

Present:

Jason Eric Christ (Resident)  
 Lawrence Hawkins (Resident)  
 William Hentosh (Washington Adventist Hospital)  
 Thomas D. Horne (Takoma Park Volunteer Fire Department)  
 Robert Jones (Montgomery County)  
 Jennifer Kurtinitis (Resident)  
 Anne Ludlow (Resident)

Wolfgang Mergner (Community Co-Chair, Resident)  
 Robert Wedemeier (Resident)  
 Ed Coursey, (Police Captain)  
 Jessie Carpenter (Recording Secretary, non-voting)  
 Andy Kelemen (Guest)

Absent:

Chief Ron Ricucci, (City Co-Chair)  
 Rosa Sanchez (Resident)

<b>Agenda Item</b>	<b>Discussion</b>	<b>Action Item(s)</b>	<b>Responsibility</b>
Roll Call and Approval of Agenda	The meeting was called to order at 8:30 a.m.		
Approval of Minutes	Minutes of January 22, 2009 were approved as amended (motion by Mr. Horne; second by Mr. Christ).	Finalize minutes	Carpenter
Corrections	Mr. Wedemeier volunteered to take the lead for the JazzFest. Dr. Mergner will take the lead for Tastes of Takoma. Mr. Christ will take the lead on the Folk Festival.	Update the deliverables	Mergner Wedemeier Christ
Information Items: Emergency Power and Communications	Mr. Horne reported that the teen lounge was identified as a possible space for a volunteer mobilization center. It has a door to the outside and can be cut off from the rest of the community center. There are two generators that serve the community center building, one is natural gas and the other is diesel. The teen lounge is on the diesel generator.	Memorandum of Understanding City of Takoma Park and Volunteer Center	Mergner/Ricucci
Information Items: Neighborhood Ready Expansion	Mr. Kelemen reported from the meeting at the Montgomery County Volunteer Center. The meeting was called to re-assess the three pilot studies and to examine, how to proceed to re-establish Neighborhood ready county-wide, since funds have been made available for expand the Neighborhood Ready Program. He indicated that they are working on establishing a telephone tree. He noted that the fire department is setting up a senior rescue service (operated by fire department service).	Follow-up	Kelemen
County Report	Mr. Jones reported that the county is working on annexes. All municipalities will be copied. At present, municipalities are not included in the continuity of operations project. He will take a request back from the committee to include municipalities and will advocate for their inclusion in the "My COOP" program. He reported that the next exercise would be a tabletop/workshop blend on the new organizational structure of the emergency operations center.	Include municipalities Report on exercises	Jones

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	Following that, there will be a seminar for senior leadership.		
Information Items: Red Cross Concept of Shelters	<p>Ms. Kurtinitis provided information on shelter programs:</p> <ul style="list-style-type: none"> <li>• The chapter includes Fairfax, Prince George's, Montgomery, and DC). There is a coordinator for each county.</li> <li>• The disaster action team is the first on site to a disaster, to provide food, shelter and clothing. Hotels are often used for shelter needs of seven or fewer days.</li> <li>• The chapter has purchased trailers that can serve as a shelter in a box. Work is being done to identify locations, security and transportation. The trailers do not have food or water.</li> <li>• In Montgomery County, Ride On will come to the scene of a large fire. The bus provides a point of contact for residents. If a shelter is opened, the bus will transport residents to the shelter.</li> <li>• The chapter works with local partners to provide food (fast food restaurants and church groups are partners). Heater food is also available for use.</li> </ul> <p>In response to questions, Ms. Kurtinitis advised that if the city needed to have a shelter activated, it should be done through the county. Trailers can be brought on site within two to three hours. On-call nurses can assist with short-term medication needs in an emergency. Regarding pets, the Red Cross has a list of hotels that accept pets and also advises boarding.</p>		
Action Items: Review of Annexes	<p>Dr. Mergner requested that the committee review Annex 14 and provide comments. He will send a copy to the group by e-mail.</p> <p>Mr. Kelemen suggested that a list of acronyms was needed.</p>	E-mail annex	Mergner

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Volunteer Mobilization Center, Training & Registration of Volunteers with Montgomery County Volunteer Center	<p>Dr. Mergner shared information on the needs for establishing a volunteer mobilization center, which include trained volunteers to set up the center, tables, waiting area with chairs, electrical outlets, telephone lines, and a room for staff to meet and organize. The teen lounge would best serve this function for the city. He recommended that the Montgomery County Volunteer Center handle training of the volunteers. He suggested contacting current city volunteers to request that they sign up with the Volunteer Center and receive training.</p> <p>The committee agreed with Dr. Mergner's suggestions to select the teen lounge as a location for a volunteer mobilization center in an emergency and to have the Volunteer Center train city volunteers.</p>	See above MOU  Plan volunteer meeting	Mergner/Riccucci  Mergner
Cable Program	Dr. Mergner reported on his conversations about having a City TV cable segment on emergency preparedness. Ideas for the segment included setting up an emergency kit and Takoma Park Alert. The committee discussed pros and cons of providing information about reverse 911.	Prepare first session	Hawkins/Mergner
Deliverables	Capt. Coursey agreed to write a newsletter article on Takoma Park Alert and emergency communications.	Article	Capt. Coursey
Adjourn	The meeting was adjourned at 10:00 a.m.		