

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

In attendance via virtually: John Dulina (MEMA); Valerie Hawkins (CC Emergency Management); Jacob Hill (CC Emergency Management); Capt. Thomas Kowalczyk (WPD); Chris Letnaunchyn (DPW); Matthew Rodriguez (CC Emergency Management); Chad Seymour (DSS); John Vidal (PFG); Cheryl Webb (CCHD); Duane Williams (CCPS); Chris Winebrenner (PIO); Mark Zier (Tevis Propane)

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

Valerie Hawkins provided an overview of COVID-19 vaccination.

Agenda Items

LEPC Discussion

- The LEPC Recording Secretary position remains VACANT.
 - Any individuals interested in the position should contact Valerie Hawkins.
- Tier II reporting season is now underway; reports are due by March.
 - Tier II reports are integrated into CAD.
- Trainings:
 - RACES will be holding a virtual HAM Radio License course on Tuesdays from Jan 16 – March 23.
 - Thursday, March 19th - FEMA Community Planning for Economic Recovery (MGT-462 - Virtual).
 - Thursday, February 11th - LSU NCBRT/Academy of Counter-Terrorist Education Biological Incidents Awareness: Coronavirus Disease 2019 (COVID-19) (AWR-324 – Virtual).

Emergency Management Report:

- Welcomed new Carroll County Career and Tech Center intern, Ben Martin.
- The refresh of the Prepare Me Carroll smartphone application has been released.
 - Jacob will be writing monthly blog posts that will cover preparedness themes.
- Scheduled to hold WebEOC training on Tuesday, February 16th.
 - Instituted procedure for adding new users.
 - Supervisors who identify the need for new users should contact Valerie Hawkins.
- COVID-19 response activities are ongoing. The EOC remains **ENHANCED**-virtual.
- New EM office suite has been completed.
- Tomorrow (2/4) during open session, the Board of County Commissioners will be requested to approve a resolution to adopt the new version of the “Maryland Intrastate Emergency Management Assistance Compact” (MIEMAC).
- Resource Management activities continue.
- Carroll Alert:
 - Continues to be utilized for incidents.
 - Purchased more banners to be utilized for advertisement.
 - Carroll Alert continues to be advertised on Carroll Transit Buses.
 - Matt will discuss with Cheryl regarding Carroll Alert advertisement at testing and vaccination sites.
- Modem upgrades for MC-2 are ongoing.
- Matt is awaiting guidance from MEMA regarding ICS300/400 training.
- The final draft of the 2020 Emergency Operations Plan has been sent to the County Attorney’s office for review.

- Continue to work on the local RCPGP food emergency response plan.

MEMA Report:

- Working with the BMC and UASI jurisdictions to address possible changes in UASI grant funding guidance.
 - UASI grants are expected to become competitive.
- MEMA's Training and Exercise Branch continues to distribute virtual trainings.
- State Emergency Operations Center (SEOC) Activation level remains **ENHANCED** in support of the COVID-19 response.

Agency/Facility Updates:

CCHD

- Vaccination operations continue. Currently in Phase 1B while finishing Phase 1A.
 - Reported that the county is not receiving the requested quantities of vaccine doses.
 - Continue to focus on the 75+ age population.
- Reported low testing volumes/demand.
- Reported community COVID cases are trending downward.
- Environmental Staff continue to be utilized for fielding and responding to COVID-19 compliance complaints.
- Continue to distribute community allocation testing kits for long-term care facilities.
- Continue to work with long-term care facilities on PPE needs.

CCPS

- Working through adjustments with the hybrid schedule and staffing.
- Continue to assist CCHD with vaccination planning.
- Held a closed vaccination clinic for staff today (2/3).
- Welcomed new Security Coordinator on Jan 4th.

DPW

- Construction continues underway at the County Office Building.
- Continue to assist CCHD with vaccination planning.
- Continue to assist CCHD with traffic control measures at the Ag Center testing site.
- Continue with COVID-19 resource coordination.
- Continue to plan and respond to inclement weather.

DSS

- Continue to work with limited staff. All staff continues to work in shift rotations.

Performance Food Group

- No Report

Tevis Propane

- No Report

PIO

- Continue to support CCHD with the release of consistent messages and information regarding COVID-19 and vaccinations.

WPD

- Planning for special events in March with modified scale.
 - Continue to update community calendar with events.

Other:

- Next meeting is scheduled for Wednesday, May 5, 2021.

Meeting was adjourned at approximately 2:11 p.m.