

Members Present:

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

Members Absent (Excused)

Kathleen Quinn (Resident)

Others Present:

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

Agenda Item	Discussion	Action Item(s)	Responsibility
Welcome and Approval of Minutes	Minutes of March 10, 2011 were unanimously adopted upon motion by Tom Horne; seconded by Andy Kelemen.		
Report from County OEM/HS	<p>Bob Jones reported the following:</p> <ul style="list-style-type: none"> • He had a planning conference with the ACS/RACES team. • There will be a tabletop exercise and drill annually to incorporate CERT and to combine with ACS/RACES. CERT will have a seat at the EOC and will be included in exercises. • There will be a hurricane exercise in May. • The COOP board has been designed in Web EOC. He will begin loading COOP plans into Web EOC. He can provide a demo for the Committee. • Folks are working on the Pepco issue. A task force study group has been formed. • 75% of Montgomery County departments have successfully completed an evacuation drill. • The next LEPC meeting will take place the third week of May. He will share notes from the meeting • Bob will not be at the May EPC meeting. He may not be able to attend a meeting again until August. <p>Andy Kelemen raised the issue of lack of preparedness for nuclear accidents.</p> <p>Ed Coursey noted he had just attended a meeting of the core committee for the City's flood mitigation plan. The plan provides information on what should be done, might be done, and could be done. It is reviewed annually by the group. He is working to coordinate how the City's flood mitigation plan fits into the County's plan.</p>		
Strategic Plan Vote	<p>No Council comments were received on the Committee's Strategic Plan.</p> <p>Ed moved to adopt the plan. The motion was seconded by Tom Horne.</p>		

Agenda Item	Discussion	Action Item(s)	Responsibility
	<p>There was discussion of the need to review the plan annually. It was agreed to review it in February, in advance of the City's budget process and after the election of the Chair of the Committee.</p> <p>The motion to adopt the plan carried unanimously.</p> <p>Bob noted that an action plan is developed from the strategic plan. Activities should be put on an annual calendar to see what can be accomplished during the year. He will send an e-mail to Andy, Jennifer, and Ed to set up a strategic plan meeting.</p>		
<p>Wolfgang's Report – PSA and Vol Reception Center</p>	<p>Wolfgang Mergner was not able to attend the meeting. He indicated by e-mail that he would be willing to continue working on the volunteer dispatch center and would prepare the voice over for the public service announcements.</p>		
<p>Committee Updates</p>	<p><u>Volunteer Subcommittee Update</u></p> <p>Buddy indicated that he will not have much time to work on volunteer coordination over the next few months.</p> <p>Kay committed to sending an e-mail (by April 28) to Takoma Park CERT members to see if any are interested in serving on the Emergency Preparedness Committee. There are three vacancies on the Committee.</p> <p>Jessie will ask the City Manager to contact WAH to seek a replacement for Bill Hentosh, who has taken a job out of town.</p> <p><u>Communciations Subcommittee Update</u></p> <p>Kay will attend the Co-op's Earth Day event to hand out brochures.</p> <p>The EPC will decide whether to have a table at the JazzFest at the May meeting. The JazzFest is on June 5. Jessie will arrange for a table if the EPC decides to participate.</p> <p>Jenny reported that Kathe Quinn would like to remain on the Emergency Preparedness Committee and stay on as lead for the Communications Subcommittee if the EPC is comfortable with that. She is not currently able to attend Committee meetings at the scheduled time. The Committee was comfortable with this course of action and also discussed considering a different day for the meetings.</p>		

Agenda Item	Discussion	Action Item(s)	Responsibility
	<p>The Committee discussed other upcoming events, the Folk Festival, Street Festival, and National Night Out. Kay will arrange for the EPC to be at the National Night Out event.</p> <p>The Communications Subcommittee will think about ideas for giveaways to be purchased for the events.</p> <p><u>Review Subcommittee</u></p> <p>The Review Subcommittee members are Andy Kelemen and Ed Coursey. There was nothing to report.</p>		
Formidable Footprint Follow Up	<p>Ed will participate in a webinar on April 28 that will provide information about the April 30 Formidable Footprint exercise. The Web exercise will take place on Saturday, April 30, beginning at 10 a.m. in the Police Department conference room. The exercise will be evaluated to see if the next one, set for June, would be suitable to invite the City Councilmembers to attend.</p>		
Council Action Plan	<p>The Committee discussed the plan for meeting with the City Council. If the Mayor is willing to schedule an hour on a work session agenda at the May 31 or June 6 City Council meeting, the Committee should be able to cover the information. Bob will do a 20-minute presentation on the County's role and how the City fits in with it. The Committee will present information on its role and what is the Council's effective role in emergencies. There should be time for Council discussion and questions.</p> <p>Ed Coursey will meet with the City Manager to discuss the planned presentation.</p>		
Adjourn	<p>The meeting was adjourned at 10:25 a.m. The next meeting will be held May 12 (second Thursday of the month).</p>		