



Oxford Regional Emergency Management  
(OxREM)  
Oxford Police Station  
Thursday, January 26, 2017  
**Meeting Minutes**



Introductions

Members in Attendance

O Steve Roberts	Elk	Chairperson
O John Reynolds	E. Nottingham, W. Nottingham	Vice Chairperson
O Chuck Freese	Upper Oxford	Emergency Operations Coordinator
O Milt Rudy	Elk	Secretary
O Julie Brady	Lower Oxford	

Others

O Rob Linnenbaugh	Chesco DES
O Ted Kavanagh	Chesco DES
O Karen Edmunds	OASD
O Jim Connor	Lincoln University

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

Adoption of Agenda: John Reynolds moved to adopt the Agenda – approved.

Review of Minutes: Suggestion made by Blair Fleischmann (in absentia) to change December minutes to reflect that approval of previous minutes was for November 3 meeting vice October, 2016. Motion to approve changed December 22, 2016 minutes by Julie Brady, seconded by John Reynolds; Passed.

New Business: Ted Kavanagh summarized the “After Action Report/Improvement Plan” for the OxREM Emergency Management Severe Weather exercise that was held Wednesday, November 30, 2016. Objectives were achieved but there are opportunities for improvement. These include communications and information sharing. Areas for improvement included “uniformed processes for information sharing and communication...” and “Unified Command protocols”. Ted also summarized the exercise feedback: attendees learned about emergency management processes and roles; there was confusion re: contacts and some roles.

Financial: Blair Fleischmann reported (in absentia) that the balance in the checking account is \$6380.55. reflecting reimbursement to Julie Brady of \$97.26 for flyers. Treasurers report was accepted. Julie Brady moved to approve \$101.94 to reimburse John Reynolds for website hosting costs – Approved.

POD Report:

The 24 January event was a success with 85 attendees and significant positive feedback. Local awareness was enhanced regarding reason for the PoD and its operation. Chesco’s consultant, Wilbur Wolf, will provide an after-action report with action items for follow-up. A press release was generated and will be released soon. All 6 key leader positions have been filled.

Outreach:

- O John Reynolds reported that the communications website is now up to date.



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- Chuck Freese reported no new information for the EOP Committee
- Jim Connor reported that some Lincoln University nursing students attended the PoD event. The proposed Lincoln University Emergency Operations Center building was removed from the renovation project.

Old Business: No items

New Business:

- 2017 Goals:
  - Increase OxREM visibility (*responsibility of Outreach Committee*):
    - Attend Penn Twp Safety Day and Health Fair
    - First Friday in May and September
    - Attend West Nottingham Fair
    - Attend Apple Festival
    - Purchase canopy with OxREM logo.
  - Consider an emergency plan table-top exercise to include municipal officials, police, fire company, possibly businesses (*responsibility of Drill Committee*). Six months' lead time would be needed.
    - Finalize Nov 30, 2016 table top exercise AAR
    - Follow up on Nov 30, 2016 table top exercise AAR improvement actions
  - Keep the PoD "active" (*responsibility of PoD Liaison Committee*)
    - Update volunteer list
    - Determine best frequency for activities and periodically communicate with all PoD volunteers
    - PoD key leaders inventory materials annually.
    - Recruit more key leaders.
    - Follow up on PoD exercise AAR and improvement plan tasks.
    - Ensure that PoD inventory shortages are corrected.
  - Improve communicationss within OxREM (*responsibility of Secretary*):
    - Share all contact information
    - Consider conference calling capability, including Everbridge.
  - Pursue location for Regional EOC (*responsibility of Emergency Operations Coordinator*). John Reynolds moved to approve the goals. Chuck Freese seconded. Approved. We also discussed designating deputies for each Emergency Management Coordinator (*responsibility of EMCs*).
- Committee Appointments:
  - Communications (website and Facebook): John Reynolds, Chuck Freese
  - Outreach (OxREM visibility): Steve Roberts, Milt Rudy
  - Drills (table-top exercises): Blair Fleischmann, Julie Brady, Steve Roberts



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- PoD Liaison: Chuck Freese will be the OxREM PoD liaison. Milt Rudy and Karen Edmunds will assist
- Meeting Format: Julie Brady moved to have periodic trainings/overviews, preferably quarterly, in conjunction with an abbreviated meeting. John Reynolds seconded. Approved. Blair Fleischman (in absentia) supported brief training or familiarization periodically as part of OxREM meetings. She also suggested that OxREM members try to attend Chesco quarterly trainings as a group, and that we have a place on the agenda of the Oxford Regional Planning Committee the same night as other emergency services.

Announcements:

- Chester County DES: Experienced a normal month. The Harris radio installation was accepted and we are now in our 10-year agreement. The Computer Aided Dispatch System (CADS) is reassessed and now rolling out upgrades. All county funds for the fiscal year were spent with nothing returned to the federal granting agency. The quarterly Knowledge Center exercise will be 1<sup>st</sup> February.
- AGREM: nothing new.
- OctoREM: the January meeting was postponed to February.
- Other: Lincoln University is getting Harris radios. Jim Connor is now the L.U. Chief of Police.

Open Discussion:

- Karen Edmunds suggested that the Penn's Grove School could be used for trainings that OxREM would want to provide or sponsor.

Adjournment: The meeting was adjourned at 7:42 pm.

Submitted by: Milt Rudy

Upcoming Events:

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