

Members Present:

Capt. Ed Coursey (City Co-Chair)
 Thomas D. Horne (TP Vol. Fire Dept.)
 Robert Jones (Montgomery County)
 Andrew Kelemen (Resident)
 Anne Ludlow (Resident)
 Wolfgang Mergner (Resident)

Members Absent (Excused)

Jennifer Kurtinitis (Resident, Community Co-Chair)
 Kathleen Quinn (Resident)

Others Present:

Jessie Carpenter (Recording Secretary)
 Kay Daniels-Cohen (Volunteer Subcommittee)
 Fred Levinson (CERT Member)

Agenda Item	Discussion	Action Item(s)	Responsibility
Welcome	<p>Ed Coursey called the meeting to order at 8:35 a.m.</p> <p>Fred Levinson was attending the meeting as a guest. He indicated that he was attending to pass on CERT information that may be of interest to the Committee. He noted that he had joined CERT because he felt that he would be working in the community. Very few Takoma Park residents attend the CERT meetings in Rockville and he wanted to explore ways to have CERT members be active in Takoma Park.</p> <p>There was interest among Committee members to support of the idea of a down County CERT subdivision or to have Silver Spring/Takoma Park meetings. Wolfgang Mergner has received contact information for CERTs in Takoma Park. Ed Coursey noted that Buddy Daniels, as Chair of the Volunteer Subcommittee, would like to hold three or four events per year for CERTs in Takoma Park and to get them involved in outreach at Takoma Park festivals.</p> <p>A suggestion was made to establish a carpool or use a City vehicle to transport Takoma Park CERT members to the monthly meetings in Rockville.</p> <p>It was noted that in deployment, CERTS must be deployed through the proper chain of command through Montgomery County.</p>		
Report from County OEM/HS	<p>Bob Jones reported that he met with Greg St. James, who is responsible for the CERT program. They discussed incorporating CERT into the EOC by providing a seat for Mr. St. James (if approved by the County) and having CERT members collaborate with the ACS (Auxiliary Communications Services) RACES members. CERT can be an asset in a storm when phone lines are down, provide proactive assessments of storm damage, and possibly be involved in evacuations.</p> <p>Bob continues to look for opportunities to conduct community preparedness outreach.</p>		

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	<p>On May 19, the County will hold a hurricane functional exercise and will include a dam breach incident. He will be setting up an annual drill for dam owners.</p> <p>Anne Ludlow expressed interest in having a presentation in Spanish for Victory Tower.</p>		
Adoption of Minutes	Minutes of February 10, 2011 were adopted upon motion by Tom Horne; seconded by Andy Kelemen.		
Landlord Packet	Andy Kelemen volunteered to work on the packets for distribution to landlords at the City's landlord certification seminars.		
TP PD CARE Program	Ed Coursey provided a press release regarding the Police Department's CARE Program (Caring About Residents Everyday). The program involves daily contact with residents who live alone with special needs or for those who just need to be checked on each day.		
Wolfgang Updates – PSA, Volunteer Reception Center/Lions Club, Annexes	<ol style="list-style-type: none"> 1. Wolfgang Mergner thanked those who helped with filming the public service announcements. 2. Wolfgang provided a copy of the Recreation Department Annex for review. There is one parking lot issue related to Library patrons and sheltering in place. 3. Wolfgang reported on his meeting with the Lions Club regarding staffing the volunteer dispatch center for Takoma Park emergencies. A number of questions were raised – must all positions be filled by the Lions? How long would the center remain open? Can the responsibility be shared with another organization? Are background checks needed for volunteers? <p>The Committee agreed to support Wolfgang approaching the Rotary Club regarding a partnership with the Lions on the volunteer dispatch center. Ed noted that it takes at least five people to run the volunteer center. If it operated for 72 hours, at least 10 people would be needed to operate.</p> <p>Tom Horne agreed to see if there is interest on the Takoma Park Volunteer Fire Department Auxiliary. He can arrange for Wolfgang to meet with the TPVFD Board.</p> <ol style="list-style-type: none"> 4. Wolfgang indicated that Alvaro Calabia, the City TV Production Manager, is interested in meeting with the Committee about holding some sessions in the Auditorium for filming. The EPC would be asked to organize the events and identify topics and speakers. This was referred to the Communications Subcommittee for follow up. 		

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Committee Updates – who is on what?	<p><u>Volunteer Subcommittee.</u> (Kay, Buddy) Ed provided a memo from Buddy Daniels regarding Emergency Preparedness Contacts. He suggested that the Committee review the memo and provide feedback to Kay at the April meeting.</p> <p><u>Strategic Planning.</u> (Bob Jones, Wolfgang, Jennifer, Andy) Ed will send an e-mail to the Council to see if there is any feedback on the Strategic Plan presented when the EPC last reported to Council. Adoption of the Strategic Plan will be an agenda item for the next meeting.</p> <p><u>Communications Subcommittee.</u> (Kathe, Kay, Tom, Anne). Ed or Jennifer will confirm that Kathe will be able to continue to lead the subcommittee.</p> <p><u>Review Subcommittee.</u> (Wolfgang, Ed)</p>		
Formidable Footprint	<p>Ed described how the Committee could participate in the Formidable Footprint exercise in April 30. The Committee would register for the exercise. On the day of the exercise, a group would gather in a meeting room to participate online. The suggestion is to register for the event on April 30. It would take two-three hours for the exercise. If the exercise seems worthwhile, the EPC would consider participating in the June exercise and invite Council and staff to attend. Ed offered the Police Department conference room for the April 30 event. Those willing to participate should contact Ed. The exercise will begin at 9 a.m. on April 30.</p>		
Suggested Council Action Plan	<p>The Committee discussed inviting Councilmembers to attend EPC meetings, with a focus on holding a meeting on an evening in May as a special session with the Council and the Committee. The agenda would be set up to begin a dialogue between the Committee in the Council.</p> <p>An outline for the meeting might include a County emergency management briefing and how the City Government fits into that; what are the lines of communication; how to manage expectations; suggest that Council take FEMA courses; seek feedback from the Council about community concerns; have a dialogue about member recruitment and having the Committee membership spread throughout the City; and discuss having a Council liaison to the EPC.</p>		
Adjourn	<p>The meeting was adjourned at 10:15 a.m. The next meeting will be held April 14 (second Thursday of the month).</p>		