) There was a brief presentation by Bob Jones about the County's COOP project - funding is still up in the air on this and nothing has been approved yet.

7) Coursey presented briefly on the role of the City vs. that of the County in Emergency Management. Also covered was the Incident Command role, as it relates to the MC EOC.

8) Wolfgang indicated he would be doing a March presentation to Council, and that we would need to update deliverables by the February Meeting of the EPC.

9) Buddy Daniels indicated he would be resigning following the February Meeting.

10) It was agreed by consensus to move the meeting date to the third Thursday of the month, to avoid a standing conflict that the Chief has. All were OK with this move.

Meeting Adjourned – 10:00 AM

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