

FREDERICK COUNTY  
Local Emergency Planning Committee (LEPC)  
Meeting Minutes

DATE: Monday, August 8, 2011

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

ATTENDEES: Dennis Dudley, FPD; Tom Meunier, FC-DPW; Richard Himes, FC-DFRS;  
Dewey Foreman, HAZMAT Vol.; Anthony Johnson, Washington Gas;  
Seamus Mooney, FC-DEP; Steve Cooper, FC-DEP; Judy Peterson, Red Cross;  
Mike Gastley, Acting Asst. County Manager; Garth Phoebus, Ft. Detrick;  
Jack Markey, FC-DEM; Carroll Jones, City of Brunswick; Chip Jewell, FC-DEC;  
Dave Martin, FCSO; Ross Smith, NIH-Ft. Detrick; Todd Johnson, FCAA;  
Chuck Hanfman, FCC.

Chairman Dudley called the meeting to order at 0831 hours and began the meeting with introductions of those in attendance.

COMMITTEE REPORTS:

- There have been no meetings of the newly formed standing committees.
- Chairman Dudley requested that the acting secretary send an e-mail with a list of the standing committee members.

OLD BUSINESS or INFORMATION:

- FY11 Grant Spending
  - R. Himes reported that the CoBRA software, which had been approved for purchase with LEPC grant funds, has been installed and the license acquired.
  - Chairman Dudley asked about some gas monitoring equipment requested by DFRS Bureau Chief Leatherman.
    - Acting Secretary Cooper stated that he thought Chief Leatherman's e-mail was asking if the gas monitors he needs are eligible for LEPC grant funds and not a request for purchase.
    - Chairman Dudley asked R. Himes to contact Chief Leatherman about submitting a formal request with information (description, quantity, cost, etc.) if he wants to request LEPC grant funds for the purchase of some gas meters.
  - G. Phoebus suggested that another Commodity Flow Study be considered.
    - Chairman Dudley said this would take more planning and these grant funds need to be spent by February 2012. This may be considered for next year's funds.
    - J. Markey said that we should try to get another agency to work with us.
- LEPC Exercises
  - S. Mooney has sent e-mails to Battalion Chief Finnin, DFRS - Special Operations, to see if the Hazardous Materials Emergency Response 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. He has not received any replies as of this meeting.
  - S. Mooney has discussed with T. Johnson the possibility of activating the EOC during one of the upcoming Swift Water Rescue exercises and adding a haz mat component to the exercise to meet LEPC exercise requirements.

- S. Mooney stated he hopes to develop a 3-year plan for LEPC exercises beginning with the new exercise cycle in January 2012.
- BOCC approval of revised LEPC Constitution and By-Laws
  - S. Mooney sent the revised LEPC Constitution and By-Laws to the County Attorney's Office for review before sending to the BOCC. He has not received a response as of this meeting.

**NEW BUSINESS:**

- S. Cooper reported that two Situational Awareness Reports had been received from the National Response Center.
- J. Peterson gave a report on the reorganization of the American Red Cross and its effects on the Frederick County Chapter, region and state.
- There was a discussion about cancelling or rescheduling the October meeting since it falls on a holiday.
  - Consensus was to cancel the meeting since the quarterly meeting requirement would be satisfied by the August and December meetings.
  - J. Peterson recommended that the Standing Committees meet before the next LEPC meeting.
    - Chairman Dudley directed the Acting Secretary to schedule the meetings.
- June 13, 2011, meeting minutes
  - A motion was made by T. Meunier and seconded by C. Jewel that the minutes of the June 13, 2011, meeting be accepted as presented. The motion passed unanimously.

**ROUNDTABLE:**

- T. Johnson
  - On the third Saturday of November or February, the Swift Water Rescue Task Force will be conducting an exercise. FYI - most flooding events involve hazardous materials.
  - The Citizens Corp Council distributed approximately 40,000 informational inserts in the Frederick News Post (FNP) before spring storm season. In conjunction with the Division of Emergency Management, an all hazards insert will be distributed in the Frederick News Post on August 31 for Emergency Preparedness Month. The focus will be on how citizens receive emergency messages.
- G. Phoebus
  - Ft. Detrick has the following events going on in September:
    - September 1, 2011 - Proclamation Signing of National Preparedness Month
    - September 7-9, 2011 - Homeland Security Exercise and Evaluation Program (HSEEP) Course
    - September 14, 2011 - National Preparedness Month Demonstration and EXPO
    - September 20, 2011 - Tabletop Exercise for Tornado Scenario (SPIN OUT)
    - September 22, 2011 - Shelter Management Training for Building Coordinators
    - September 24, 2011 - Community Emergency Response Teams (CERT) Training for Installation Housing

- C. Jewell
  - CAD upgrade is almost complete.
  - The problems the County experienced with its e-mail system last week affected some CAD services.
  - The National Fallen Firefighters Foundation Memorial Weekend will be held during the October 15<sup>th</sup> weekend. Several Frederick County agencies are involved and they will be utilizing the County's communications system.
  - He will be participating on a panel at the 2011 Annual MACo Summer Conference to talk about interoperability.
- J. Markey
  - Work on the County-wide Public Safety Radio System continues, but will not go live this fall as scheduled. Acceptance testing will be conducted in the spring of 2012 and should go "live" in July. System improvements have been made to improve radio coverage in the County, especially in the south.
  - We need to remove our radio from Site "C" by December.
- Rick Himes
  - He has been sending out training notices from FEMA's Center for Domestic Preparedness (CDP) and other agencies. If you aren't receiving these notices, and would like to, let him know.
- M. Gastley
  - He would be surprised if emergency services would be impacted by the County's PPP initiative. It will probably be one of the last services looked at. Anyone with questions can contact him or Acting County Manager Dave Dunn.
- A. Johnson
  - Washington gas is trying to reach out more to localities.
  - Washington Gas is working on pre-plans of its gate stations for use by Fire/Rescue. They also have a 2-hour Awareness Program.
- S. Mooney
  - Department of Emergency Preparedness sent out an e-mail requesting that divisions update their EOC representative list.
  - We are having an EOC Open House in September.
  - The BOCC has approved the purchase of the Everbridge Emergency Notification System. Department of Emergency Preparedness is putting together an implementation team.
    - J. Markey gave a brief overview of our current system and the new system.
- D. Dudley
  - *In the Street* festival will take place on September 10.
  - Fair Week in September 16 – 24 and is being handled by the Sheriff's Office this year.

A motion was made by C. Jewell and seconded by J. Peterson to adjourn the meeting. The motion passed unanimously and the meeting was adjourned at 0942 hours.

The next meeting will be held on December 12, 2011, at the American Red Cross – Frederick County Chapter, 2 E. Frederick St., Walkersville, MD 21793.

Respectively submitted by Steven Cooper, Acting Secretary.