

City of Takoma Park Emergency Preparedness Committee

April 17, 2008, 8:30 - 10:00 a.m., Community Center Hydrangea Room (*Minutes adopted May 15, 2008, 2008*)

Present:

Stacy Baker (Resident)
 William Hentosh (Washington Adventist Hospital)
 Robert Jones (Montgomery County)
 Andy Kelemen (PSCAC Representative)
 Anne Ludlow (Resident)
 Wolfgang Mergner (Community Co-Chair, Resident)

Chief Ron Ricucci (City Co-Chair)
 Ed Coursey, Police Captain
 Jessie Carpenter (Recording Secretary - Non-voting)

Absent:

Jason Christ (Resident)
 Tom Horne (TPVFD)

Agenda Item	Discussion	Action Item(s)	Responsibility
Call to Order and Roll Call	<p>The meeting was called to order at 8:33 a.m.</p> <p>Minutes of March 20, 2008 were deferred to a future meeting.</p> <p>The committee had a brief discussion about the possibility of meeting every other months but decided to continue with monthly meetings. There will be no meeting in August or December unless it becomes necessary.</p> <p>Ms. Baker requested that the committee reinstitute the use of deliverables with measurable targets and dates to make it easier to track the committee's accomplishments.</p>	March 20 minutes	Carpenter/ Mergner
Update on Recruitment	<p>Dr. Mergner provided a report:</p> <ul style="list-style-type: none"> • Candidate recruited by Gretchen Hilburger at CSAFE (had been invited to attend the meeting, but did not show up) • Planned meeting with Roz Grigsby of OTBA • Sent letters to former members • One candidate recruited through Neighborhood Ready program 		
<p>Old Business</p> <p>A. COOP Funding and its Application for Takoma Park</p> <p>B. Updating Emergency Operations Procedural Manual Status</p>	<p>Chief Ricucci reported that space continues to be an issue for storage of the emergency supplies to be ordered.</p> <p>Ms. Baker asked if Ms. George would be working half-time on emergency preparedness as had been suggested by Mr. Hobbs. Chief Ricucci said he and Capt. Coursey would be dealing with preparedness issues.</p> <p>Chief Ricucci has asked staff to review their annexes. He said he would request committee assistance when he begins updating the base plan.</p> <p>Chief Ricucci assured the committee that he and Capt. Coursey were</p>		

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	<p>working closely with Montgomery County and that the City was prepared for emergencies.</p> <p>Dr. Mergner said he had spoken with the City Manager about the need for continued staff support for emergency preparedness efforts.</p> <p>Mr. Jones reported on the Montgomery County Emergency Operations Plan update and development of a COOP (Continuity of Operations Plan). He said he is waiting for final County Council approval of the funding for his COOP software package. In the meantime, he offered to send to the committee the MEMA (Maryland Emergency Management Agency) template.</p>	<p>Send MEMA template to the committee</p>	<p>Jones</p>
<p>New Business A. Health and Safety Fair</p>	<p>Ms. Baker updated the group on preparation for the Gear Up for Safety Fair. Bill Hentosh, Jason Christ and Stacy Baker will be working at the table. Ms. Baker noted she now had good connections at the County to get material for distribution. She will be planning for future events as well.</p>		
<p>New Business B. Report from the Neighborhood Ready Program</p>	<p>Dr. Mergner reported on the Neighborhood Ready Pilot:</p> <ul style="list-style-type: none"> • He and Andy Kelemen participated with the PEN neighborhood. PEN has 550 households. Those who attended the meeting indicated that they would serve as facilitators • There is a meeting scheduled for May 3 at the Franklin Apartments • The program wants neighbors to inventory their neighborhood, identify elderly or frail individuals, set up telephone trees for communication • PEN participants noted that many people are not home during the day. • Those who attended the pilot session will be asked to complete evaluations four weeks after the session. • He will meet with the facilitators to see if they would like to expand the program. Overall, he was impressed with the program. <p>Andy Kelemen expressed concern that there may be a lack of communication with other County entities. Mr. Jones suggested that since it is a pilot, others are not included at this time.</p> <p>Ms. Baker said she would like to know what measures have been</p>		

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	<p>developed to test the success of the pilot.</p> <p>The committee agreed to invite Brian Geraci, the consultant for the pilot program, to attend a future meeting to report on the pilot and to answer questions about the program.</p> <p>Dr. Mergner asked the group if they would be interested in inviting a guest to come to a meeting to discuss sheltering of pets in emergencies. The committee did not support the idea. Mr. Jones offered to provide some brochures for the committee to review. He said Montgomery County would continue to take pets into consideration in emergencies.</p>	<p>Invite Brian Geraci to attend a meeting</p>	<p>Mergner</p>
<p>Approval A. Report to the City Council</p>	<p>Emergency Operations Manual</p> <ul style="list-style-type: none"> • Police Chief has taken over responsibility. His department is working on it. • The committee's comments of two years ago are not yet incorporated; the committee has not received a revised plan or annexes. • Mr. Kelemen said he would like to see testing added. Capt. Coursey commented on testing he participates in through the County. <p>COOP</p> <ul style="list-style-type: none"> • Pandemic COOP completed • Police Dept. will compare MEMA template to the City's plan, to see if it can be incorporated. ron - completed pandemic flu coop • Plan is being revised to turn into all hazards COOP <p>Montgomery County Liaison</p> <ul style="list-style-type: none"> • City has a good working relationship with MC and participates in their events. The Police Dept. Is confident that the City and County are working together on the same page. • Committee is excited to be participating in Neighborhood Readiness pilot. • Difficulty of getting CERT (Community Emergency Response Team) information from the County, also lack of County funding for training. <p>Community Outreach</p> <ul style="list-style-type: none"> • No opportunities in the past six months. Upcoming event in April. • Committee will continue to try to educate the community on preparedness, sheltering in place, registering for electronic alert system <p>Emergency Communications</p>		

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	<ul style="list-style-type: none"> • Takoma Park Alert registrations up; the Police Department has worked with the City's colleges to increase participation • The committee is seeking information on the Arlington siren warning system pilot program. • Reverse 911 is up and ready for use at Montgomery Co. <p>Other Additions</p> <ul style="list-style-type: none"> • Committee concern that the \$10,000 set aside for purchasing supplies has not been used and wants to ensure that the funds not be zeroed out. • Council to be requested to recruit ward members to serve on the committee. 		
<p>B. Review of Deliverables</p>	<p>Deliverables attached. The committee's suggestions included:</p> <ul style="list-style-type: none"> • Add dates of events for outreach • Scorecard for staff - are new staff members being trained, are supplies procured, have plans been updated, is staff participating in emergency planning exercises. Ms. Baker suggested that the results be quantifiable. • CERT volunteers - the committee is awaiting numbers from the County. Dr. Mergner and Councilmember Seamens will be meeting with the President of Mont. Co. CERT. • Capt. Coursey will provide baseline and current Takoma Park Alert registrations. • Committee members have had NIMS training (new member, Andy Kelemen, will be trained) • Need to recruit new members (focus on diversity). • New member orientation (provide materials to Andy Kelemen) 		
<p>Adjourn</p>	<p>The meeting was adjourned at 10:00 a.m.</p>		