

FREDERICK COUNTY  
Local Emergency Planning Committee (LEPC)  
Meeting Minutes

DATE: Monday, January 14, 2019

LOCATION: Public Safety Training Facility  
5370 Public Safety Place  
Frederick, MD

ATTENDEES: Sue Barthol, FC-DPW; Rhonda Cunningham, FC-DEP; Dennis Dudley, FC-DEP; Milton French, BPD; Todd Johnson, FCHD; Ronald Kunz, NIH; Phil Lambert, FC-ECC; Marc Landahl, FCSO; Robert McNamara, Trans-Tech, Inc.; Garth Phoebus, USAG Ft. Detrick; Aaron Ramsburg, Wegmans; Chris Sasse, FCC; Wayne Wachsmuth, MSP;

Chairman Dennis Dudley called the meeting to order at 0838 hours.

INTRODUCTION AND WELCOME OF LEPC MEMBERS AND GUESTS

All in attendance introduced themselves.

MEETING MINUTES:

- A motion was made by S. Barthol and seconded by T. Johnson that the minutes of the July 9, 2018, meeting be accepted as presented. The motion passed unanimously.

COMMITTEE REPORTS:

- External Sub-Committee
  - Met on September 26<sup>th</sup>. The committee discussed the following:
    - 5 year plan – still discussing. Need LEPC to decide what type of drills that we want to do and when.
    - Identify the gaps in the plan – Looking at the plan and finding where there are gaps.
    - Build the plan to a functional drill.
    - EOC Interface with Incident Command Course Jan. 24-25.
- Internal Sub-Committee
  - Met on November 9<sup>th</sup>. The committee discussed the following:
    - Review the bylaw's – D. Barnes, D. Dudley & S. Barthol agreed no changes needed.
    - Holding a meeting on Cable 19 – D. Barnes spoke with Video Services and they can broadcast the meeting if it is held at Winchester Hall. During new business it was discussed to broadcast an evening or late afternoon meeting at Winchester Hall.
    - Review policy and procedures – No policy or procedures all is inclusive in the Bylaws.
    - Discussion of the LEPC website – we need to verify that the LEPC website is up to date.
    - Conference call – D. Barnes stated that Rhonda Cunningham said this was possible.

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- Tier II – Reviewed Tier II planner software and how it allows identifying threatened locations near Tier II reporting locations. D. Barnes will check if he has this feature.
- Put meetings on Eventbrite for public knowledge and estimate of public attendance – It was agreed that Eventbrite would help notify the public and give us a feel for public attending the meeting. Hold an evening or late afternoon meeting annually to increase public attendance. It was agreed this was a good idea and that we would present during next LEPC meeting to select a date and broadcast that meeting on Channel 19.
- Lisa Dunaway requested to attend a meeting and present – Supervisory Chemical Security Inspector, Infrastructure Security Compliance Division, Region 3, Department of Homeland Security, cell number 202-604-8820
- People we can invite to provide presentations to LEPC – Region III representatives? Other recommendations?

#### OLD BUSINESS or INFORMATION:

- NRC Notifications – R. Cunningham gave 9 reports of NRC Notifications.
- Frederick Keys Preparedness Night August 14<sup>th</sup>: Was a success. Signed up several individuals for ALERT.
- USEPA Region 3 Spill Exercise – Nothing to report at this time.
- Flooding Event – still have people recovering from the flood in May 2018

#### NEW BUSINESS

- Frederick Keys Preparedness Night 2019 – a motion was made by M. French and seconded by M. Landahl to have the preparedness night on Aug. 21<sup>st</sup>. Five tables will be available inside and tables outside the stadium will also be available.

#### ROUNDTABLE:

- M. Landahl
  - Emergency Preparedness training was a huge success. We had trained 46 people and as of Saturday there were 39 more individuals trained.
- A. Ramsburg
  - Wegman's can offer supplies and man power for drills.
  - Drug take back – a big thank you to the Health Dept & FPD for the success of that. Got over 900 prescription drugs returned.
- T. Johnson
  - Respiratory Protection Program offered at the Center for Domestic Preparedness that I recently attended and recommended it for any LEP partners that operate a respiratory protection program.
  - Capital Fortitude, the upcoming National Capital Region MSA regional full scale exercise to be held on July 17, 18, 19, 2019. The scenario will involve an anthrax release requiring medical countermeasures. FCHD will be standing up its command post and participating in regional coordination calls and public messaging, and will open a point of

dispensing to gather through-put data. This exercise is required every five years by the CDC.

- Alerted partners to two upcoming plan reviews; the FCHD All Hazards Emergency Operations Plan and the Medical Countermeasure Dispensing and Distribution (MCMDD) Annex to that plan. Both will be distributed electronically to partners with responsibilities in the plans for review and acknowledgement of this responsibility.
- Discussed plan to include partners that are in our plans, especially the MCMDD annex, in upcoming call down drills. These are done via Everbridge and will be a yes/no polling option in response to a specific action request. This may be done in conjunction with Capital Fortitude in July and partners will receive additional information as we roll this out.

➤ C. Sasse

- The Frederick Community College Crisis Management Team completed the FEMA 3-day course MGT 361 – Managing Critical Incidents at Institutions of Higher Education Oct. 2018 and will continue with professional development workshops into 2019 to align with the college strategic priority for emergency preparedness.
- In November 2018, the college had arranged with the American Red Cross Western Maryland Chapter to complete a “Sheltering in Place” exercise in conjunction with the MOU at the colleges Athletic Center. The exercise was postponed since the majority of the Red Cross volunteers were deployed in the Carolina’s for assistance.

➤ S. Barthol

- DPW is planning a COOP exercise for April.
- Office of Highway Operations staff addressing the weekend snow event: on the road till 11 p.m. last evening; resumed at 5 a.m. this morning.
- Inquired of Aaron Ramsburg regarding Wegmans’ policy on remaining open during inclement weather, as DPW crews must be fed during weather events, which may be of long duration.

Respectively submitted by Rhonda Cunningham, Secretary.

Next Meeting: April 8, 2019, 8:30 am, PSTF, Room 120