



Oxford Regional Emergency Management  
(OxREM)  
Oxford Police Station  
Thursday, February 23, 2017  
**Meeting Minutes**



Introductions

Members in Attendance

O Steve Roberts	Elk	Chairman
O John Reynolds	E. Nottingham, W. Nottingham	Vice Chairman
O Chuck Freese	Upper Oxford	Emergency Operations Coordinator
O Milt Rudy	Elk	Secretary
O Julie Brady	Lower Oxford	
O Blair Fleischmann	Upper Oxford	Treasurer
Others		
O Rob Linnenbaugh	Chesco DES	
O Jim Connor	Lincoln University	

Steve Roberts opened the meeting with the Pledge of Allegiance and a moment of silence.

Adoption of Agenda: Milt Rudy moved to adopt the Agenda – approved.

Review of Minutes: Discussed updates to January minutes, which will be made and distributed. Discussed distribution of Minutes – Draft for Review, that they should be sent only to OxREM members until approved, then distributed to associate members and municipal officials. Steve Roberts moved to approve revised minutes, Julie Brady seconded – approved.

Treasurer's Report: Blair Fleischmann reported that the balance in the checking account is \$6278.61. Chuck Freese moved to accept the Treasurers Report, Julie Brady seconded and the report was accepted. John Reynolds suggested we check on the need to update the signature cards with the BB&T Bank; John Reynolds and Blair Fleischmann are current signatories; Chuck Freese may be as well.

POD Report:

Steve Roberts, Milt Rudy and Tom Shar (the POD Commander) reviewed the POD materials stored at Penn's Grove middle school. They also looked at parking space behind the school that would be used by volunteers. Tom decided that Hopewell school's parking area would be needed for overflow parking, especially during shift overlap. They also considered the issue of providing food to volunteers and decided the school cafeteria would not be used; instead volunteers would be asked to bring their own food and water, at least until a workable solution could be provided.

Outreach:

- O John Reynolds will put up the last 2 OxREM minutes documents on the website. We discussed including upcoming events on the website. Chuck Freese suggested enabling EMCs to post on the OxREM Facebook pages. John Reynolds will look into enabling others to post; it was suggested they should be Julie Brady and Chuck Freese. Blair questioned the lack of current events information on the website and that there could be links to other events and volunteer opportunities.
- O Chuck Freese reported no new information for the EOP Committee.
- O Jim Connor reported that Lincoln University received 30 new radios from Chesco; he will ask the vendor to program in the channels for OxREM and its 6 municipalities on the new radios. He will



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send instructions on how to receive Lincoln University emergency alerts to Julie Brady (Lower Oxford).

Old Business: Comments on the after-action report from the severe weather tabletop exercise were sent to Ted Kavanagh, who authored the report. When the response is received by Steve Roberts, he will distribute to OxREM members for review and comments, which will be provided to Chesco as OxREM input.

New Business:

- Karen Edmunds was a great help during the POD materials and facilities review with Tom Shar.
- Some potential trainings during abbreviated meetings were discussed: Knowledge Center forms, Ready Chesco, Introduction to AGREM.
- Rob Linnenbaugh said there will be Knowledge Center trainings – Basic on 13 March and Advanced on 20 April. Information will be on the Chesco website this week. There is also a Knowledge Center online tutorial. It was proposed that OxREM members attend the trainings then determine the best way to provide information to municipal supervisors.
- Rob Linnenbaugh will provide Ready Chesco training during an OxREM meeting. Steve Roberts will check on space availability at an OASD school for an early April session

Announcements:

- Chester County DES: Rob Linnenbaugh reported on the DES response numbers for January. Chesco held open hearings with testimony regarding EMS regional changes. County tax bills will include information on the need for enhanced recruitment and retention of volunteers. There will be a dinner with DES on Saturday evening, 11 March in Downingtown. On 1 March, Williams Pipeline will host a dinner and presentation.
- AGREM: New officers were installed in January. The Penn Township Public Safety day will be on 13 May from 10:00 am to 1:00 pm.
- OctoREM: Goeff Burkhart is the POD liaison. A POD exercise will be conducted with an orientation session on 25 April and an exercise on 9 May.
- Other: Nothing to report

Open Discussion:

- The OxREM Bylaws were last revised in January, 2014 and are on the website.

Adjournment: The meeting was adjourned at 7:33 pm.

Submitted by: Milt Rudy

Upcoming Events:

<u>Date</u>	<u>Time</u>	<u>What</u>	<u>Description of Event</u>	<u>Location</u>
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Mar 23, 2017 6:00 pm OxREM Regular Meeting Oxford Police Station