

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

In attendance: Kyle Barber (Colonial Pipeline); Lucas Bass (CC Emergency Management); Tim Black (Carroll Hospital); John Dulina (MEMA); Donald Fair (CCVESA); Filipa Gomes (CCPS); Ed Green (Stanley Black & Decker); Valerie Hawkins (CC Emergency Management); Jacob Hill (CC Emergency Management); Tom Jeffers (Carroll Hospital); Mayor Perry Jones (Town of Union Bridge); Allen Koontz (Ferrellgas); Capt. Thomas Kowalczyk (WPD); Tony Krauth (RACES); Chris Letnaunchyn (DPW); Chief Brian Lintz (Carroll Community College); Jason Mackie (Ferrellgas); Bruce Menchey (Stanley Black & Decker); Jay Nusbaum (Southern States); Kevin Nye (EVAPCO); Jamie Petry (CCVESA); Tyler Pyles (EVAPCO); Rob Rice (Knorr-Brake); Matthew Rodriguez (CC Emergency Management); Chad Seymour (DSS); Mike Smith (Southern States); Todd Staub (Tevis Energy); Cpt. David Stem (CCSO); Barry Thomas (Thompson Gas); Chad Thomas (Tevis Propane); John Vidal (PFG); Cheryl Webb (CCHD); Duane Williams (CCPS); Chis Winebrenner (Carroll County Government); Mark Zier (Tevis Propane)

Meeting was called to order by Valerie Hawkins at 1:05 p.m. Attendees were welcomed, and a sign-in sheet was circulated. Informational flyers were handed out to all attendees.

Agenda Items

LEPC Discussion

- The LEPC membership includes (at a minimum):
 - State and local officials
 - Community response agencies (Fire/EMS, and law enforcement)
 - Public health professionals
 - Private facility representatives
 - Representatives from community groups and the media
- The purpose of the LEPC is to help develop chemical emergency plans with private entities and build relationships with emergency response agencies.
- Facility plans/updates will go through the LEPC, then to local emergency response agencies.
- According to the LEPC bylaws, there are a total of 7 voting members from different agencies.
 - A Quorum exists when a majority of voting members are present.
- The LEPC meetings will be held quarterly on the first Wednesday of February, May, August, and November.
 - The schedule and meeting agenda will be posted on County's website.
- Each LEPC meeting will be open to the public.
- The LEPC will have three officers:
 - Chair
 - Vice-Chair
 - Recording Secretary
- Holding LEPC meetings can help enable the County to receive grant funding.
- Current law states the LEPC shall be focused on Hazardous Materials planning.
 - Carroll County has transformed the meetings to additionally represent an all-hazards approach to planning.
- Tier II reporting season is currently underway.
 - March 1st is the deadline.
 - Purpose:
 - Tier II reports will go to local fire companies and dispatchers for situational awareness.

- The Carroll County Hazardous Materials Response Team is responsible for the initial response to HazMat incidents.
 - Units for the County include:
 - Hazardous Materials Response.
 - Mass Decontamination.
- Hazardous Materials Emergency Preparedness grant funding is dependent on an active LEPC.
- Carroll County Sheriff's Office is more than happy to help local business partners with active assailant training.
- It important to remember that cybersecurity is just as important as physical security.
- LEPC Officer Election
 - Chair
 - Valerie Hawkins was nominated and elected to serve as the new LEPC Chair.
 - Vice-Chair
 - Matthew Rodriguez was nominated and elected to serve as the new LEPC Vice-Chair.
 - Recording Secretary
 - VACANT (Will work to fill the position).

Emergency Management Report:

- Stop the Bleed has and will continue to be offered to county employees.
 - STB kits have been deployed in many county buildings. Every county-maintained AED will have a kit.
- Emergency Management provided an overview of the Carroll Alert mass notification system.
 - Utilized in cases when significant hazards threaten life and property.
 - Alerts may be received via text message, phone call, and/or email.
 - Alerts provide instructions to take preventative actions (Shelter-in-place, evacuation, etc.).
 - You can sign up online at carrollalert.org or with the rack cards found with each banner at various, rotating areas around the county.
- Maryland Emergency Management Association (MDEMA) is offering a \$1,000 scholarship for students located in each of the five (5) geographical regions in Maryland.
 - Students must be pursuing a two- or four-year degree in Emergency Management or closely related field.
- Emergency Management is working to update and create various county-wide plans from response through recovery of county-wide/complex incidents including its Emergency Operations and Hazard Mitigation Plans
- Emergency Management is currently working on the first citizen's emergency preparedness outreach program named "Ready Carroll."
 - Pilot sessions tentatively scheduled for April; however, this is subject to change.
 - Four (4) sessions held each Wednesday for approximately 2 hours.
 - Sessions will include topics such as general individual and family preparedness, fire safety, crime prevention and awareness, stop the bleed/hands-only CPR, and volunteer open house.
 - The objective is to teach residents the importance of emergency planning, how to prepare, how to identify emergency resources, and how to get involved with volunteer partners.

MEMA Report:

- FEMA has recently put more emphasis on the importance of Hazard Mitigation planning.
 - Mitigation is the foundation for Emergency Management activities.

Agency/Facility Updates:

Carroll Hospital Center

- Construction continues on the hospital campus.
- Stop the Bleed training will be held for the public soon.
- It's important to plan for the Coronavirus moving forward.
 - CCHD and CDC will give information and guidance regarding this matter.

CCHD

- Provided an update on the Coronavirus.
- The CCHD's website has a fact sheet regarding the Coronavirus at <https://cchd.maryland.gov/covid-19/>.
- The World Health Organization (WHO) and the Centers for Disease Control and Prevention (CDC) have declared the Coronavirus a Public Health Emergency of International Concern.
 - Restricting and monitoring air travel is a top priority to prevent the disease from spreading.
- As of February 5, 2020, there are over 20,000 current cases within China.
 - The disease has spread to numerous countries.
- Stop the Bleed and Active Assailant trainings have been conducted for Health Department employees.
- An increase in Flu cases has been seen throughout Maryland.

CCPS

- Continuing to work on emergency plans and training staff.

CCSO

- Continuing to work with Carroll County Volunteer Emergency Services Association (CCVESA) to enhance active assailant response.

CCVESA

- Safety and Prevention is dependent on agency participation within the LEPC meetings.
- Your local fire company may not be the one responding to your incident.
 - It may be the 2nd or 3rd due fire company as a result of current response loads.
- Important to train with as many first responders in the area as possible and have clear preparations for those coming from outside immediate response area.

RACES

- Provided information on upcoming drills.

Other:

- Thank you to everyone for their participation in today's meeting.
- Special thank you to Mr. Tom Jeffers for his years of service as LEPC Chairman and congratulations on the next step of his career.

Meeting was adjourned at approximately 2:18 p.m.