

Members Present:

Capt. Ed Coursey (City Co-Chair)  
 Andy Kelemen (Resident – Ward 1)  
 Jennifer Kurtinitis (Resident – Ward 1, Community Co-Chair)  
 Anne Ludlow (Resident – Ward 1)  
 Robert Jones (Montgomery County)  
 Tom Horne (TPVFD)  
 Bernadette Smith (Resident, Ward 4)

Absent – Excused:

Patrick Kimvilakani (Resident – Ward 2)  
 Kathleen Quinn (Resident – Ward 2)  
 Jim Stafford (WAH)  
Others Present:  
 Buddy Daniels  
 Jessie Carpenter (Recording Secretary)

Agenda Item	Discussion	Action Item(s)	Responsibility
Welcome and Approval of Minutes	<p>The meeting was called to order at 8:33 a.m.</p> <p>Minutes of December 8, 2011 were adopted on motion by Ed Coursey; seconded by Andy Kelemen.</p>		
Report from County OEM/HS	<p>Bob Jones reported that OEMHS will move to the new public safety building this spring. The EOC will remain in its present location.</p> <p>Emergency Operations Plan updates are ongoing for the County and COOP planning continues.</p> <p>His office is working on a new damage assessment process for the County. It will be incorporated into WebEOC. The lead agency is permitting services.</p> <p>Exercises for the year will include a dam drill in April or May; a functional exercise in the spring related to a HAZMAT or terrorism activity; a winter exercise will be held in November; COOP exercises will be held later this year. Hurricane exercises will alternate yearly between table top exercises and functional exercises.</p> <p>WebEOC monthly drills must be taken by participants in order to maintain their user accounts. Training for system users is crucial.</p>		
Community Preparedness Presentation	<p>The Committee discussed whether to go forward with the community presentation planned for late March. After discussion, it was decided not to do the presentation at this time. It was suggested to promote the opportunity for community groups to invite the Committee to do a presentation for them.</p> <p>Tom Horne indicated that, although use of the room is very limited, the meeting room at the new Fire Department facility may be available for this type of public safety presentation.</p>		

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Update on Lions Club & VMC	There are still pieces to figure out before the plan can move forward. One piece involves how to connect the volunteer mobilization center with the County.		
Bi-Annual Report to Council for January	<p>The Committee discussed its report and the guidance document prepared for the City Council.</p> <p>Before the guidance document is submitted to the City Council, the Emergency Operations Plan adopted by the City Council in 2010 needs to be posted to the website and the links on the Emergency Preparedness Committee page need to be updated.</p> <p>The document for Council stresses that in the event of a life threatening emergency, Councilmembers should call the Police Department. In all other situations, the Councilmembers should contact the City Manager directly.</p> <p>The Committee discussed the idea of conducting a brief scenario/exercise for the Council but decided against it. Jennifer can offer the Council the opportunity to conduct an exercise during a future work session.</p> <p>Members were asked to review the guidance document and submit any additional comments to Jennifer by February 13.</p> <p>The Committee was comfortable with the contents of the report itself.</p>		
Committee Updates	Communication Committee: The information submitted for the March Takoma Park Newsletter will be family emergency planning. The editor will not commit to including space each month for the Committee and some articles may be bumped. As planned, the April topic will be on seniors in disasters. Future articles will be discussed at the March meeting.		
Adjourn	The meeting was adjourned at 10:10 a.m.		