

**Carroll County Disaster Preparedness Group/Local Emergency Planning Committee**  
**Meeting Minutes**  
**May 3, 2023**

**In attendance:** Connie Dellospedale (CCHD); Valerie Hawkins (CC Emergency Management); Jacob Hill (CC Emergency Management); Richard Koons (CCVESA); Chris Letnaunchyn (DPW); Kathy Lowe (CCHD); Richard Ottone (DCS); Curtis Pierce (CCPS); Dir. Michael Robinson (DFEMS); Chad Seymour (DSS); Larry Solarczyk (RACES); Marche-Taylor Templeton (BGE); Cheryl Webb (CCHD); Grant Yost (CC Emergency Management)

Meeting was called to order by Valerie Hawkins at 1:00 p.m. Attendees were welcomed. Quorum was met; therefore, Chris Letnaunchyn made a motion to approve the February 1<sup>st</sup> LEPC meeting minutes. Motion was seconded by Richard Koons and the minutes were voted to be approved unanimously.

**Agenda Items**

**LEPC Discussion**

- Tier II Reporting season has concluded; EM will work to put updated information into CAD.
- LEPC Bylaws will need to be updated soon.
  - Will reach out to LEPC membership for assistance.
- Training Opportunities:
  - May 2023 Virtual Instructor-Led Training (VILT)
  - E1301: Continuity Planning – August 7-8, 2023, at EMI in Emmitsburg, MD
  - E1302: Continuity Program Management – August 9-10, 2023, at EMI in Emmitsburg, MD

**Emergency Management Report:**

- Welcomed Grant Yost, Emergency Management Readiness Technician.
- This week is National Hurricane Preparedness Week.
- May is National Wildfire Awareness Month.
- Hazard Mitigation Plan was adopted by the BOCC.
  - Active status will be good for 5 years; still awaiting municipality adoptions, which will be incorporated into the HMP.
- State Disaster Recovery Fund Bill passed the State Legislature.
  - Governor Moore is expected to sign the bill soon.
  - The Fund has not yet been funded.
- Thank you to all who participated in this month's EOC activation drill.
- Working to complete the IAP for the 2023 Veterans Celebration this weekend.
- Will begin planning for the 4<sup>th</sup> of July later this month.
- ECS-1 recruitment is now open.
  - Applications will be open until May 30<sup>th</sup>
- Planning efforts have ramped back up following the HMP adoption. The planning efforts will resume for the following:
  - Emergency Operation Plan (due for revision this year).
  - Recovery Plan
  - Mass Care and Sheltering Plan (hoping to finalize soon).
    - Held a meeting with the Carroll COAD to discuss plan concerns. All concerns are in the process of being addressed within the plan.
  - Food and Water Emergency Response Plan (hoping to finalize soon).
    - Held a meeting with the Carroll COAD to discuss plan concerns. All concerns are in the process of being addressed within the plan.
    - The Regional Tabletop (TTX) Exercise was held on April 27<sup>th</sup>.
      - A planning meeting will be scheduled soon to address ideas/questions from the TTX.

- Disaster Housing Annex
  - Will be a top priority moving forward.
- The Local Radiological Ingestion Plan (due for revision this year)
  - MDEM deadline for submission is scheduled for September 2023.
- Outreach:
  - The County’s Citizens Guide to Emergency Preparedness “Ready Guide” is in the process of being updated.
  - The 2023 Veterans Celebration is this weekend.
  - Hampstead Day is scheduled for May 20<sup>th</sup>.

**MDEM Report:**

- N/A

**BMC:**

- All Investment Justifications are complete.
  - UAWG Directors met on Monday; proposed budget to be submitted to FEMA by the end of May.
- Next General Session will be in Baltimore County on June 16<sup>th</sup>.

**Agency/Facility Updates:**

**BGE:**

- Focused on increasing community engagement efforts.
- Storm Response Operations:
  - Working on improving communications before/during/after storms
  - Identifying ways to provide accurate ETRs
    - Will likely perform damage assessment before providing ETRs during storms.

**CCHD:**

- Public Health Emergency will end on May 11<sup>th</sup>.
  - Will continue with limited vaccine clinics.
  - At-Home test kits via CCPL will continue.
- Continue to work to update plans, procedures, training, and exercise program, etc.

**CCPS:**

- The overhaul of the camera system continues; expect to be completed by the start of next school year.
  - The project will begin on May 22<sup>nd</sup> at Hampstead Elementary School.
- Continue to perform daily access checks.
- Last Day for school is June 9<sup>th</sup>
  - Graduations will begin first week in June.
- Controlled Active Assailant Functional Exercise is scheduled for July 25<sup>th</sup>.

**CCVESA**

- Carnival Season for Volunteer Fire Companies will begin soon.
  - Be aware of an increase in crowds/parades and traffic.

**DCS**

- Reported an increase in the number of people struggling with the SNAP benefits decrease.
  - Increasing congregate meals at Senior Centers.
- The 2023 Veterans Celebration is this Sunday, May 7, from 12 PM – 4 PM.
- This month is “Older Americans Month.”

## DFEMS

- Hiring:
  - 16 new LTs started in March.
  - 88 more staff members by June 6<sup>th</sup>.
  - Quartermaster and Data Analyst to be hired soon.
- June 1<sup>st</sup> Standard billing process will begin.
- Working to develop a Community Paramedicine program with CCHD.

## DPW

- On Tuesday, April 18, BOCC held a proclamation for Work Zone Awareness Day.
  - Provided a reminder to please be aware in work zones; selected enforcement for slow down/move over will be underway over the next few months.
- Construction season is ramping up.

## DSS

- Reported an increase in the number visiting due to the SNAP benefits decrease

## RACES

- Participated in an American Red Cross Drill on April 23<sup>rd</sup>.
  - Exercise simulated sending/receiving messages to base stations across the Mississippi River.
- Next drill is scheduled for June 17<sup>th</sup> to test connections in Salisbury, Baltimore City and Fairfax.

## Other:

- Next DPG/LEPC meeting is scheduled for Wednesday, August 2, 2023.

Meeting was adjourned at approximately 2:15 p.m.