



Oxford Regional Emergency Management  
(OxREM)  
Oxford Police Station  
Thursday, November 3, 2016  
**Meeting Minutes**  
**Draft – Pending Approval**



Introductions

Members in Attendance

- |                 |                    |            |
|-----------------|--------------------|------------|
| ○ John Reynolds | E. N'ham, W. N'ham | Chairman   |
| ○ Steve Roberts | Elk                | Secretary  |
| ○ Milt Rudy     | Elk                |            |
| ○ Chuck Freese  | Upper Oxford       |            |
| ○ John Slauch   | Oxford Boro        | Vice-Chair |
| ○ Julie Brady   | Lower Oxford       |            |

Associate Members

- |              |                    |
|--------------|--------------------|
| ○ Jim Connor | Lincoln University |
|--------------|--------------------|

Others

- |                   |                            |
|-------------------|----------------------------|
| ○ Suzy Curtis     | Chester County Health Dept |
| ○ Justin McGinley | Chester County Health Dept |

This is a combined meeting for October and November, because of the conflicts with the Halloween Parade on October 27, and Thanksgiving on November 24.

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

Review of Minutes: Motion to approve September, 2016 Minutes by John Slauch, seconded by John Reynolds. Passed

Financial: Chuck Freese reported that Blair Fleischmann sent a financial report; the balance in the checking account on October 17, 2016 was \$6477.81. There is a recent bill of \$15.99 for Host Monster registration.

POD Report: Suzy Curtis, of the Chester County Health Department, provided a review of the Strategic National Stockpile. They are looking beyond Medical Counter Measures, to an all hazards approach, and want to help with volunteers, public information, and reaching out to partners. She was interested in learning how OxREM works, and what our relationship is with the school district. Steve Roberts stated that the school district has been supportive of OxREM's efforts, and is partnering with us for the POD orientation on November 29. Suzy stated that Wilbur Wolf, of Aquila Strategies and Operations Group, has been engaged to help develop PODs in the County.

It was discussed that the purpose of the POD session scheduled for November 29 is to recruit, orient, and energize POD volunteers, so that a POD exercise in January will be well staffed, and successful. Wilbur Wolf has tentatively chosen January 24, 2017 for a full scale POD exercise in Oxford. Plans are for a prep session for that exercise on January 10 or 11, 2017.

Suzy Curtis will send a proposed agenda for the January 24 exercise, and stated that the exercises are typically conducted from 4:00 pm to 8:00 pm.



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Outreach:

- Drill Committee: A round table exercise has been scheduled for November 30 at the Oxford Fire house from 6:00 pm to 9:00 pm. CCDES will provide the scenario.
- Jim Connor provided a summary of the shooting that occurred at Lincoln University, during homecoming weekend. The investigation determined that Lincoln students were not involved, but rather people from outside the University.

Announcements:

- Chester County: John Reynolds reported that the Department of Emergency Services is actively interviewing for a replacement for Tom Glass, who recently retired as Deputy Director of Emergency Services. He also reported that Thaddeus Kavanaugh has been hired as the training coordinator.

Open Discussion: Chuck Freese provided his ability to serve as the EMC for multiple municipalities, and reported that he has a Deputy for each municipality, and that in order to serve more than one municipality, the other municipalities must pass a resolution approving his appointment for a new municipality.

Adjournment: The meeting was adjourned at 7:22 pm.

Submitted by: Steve Roberts

Upcoming Events:

<u>Date</u>	<u>Time</u>	<u>What</u>	<u>Description of Event</u>	<u>Location</u>
Nov 29, 2016	6:00 pm	OxREM	POD Orientation and Training	Penn's Grove Cafeteria
Nov 30, 2016	6:00 pm	OxREM	Emergency Plan Exercise	Oxford Fire House
Dec 22, 2016	6:00 pm	OxREM	Regular Meeting	Oxford Police Station
Jan 11 or 12			POD Training	TBD
Jan 24, 2017			POD Exercise	TBD