

City of Takoma Park Emergency Preparedness Committee

August 21, 2008, 8:30 - 10:00 a.m., Community Center Hydrangea Room (*Minutes adopted September 18, 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)

Rosa Sanchez (Resident)
 Robert Wedemeier (Resident)
 Jessie Carpenter (Recording Secretary - Non-voting)
 Ed Coursey (Police Department)

Absent:

Jason Christ (Resident)
 Tom Horne (TPVFD)

Agenda Item	Discussion	Action Item(s)	Responsibility
Call to Order	The meeting was called to order at 8:30 a.m.		
Approval of Minutes	Minutes of June 19 were approved (motion by Ricucci; second by Ludlow)		
Deliverables	<p>Dr. Mergner noted that he had updated the Deliverables based upon a review of recent meeting minutes. The Committee reviewed the current Deliverables.</p> <p>1A. Continuity of Operations Plan. Mr. Jones reported that funding for the County COOP was approved. An RFP was sent with responses expected in mid September and selection of a vendor expected in October. He said the Center for Health and Homeland Security out of the University of Maryland would be doing the COOP planning process. He said his expectation is that Takoma Park would be included in that process.</p> <p>The current City's COOP needs to be corrected to note that it is an all hazards plan, not simply a pandemic flu plan.</p> <p>1B. Revised Emergency Operations Plan. Chief Ricucci, his assistant Cathy Plevy, and Dr. Mergner are working on incorporating revisions into the EOP. The group agreed to change the deadline for revising the plan to December 2008.</p> <p>2. Outreach at Takoma Park events. Ms. Baker passed around a sign up sheet for members to volunteer at the tables for the Folk Festival and Street Festival.</p>	<p>Revise Plan</p> <p>Prepare for and staff events</p>	<p>Ricucci, City Staff</p> <p>Baker, volunteers</p>

Agenda Item	Discussion	Action Item(s)	Responsibility
	<p>3. Neighborhood Ready. Dr. Mergner and Mr. Kelemen will check with program volunteers in September to see what follow up has been done.</p> <p>4. Review Status and Assess Progress on Major City Preparedness Milestones. Chief Ricucci has met the the City Manager about purchase and storage of supplies. He asked her to report directly to the EPC if a further delay was anticipated. Ms. Venita George will continue to be the point person on purchase of supplies.</p> <p>Capt. Coursey reported that he had participated in a County tabletop exercise with a hurricane scenario.</p> <p>The Committee discussed the possibility of the City conducting its own exercises that involve City staff beyond the Police Department. Chief Ricucci was requested to report back in October to verify that non-PD staff understand their role in emergency situations and to suggest an appropriate way to engage EPC members in City exercises, perhaps in the spring after the Emergency Operations Plan is revised.</p> <p>5. Increase Trained CERT Volunteers. Ms. Baker reported on her conversation with the Mont. Co. CERT President. He will try to get a list of Takoma Park residents who have undergone the training.</p> <p>Mr. Jones reported that a CERT training would be conducted beginning in September. He will provide additional information by e-mail.</p> <p>Mr. Kelemen reported on a program called Emergency Action Training out of the Montgomery County Volunteer Center. The Committee expressed interest in learning more about the program and agreed to add a deliverable to develop a plan to promote EAT (Emergency Action Training).</p> <p>Mr. Jones offered to send information on the program to the Committee. Andy - emergency action teams (flyer, mc volunteer center)</p> <p>6. Increase Registration by 20% in 2008 on TP Alert. Capt Coursey reported</p>	<p>Follow up on Neighborhood Ready Pilot</p> <p>Purchase and store supplies</p> <p>Verify staff readiness Suggest ways to engage the EPC in City preparedness activities.</p> <p>Report on Takoma Park residents trained</p> <p>Provide more information on upcoming CERT training.</p> <p>Add new deliverable: develop and promote EAT</p> <p>Obtain contact for EAT information</p>	<p>Mergner, Kelemen</p> <p>Ricucci, George</p> <p>Ricucci</p> <p>Baker</p> <p>Jones</p> <p>Mergner</p> <p>Jones</p>

Agenda Item	Discussion	Action Item(s)	Responsibility
	<p>that the Committee hit its target in June; 51 people have registered since June.</p> <p>Committee members suggested ideas for increasing registrations: repetition, suggesting that people who don't have cell phones or e-mail get their friends or family to sign up and agree to notify them.</p> <p>7. NIMS Training of Committee Members. New members who take the test should submit their certificates to Chief Ricucci.</p> <p>8. Obtain New Members for the EPC. Dr. Mergner reported on his efforts to recruit someone from the business community.</p> <p>9. Training of New Members (Orientation). Ms. Carpenter reported on her work pulling together orientation materials. She distributed material to new members who were present, and distributed a summary of organizational roles in emergency management prepared by Capt. Coursey. Ms. Carpenter also reported on the information now available on the EPC web page.</p> <p>10. Communications with Residents. The Committee discussed the suggested topic list for emergency preparedness TP Newsletter articles prepared by Ms. Baker.</p> <p>After discussion, the Committee agreed on the following list:</p> <ul style="list-style-type: none"> • Emergency Communication (including Takoma Park Alert) • Emergency Supply Kit: Nine Essential Items • Food in an Emergency (more than kit checklist) • Your Family Emergency Plan • Preparedness for Small Businesses • Water in an Emergency (more detail than kit checklist) • Preparedness Tips for Seniors and People with Disabilities • Emergency Supply Kit (reminders to restock) • Emergency Preparedness for Apartment Residents • What to Expect From the City in a Major Emergency 		

Agenda Item	Discussion	Action Item(s)	Responsibility
	<ul style="list-style-type: none"> • Emergency Supply Kit (reminders to restock) • Preparedness Tips for Pets <p>Ms. Ludlow offered to work on the article on apartments. Ms. Baker and Ms. Sanchez will review the list to see what they can work on together.</p> <p>Suggested content will be submitted to Chief Ricucci for the Newsletter.</p>		
Other Business	<p>Mr. Hentosh reported on suspicious package incident at WAH that occurred on June 30. The Fire and Rescue Service was notified and the Takoma Park Police were called to the site. The incident lasted about two hours, involved five agencies, and four changes of incident command. It was a good test of emergency preparedness. The agencies conducted an after event review on site.</p>		
Adjourn	<p>The meeting was adjourned at 10:00 a.m.</p>		