

**City of Takoma Park  
Emergency Preparedness Committee  
Thursday, May 23, 2013  
Community Center Hydrangea Room  
Minutes**

**Members Present:** Jennifer Kurtinitis (Community Co-Chair), Tom Horne (TPVFD), Andy Kelemen (Resident Member), Jim Stoddard (WAH), Kathe Quinn (Resident Member), Alan Goldberg (City Co-Chair)

**Absent:** Patrick Kimvilakani (Resident Member)

**Also Present:** Jessie Carpenter, City Clerk; Raju Charles, potential member

**Welcome and Approval of Minutes**

The meeting was called to order at 7:45 p.m.

**Celebrate Takoma Report**

Andy reported that he was at Celebrate Takoma to distribute materials and great people. He spoke to a few people interested in preparedness. He noted that being close to food vendors was a good location for the table.

Jenny asked members to think about how the Committee can do more than hand out paper at events.

**2012 Focus Areas and Accomplishments**

Jenny noted 2012 accomplishments, including outreach efforts at the Folk Festival and Street Festival.

The Active Shooter Exercise took place during 2012, which was a joint effort with the Hospital, the university, Police, and Fire.

**2013 Tasks**

The Committee discussed where to focus its efforts for the rest of the year. Suggestions included:

- More outreach, including more than just paper at the table.
- Committee after action reports about City emergencies could be formally shared with the Council. Jenny will forward County After Action Reports to the Committee.
- Staff Preparedness Survey – promote it during September Preparedness Month.
- Outreach to seniors working through Wolfgang Mergner
- Landlord outreach (put together packets for landlord seminars)
- If the new landlord requirements pass, include emergency prep information in the packets to be provided to tenants.
- Target outreach to seniors and Spanish-speaking populations (churches)

- Invite community leaders and organizational leaders to a meeting (with food) to ask them what would be most useful for their members.
- Provide information about services provided by the EPC (“services that we offer”).
- Consider childrens events at the festivals that enable the EPC to give out information along with prizes.
- Partner with ACE Hardware to sell a different emergency prep item each week.
- Focus on the message and how it will be delivered. Concentrated planning needed on this concept.
- Continue preparing articles.
- Update the City Code.
- As per Council’s request, look at working with different community leaders, business associations, faith-based organizations.
- Trivia at the Olive Lounge.
- When the new emergency coordinator is hired, consider doing targeted meetings with groups in the community.
- Meet with department heads, have periodic meeting including the Public Works Director.
- Member recruitment.
- Reach out to the new City Manager.

### **Articles**

The Committee reviewed and discussed the list of articles submitted and to be submitted to the City Newsletter.

### **Adjourn**

The meeting was adjourned at 9 p.m.

Minutes adopted June 27, 2013