

TOWN OF OCEAN CITY LOCAL EMERGENCY PLANNING COMMITTEE (LEPC)  
Coordinated through Ocean City Department of Emergency Services  
2<sup>nd</sup> Floor Training Room – Public Safety Building  
Ocean City, Maryland 21842  
Phone: 410-723-6650 Fax: 410-723-6962

LEPC Meeting Minutes – October 24, 2013

Attendees:

Bob Rhode	OC Emergency Services
Carol Boyles	OC Emergency Services
David Hartley	OCFD/Fire Marshal
Wayne Pryor	OC Grants Manager
Patrick Robbins	American Red Cross
Barbara Shufelt	American Red Cross
John Brenner	American Red Cross
Bill Funkhouser	OC Webmaster
Jeff Simpson	OC Public Works/Wastewater
David Warren	OC Public Works/Wastewater
Pat Walton	DCMA
Ryan Lewis	OC CERT
Frank Hunt	OC CERT
Jim Woznicki	PEPCO Holdings
Bob Nelson	OC Plan & Zoning
Matt Margotta	OC Plan & Zoning
Caroline Dilegee	St. Paul's by the Sea
David Dingwall	St. Paul's by the Sea
Terry McGean	OC Engineering
Tim Price	OCFD/Fire Marshal
Rob Rotar	Life Crisis

The meeting was held at the PSB 2<sup>nd</sup> Floor Training Room and opened by Bob Rhode at 1:10 pm. Introductions were made around the room. Minutes from the July 25, 2013 meeting were approved and will be posted on the Town's website.

Old Business:

- All revisions and reviews to the Ocean City Comprehensive Emergency Operations Plan have been completed through meetings with Departments, City Manager and Mayor. The finalized document will be presented to the Mayor and Council on Tuesday 12 November 2013 for approval.
- Worcester County LEPC Meeting was held Thursday 24 October 2013 at Snow Hill with a presentation from the 2-1-1 Maryland.
- We are working on updating and submitting the required reports for the Town's tier III reports and Chemical Inventories with updates of listings in all facilities under the Maryland Right-To-Know Act. This needs to be completed by 1 March 2014. Change in mandate and all applicable employees will be trained under the new program. This is video based training coordinated by Risk Management.
- Continuity of Operations Plans (COOP) exercises were conducted for the Town of Ocean City on Tuesday 20 August and Wednesday 21 August 2013.

- Hazardous Materials Incident Tabletop Training was held on Tuesday 10 September 2013 which was a step through of the Functional Exercise that was held on 28 September 2013.
- On Saturday 28 September 2013 a Functional Hazardous Materials Exercise was conducted by the Town of Ocean City with internal and external agencies participating. The After Action Report is being completed.
- Emergency Services is working with Information Technology with the replacement of the EAS Computer in the LEPC Budget. This will allow for two redundant systems in the PSB.

**New Business:**

- The next meeting of the Worcester County LEPC is scheduled for Thursday 23 January 2014.
- Next meeting scheduled for the Ocean City LEPC will be on Thursday 23 January 2014 at 1300 hours in the 2<sup>nd</sup> floor Training Room of the Public Safety Building. The guest speaker will be announced.
- Ocean City LEPC meetings for 2014 (per by-laws) will be as follows:
  - Thursday 23 January 2014
  - Thursday 24 April 2014
  - Thursday 24 July 2014
  - Thursday 23 October 2014
- Town of Ocean City Recovery Plan will begin development after the Comprehensive Emergency Operations Plan (CEOP) has been adopted by the Mayor and Council. A Committee will be formed to work on this project.
- Ocean City Emergency Services and OC-CERT have attended Preparedness Day at Home Depot 27 July, Preparedness Night at the Shorebirds August 16, Preparedness for the Montego Bay Association meeting 17 August, Preparedness booth at Sun fest 2013 and Home Depot Fire Prevention/Preparedness Day 5 October 2013. Over 2500 persons have received literature, etc. through these events.
- Hazardous Materials Technician Refresher Training Class will be held with Maryland Fire and Rescue for Ocean City Tuesday 19 November 2013.
- The State of Maryland with the Lower Eastern Shore will be conducting a Recovery Exercise at the Wicomico Civic Center on Wednesday 20 November 2013 from 0800-1300 hours. This is by invitation only and will use an electrical failure as the premise.
- Ocean City will be conducting Emergency Operations Center Training on Tuesday 3 December and Wednesday 4 December 2013 in the EOC.
- Ocean City will be conducting a Continuity of Operations Plan Exercise on Tuesday 7 January 2014 from 0800-1300 hours at Wor-Wic College. Contract per City Manager. Department/Division COOP Representatives should plan to attend.
- Confined Space Entry/Rescue Training (3-day class) will be held in December-February timeframe (after January 15).

**Reports:**

Several small incidents with the Town reports completed. No reportable spill responses in the last quarter.

Open Forum:

- PEPCO – advised of attempted vandalism on one of the Contractor’s bucket trucks. Request any public awareness and due diligence for any suspicious behavior.
- Per David Hartley, the September tabletop HazMat drill was a worthwhile exercise, which rolled into the functional exercise. Complimented OC CERT Members for their participation and a job well done!
- The next full functional exercise will be due in 2017.
- Upcoming EOC Training will be 4 – 4 hour sessions. Attendance is only required for 1 session.
- Barbara Shufelt of the Red Cross will be moving to Colorado. Patrick Robbins will be taking over her position.
- Red Cross trailer was relocated from the main PSB parking lot when paid parking was being implemented. The trailer will be returned and training will be held at the next OC CERT Meeting on November 21.
- Comments as to fire at home on 128<sup>th</sup> Street that the Fire Department did a great job. Red Cross assisted with helping the family that was displaced.

Presentation: Rob Rotar, Hotline Director 2-1-1 Maryland

The 2-1-1 Maryland is part of a national movement to create a seamless 2-1-1 system across the United States. It is a 3-digit telephone number set aside by the Federal Communications Commission in 2000 as the number to dial nationwide for health and human service information and referral. Additional information is available through Mr. Rotar at 410-749-0632 or [rrotar@lifecrisiscenter.org](mailto:rrotar@lifecrisiscenter.org).

Closing: Thank to all for attendance. With no further business, the meeting was adjourned at 2:05 pm. HazMat Quarterly meeting will be held following this meeting.

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