

Present:

William Hentosh (Washington Adventist Hospital)  
Thomas D. Horne (Takoma Park Volunteer Fire Department)  
Jason Eric Christ (Resident)  
Anne Ludlow (Resident)  
Rosa Sanchez (Resident)  
Wolfgang Mergner (Community Co-Chair, Resident)

Chief Ron Ricucci, (City Co-Chair)  
Ed Coursey, (Police Captain)  
Irma Andia (Recording Secretary - Non-voting)  
Lawrence Hawkins (Committee Applicant - Resident)  
Andy Kelemen (Guest)

Absent:

Robert Jones (Montgomery County)  
Robert Wedemeier

Agenda Item	Discussion	Action Item(s)	Responsibility
1. Roll Call and Approval of Agenda	<p>The meeting was called to order at 8:26 a.m.</p> <p>Mr. Lawrence Hawkins, an EPC applicant was in attendance and introduced himself, his interest in Emergency Preparedness and his past experience to the members.</p> <p>Dr. Mergner asked the committee to review again the City of Takoma Park Council's <b>ordinance</b> establishing the Emergency Preparedness Committee. He stressed that the assigned tasks go beyond the current list of deliverables. He also recommended that the ordinance should be provided in the training package to new members of the committee.</p>	Prepare information package for two applicants. Include required information and indicate where and how to take the required FEMA Test	W.J. Mergner and Ms. Jessie Carpenter
2. Approval of Minutes	Minutes of September 19 2008 were approved (motion by Tom Horn; seconded by Ludlow); Minutes of October 16, 2008 were approved		Ms. Jessie Carpenter
3. Discussion and Approval of Bylaws	Mr. Christ presented the final draft of the bylaws. He asked for clarification on the member term limit. Chief Ricucci responded that three years was acceptable. All the members concurred. Mr. Christ said that a section on voting by proxy was added to the bylaws. Mr. Hentosh recommended that the committee make sure that the sunshine vote could be allowed. Dr. Mergner stated that the committee should clarify the statements of removal of a member. Mr. Christ said that he incorporated the removal of members by Council in the bylaws. The Committee Bylaws were approved (Motion: Hentosh; Seconded: Ludlow) All in favor. Mr. Christ said that he would send out the final copy.	<p>Submit bylaws to the City of Takoma Park Council and get confirmation on debated items.</p> <p>Mail out final copy to committee members.</p>	<p>Ms. Jessie Carpenter</p> <p>Mr. Christ</p>
Update from the County	There were no new updates from the County.	Will be placed on the agenda for next meeting	Mr. R. Jones
Communication Pathway	Mr. Horne discussed the availability and functioning of communication pathways in	Continue Discussion on	Mr. Horne and

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<p>in Emergencies</p> <p>Testing of Emergency Power at City Facilities</p>	<p>emergencies. He recommended that all means of communication be tested in the Community Center including Public Works and to look into various communication alternatives.</p> <p>Capt. Coursey responded that a communication check was done. During these checks it was found that the City Council Chambers did not have backup power. Capt. Coursey said that the problem would be fixed when the Council Chamber renovation would take place. It is important, if the chambers are used for emergency functions.</p> <p>Mr. Hawkins recommended that generator parts and staffs ability to repair generators should be added to the discussion. Mr. Horne added that few essential parts of the generator should be at hand to replace. Dr. Mergner suggested that both Mr. Hawkins and Mr. Horne get together to discuss emergency power situation and recommended actions.</p> <p>Capt. Coursey reported on communication between the City and the County. He said that the City currently communicated via radio, cad system, landline, and cell phone. Capt. Coursey stated that all were tested on a daily basis; He added that videoconference capabilities were being looked into. He said that there was also satellite phone equipment but it was not tested on a regular basis.</p>	<p>Emergency Power at City Facilities</p>	<p>Mr. Hawkins</p>
<p>Follow up with Montgomery County Volunteer Center re. Emergency Action Team</p>	<p>Wolfgang Mergner met with Ms Ann Evans of the Montgomery County Volunteer Center to discuss recruiting of volunteers in emergencies and interaction with the Montgomery County Volunteer Center. Three distinct volunteer groups are overseen by the County Volunteer Center: the Emergency Action Team, the Medical Reserve Corps and the Community Emergency Response team. Two steps were proposed to the committee (a.) To find a proper place such as the TP Library for volunteer registration in emergencies, and (b.) To recruit a Takoma Park Contingent of the Emergency Action Team and the Medical Reserve Corps. The committee approved the proposed actions</p>	<p>Inspect the Library and/or Community Center for suitability of emergency volunteer registration center. Prepare a recruitment meeting.</p>	<p>Wolfgang Mergner</p>
<p>Status Report- Emergency Operations Manual</p>	<p>Chief Ricucci reported that Ms. Plevy (Police PIO) and Wolfgang Mergner were making changes to the operations manual. Part A is waiting approval by the City Manager. Wolfgang Mergner stated that his goal was to have the majority of the manual ready by next meeting on January 22.</p>	<p>Continue work on the manual. Complete Major portion by 1/22/2009</p>	<p>The Office of the Chief Ricucci</p>

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Neighborhood Ready Status Report	<p>Wolfgang Mergner reported that the Neighborhood Ready program was created to have neighbors to create make small units of about 10 to 15 households to help each other in case of an emergency. The efforts have largely been dormant and require reorganization perhaps under the guidance of local leaders. Further suggestions are being developed.</p> <p>Mr. Kelemen presented the Planning Your Route Home brochure.</p>	Information Item, further evaluation pending	Wolfgang Mergner
Other Agenda Items	<p>Ms. Sanchez reported on her outreach efforts to the Hispanic community</p> <p>Capt. Coursey reported that election day went smoothly. He reported that D.C. was looking for support on Inauguration Day. He said that Montgomery County may be the only school system open in the area on Inauguration Day. He said that transportation issues on Inauguration Day were still being discussed.</p>	Information Item	
Adjourn	The meeting was adjourned at 9:42 a.m. (Motedioned by Mr. Tom Horne, Seconded by Mr. William Hentosh)		