

**Carroll County Disaster Preparedness Group/Local Emergency Planning Committee**  
**Meeting Minutes**  
**November 3, 2021**

**In attendance:** Capt. Mark DeBord (CCSO); Valerie Hawkins (CC Emergency Management); Jacob Hill (CC Emergency Management); Chuck Jackson (TEVIS); Bryan Kernan (CC Emergency Management); Capt. Tom Kowalczyk (WPD); Richard Koons (CCVESA); Tony Krauth (RACES); Chief Brian Lintz (CCC); Paul Moffett (DCS); Steve Oates (TEVIS); Dir. Michael Robinson (DFEMS); Matthew Rodriguez (CC Emergency Management); Marche Taylor Templeton (BGE); Gina Valentine (DCS); Chris Winebrenner (PIO)

**In attendance via Virtual:** Jocelyn Pope (Carroll Hospital); Cheryl Webb (CCHD)

Meeting was called to order by Valerie Hawkins at 1:05 p.m. Attendees were welcomed. Capt. Kowalczyk made a motion to approve the May 5<sup>th</sup> and August 4<sup>th</sup> LEPC meeting minutes. Motion was seconded by Capt. DeBord and the minutes were voted to be approved unanimously.

Valerie Hawkins presented an Emergency Management Trivia Game.

**Agenda Items**

**LEPC Discussion**

- Hazard Mitigation Plan update still underway. EM is requesting mitigation project ideas to incorporate into plan to ask for federal funding.
- EM will share the Hazard Mitigation Plan with LEPC group once a draft is completed.
- Requesting any ideas/thoughts for future presentations for this meeting.

**Emergency Management Report:**

- The BOCC recently approved expenditure for the renewal of Carroll Alert.
- Welcome Jacob Wentz, EM Readiness Technician.
- The bidirectional amplifier (BDA) has been installed at the New Windsor PEOC Annex.
- The Atlantic Hurricane Season continues through November 30<sup>th</sup>.
- Provided a reminder to stay aware and prepare for the upcoming winter season.
- Held COVID AAR meetings last month.
  - Please send responses to Matt or Jacob
- Recently finished first ICS 300/400 classes next week.
  - Developing a “mini” TTX for the fall to practice ICS 300-400 concepts.
- Matt continues to work on food/water/shelter TTX, will be reaching out for all appropriate stakeholders to assist with planning efforts.
- Recently launched the Ready Carroll Preparedness Program.
  - EM expects to hold these month-long community preparedness training programs each spring and fall sessions, in addition to an expert speaker series.
  - Will be putting together information to publish to our webpage.
- We continue to work through the distribution of the physical copies of the EOP to appropriate stakeholders.
  - 35 total copies have already been distributed; about 15 remain.
- Work on both the FEMA RCPGP food & water security and disaster housing plans continues.
- The Extreme Temperature relief center plan will be sent to all appropriate stakeholders in preparation for the upcoming winter season.
- The Evacuation Plan has been in final draft form since 2016. Jacob has been working to get this finalized.
  - Will send this out shortly to all stakeholders for review and approval.
- Have recently resumed work on the Recovery Plan.

- Will be scheduling meetings to discuss all agencies' Recovery Support Function (RSF) annexes.
- Continues to monitor social media and release appropriate messages to the public via these channels.
- Monthly blog posts will resume.
  - Next blog topic will be winter weather preparedness.
- Hoping to soon verify the county's Public Safety Twitter account.

MDEM Report:

- N/A

**Agency/Facility Updates:**

BGE:

- N/A

Carroll Hospital

- Reported high patient admissions across the LifeBridge organization.
- Recently replaced the roof of the south tower.
  - Working through backup communications plans for this project.
- Jocelyn Pope has resigned from LifeBridge and will be moving to a new role with CCHD.
  - Tom Jeffers will temporarily fill the vacancy.

CCC

- Performed several evacuation drills over the last few months.
  - Will revise emergency plans and evacuation procedures.

CCHD

- Provided an update of the status of vaccine operations.
- Mr. Ed Singer will be retiring at the end of October.
  - Sue Doyle will be the Acting Health Officer.

CCSO

- Special event season for this year has concluded.
  - Will begin special events planning for next year in January/February.
  - Continue to work through establishing a permitting process for future special events.

CCVESA

- The Carroll County Public Safety Training Center has resumed full operations.

DCS

- Arranged emergency meal kits for senior populations in preparation for the upcoming winter season
- Recently provided meal kits for quarantined families.

## DPW

- Continue to work through various projects around the county.
- Continue to prepare operations for the upcoming winter season.

## RACES

- The biannual POD site drill scheduled for December 1<sup>st</sup> is cancelled.

## TEVIS Propane:

- N/A

## WPD

- Continue to plan for Miracle on Main Street – Saturday, November 27<sup>th</sup> 5 PM – 8 PM
  - Detours and closures will be in place.

## DFEMS:

- Director Robinson provided information on his background experience and goals for the future of the department.

## PIO:

- Update communications plans in preparation for upcoming winter season.
- Focused on implementing community resources into future press releases.
- Have established a communications networking group.

## Other:

- Next DPG/LEPC meeting is scheduled for Wednesday, February 2, 2022.

Meeting was adjourned at approximately 2:40 p.m.