

Members Present:

Andrew Kelemen (Resident)  
 Anne Ludlow (Resident)  
 Capt. Ed Coursey (City Co-Chair)  
 Wolfgang Mergner (Resident, Community Co-Chair)  
 Kathleen Quinn (Resident)  
 Thomas D. Horne (TP Vol. Fire Dept.)  
 Jennifer Kurtinitis (Resident)

Members Absent (Excused)

William Hentosh (Wash. Adventist Hosp.)  
 Robert Jones (Montgomery County)

Others Present:

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

Agenda Item	Discussion	Action Item(s)	Responsibility
Call to Order	Wolfgang Mergner called the meeting to order at 8:39 a.m.		
Minutes of September 9, 2010	Minutes of September 9, 2010 were approved upon motion by Andy Kelemen and second by Kathe Quinn.		
Emergency Operations Plan Status	<p>Ed Coursey reported that he and Wolfgang Mergner met with City Manager Matthews regarding the Plan. Ed commented that he had made some corrections to the Plan and is looking to simplify some of the language related to the Takoma Park Emergency Operations Center. He proposed to present it via e-mail to the City Council around the first of November. The Plan will be in the hands of department heads prior to that.</p> <p>The targeted date for Council adoption of the Plan is November 15, 2010.</p> <p>He noted that he would likely be the Emergency Management Coordinator (the person that will be the lead to manage the EOP, keep it current, and have certain training responsibilities). This does not change the command structure during an emergency, which would be an incident command structure. The document lays out the basic City command structure.</p> <p>Wolfgang Mergner noted that it would be helpful if the Council understands how this works. He said the final document will be missing the annexes. The annex for the Recreation Department is still to be developed.</p>		
CERT Training Report	Kathe Quinn reported that about one-third of the participants registered in the current CERT training are from Takoma Park. She talked to a few people regarding the vacancies on the Emergency Preparedness Committee.		
PSA Status	<p>Wolfgang reported that the proposed Public Services Announcements were not able to be produced.</p> <p>The Committee discussed other means of outreach, including: the Takoma Voice; PSAs on the</p>		

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	<p>Web that could also be shown at events; distribution of CDs or DVDs.</p> <p>Andy Kelemen offered to research the cost of purchasing and copying CDs/DVDs for distribution.</p> <p>Tom Horne urged the Committee to emphasize in its outreach that residents should not try to turn their gas back on after loss of service; it must be done by the gas company.</p>		
Plan CERT Reunion	<p>The Committee agreed to pull together a CERT reunion for Wednesday, November 3. It will be held in the third floor Atrium area of the Community Center. Current trainees and old CERT members (if they can be located) are to be invited.</p>		
Fair Report	<p>Kathe Quinn and Kay Daniels-Cohen reported on the Street Festival and Folk Festival. CART (Community Animal Response Team) was at the table with the EPC for the Folk Festival. Jennifer Kurtinitis was able to solicit Red Cross volunteers at the event.</p> <p>The Committee discussed the fairs. Many brochures were handed out. Candy was a popular giveaway (Red Cross). The coloring book was a popular handout. There was discussion about the need to improve the display and develop additional “hooks” to get people interested in coming to the table.</p> <p>Anne Ludlow questioned whether the location of the tables at the Street Festival would prevent emergency vehicles from entering the area. Tom Horne explained that the Fire Department plans for emergencies at the Street Festival and knows where to access the event in an emergency.</p> <p>On a note related to outreach, Kay reported that she had attended each September City Council meeting to present information on emergency preparedness during the public comment period.</p>		
Chair Discussion and Vote	<p>Wolfgang noted that his term as Community Co-Chair would be up in January. He recommended that the EPC support Jennifer Kurtinitis as the next Community Co-Chair. There was consensus to have Jennifer serve.</p> <p>Wolfgang will be working with her on transition.</p>		
Presentations to Community Groups	<p>Just for information, Anne Ludlow shared information on a for-profit company mentioned in a New York Times article. The company assists people in getting prepared for emergencies.</p>		

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	<p>Tom Horne noted that the Fire Department will do home surveys upon request.</p> <p>There was discussion about arranging meetings with apartment building residents. Anne Ludlow agreed to explore whether there is interest from the Victory Tower Association. She has pulled together information on apartment buildings in the City. She suggested a mailing to all building owners or managers.</p> <p>In terms of content for the presentation, it was suggested that laminated pictures of family members, pets, and list of medications be included in any emergency kit.</p> <p>In reference to the discussion about the proposed mailing, the Committee discussed the logo that Kathe Quinn had developed. She agreed to make a few final tweaks to the design. It was agreed that it would always be used in conjunction with the City logo.</p>		
Next Meeting	The next meeting was scheduled for Thursday, November 4 (due to the November 11 holiday).		
Adjourn	The meeting was adjourned at 10:12 a.m.		