

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 8:30 a.m.		
Minutes of October 14, 2010 and Follow Up Items	<p>Minutes of October 14, 2010 were approved upon motion by Andy Kelemen and second by Kathe Quinn.</p> <p>Kathe will try to get an e-mail list of Takoma Park CERT members to assist with keeping in contact with them.</p> <p>Wolfgang will write letters of thanks to those who helped with the fairs. He suggested sending a fruit basket to the American Legion to thank them for allowing the CERT training to be held at their facility.</p>	<p>List</p> <p>Letter Writing Addresses</p>	<p>Kathe</p> <p>Wolfgang Jennifer</p>
Report from Montgomery County	Bob Jones was not able to attend the meeting to provide a report. Continue with second Thursday.	Re-schedule	Wolfgang
Changes suggested by the City on the EOP	Ed Coursey suggested that the Committee recommend that the Council adopt the Emergency Operations Plan now. Over the coming year, work would be done on the plan to consolidate and wordsmith the document to make it easier to read. He said the plan would be sent to department heads along with the annexes, noting the all hazards approach of the plan.	Finalize Index	Ed Coursey Wolfgang
Recreation Department Annex	<p>The Committee discussed the Recreation Department annex to the EOP. Recreation responsibilities would include care of people in their charge, knowing who is in a program and what to do with them in an emergency, make arrangements for appropriate release of children. The Committee will develop a plan to meet with the Recreation Department about the annex. A number of questions and issues were discussed, including what is the appropriate age for children to be on their own, how to handle people in the buildings who are not registered in programs, relationship with the schools. More information is needed.</p> <p>Jennifer noted that in an emergency, the County would be able to bring in the Red Cross to assist.</p>	Meeting with Eric	Ed Coursey Wolfgang

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Letter to Managers and Owners of Apartments	<p>The Committee discussed the draft letter. A different letter will be prepared for homes with accessory apartments.</p> <p>There was consensus that the City logo and EPC emblem would be used together. Kathe will ensure that the wording on the EPC logo will be legible at a small size.</p> <p>It was agreed to add the www.ready.gov link on the letter and to consider translating the letter into Spanish and adding photos with the emergency list.</p>	<p>Re draft letter</p> <p>Logo</p> <p>Websitr and translation</p>	<p>Wolfgang</p> <p>Kathe</p> <p>Wolfgang</p>
Review of Subcommittees	<p>The current subcommittees are:</p> <p>Volunteer Subcommittee – to promote training opportunities and encourage volunteers to register for training.</p> <p>Communication Subcommittee – to work on communication and outreach.</p> <p>The Plan Review Subcommittee – to review the City’s plans for emergencies. It was agreed to change the name to the “EOP Review and Evaluation Subcommittee.”</p> <p>Strategic Plan Subcommittee – it was agreed that this should not be a subcommittee; the full Committee should be involved in the Strategic Plan.</p> <p>Wolfgang requested that members let him know which of the subcommittees they would like to be involved in.</p>	Re-assigning	All
Articles for the Newspaper and PSAs	<p>Wolfgang distributed a handout related to articles to be written for the Takoma Park Newsletter. Jessie will pull together a lit of articles that have been in the newsletter over the past few years.</p>	Include changes and submit	Wolfgang
Adjourn	<p>The meeting was adjourned at 10 a.m. The next meeting will be held December 9 (second Thursday of the month).</p>		