

Members Present:

Capt. Ed Coursey (City Co-Chair)
 Kay Daniels-Cohen (Resident – Ward 3)
 Robert Jones (Montgomery County)
 Anne Ludlow (Resident – Ward 1)
 Jennifer Kurtinitis (Resident – Ward 1, Community Co-Chair)
 Thomas D. Horne (TP Vol. Fire Dept.)

Members Absent (Excused)

Andrew Kelemen (Resident – Ward 1)
 Kathleen Quinn (Resident – Ward 2)
 Jim Stoddard (WAH)

Others Present:

Jessie Carpenter (Recording Secretary)
 Buddy Daniels
 Wolfgang Mergner
 Patrick Kimvilakani

Agenda Item	Discussion	Action Item(s)	Responsibility
Welcome and Approval of Minutes	<p>The meeting was called to order at 8:35 a.m.</p> <p>Minutes of July 14, 2011 were adopted as amended, upon motion by Bob Jones; seconded by Ed Coursey.</p> <p>Patrick Kimvilakani introduced himself as a potential applicant for the EPC.</p>		
Report from County OEM/HS	<p>Bob Jones reported on the following:</p> <ul style="list-style-type: none"> • OEM/HS will be participating in the Montgomery County Fair, along with the Fire Service and CERT. • Bob is working on enhancements to Web EOC. • He provided an update on future exercises. • OEM/HS may be hiring two new people – a mitigation trainer and someone to work with Bob on operations, training and exercises. <p>As a follow up to the Committee’s discussion with the City Council, Bob offered to prepare a draft of a guidance document for Council in emergencies, based on his discussions with a mayor in Seattle and other sources.</p> <p>Ed Coursey noted an upcoming exercise/workshop that will include a number of City management staff. The topic is debris management and damage assessment.</p>	Draft Council guidance document for the Sept. meeting	Bob
Wolfgang’s Projects	<p>Letter to Councilmember Schultz: Wolfgang Mergner provided a copy of his letter to Councilmember Schultz regarding communication in emergencies.</p> <p>Social Media: He shared information from the New England Journal of Medicine on use</p>		

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	<p>of social media in emergencies.</p> <p>Production of Emergency Preparedness Video Content: Wolfgang distributed a budget prepared by Alvaro (City TV Production Manager) for public service announcements produced by City TV (around \$1,200 each), along with a budget for a show with a discussion format (around \$1,400). Wolfgang offered to work on seeking grant funding for this purpose.</p> <p>Wolfgang also reported that his meeting with Brian Geraci to discuss volunteer ideas had been postponed. Brian had also offered to come to an EPC meeting to brainstorm ideas for volunteers.</p> <p>Kay Daniels-Cohen offered to draft a grant application for the Takoma Foundation for the City TV items. She also suggested requesting CDBG funding.</p> <p>Ed suggested that he meet with the City Manager to discuss funding options for the videos before the Committee brings forth ideas for pursuit of grant funding. He would like to have topics for the proposed videos added to the budgets to show where the Committee wants to go with the project.</p> <p>The Committee expressed interest in pursuing production of additional video content. Wolfgang had reviewed FEMA’s available videos and found three that were suitable for use. He provided them to Alvaro for playing on City TV for last year’s Emergency Preparedness Month. He will provide a list of these to the Committee. It’s possible that City TV could add a video tail to the FEMA videos to provide information about where to look for local information. The videos could be used as introductions to presentations, at the EPC table at festivals, and on City TV. Wolfgang offered to come up with a list of topics to cover in video productions.</p> <p>Committee members suggested having the PSAs available for online streaming since many people do not have cable TV.</p>	<p>Invite Brian Geraci to a future meeting</p> <p>Meet with the City Manager about funding for video production</p> <p>List of topics to be covered in future videos.</p>	<p>Jenny</p> <p>Ed</p> <p>Wolfgang</p>

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	<p>Review Committee: Ed reported that information obtained from the debris workshop should be helpful in preparation of the debris management annex. He said he could have that and the Recreation and Library Annexes ready in the fall.</p> <p>Communications Committee: The Committee planned for September as Emergency Preparedness Month. Kay will attend Council meetings in September to address emergency preparedness under “public comments.” She will note the need to fill EPC vacancies.</p> <p>Jessie will draft a proclamation for the Mayor noting September as Emergency Preparedness Month.</p> <p>Tom Horne noted that the Fire Department would be holding a September 11 observance at the station before the Folk Festival begins.</p> <p>Jenny will ask Kathe Quinn to organize the Folk Festival table for Sept. 11. Kay will inventory available materials. Ed will contact the Folk Festival and Street Festival organizers about table location to ensure that the Police, Fire Dept. and EPC are together. CERT may be there as well.</p> <p>An article will be drafted for the Takoma Park Newsletter, possibly on hurricane preparation or Emergency Preparedness Month.</p> <p>Alvaro will be asked to play the emergency preparedness videos frequently in September.</p> <p>Jessie will put a link to the proclamation and the PSA’s on the EPC web page.</p> <p>The EPC discussed having a preparedness presentation in the Auditorium in late October or early November.</p>	<p>Complete annexes</p> <p>Address Council on preparedness</p> <p>Draft proclamation</p> <p>Organize FF table</p> <p>Article for September Newsletter</p> <p>Communicate with Alvaro</p> <p>EPC web page update</p>	<p>Ed</p> <p>Kay</p> <p>Jessie</p> <p>Kathe</p> <p>Wolfgang</p> <p>Ed</p> <p>Jessie</p>

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	Volunteer Committee: The Volunteer Committee will set up a meeting with the Police Community Oriented Policing officer to discuss block captains.	Meet with COP officer	
Adjourn	The meeting was adjourned at 10:00 a.m. The next meeting is September 8, 2011.		