

**Carroll County Disaster Preparedness Group/Local Emergency Planning Committee
Meeting Minutes
February 7, 2024**

In attendance: Rob Atkinson (Springfield Hospital); Monica Daggett (Carroll Hospital); Ethan Harden (McDaniel); Valerie Hawkins (CC Emergency Management); Jacob Hill (CC Emergency Management); Richard Koons (CCVESA); Chris Letnaunchyn (DPW); Brian Lintz (CCC); Susan Mott (CCVESA); Richard Ottone (DCS); Wyatt Peters (CC Emergency Management); Curtis Pierce (CCPS); Chief Robinson (DFEMS); Rev. Skillington (COAD); Larry Solarczyk (RACES); Dr. Mark Vigliotti (EM Volunteer); Cheryl Webb (CCHD); Chris Winebrenner (PIO); Michael Wolf (Flowserve); Grant Yost (CC Emergency Management)

Meeting was called to order by Valerie Hawkins at 1:01 p.m. Attendees were welcomed. Quorum was met; therefore, Rob Atkinson made a motion to approve the November 1st LEPC meeting minutes. Motion was seconded by Susan Mott and the minutes were voted to be approved unanimously.

LEPC Discussion

- LEPC Bylaws are being updated.
 - Will bring to LEPC membership during the May meeting.
- Tier II reporting season is currently underway.
 - March 1st is the deadline.
- Recording Secretary Position remains VACANT.
- The LEPC meetings will be held quarterly on the first Wednesday of February, May, August, and November.
- As a reminder, Hazardous Materials Emergency Preparedness grant funding is dependent on an active LEPC.
- Carroll County has transformed the meetings to additionally represent an all-hazards approach to planning.

Emergency Management Report:

- Thank you to everyone to the WebEOC Drill
 - Reminder to sign in between 180 days.
- The first Maryland Mesonet was installed in Ellicott City.
- Weather Radios are available for agencies.
- The AAR for the August 7th Severe Weather event was sent out to all appropriate stakeholders.
- Planning Updates:
 - Emergency Operations Plan:
 - Waiting on final draft to reviewed before it is sent to legal.
 - Top priority to complete.
 - HazMat Response Plan:
 - Last update was 2017.
 - We maintain this plan to meet statutory planning requirements of the Federal Superfund Amendments and Reauthorization Act of 1986, SARA, Title III, and to develop a higher degree of community preparedness for incidents involving hazardous materials.
 - Reviewing and maintaining this plan is a key proponent to ensuring the information and contacts are up to date.
 - Final revisions being completed.
 - Will be removing the Commodity Flow Study since our most recent version is from 2012, request for update was denied.
 - Disaster Housing:
 - Planning is ongoing.
 - Successful kickoff meeting with key stakeholders was held on January 25th.
 - Recovery Plan:
 - Draft nearing completion.
 - Looking to hold meetings regarding this plan within the next couple weeks.
 - Food and Water Plan:
 - Final version approved by Legal, will be sent out to partners soon.
- Call Taker Program – Working to revise and reviewed.

UASI

- Awaiting the NOFO for FY '24.

MDEM

- Local support branch now includes Special Events Specialist.
- Reported that the Cyber Preparedness Team is now fully staffed.
- Conducting resilience pilot program.
- Consequence Operations Plan was updated in Fall 2023.
- Statewide Training Survey was sent out to local jurisdictions.
- Mesonet Project
 - Goal of 75 weather stations statewide.

Agency/Facility Updates:

CCHD:

- Continue to work to update plans, procedures, training, and exercise program, etc.
- Have Take-back event at the Ag Center on Monday.
- Continue to receive test Kits for Libraries.

CCVESA:

- DFEMS Quartermaster was hired.

DCS

- Funding available for snow removal services.
- Caregivers conference on Saturday.

PIO

- The County Broadband Survey continues.

DFEMS

- Will be holding HazMat Classes in collaboration with Meter Guys.
- Collaborating with Special Operations on hazmat planning.
- Funding Plans in progress.
- Currently three years into staffing plans.
- Finalizing operational procedures.
- Aiming for earlier de-escalation for Hydrocarbon incident responses.

DPW

- Provided a reminder to stay prepared for winter weather.

CCPS

- Camera and Intercoms upgrades continue.
- Updaing policies and procedures for reunification

RACES

- Working with the American Red Cross, and any other sheltering partners with tertiary communications.
- Working to develop and hold training and exercises for major events.
- Working to supplement communication needs for blackouts.
- Will be working with EM and CCHD on radio upgrades.

Other: