

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)

Capt. Ed Coursey (City Co-Chair)
 Wolfgang Mergner (Resident, Community Co-Chair)

Members Absent-Excused:

Robert Wedemeier (Resident)

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 and Approval of Minutes	The meeting was called to order at 8:30 a.m. Minutes of May 13 were approved upon motion by Bob Jones, seconded by Lawrence Hawkins.	Finalize minutes	Carpenter
Resignation and Approval of Appointment	Wolfgang Mergner announced that Chief Ricucci had resigned from the Committee due to conflicting responsibilities. The City Manager appointed Capt. Ed Coursey to take his place. There was consensus on the Committee to have Ed Coursey serve as City Co-Chair.		
Steps to Approve COOP and Emergency Operations Manual	Capt. Coursey clarified that the City Manager is responsible for City operations and would be in charge of the City during an emergency. He said the COOP plan drafts have been received and are in the hands of the Deputy City Manager. The plans lay out City functions and orders of succession. They should contain enough information about staff contacts and the function of a department. The plans are in a usable format and are living documents. He said he would follow up on the Committee's questions and still needed to incorporate the changes made in the Emergency Operations Manual. Andy Kelemen suggested cleaning up acronyms in the plan and suggested that there should be a template and requirement for how each department plan is formatted.		Coursey
New Developments in the County	Bob Jones reported that Montgomery County would be using the old National Geographic building in Gaithersburg for public safety services. The emergency management office will be moving there and the site will likely be the primary EOC. The existing EOC may serve as a secondary location. He reported that the Volunteer Center had been hit by reductions in force. He will have more information later. A COOP workshop is being scheduled for Montgomery County divisions and departments. In July, the new revised COOP plans will be introduced. The general information was pulled out and put in a separate guide; the actual COOP plan itself will be shorter and easier to read. He said if that works out, the system will be passed down		

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Subcommittee Reports	<p>to Takoma Park. The COOP info will be loaded into the Web EOC system.</p> <p>Bob Jones reported on the Strategic Plan Subcommittee. He distributed a draft and noted that there is still word-smithing and editing to be done. He will send it out before the July meeting for a vote in July. The plan includes a draft subcommittee guide and a template for a biennial report. The Council will be asked to review and approve the strategic plan.</p> <p>Buddy Daniels reported on the Volunteer Subcommittee. He would like to arrange for CERT training in Takoma Park, if possible. After a commitment is obtained from CERT, a location would need to be found.</p> <p>Buddy and Andy Kelemen will work on reviewing old volunteer lists. There has been no response to efforts in reaching prior volunteers yet.</p> <p>Andy commented that CERT is only one component of a volunteer program, since CERT volunteers can be assigned outside the city.</p> <p>Wolfgang Mergner agreed to look into arranging for CERT training in the Takoma Park/Silver Spring area. There will need to be enough people signed up to make it worthwhile. The goal would be to have at least 10 Takoma Park residents signed up.</p> <p>Tom Horne suggested that there are volunteer firefighters who can serve as qualified instructors, to save on County overtime costs. He said that the meeting rooms in the new fire station would not be finished for some time, so it would not be an option for the CERT training.</p> <p>Kay Daniels-Cohen offered to check with Historic Takoma as a possible location.</p>	Contact CERT regarding Takoma Park training	Mergner
Logo Discussion	<p>The Committee discussed a logo for the EPC. There was consensus that there should be a logo. The group reviewed the two logo options and selected Kathe Quinn's basic design. She will make some modifications to the design using the theme of three (prepare, plan, be informed) and send it out for review. The Committee agreed that the City logo would always accompany the EPC logo. The Committee agreed that the logo should say Takoma Park.</p>	Logo	Quinn
Plan for September	<p>September is National Emergency Preparedness Month. The plan is to use the month to focus on pushing the message of preparedness during the month to get maximum exposure. The plans and suggestions for the month include:</p> <ul style="list-style-type: none"> • A mayoral proclamation, • Articles in the Takoma Park Newsletter, Takoma Voice, and the Gazette, 	Contact Mayor	Wolfgang Com.Comm.

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	<ul style="list-style-type: none"> • Wolfgang will talk with Alvaro in CityTV about re-airing the Plan 9 video, • The Committee will have a table at the Folk Festival (Kay Daniels-Cohen, Tom Horne, and Buddy Daniels will discuss ideas for the table), • CERT training, • Arrange to speak with neighborhood associations, • Have something happening each week in September, such as demonstrations, • Consider doing outreach at the Takoma Metro, • Have expected outcomes for the month, use metrics to track success, • Don't just stop with September, use the progress to continue throughout the year. 		Wolfgang Lawrence Lawrence /Wolfgang/Buddy Lawrence All All Lawrence All
Interaction with other Groups	Wolfgang plans to speak with other groups in the community, such as the Lions Club and RACES to develop connections and work together. Tom Horne suggested that it would be worthwhile for Committee members take the Skywarn training.		Wolfgang
Other Business	Bill Hentosh reported that there would be a regional exercise on hospital evacuations in August. A mass casualty exercise is scheduled for September.		
Adjournment	The meeting was adjourned at 10:05 a.m.		