

FREDERICK COUNTY  
Local Emergency Planning Committee (LEPC)  
Meeting Minutes

DATE: Monday, February 9, 2015

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

ATTENDEES: Jessica Carrington, ARC; Steve Cooper, FC-DEP; Bruce DeGrange, FPD; Andy Dewese, FCAA; David Ennis, FC-DPW; Milt Frech, Brunswick PD; Greg Gautney, FMH; Chip Jewell, FC-DVFRS; Carroll Jones, FCMMML representative; Mike Kane, FMH; Mike Kepler, ARC; Robert McNamara, Trans-Tech, Inc.; Seamus Mooney, FC-DEP; Garth Phoebus, Ft. Detrick; John Reginaldi, MEMA; Joyce Renner, State Farm Insurance; Barbara Rosvold, FCHD; Timothy Shelton, FC-DFRS; Ross Smith, NIH/NCI; Jay Schwab, DFRS; Doug Wallick, FC-DFRS; John Woelfel, FC-DEC.

Chairman Seamus Mooney called the meeting to order at 0830 hours.

INTRODUCTION AND WELCOME OF LEPC MEMBERS AND GUESTS

All in attendance introduced themselves.

MEETING MINUTES:

- A motion was made by B. DeGrange and seconded by T. Shelton that the minutes of the December 8, 2014, meeting be accepted as presented. The motion passed unanimously.

COMMITTEE REPORTS:

- External Sub-Committee
  - S. Mooney reported that the LEPC and other County agencies are working with MARC Train to develop a full-scale exercise to be conducted on April 12, 2015.
- Internal Sub-Committee
  - B. Rosvold reported that there was a meeting on February 4 to review and revise the LEPC Constitution and By-Laws. We are attempting to incorporate revisions to accurately reflect how the LEPC actually operates. A draft with the recommended revisions has been developed and will be distributed to sub-committee members for review. Any further recommendations should be sent to the LEPC Secretary. The sub-committee will meet again to address any final recommended changes, and we hope to present the updated document for a vote during the May LEPC meeting.

OLD BUSINESS or INFORMATION:

- 2015 Membership
  - S. Mooney reported that the 2015 membership list will be forwarded to the State Emergency Response Commission (SERC) through the County Executive.
- 2015 Standing Sub-Committee Members
  - S. Cooper asked those in attendance to review the Standing Sub-Committee Membership list and make any necessary corrections, and to sign up for one or both of the sub-committees if they haven't already done so.

## NEW BUSINESS

- National Response Center (NRC) Notifications
  - S. Cooper reported details of numerous Situational Awareness Reports that had been received from the NRC since the last meeting.
  - D. Ennis asked about the report for a spill on December 23 that impacted the County's site on Pine Ave. He stated that he had notified MDE.
    - S. Cooper stated that a report for this incident was not received from the NRC. MDE usually doesn't report incidents to the NRC since the responsible party is supposed to do it.

## ROUNDTABLE:

- C. Jewell
  - Career and volunteer fire/rescue personnel are receiving training on their new SCBA. They hope to have the SCBA in service within the next thirty days.
  - The new MDTs will be in the fire/rescue apparatus/vehicles soon.
  - The County is going through an ISO rating review. Fire/rescue services, water supply and communications are being evaluated.
  - He gave a briefing on Public Safety Broadband.
- R. McNamara,
  - Trans-Tech went through a 3<sup>rd</sup> party compliance audit, which resulted in eight minor findings and eight opportunities for improvement.
- J. Reginaldi
  - MEMA has a new executive director.
  - There has been some turnover in staff, and there are some vacancies.
- S. Mooney
  - The new EOC is 90% completed, with completion expected by the end of this month.
  - We will be moving to a new platform of the Everbridge Notification System in the next couple of months.
  - We will be conducting a kick-off meeting for the Natural Hazard Mitigation Plan. We hope to begin work on the update in August with completion by the end of 2015. The update was delayed due to FEMA updating the County's Floodplain.
  - He hopes to have a representative from MDE as a speaker for the May meeting.
- B. Rosvold
  - The Health Department has achieved National Accreditation. They are one of two in the State of Maryland to achieve this accreditation.
  - The Health Department exercised its COOP Plan and is in the process of updating the Plan.
- D. Ennis
  - Floor installation is scheduled to begin in the new Back-up 9-1-1 Center today, with project completion anticipated for this summer.
- G. Phoebus
  - Ft. Detrick has renovated its EOC.

- M. Frech
  - Brunswick conducted a Haz Mat table-top exercise on December 12.
- A. Dewese
  - The Community Action Agency is working on a notification process to notify the homeless.

A motion was made by B. Rosvold and seconded by T. Shelton to adjourn the meeting. The motion passed unanimously and the meeting was adjourned at 0855 hours.

Respectively submitted by Steven Cooper, Secretary.