

FREDERICK COUNTY
Local Emergency Planning Committee (LEPC)
Meeting Minutes

DATE: Monday, June 13, 2011

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

ATTENDEES: Dennis Dudley, FPD; Stephanie Gordon, HOFD; Tom Meunier, FC-DPW; Richard Himes, FC-DFRS; Dewey Foreman, HAZMAT Vol.; Seamus Mooney, FC-DEP; Steve Cooper, FC-DEP; Mike Gastley, Acting Asst. County Manager; Carroll Jones, City of Brunswick; Chip Jewell, FC-DEC; Barbara Brookmyer, FC-HD; Doug Orner, FC-DFRS; John Reginaldi, MEMA; Phil Giuliano, FMH; Page Etzler, FMH; Chuck Jenkins, FCSO; Dave Martin, FCSO; Brian Malseed, SAIC – Frederick; Tom Owens, FC-DFRS; Garth Phoebus, Ft. Detrick; Ross Smith, NIH; Judy Peterson, Red Cross.

Chairman Dudley called the meeting to order at 0830 hours and began the meeting with introductions of those in attendance.

OLD BUSINESS or INFORMATION:

➤ April 11, 2011, meeting minutes

- A motion was made by B. Brookmyer and seconded by R. Himes that the minutes of the April 11, 2011, meeting be accepted as presented. The motion passed unanimously.

➤ LEPC Exercises

- S. Mooney is working with Battalion Chief Finnin, DFRS - Special Operations, to see if the Hazardous Materials Emergency Response Team (Haz Mat Team) training being conducted in early August 2011 can have objectives added so the training can be used to meet the LEPC exercise requirements for this calendar year.

➤ Committee Membership

- S. Cooper reported that e-mails had been sent out soliciting volunteers for the LEPC's two standing committees; few responses have been received.
- The committee rosters were circulated at the meeting and several attendees signed up for participation on a committee.

➤ FY11 Grant Spending

- Chairman Dudley reported that FY11 grant funds of \$8,850 need to be spent before February 2012. To date, no recommendations for spending the funds have been submitted. Chairman Dudley asked if any members in attendance had any recommendations.
- R. Himes stated that the Frederick County Division of Fire and Rescue Services was developing a list.
- C. Jewell stated that the weather monitoring program he had recommended for the Haz Mat Team had been secured with funds from another source.
- R. Himes made a motion, which was seconded by T. Meunier, to purchase a license for CoBRA (a software program that provides the first responder access to interactive tools and data to manage incidents involving chemical, biological, radiological, nuclear and explosive threats) for the Battalion Chief – Special Operations (Cost : \$1,500). The motion was passed unanimously.

- Chairman Dudley requested that members bring recommendations for spending FY11 grant funds to the next meeting, as well as suggestions for FY12 grant funds should they become available.
- R. Himes stated that the Executive Committee may have to decide on grant spending if recommendations could not be voted on in a timely manner. S. Cooper reminded members that voting on time sensitive issues, such as spending grant funds, could be done by e-mail.
- Short Term (until end of 2011) and Long Term (2012 and beyond) Planning
 - S. Mooney stated he hopes to develop a 3-year plan for LEPC exercises. This will also help with planning for use of grant funds.
 - Chairman Dudley wants to get regional table-top exercises scheduled with the municipalities to exercise their Emergency Operations Plans. These exercises could build up to a full scale drill in the future. He asked S. Mooney to keep this in mind when developing the 3-year plan.

NEW BUSINESS:

- S. Cooper reported that the Executive Committee had met on March 15, 2011. A copy of the topics discussed and decisions made are attached to these minutes.
- Chairman Dudley reported that Potomac Edison stated that someone from their company would start attending LEPC meetings. He also stated that he is still trying to get a media representative. The media is having difficulty with conflict of interest issue: news media vs. LEPC membership.
- The Division of Fire and Rescue Services and Frederick County Health Department have offered to host LEPC meetings.
 - S. Mooney recommended that we move the meeting location every year.
 - J. Peterson said the LEPC meetings started being held at one location because it was difficult to keep track of meeting location when the meetings were held each month at a different location.
 - Chairman Dudley recommended that we remain having meetings at the Red Cross for the remainder of this year and next year move to the Division of Fire and Rescue Services' headquarters building at 5370 Public Safety Place.

ROUNDTABLE:

- S. Gordon
 - The National 9/11 Flag stitching ceremony and surrounding events will take place on Saturday June 18 from 1pm-5pm at the Field House at Frederick Community College.
- B. Brookmyer
 - Presented the 2012 Public Health Emergency Preparedness Calendar that the Health Department, in conjunction with the Division of Emergency Management, produced with grant funds from the Federal Government through the State. The Citizens Corps Council of Frederick County is helping distribute the calendars. You can also get one from Barbara Rosvold or Melissa Pawlus at the Health Department.
 - One section of the calendar shows recommended adult vaccines by age. Dr. Brookmyer pointed out that small children aren't the only ones who get vaccinations, and recommended that adults get the Tdap vaccine the next time they get a Tetanus shot.
 - T. Meunier asked if they had considered distributing the calendars through Frederick County Public Schools. Dr. Brookmyer stated they hadn't, but would look into it.

- The *Convoy of Hope* will be at the Frederick County Fairgrounds on June 18th beginning at 10am. They will be offering free groceries (as long as they last), and job and health fairs. The Calvary Assembly Church is helping organize the event.
- R. Himes
 - Approximately 75 fire/rescue personnel trained with the Maryland Department of the Environment last week. They also worked with the new decontamination equipment.
 - Sent out a copy of the training being presented by LSU in September and October. Both are supposed to be good courses.
 - If anyone is interested in having a specific type of training presented, let him know.
 - D. Dudley noted that the ICS 100 and 200 classes can now be taught locally instead of on-line training only.
- C. Jewell
 - Statewide, the Verizon wireless phone issues are being addressed.
 - There were numerous tornado alerts since our last meeting. There is a formal policy to address when the warning sirens should be activated, but due to the numerous warnings in one short period of time, concerns were raised. Subsequent meetings have led to the current policy remaining in effect. He reviewed a new system that would send the warning only to the sirens in the affected areas, and not necessarily county-wide as it is done now. The 911 Center can still activate individual sirens for other emergencies.
 - The state's 700 MHz radio system is under construction.
 - Maryland is developing a Computer Aided Dispatch (CAD) System for use by all state agencies. It will be interoperable with other CADs throughout the state.
 - Have talked to Battalion Chief Wallick about how the 911 Center and the FAA Air Traffic Control Tower under construction at the airport will communicate with each other. We may consider a direct phone line or radio between the two facilities.
 - The Fire Museum in Emmitsburg is open on Saturdays from 10am – 2pm. We are getting ready to activate our website.
- D. Orner
 - Recommended that the guidelines for spending grant funds be sent out to members.
 - Chairman Dudley requested that the Acting Secretary send this information out via e-mail.
- C. Jones
 - After receiving complaints from Brunswick residents about the numerous activations of the fire sirens, he asked for assistance from the County and a public meeting was held to discuss the sirens.
 - Brunswick is getting help to resolve radio problems in their area. A transmitter is being placed on the water tower.
- P. Giuliano
 - There will be changes to the Emergency Management Program at Frederick Memorial Hospital.
 - They are discussing upcoming exercises at FMH, including an active shooter drill. They have met with Ft. Detrick and some exercises may result from those meetings.
- S. Mooney
 - Presented two situational awareness reports received from the National Response Center.
 - April 26 – A transformer fire behind Winchester Hall caused some non-PCB mineral Oil to be spilled onto the ground and a storm drain had a small sheen of oil.
 - June 3 - A vehicle was overfilled with diesel fuel on E. Patrick St. About 5 gallons went into a storm drain.
- J. Reginaldi
 - MEMA hosted a Risk and Vulnerability Training for Hospitals and Health Care Facilities; it went well. A training program is being developed for hospital CEOs.
 - A UASI Conference is being held next week. He will be making a presentation on hospital security issues.

A motion was made by Chairman Dudley and seconded by S. Mooney to adjourn the meeting. The motion passed unanimously and the meeting was adjourned.

The next meeting will be held on August 8, 2011, at the American Red Cross – Frederick County Chapter, 2 E. Frederick St., Walkersville, MD 21793.

Respectively submitted by Steven Cooper, Acting Secretary.

ATTACHMENT

LEPC Executive Committee Meeting
March 15, 2011

ISSUE	ACTION
Membership recruitment/retention	Chairman will try to make some contacts.
Standing committee membership solicitation	<p>Chairman will send an e-mail soliciting membership for the standing committees.</p> <p>Looking for following membership: <u>Internal Committee</u> – Emergency Management, PIO, outreach agencies, HandsOn Frederick County <u>External Committee</u> – Emergency Management, Fire/Recue, Police, Sheriff, Volunteer Fire/Rescue, Ft. Detrick</p>
<p>Website Administration</p> <ul style="list-style-type: none"> • Posting of meeting date/time/location/topics • Posting of approved meeting minutes • Updating membership list 	Acting secretary will work to update site.
<p>Signing official documents</p> <ul style="list-style-type: none"> • P.5 – sec 7 	Will bring up administrative error at next meeting for correction.
<p>Notice of meetings</p> <ul style="list-style-type: none"> • Chair or Secretary? • Method(s) 	Acting secretary will send out meeting notices via e-mail and post on website.
Distribution/Posting of meeting agenda	Acting secretary will take care of this.
<p>2011 Meetings</p> <ul style="list-style-type: none"> • April 11 • June 13 • August 8 • October 10 (Columbus Day) • December 1 <ul style="list-style-type: none"> ○ Nomination of Officers 	Will cancel the October 10 th meeting.
Update e-mail distribution list	Acting secretary will take care of this.