

**FREDERICK COUNTY
Local Emergency Planning Committee (LEPC)
Meeting Minutes**

DATE: October 14, 2019

TIME: 8:30am

LOCATION: Public Safety Training Facility, Conference Room #126
5370 Public Safety Place
Frederick, MD 21704

Attendees: Sue Barthol, Frederick County DPW; Rohan Brown, Frederick County Emergency Preparedness, Dennis Dudley, LEPC Chairman; Chief Tom Coe, DFRS; Todd Johnson, Frederick County Health Department; Phillip Lambert, Director Emergency Communications; Ron Kunz, National Institute Health/National Cancer Institute; Robert McNamara, Trans-Tech INC;

CALL TO ORDER:

- Introduction and welcome of LEPC members and guests

MEETING MINUTES

- Review/Approve September 16, 2019 meeting minutes: Motion by Sue Barthol and Second by Ron Kunz, all approved.

COMMITTEE REPORTS:

- External Standing Committee
 - November 13, 2019 drill Skyworks
- Internal Standing Committee
 - Review is needed of our Web page to update contact
 - Ensure meeting dates, agendas and minutes are posted on Web site

OLD BUSINESS:

- Secretary position is vacant: The Secretary Position is vacant and we can address this during the upcoming elections. The Chair will check the constitution and bylaws for procedure.
- September 16 evening meeting

NEW BUSINESS:

- **Skyworks Table Top, Robert McNamara**
 - Annual 8 hour procedure review and tabletop
 - Nov 13 1000-1400
 - Lunch provided
- **Future Oct meetings shift date to prevent conflict with State Holiday**
 - Discussion was had on meeting dates

- **January and April will be the second Monday**
- **July meeting will move to September for Preparedness Month**
- **October meeting moved to first week in November**
- **All present approved the change**
- **NRC Notifications**
 - **No new notifications since the September meeting.**

ROUNDTABLE DISCUSSION:

- Issues/events pertinent to the mission of the LEPC
- Sue Barthol:
 - Dave Ennis, Department of Highway and Facility Maintenance, is working with Rebekah May, Emergency Management, on Office of Highway Operations request system connection to Everbridge and is awaiting feedback from Rebekah.
 - Office of Traffic Engineering staff will be participating in the Fishing Creek Dam Tabletop on Wednesday, October 16, 2019
 - DPW forwarded revisions to the EOP annexes for which it has primary responsibility to Emergency Management recently
 - Revisions to COOP, largely generated by personnel changes, Retirement of Bill Routzahn, are forthcoming and will be to Emergency Management soon.
 - Office of Highway Operations held its Snow Rodeo on Tuesday, October 8, 2019 at the Frederick Fairgrounds
- Chief Tom Coe:
 - Please check room reservations for January. We will have two-three academies in session between January and June 2020.
- Motion to Adjourn by Robert McNamara and seconded by Todd Johnson
 - Unanimous vote to adjourn

NEXT MEETING: January 13, 2020, 8:30am, PSTF, Room 126

Send any items/topic for the agenda to ddudley@frederickcountymd.gov