

Members Present:

Lawrence Hawkins (Resident)
 William Hentosh (Wash. Adventist Hosp.)
 Thomas D. Horne (TP Vol. Fire Dept.)
 Robert Jones (Montgomery County)
 Andrew Kelemen (Resident)
 Jennifer Kurtinitis (Resident)
 Anne Ludlow (Resident)
 Kathleen Quinn (Resident)
 Robert Wedemeier (Resident)

Capt. Ed Coursey (non-voting)

Members Absent-excused:

Chief Ron Ricucci (City Co-Chair)
 Wolfgang Mergner (Resident, Community Co-Chair)

Others Present:

Jessie Carpenter (Recording Secretary)
 Kay Daniels-Cohen (Volunteer Subcommittee Member)
 Buddy Daniels (Volunteer Subcommittee Chair)

Agenda Item	Discussion	Action Item(s)	Responsibility
Welcome	The meeting was called to order at 8:30 a.m.		
Approval of Minutes	Minutes of April 16, 2010 were adopted as amended, upon motion by Robert Wedemeier, seconded by Andy Kelemen.		
Unfinished Business – School Cluster Report	Deferred.		
Status of Manuals	<p>Ed Coursey reported that the City has taken delivery of good quality first drafts of the COOP plans. The City still needs to add some procedures into them. The plans will be distributed to department heads for further refinement.</p> <p>Ed reported that the City has also received a pretty good first draft of the Emergency Operations Manual. There are still some issues that will need to be decided. Some decisions will require direction from the City Council, but generally the City Manager is in charge of all City operations.</p> <p>In response to a question, Ed responded that staff training has not yet been set up.</p>		
Review Subcommittee	As above.		
Communication Subcommittee	<p>Anne Ludlow reported that the Communication Subcommittee met. The subcommittee was working to follow up on trying to make presentations on emergency issues to neighborhood and tenant associations. A few articles are being prepared for the Newsletter. Lawrence Hawkins and Wolfgang Mergner are planning for the Website. Those two members are also working on Public Service Announcements for City TV.</p> <p>The subcommittee is looking ahead to distribution of materials for upcoming fairs and festivals. It is looking at providing information for non-English speaker in the future.</p>		

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	<p>The subcommittee is working to contact apartment building owners and planning to decide on an approach to organize emergency plans for the buildings. The subcommittee will meet again next month.</p> <p>It was noted that Neighborhood Ready may be a nice follow up to meeting with property owners and tenants. It was suggested that if the subcommittee keeps a note or file on each contact, it could be turned over to Neighborhood Ready for future follow up. It may be fairly difficult to get the apartment buildings organized since some property owners may prefer to have unorganized tenants. Focus should be placed on the fact that the purpose is to educate tenants, not to inspect buildings.</p> <p>There was a comment about how to test communication in the buildings.</p> <p>The subcommittee will meet next on Thursday, June 7, at 7:00 p.m. in the Hydrangea Room.</p>		
Strategic Planning Subcommittee	<p>Bob Jones reported that he, Jennifer Kurtinitis, Andy Kelemen, Lawrence Hawkins, and Wolfgang Mergner met. The subcommittee spent time going over version two of the Strategic Plan and began work on version three. The group is working to tie goals and objectives into the duties of the EPC. They are planning to present the plan at the June EPC meeting, with a target of having the plan adopted in July.</p>		
Volunteer Subcommittee	<p>Buddy Daniels reported that Kay Daniels-Cohen sent an e-mail to volunteers who signed up at the November meeting, just to keep in touch. The subcommittee will be contacting volunteers about opportunities for training.</p> <p>Andy Kelemen offered to share his older lists of volunteers, including the Neighborhood Safety Contacts and others.</p>		
Neighborhood Ready Subcommittee	<p>Robert Wedemeier reported on the overview of the Neighborhood Ready program presented at the Pinecrest Community Association. The group is thinking about how to be involved, but will hold off until the status of the program is settled by the County.</p>		
Planning – Emergency Preparedness Month and Products	<p>Kay Daniels-Cohen noted the upcoming Emergency Preparedness Month Declaration (for September), the Folk Festival on September 13, the JazzFest on June 13, and the October 3 Street Festival.</p> <p>Kathe Quinn will order materials. Members should let her know what they think is needed.</p>		
Partners and Outreach (Fire Dept. , Lions Club, RACES	<p>Bob Jones said that RACES (Radio Amateur Civil Emergency Service) meets twice monthly. They are ham radio operators and operators of other radio equipment. Montgomery County is making</p>		

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	an effort to set up a workshop and tabletop exercise utilizing RACES to try to figure out how to operationally bring them in as backup.		
Other Business	Jennifer Kurtinitis asked about the status of the EPC logo. There was a discussion about use of the logo. It was agreed that that the issue of whether to use both the EPC logo and the City logo should be added to the agenda for the next meeting. Also at the next meeting, the Strategic Plan Subcommittee will present the draft strategic plan.		
Adjournment	The meeting was adjourned at 10:05 a.m.		