

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)
 Jim Stoddard (WAH)
 Kathleen Quinn (Resident – Ward 2)

Absent – Excused:

Tom Horne (TPVFD)
 Patrick Kimvilakani (Resident – Ward 2)

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 8:40 a.m.</p> <p>Minutes of February 12 were approved as amended. Motion by Andy; second by Anne Ludlow.</p>		
Report from County OEM/HS	<p>Bob Jones reported that the County Emergency Operations Plan update process is continuing.</p> <p>A contractor is working with COOP plan training, including creating leadership sessions and workshops.</p> <p>A new checklist board has been added to Web EOC for COOP. A facilities board has also been added that will include police, fire, elderly housing, schools, hospitals, etc. It will be used to track power, water, phone, generators, and whether the facility is in the flood plain. This will be useful to prioritize and track which buildings have power (facilities will report in as to their status), and who needs to be restored first.</p> <p>A forum on mitigation planning was held at the Executive Office Building last week. Risk categories were discussed for various emergency situations. Hazard mitigation planning takes into consideration the type of hazard, likelihood of occurrence, and historical information.</p> <p>Ed Coursey noted that the forum covered what type of non-manmade events would occur, how widespread they would be, the duration, and likelihood. They are also looking to have the state and county plans use the same terminology. A mitigation plan must be in place to get FEMA mitigation grants. You can't mitigate every possible event so the intention is to focus on mitigating the most likely events.</p> <p>Jim Stoddard reported that Washington Adventist Hospital is using Web EOC. Hospitals will now be able to have their own sections.</p>		
Follow Up on Biennial	The Committee reported to the Council on February 21.		

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Report to Council	<p>The Council requested that the Committee do additional outreach to landlords.</p> <p>Andy offered to pull together a packet of information for the Committee to review and will talk with Sara Daines, Housing and Community Development Director about providing the packets at the City's landlord seminars.</p> <p>There is considerable turnover in the rental population so the Committee agreed that this is important.</p> <p>During the report, Council expressed interest in observing or participating in exercises. Jim suggested that he may be able to arrange for observers at an exercise at WAH.</p> <p>Jim said that the Hospital is developing an exercise that would be specific to Takoma Park, in coordination with the City Police Department, the Takoma Park Volunteer Fire Department, and Washington Adventist University. The exercise will be an active shooter scenario starting at WAU. The exercise is proposed for August. Jim asked to be added to the agenda for the April meeting to discuss this further.</p> <p>The Council had also expressed interest in ways to connect with businesses during emergency. The Committee discussed this. Perhaps someone from the Committee, or a volunteer or City staff member could collect the information and transmit it to existing communication channels in emergencies. It also has potential for a board to be created in Web EOC.</p> <p>The Committee will consider developing a plan for connecting to businesses. Ed and Jenny will set up a meeting with HCD Director Sara Daines.</p>		
Measuring Preparedness	<p>The City Council indicated an interest in having the Committee measure preparedness. This will be discussed at a later date.</p>		
Update to the City Code section on the Emergency Preparedness Committee	<p>Bob and Jenny agreed to work on a draft update to the City Code to better reflect the mission of the Emergency Preparedness Committee.</p>		
Committee Updates: Communications and Volunteer	<p>Kathe reported on articles she has prepared. She's done one on "Disaster Dress Rehearsal" that will encourage people to report what they have done to prepare.</p> <p>It was agreed that the articles should go on the City website as well. Jessie will work on this.</p>		

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	<p>An article on Seniors will be prepared for May. August will include hurricane preparation. Ice storms will be covered in November or December. Thunderstorms and tornados should be covered in a June article. All dates are subject to further discussion. Kathe will send the articles.</p> <p>It was requested that the Emergency Preparedness web page be brought to the forefront. Jessie will work on this.</p>		
Adjourn	The meeting was adjourned at 10:06 a.m.		