

FREDERICK COUNTY
Local Emergency Planning Committee (LEPC)
Meeting Minutes

DATE: Monday, February 8, 2016

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

ATTENDEES: Steve Cooper, FC-DEP; Rhonda Cunningham, FC-DEP; Bruce DeGrange, FPD; David Ennis, FC-DPW; Korri Faria, Red Cross; Milt Frech, Brunswick PD; Carroll Jones, FC-MML; Mike Kepler, ARC; Phil Lambert, FC-ECC; Dave Martin, FCSO; Robert McNamara, Trans-Tech, Inc.; Joyce Renner, State Farm Insurance; Barbara Rosvold, FCHD; Robin Santangelo, FC-EO; Laurie Shah, MSD; Wayne Wachsmuth, MSP; Doug Wallick, FC-DFRS; John Woelfel, FC-ECC.

Vice Chairman Barbara Rosvold called the meeting to order at 0835 hours.

INTRODUCTION AND WELCOME OF LEPC MEMBERS AND GUESTS

All in attendance introduced themselves.

MEETING MINUTES:

- A motion was made by D. Wallick and seconded by D. Ennis that the minutes of the November 9, 2015, meeting be accepted as presented. The motion passed unanimously.

COMMITTEE REPORTS:

- External Sub-Committee
 - Nothing to report.
- Internal Sub-Committee
 - Nothing to report.

OLD BUSINESS or INFORMATION:

- 2016 Membership S. Cooper reported that Andy Dewes is no longer with the City of Frederick and has been taken off the membership list.
- B. Rosvold asked if there were any further changes. Being none, she stated the list was official.

NEW BUSINESS

- Nomination and Election of Officers for CYs 2016-2017
 - B. Rosvold stated that the following individuals had been nominated for officer positions during the November 2015 meeting:
 - Chair: B. Rosvold
 - Vice- Chair: S. Mooney
 - Community Emergency Coordinator: J. Markey
 - Secretary: R. Cunningham

- A motion was made by L. Shah and seconded by D. Wallick to approve the election of the individuals nominated for the officer positions. The motion passed unanimously.
- National Response Center (NRC) Notifications
 - S. Cooper reported details of three Situational Awareness Reports that had been received from the NRC since the last meeting.

ROUNDTABLE:

- P. Lambert
 - Directed a question to S. Cooper regarding the NRC Notifications. After some discussion, he will send an Emergency Communications Center Procedure to S. Cooper and D. Wallick for review and comment.
- K. Faria
 - Red Cross' smoke alarm installation in conjunction with Frederick County Fire and Rescue Services will be conducted in Middletown on March 19th.
- R. McNamara
 - Trans-Tech Inc is preparing for its ISO 14001 re-certification audit (Environmental Management Systems and Compliance) the week of March 14th.
- R. Santangelo
 - Recommended several ways the LEPC could educate the public, including use of the County and LEPC websites, Channel 19 promos, etc.
 - B. Rosvold stated she would discuss this with Vice Chairperson Mooney.
- B. Rosvold
 - The Health Department continues planning for the May 11th large scale Closed POD Exercise.
 - Flu season was off to a slow start and it's now in full swing.
 - The Health Department has begun planning for Zika Virus Disease
- S. Cooper
 - EOC was activated for several days during the Blizzard. An After Action Report will be done for this storm. Please send any comments to AfterActionReport@frederickcountymd.gov. We will be meeting with all emergency response partners that supported the EOC during the storm. This includes outside agencies.
 - Suggested looking at the Constitution and Bylaws annually. Feels sections are very restrictive.
 - B. Rosvold directed R. Cunningham to distribute via email the current Constitution and By-Laws to members, and asked that recommended changes (including explanation for the change) be sent to R. Cunningham.
- D. Ennis
 - Provided an update on the new Back-up 9-1-1 Center construction.
- D. Wallick
 - Will continue to be in charge of Special Operations, including Hazmat Team, until the end of February. Replacement to be announced soon.

- J. Renner
 - State Farm is planning for their first Tornado Drill to be held during the 1st or 2nd quarter of this year. .
- L. Shah
 - Needs training on the Text to 9-1-1 for the staff at Maryland School for the Deaf.
 - Maryland School for the Deaf has signed a closed POD MOU with the Health Department
- D. Martin
 - The Nationwide SAR Initiative (suspicious activity reporting) offers online training for law enforcement and Hometown Security Partners, including Health, Fire/EMS, Communications, Private Sector, and Emergency Management. The site can be accessed at: https://nsi.ncirc.gov/training_online.aspx .
- C. Jones
 - Wanted to commend Emergency Responders, DPW and Police for the outstanding job they did during the recent blizzard.

A motion was made by S. Cooper and seconded by L. Shah to adjourn the meeting. The motion passed unanimously and the meeting was adjourned at 0905 hours.

Respectively submitted by Rhonda Cunningham, Secretary.