

Members Present:

Capt. Ed Coursey (City Co-Chair)
 Kay Daniels-Cohen (Resident)
 Andrew Kelemen (Resident)
 Jennifer Kurtinitis (Resident, Community Co-Chair)
 Anne Ludlow (Resident)
 Kathleen Quinn (Resident)

Thomas D. Horne (TP Vol. Fire Dept.)

Jim Stoddard (WAH)

Members Absent (Excused)

Robert Jones (Montgomery County)

Others Present:

Jessie Carpenter (Recording Secretary)

Agenda Item	Discussion	Action Item(s)	Responsibility
Welcome and Approval of Minutes	<p>The meeting was called to order at 8:41 a.m.</p> <p>Minutes of May 27, 2011 were unanimously adopted upon motion by Anne Ludlow; seconded by Tom Horne</p>		
Report from County OEM/HS	<p>Bob Jones had another commitment and was not able to attend the meeting. Jenny Kurtinitis provided an update on activity at the County level. A COOP workshop is scheduled for June 23. OEMHS is working on a tornado awareness fact sheet. A new resident website is scheduled to go online. The site will focus on emergency preparedness. A Web EOC training is scheduled for June 14. The County Animal Response Team participated in an animal shelter exercise where they walked through procedures.</p> <p>Ed Coursey reported that plans are proceeding for an August tabletop exercise focusing on municipalities. The focus will be on debris management and damage assessment. Damage assessment is to be done by Montgomery County Permitting Services. Because it is a small agency, there may be more of a role for municipalities in damage assessment.</p> <p>Tom Horne suggested that amateur radio television could have a role in providing real time pictures of damaged areas.</p>		
Welcome to Jim Stoddard, WAH	<p>Jim Stoddard, the Safety and Emergency Preparedness Director at Washington Adventist Hospital, has been appointed by the Hospital President to serve on the EPC.</p> <p>Jim reported that WAH has participated in a state-wide pandemic flu exercise since he's been on staff. The Hospital will be participating in a Capital Shield exercise conducted through UASI.</p> <p>He said that the Hospital and Washington Adventist University have separate directors of security, although they work closely together.</p>		

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<p>Follow Up to Council Presentation</p>	<p>The Committee reviewed the follow up items from the Council presentation.</p> <ul style="list-style-type: none"> -Negotiating and interfacing with the county. (This is a staff function.) -To whom should council members pass on information? (Information should be passed to the City Manager who interfaces with the Emergency Operations Center through the City’s representative and with departments who are conducting operations. Ed noted that because the City is small, he would look to structure staff coordinating calls through a virtual EOC several times a day and provide information to the City Manager to pass on to the Council.) Committee members suggested that Council members could forward information to the Mayor, who would then communicate with the City Manager. -What info should they forward to the City Manager? (The Council should be asked to be as specific as possible in providing information, including the address and functional need of the resident.) -What info does the Council need before an emergency? (The Council needs a basic emergency kit. The Council may need additional information from staff before an emergency, possibly a job action sheet for council members, using a multi-hazard approach.) - What info does the Council need during an emergency? (During an emergency, the Council needs to provide information to the City Manager. The Council needs to understand what is happening and needs to get information quickly. Low power FM was suggested as something that may be useful for getting the word out in emergencies. City staff could work with WAU to enhance communication with the potential of developing a relationship with the University’s radio station.) - When and where shelters may be set up (and why) and guidance on how residents may be transported to a shelter. (There is a need to provide more education on how the decision is made to establish a shelter. Jenny offered to put together a one or two page summary on shelter issues.) - Where emergency medical care and pharmacy services may be had? (There is a need to identify players and their roles before an emergency, and discuss how best to work with them. Think about business COOP plans and communication issues.) 		

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	<p>- Continuity of messaging between city and county.</p> <p>There was a discussion about the Council’s role – to be calm and reassuring to the community.</p> <p>The issue of declaring an emergency was discussed. Ed explained that the City Manager or her designee could implement the emergency operations plan.</p> <p>The Council can only direct the City Manager. In turn, the City Manager directs staff operations.</p> <p>The Communications Subcommittee will discuss communication issues further, including ways of sharing information during a disaster.</p> <p>Fred Levenson (CERT member) announced a Capital Region CERT Conference to be held at the Silver Spring Civic Center.</p>		
Committee Updates	<p>Kay wants to hook up with the City’s list of block captains (through the COP Officer) for potential volunteers. At the next meeting, the Committee should plan for September Emergency Preparedness Month.</p> <p>Kay asked if it would be possible to use some funds to purchase giveaways for National Night Out.</p>		
Adjourn	The meeting was adjourned at 10:06 a.m.		