



Oxford Regional Emergency Management
(OxREM)
Oxford Police Station
Thursday, May 28th, 2015
Meeting Minutes
Approved



A. Introductions: 18:00 (6:00 PM)

- Members

- | | | |
|----------------------|------------|-------------|
| ○ John Reynolds, Jr. | Chair | ENT & WNT |
| ○ John Slauch | Vice-Chair | Oxford Boro |
| ○ Blair Fleischman | Treasurer | UOT |
| ○ Chuck Freese | | UOT & AGREM |
| ○ Milt Rudy | | Elk |

- Also Attending

- | | |
|-------------------|--------------------|
| ○ Rob Linnenbaugh | CCDES |
| ○ Jim Connor | Lincoln University |

John Reynolds opened the meeting with the Pledge of Allegiance and a moment of silence.

B. Review of Minutes: John Reynolds moved to approve Minutes of the April 23rd, 2015 meeting; seconded by Chuck Freese. PASSED.

C. OXREM Bylaws: (hold for other items)

D. Financial Activity: Chuck Freese presented a report from Blair Fleischmann, who was delayed joining the meeting; the checking account balance on May 26, 2015 is \$5086.95.

E. POD Report:

F. Outreach:

- Communications: John Reynolds reported that the OxREM website is updated with the approved April 23rd meeting minutes. The OxREM Facebook page is set up. The request to use the Oxford Borough water tower for a radio repeater antenna was denied on May 20th by Betsy Brantner, the Oxford Borough Manager, due to several issues, security being the main one. John Slauch will follow up with the Borough Public Safety Committee and the Borough Manager to emphasize that OxREM is interested in actively pursuing use of the water tower site for the repeater antenna.
- EOP Committee: John Slauch reported that the Oxford school district is proceeding with their EOP.



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- Other: Jim Connor reported that Lincoln University has allocated funds to demolish the existing EOC building and relocate to a new building. Demolition is tentatively scheduled for later in 2015. John Reynolds reported that Chesco DES distributed guidelines for Comfort Care Centers, providing required and suggested criteria for facilities.

G. Announcements:

- Chester County: Rob Linnenbaugh reported that the Chester County Tactical Village training center held its opening event on May 15th. New radios have been ordered and are awaiting delivery. Everbridge transition is progressing to replace RSAN and Ready-Notify and provide a reverse 911 system available to each township.
- AGREM: Chuck Freese reported that the public comment period for the AGREM radio station is completed and we are now waiting for the FCC license to enable June go-live of the AM station.
- Other: Chesco presented a class on the role of social media in emergency management and communicating with residents.

H. Open Discussions: Existing emergency management radios were checked for operation by each attendee. John Reynolds proposed that each radio be further checked by performing a radio-check 30 minutes prior to the next OxREM meeting at 17:30 (5.30 pm) on June 25th, 2015, before each member travels to the meeting, to verify the radios will operate over the various distances. The format will be "EM <sender code> to EM 57, test 1 2 3 4 5, how do you copy?" EM 57 will assess and reply. Discussion was held regarding the fleet mapping approach with the new radios to prevent transmission confusion. The issue is whether mapping (agreement on channel allocation and sharing) should be one-on-one among all the user organizations or should be planned centrally incorporating ICS organization structure to simplify the process.

I. Other Business:

- Regional EOC Planning: The characteristics suggested by John Reynolds have been added to the list. Milt Rudy will distribute the list to all members and ask for input regarding prioritization before the next meeting.
- John Reynolds emphasized that each municipality should be represented at each OxREM meeting either by the Emergency Management Coordinator or, in his/her absence, a deputy or municipal official.



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- Next meeting(s): Thursday, June 25th, 2015 at 18:00 (6 PM) at the Oxford Police Station

Adjournment: John Reynolds moved to adjourn at 19:26 (7:26 pm); John Slauch seconded; PASSED.

Submitted by: Milt Rudy on behalf of Steve Roberts.

Upcoming Events:

<u>Date</u>	<u>Time</u>	<u>What</u>	<u>Description of Event</u>	<u>Location</u>
June 25th	18:00	OxREM	Regular Meeting	Oxford Police Station