

Carroll County Disaster Preparedness Group/Local Emergency Planning Committee
Meeting Minutes
August 5, 2020

In attendance via virtually: David Coe (CCVESA); Robert Cumberland (Westminster FD); John Dulina (MEMA); Filipa Gomes (CCPS); Valerie Hawkins (CC Emergency Management); Jacob Hill (CC Emergency Management); Tom Jeffers (LifeBridge Health); Vicky Keller (DSS); Capt. Thomas Kowalczyk (WPD); Tony Krauth (RACES); Chris Letnaunchyn (DPW); Kendra Lindenberg (CC Emergency Management); Jamie Petry (CCVESA); Patrick Rickell (IT); Matthew Rodriguez (CC Emergency Management); Barry Thomas (Thompson Gas); Chad Thomas (Tevis Propane); John Vidal (PFG); Duane Williams (CCPS); Bryant Wu (MCAC)

Meeting was called to order by Valerie Hawkins at 1:02 p.m. Attendees were welcomed. Mr. Tom Jeffers made a motion to approve the February 4th LEPC meeting minutes. Motion was seconded by Capt. Kowalczyk and the minutes were voted to be approved unanimously.

Mr. Bryant Wu, Senior Intelligence Analyst for Cyber Threats at the MD Coordination and Analysis Center, presented information on cybersecurity best practices and current threats.

Agenda Items

LEPC Discussion

- The Board of County Commissioners has approved Valerie's appointment as the LEPC Chair.
- Tier II reports have been distributed to all fire companies, working with ECC to implement a seamless integration into CAD.
- Planning for the update of the LEPC section under the Emergency Management webpage of the county's website.
 - Ideas for the webpage revision are asked to submit them to Valerie Hawkins.
- Planning to have a CISA presentation during the next LEPC meeting, scheduled for Wednesday, November 4.
- The LEPC Recording Secretary position remains VACANT.
 - Any individuals interested in the position should contact Valerie Hawkins.

Emergency Management Report:

- Emergency Management offices will be moving to New Windsor later this month.
 - All contact information will remain the same, except for the office address.
- COVID-19 response is ongoing.
 - Emergency Management is working on sheltering planning, and PPE resource requests.
- Emergency Management is working on completing a refresh of the "Prepare Me Carroll" smartphone application to include an updated user interface.
- The biannual update of the EOC contact notification list will be completed soon.
- A WebEOC user audit will be completed by the end of August.
- Carroll County hired Robert McCoy as the new Director of the new Department of Fire/EMS in July.
- Carroll Alert:
 - Continues to be utilized for incidents.
 - Advertising campaign has been suspended due to COVID-19, hoping to resume soon.
- 2020 ERGs to be distributed soon.
 - Carroll Alert stickers for first responders will be placed in the back of ERGS once received.
- Following FEMA guidance, in-person classes have been suspended until October 1st. Once in-person classes can be held again, Matt Rodriguez will schedule ICS 300/400 classes.
 - Matt continues to work on developing an online ICS refresher course.

- Emergency Management will hold a mid-event hotwash to identify strengths and opportunities for improvement related to the COVID-19 response so far, and improved our strategies moving forward into the fall and winter. The hotwash will be held on August 11.
- MC-1 and MC-2 have received upgrades to their satellite systems.
- Emergency Management is working on the Regional Catastrophic Preparedness Grant Program (RCPGP), which is a disaster food and supply chain management project.
 - Collecting meal count information from private community/government partners who operate meal distribution for weekly situational awareness reports for the Baltimore Metropolitan Council.
 - The goal is to be more prepared in terms of food security for when emergencies do occur and establish a regional and local plan to create a more formalized approach to food resources.
- The 2021 Department of Homeland Security's (DHS) Special Events Data Call is currently underway.
 - Emergency Management is coordinating the process of gathering information from Carroll County agencies for the Data Call.

MEMA Report:

- State Emergency Operations Center (SEOC) Activation level remains **ENHANCED** in support of the COVID-19 response.
- Continue to support jurisdictions affected by Tropical Storm Isaias.

Agency/Facility Updates:

Carroll Hospital Center

- Continue to see COVID-19 patients.
- Relaxed visitor restrictions to medical facilities.
 - One person per day per patient.
- Have resumed elective procedures.
- Stockpiling PPE in anticipation of a surge or second wave.
- Construction continues on the hospital campus.
- Have been issued an advanced medical tent by the state in the event a surge in COVID-19 cases occurs.

CCPS

- Working through the decision-making processes for the reopening of schools in the fall.

CCVESA

- New Director of Fire/EMS, Director Robert McCoy.
- New CCVESA President, Bruce Fleming.
- Highway Safety Program
 - Reminding drivers to pay attention and obey move over laws when passing construction sites and emergency incident scenes on roadways.

DPW

- County building modifications are ongoing.
- Continue with COVID-19 resource coordination.
- Reported only a few downed power lines as a result of Tropical Storm Isaias, all downed lines have since been resolved.
- Scheduled to be on the Board of County Commissioners' Open Session tomorrow to request concurrence for the purchase of bulk road salt for the upcoming winter season.

DSS

- Continuing to operate a food resource hotline for anyone in need or for food donation intake.

- Continue to coordinate with appropriate agencies to plan for changes in disaster sheltering procedures for COVID-19 as we move into hurricane season.
 - Focused on non-congregate sheltering should there be another disaster within the county.
 - Can operate a congregate shelter as a last resort; however, this method presents challenges with maintaining proper social distancing measures. Guidelines require a minimum of 110 sq. ft per person.

IT

- No Report

Performance Food Group

- Offered PFG facilities for future exercises and training.

RACES

- No Report

Other:

- Thank you to everyone for their participation in today's virtual meeting.
- A meeting agenda will be distributed before the next meeting, scheduled for Wednesday, November 4, 2020.

Meeting was adjourned at approximately 2:19 p.m.