

**City of Takoma Park Emergency Preparedness Committee**  
**March 20, 2008, 8:30 - 10:00 a.m., Community Center Atrium Room (Minutes adopted June 19, 2008)**

Present:

Henry C. "Buddy" Daniels (PSCAC Representative)  
 William Hentosh (Washington Adventist Hospital)  
 Robert Jones (Montgomery County)  
 Anne Ludlow (Resident)  
 Andy Kelemen (Resident)  
 Wolfgang Mergner (Community Co-Chair, Resident)

Chief Ron Ricucci, (City Co-Chair)

Ed Coursey, (Police Captain)  
 Irma Andia (Recording Secretary - Non-voting)

Absent:

Jason Eric Christ (Resident)  
 Thomas D. Horne (Takoma Park Volunteer Fire Department)

Agenda Item	Discussion	Action Item(s)	Responsibility
1. Roll Call and Approval of Agenda	The meeting was called to order at 8:28 a.m.	A quorum existed	
2. Approval of Minutes	Minutes of February 21, 2008 were approved (motion by Ricucci; seconded by Kelemen)		
3. Unfinished Business List: - New members status report - Montgomery County Status - Kid's Fair	<p><b>New Committee members:</b> The committee is searching for new members from diverse backgrounds, such as from the Hispanic community and from the business community. Montgomery County, office of minority was contacted (Mr. Gonzales), CASA de Maryland, OTBA etc. Chief Ricucci reported that Mary Kendall, the CSAFE Program Director, was continuing to work on recruiting members.</p> <p>Mr. Jones reported on recent changes in emergency management of Montgomery County. He is preparing a countywide computer based matrix for the continuity of operation plan for Montgomery County and all municipalities. Mr. Jones reported that the COOP funding was approved. He stated that the Committee may receive the software he shared with the Committee.</p> <p>Mr. Daniels wanted to note in the minutes that Wolfgang Mergner would try to obtain a list of names of trained CERTS from Takoma Park.</p> <p>The Kids' Safety Fair was announced to take place Saturday April 26 by The Emergency Preparedness Committee will have a table and will be asking for volunteers. Mr. Kelemen recommended that the Committee makes sure that Washington Adventist Hospital is involved and a representative from Victory Towers.</p>	<p>Contact County</p> <p>Prepare exhibit</p>	<p>Mergner/Jones</p> <p>Ms Stacy Baker</p> <p>Mr. Hentosh</p>
<b>Montgomery County</b>	Bob Jones briefed the Committee on the current status of Homeland Security in Montgomery County. MC Executive Leggett proposed budget cuts that would impact		

<p><b>Montgomery Department of Health and Human Services:</b>  Map Your Neighborhood Discussion Guide, Report:  -PEN Neighborhood group (20) -Apartment Group</p>	<p>various organizations including Homeland Security. Homeland Security reports to County Executive Office. The County needs to get through the budget Mr. Jones suggested that the Committee continue to move forward with the annex development despite the County budget issue. He said that he would prepare a template of every annex.</p> <p>The Montgomery County Department of Health and Human Services has prepared a new initiative that is being tested on three communities in the County. This project had been previously introduced by former Chief Brian Geraci and the committee had agreed to participate in the trial. Two neighborhoods had been identified and first notices had been given to the neighborhoods. Training of the lead facilitators is to take place March 20.</p>	<p>Public Notification</p>	<p>Wolfgang Mergner</p>
<p>Status of City of Takoma Park <b>Emergency Preparedness Operational Manual and Plan</b></p>	<p>It was determined that the proposed changes of the main operational manual and changes in all annexes had not been carried out. In order to have an updated manual it is necessary to add the changes and to work with each city department to restructure the procedures described in the annexes. Chief Ricucci will review and update the current manual in the next 60 to 90 days. He will also work with each Department Head to get buy-in into the process and an improved manual. It was briefly considered to invite City Department Heads the meetings of the Emergency Preparedness Committee.</p>	<p>Update EPO Manual</p>	<p>Ronald Ricucci</p>

<p><b>Report and Discuss Emergency Supplies</b></p> <p><b>Storage</b></p> <p><b>Filtration Test</b></p>	<p>Chief Ricucci reported that a request for emergency supplies was made last year. City Manager Matthews was informed of the committee's desire to move forward. The Committee briefly discussed the types of supplies needed in case of an emergency.</p> <p>One major obstacle is to find storage facilities in the Community Center. The Chief is working with the City Manager, Ms Matthews to find a solution</p> <p>Mr. Hentosh informed the Committee of a water filtration system test the Hospital was running. The system would filter pool water in case of an emergency. The committee asked Mr. Hentosh to keep the Committee informed.</p>	<p>Purchase Storage Space</p> <p>Filtration System test results</p>	<p>Chief Ricucci</p> <p>William Hentosh</p>
<p>Task Force on <b>"Communication"</b> report</p>	<p>The Committee reviewed and approved tentatively the communication plan. The committee gave the task force preliminary permission to study further plans for Ham Operators, in particular investigate plans for a local RACES group.</p> <p>The committee also took notice of the proposal of sirens for an emergency public notification system. It was decided to explore funding possibilities through regional Homeland Security initiatives, proposing Takoma Park as a test-community.</p> <p>The Committee discussed the use of radios. Mr. Jones notified the Committee of the GET card plan that gives the cardholder priority on land lines and cell phones.</p>	<p>Ham Operator System (RACES)</p> <p>Siren System Funding</p>	<p>Wolfgang Mergner</p> <p>Ms Stacy Baker</p>
<p><b>Deliverables</b></p>	<p>Necessary corrections were made. The Committee reviewed pending and completed deliverables.</p> <p>The Committee briefly discussed recruiting individuals from the business community and Suntrust Bank. The Committee also briefly discussed outreach to nursing and childcare facilities for emergency preparedness,</p>	<p>Prepare list of Takoma Park</p> <p>Nursing and Child Care Facilities</p>	<p>TBD</p>
<p><b>Adjourn</b></p>	<p>The meeting was adjourned at 9:40 a.m. (Motioned by Ricucci, Seconded by Kelemen)</p>		