Oxford Regional Emergency Management (OxREM) Meeting Minutes
Hopewell School
Thursday, August 23, 2018
Approved

Introductions
Members in Attendance

o Steve Roberts	Elk	Chairman
o John Reynolds	E. & W. Nottingham	Vice Chairman
o Milt Rudy	Elk	Secretary
o Chuck Freese	Upper Oxford, AGREM Liaison, Emergency Operations Coordinator	

Others

o Scott Rugen	Upper Oxford	Supervisor
o Johnny Whitehead	Lincoln University	Interim Public Safety Director

The monthly radio check was performed by Chuck Freese (Upper Oxford). Steve Roberts (Elk Twp), Scott Rugen (Upper Oxford) and Milt Rudy (Elk Twp) responded; there were no responses from Lower Oxford, East and West Nottingham and Oxford Boro.

Steve Roberts opened the meeting at 6:09 pm with the Pledge of Allegiance and a moment of silence.

Adoption of Agenda: Milt Rudy and Scott Rugen moved/seconded to adopt the agenda. Approved

Review of Minutes: Steve Roberts and Chuck Freese moved/seconded to approve the August meeting Minutes. Approved.

Treasurer's Report: Blair Fleischmann reported via Chuck Freese that the OxREM account is unchanged with a balance of $6,904.63. Steve Roberts and Chuck Freese moved/seconded to receive the Treasurer's Report – agreed.

POD Report: No updates

Outreach:
- o Communications: No Updates
- o EOP Committee: No updates
- o Associate Members: Johnny Whitehead reported that Lincoln University is seeking qualified part-time police officers.

Old Business:
- o OxREM will be able to have a booth at the Apple Festival on 29 September. Steve Roberts and Milt Rudy will share booth duties; others are encouraged to participate. Milt Rudy will pick up additional hand-out supplies from John Reynolds.
- o Steve Roberts presented the Appendix A, Improvement Plan the After-Action Report (AAR) drafted by him, Chuck Freese and Ted Kavanaugh (Chesco DES) for the Emergency Plan 31

Approved

May exercise. Jennersville Hospital will have their own Improvement Plan. We intend to do another drill/exercise with focus on communications and municipal official involvement. Chuck Freese moved to acknowledge that the Improvement Plan is the way forward for a future exercise. Scott Rugen seconded and all approved. Chuck Freese moved to accept the updated After-Action Report with the addendum of the Improvement Plan. Scott Rugen seconded and all approved. It was agreed to wait for the Jennersville Hospital Improvement Plan, then distribute the AAR to OxREM municipalities.

- The Chesco DES is willing to host elected officials at their Public Safety Training Center. Elk Twp is interested (3 officials), West Nottingham is interested (3 officials), East Nottingham and Upper Oxford are not interested.
- FEMA and PEMA strongly recommend that all elected municipal officials take FEMA courses IS-100c (Introduction to the Incident Control System) and IS-700b (Introduction to the National Incident Management System). Consideration is being given to providing a local course from Chesco DES. Milt Rudy drafted a summary of both courses' content and will send to OxREM members.

New Business: None reported.

Review of Action Items:
#25a was added that Milt Rudy will draft a query to the OxREM municipal officials regarding interest in IS100 and IS700 training, which are strongly recommended for elected officials.
#25b was added that Milt Rudy will send the Summary of course content for IS100 and IS700 to OxREM members for information.
#26a. was added that Johnny Whitehead (Lincoln University Interim Public Safety Director) will reach out to area schools regarding L.U. evacuation possibilities if needed.
27 was added that Milt Rudy will coordinate with Chesco regarding available dates for municipal officials' visit to the Public Safety Training Center

Announcements:

- Chesco DES: No report
- AGREM: No update.
- OctoREM: No update.
- Other: Oxford Boro has selected a new police chief, Sam Iacono, formerly a Lieutenant with the West Chester police department. Scott Rugen reported there will be a Drug Awareness Town Hall at Oxford High School on 27 Sept at 6:00 pm, sponsored by the Oxford Regional Planning Committee. There will be a candlelight vigil for Kacie's Cause Friday, 3 Aug at the Oxford green.

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Open Discussion: Johnny Whitehead (Lincoln University Interim Public Safety Director) will reach out to area schools regarding L.U. evacuation possibilities if needed.

Other Business: The next OxREM meeting, on 27 September, will need to be adjusted to enable attendance at the Town Hall event at Oxford High School regarding Opioids. Chuck Freese and Milt Rudy moved/seconded to **begin the meeting at 5:30**. All approved.

Adjournment: The meeting was adjourned by acclamation at 7:00 pm.

Submitted by: Milt Rudy, Secretary

Upcoming Events:

Date	Time	Event	Description	Location
Sept 27, 2018	5:30 pm		OxREM Regular Meeting	Hopewell School
Sept 25/26, 2018	all day		Emergency Management Conference	Malvern, PA
Sept 29, 2018	10am-4pm		Oxford Apple Festival	Oxford Mem'l Park

Approved