Oxford Regional Emergency Management (OxREM) Meeting Minutes
Hopewell School
Thursday, June 28, 2018
Approved

Introductions
Members in Attendance

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

Others

o Jim Connor	Lincoln University	Chief of L.U. Police
o Bob Ketcham	Oxford Borough	Township Supervisor

The monthly radio check was performed by Chuck Freese. Scott Rugen, Steve Roberts and Milt Rudy responded.

Steve Roberts opened the meeting at 6:00 pm with the Pledge of Allegiance and a moment of silence.

Adoption of Agenda: John Reynolds and Bob Ketcham moved/seconded to adopt the agenda.

Review of Minutes: Milt Rudy and Chuck Freese moved/seconded to approve the May meeting Minutes. John Reynolds offered that the number of attendees at the Emergency Management Handbook training on May 23 was 18, not 30. He also noted that the Everbridge System mentioned in Old Business was misspelled. – May meeting minutes were approved as amended.

Treasurer's Report: Steve Roberts relayed that Blair Fleischmann reported that the OxREM account is unchanged with a balance of $6,904.63 as per the Fulton bank statement as of 5/31/2018 and there were no subsequent cash transactions. Milt Rudy and Julie Brady moved/seconded to accept the Treasurer's Report – agreed.

POD Report: No updates

Outreach:

- Communications: Oxford Borough will have the Connective Festival on Saturday, August 4; They need volunteers and will train on July 18 at 6 pm. Sign-up can be done on the website: https://www.connectivefestival.org .
- EOP Committee: No updates
- Associate Members: No updates

Old Business: None raised

New Business:

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>The Emergency Exercise Committee met to review the first draft of the After-Action Report from Chesco for the May 31 exercise. There will be a follow-up meeting for a final review of the updated draft. DES may do a follow-up workshop for communications between EMCs and municipal officials. Julie Brady offered that we could supplement the timeline she compiled during the exercise with additional EMC and municipal official activities. Scott Rugen offered that we could set up a simulation for the activities not covered in the exercise.
> Steve Roberts reported that information on SARA sites is available on Knowledge Center. We can see there are about 9 sites in the OxREM area. Once signed onto Knowledge Center, click on the blue "Critical Infrastructure" button, then on the green "SARA" button. If you uncheck the "Show Only My Records" box, you see more than your own local site information.

Review of Action Items:
#23, concerning Emergency Management Handbook training, was marked complete and updated to show that of the 18 attendees, 12 were municipal officials.
#26 was added that we would schedule a meeting with Rob Linnenbaugh, OxREM (especially Lower Oxford Township) and Lincoln University to discuss the process to request transportation resources for evacuation.

Announcements:

- Chesco DES: Received 22,458 calls in May. There were 1009 fire, 3639 EMS, and 31,315 police incidents. 1361 people were hosted at the Academic building, 731 at the Tactical Village, and 423 at the firing range.
- AGREM: No update.
- OctoREM: No update.
- Other: No update.

Open Discussion: None

Adjournment: Milt Rudy and Chuck Freese moved/seconded to adjourn. The meeting was adjourned at 6:37 pm.

Submitted by: Milt Rudy, Secretary

Upcoming Events:

Date	Time	Event	Description	Location
July 26, 2018	6:00 pm	OxREM Regular Meeting		Hopewell School
Sept 25, 26, 2018	all day	Emergency Management Conference		Malvern, PA

Approved