

FREDERICK COUNTY
Local Emergency Planning Committee (LEPC)
Meeting Minutes

DATE: Monday, April 11, 2011

LOCATION: American Red Cross – Frederick County Chapter
Walkersville, MD

ATTENDEES: Stephanie Gordon, HOFC; Tom Meunier, FC-DPW; Richard Himes, FC-DFRS; Dewey Foreman, HAZMAT Vol.; Seamus Mooney, FC-DEP; Steve Cooper, FC-DEP; Dave Dunn, Asst. County Manager; Carroll Jones, Mayor – City of Brunswick; Chip Jewell, FC-DEC; Barbara Brookmyer, FC-HD; Doug Orner, FC-VFRS; John Reginaldi, MEMA.

Acting Vice Chairman Mooney called the meeting to order at 0830 hours.

OLD BUSINESS or INFORMATION:

- February 14, 2011, meeting minutes
 - A motion was made by B. Brookmyer and seconded by S. Gordon that the minutes of the February 14, 2011, meeting be accepted as presented. The motion passed unanimously.
- LEPC Drills
 - S. Mooney reported that he is still working with several municipalities concerning their Emergency Operations Plan (EOP) drafts and he hopes to have some of the regional drills with the municipalities scheduled soon. The Department of Emergency Preparedness is working on an Emergency Operations Center (EOC) exercise.
- Standing Committee Membership
 - On March 16, Chairman Dudley sent out an e-mail to all members soliciting participation in at least one or both of the standing committees. S. Mooney reported that only three people had responded – B. Brookmyer, S. Cooper and himself. He stated that he would have the acting secretary send out the request again and urged everyone to consider volunteering for one or both of the standing committees. Once the committees have members, a chairperson will be selected for each committee.
- FY11 Grant Spending
 - As previously reported by Chairman Dudley, FY11 grant funds of \$8,850 need to be spent before February 2012. S. Mooney asked that members send their recommendations for spending the funds to S. Cooper or himself. In the past, a portion of the funds have been used to send individuals to exercises and conferences.
 - R. Himes stated that he had sent information to Jack Markey regarding switching to CoBRA, a software program that can be used by the Haz Mat Team. (CoBRA provides the first responder access to interactive tools and data to manage incidents involving chemical, biological, radiological, nuclear and explosive threats.) The Haz Mat Team currently uses ADASHI. (ADASHI is a software platform for managing, communicating, responding to, and reporting critical incidents. It combines incident response and incident command capabilities in a networked emergency management system for coordinated use across all agencies, departments, and staff levels.) He thinks the NCR is going to CoBRA.
 - C. Jewell suggested a weather monitoring program for the Haz Mat Team that is the same as the one used by the 911 Center at the Law Enforcement Center (LEC).

➤ LEPC Constitution and By-Laws

- S. Cooper reported that a possible administrative error (typo) was found in the Constitution and By-Laws, Article II – Officers and Duties, Section 7. It currently states, "The LEPC Chair or Vice Chair, together with the Secretary, shall sign all official documents of the LEPC in accordance with law and these by-laws." This indicates that all correspondence must have two signatures. According to C. Jewell, who was on the Constitution and By-Laws Review Committee, this was not the intent.
 - C. Jewell made a motion, which was seconded by B. Brookmyer, to correct the administrative error in the LEPC Constitution and By-Laws. This motion passed unanimously.
 - The language will be changed to read, "The LEPC Chair, or the Vice Chair or Secretary in the absence of the Chair, shall sign all official documents of the LEPC in accordance with law and these by-laws."

NEW BUSINESS:

- S. Mooney reported that there had been interest in developing short term (until end of 2011) and long term (2012 and beyond) meeting agenda items, such as arranging for guest speakers like a representative from the Maryland Department of the Environment.
 - C. Jewell suggested that we get someone from the private sector, such as a representative from one of the pipeline companies, 1st Energy, Medimmune, or CSX.
 - D. Dunn suggested Dave Kline from 1st Energy.
- S. Mooney also recommended that we look at developing three-year plans for LEPC exercises and grant funds spending. He will put some thoughts together and report back at a future meeting.

ROUNDTABLE:

- J. Reginaldi
 - Anthony Alexiou, Deputy Director, Montgomery Co. Emergency Management is the new chair of the COG Emergency Managers Committee.
 - MEMA is hosting a Risk and Vulnerability Training for Hospitals and Health Care Facilities from May 4-5 in Montgomery Co.
 - MEMA is hosting a Risk and Vulnerability Training for Rural Communities on May 11 in Washington Co.
 - Volunteered to be part of a COG NCR regional forward planning project which will encompass all areas of planning, transportation, public safety, emergency management, etc.
 - MEMA's Severe Weather Conference is scheduled for April 20.
 - Recommended that the MEMA training calendar be checked for training opportunities.
- D. Dunn
 - Recommended that we ask the private sector, such as 1st Energy and CSX, to attend our meetings periodically.
- C. Jewell
 - State and Federal funding requires localities to perform an annual operability exercise.
 - The Fallen Firefighters Weekend will probably meet this requirement for the County. We may also be able to use the LEPC exercise.
 - The State is moving forward with its 700 MHz radio system.
 - The Public Safety Commission has held meetings to discuss Verizon wireless phone issues that arose during the last big snow storm when Verizon Wireless was aware of the problem of dropped calls as they were occurring, but the 911 centers were not.
 - Verizon Wireless will only shut down one trunk in the future should this occur again. This may result in individuals getting a busy signal.

- The Fire Museum opened last weekend with 150 people visiting the first day.
- Radios are being reprogrammed throughout the County.
- D. Foreman
 - CSX conducted training at Fire Station #28.
- R. Himes
 - Training information such as the CSX training at Fire Station #28 is not getting distributed.
 - Invited the LEPC to utilize the new DFRS building for its meetings.
- B. Brookmyer
 - Health Department also has space available for LEPC to hold its meetings.
 - Ft. Detrick is conducting an exercise on April 20 concerning patient transportation and decontamination and isolation issues.
- C. Jones
 - There was a good turn-out for the CSX training held in Brunswick on March 17. It turned out to be a PowerPoint presentation, not a tabletop exercise.
 - The Brunswick Volunteer Fire Company held a ground breaking ceremony for its new fire station on Sunday, April 3.
- S. Gordon
 - 1000 volunteers will be cleaning trash/debris from County roads during *The Big Sweep* on April 16.
 - HandsOn Frederick County has been chosen as the Display Partner for *New York Says Thank You FOUNDATION'S* National 9/11 Flag Tour for the state of Maryland. HandsOn Frederick County is collaborating with United Way of Frederick County and the National Museum of Civil War Medicine to host The National 9/11 Flag stitching ceremony and surrounding events. The stitching ceremony will take place on Saturday June 18 from 1pm-5pm at the Field House at Frederick Community College.
 - S. Mooney requested that she send the flyer for this event to the secretary for distribution to the LEPC e-mail list.
- S. Mooney
 - The Maryland Emergency Managers Conference will be held May 30 thru June 4 in Ocean City.
 - The Frederick County Health Department will be doing a presentation on the Mass Fatality Plan.
 - The Shelter Operations Plan is finished and we are in the process of reviewing the job aids.
 - Procedures for eight shelters have been finished by the contractor writing the plan and the County will write procedures for three others. All are schools, with the vast majority being high schools.
 - Shelters for the medically fragile are not separate from the general population shelters.

A motion was made by R. Himes and seconded by J. Peterson to adjourn the meeting. The motion passed unanimously and the meeting was adjourned at 0915 hours.

The next meeting will be held on June 13, 2011, at the American Red Cross – Frederick County Chapter, 2 E. Frederick St., Walkersville, MD 21793.

Respectively submitted by Steven Cooper, Acting Secretary.