



## Gaithersburg

A CHARACTER COUNTS!  
CITY OF GAITHERSBURG

### MINUTES OF A CITY COUNCIL WORK SESSION

May 26, 2009

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A work session of the Mayor and City Council was called to order at 7:30 p.m., Mayor Katz presiding. Council Members present: Ashman, Drzyzgula, Marraffa and Sesma. Staff present: City Manager Jones, Assistant City Manager Felton, Information Technology Director Cottrell, Chief of Police King and Emergency Management Coordinator Lanham.

#### **I. TOPICS OF DISCUSSION**

##### **A. City Emergency Operational Plan Development**

Chief of Police King gave a brief introduction and turned the presentation over to Emergency Management Coordinator Lanham who gave a power point presentaion that provided information on the following key points:

- Status of the current Memorandum of Understanding, reference Emergency Management, between Gaithersburg and Montgomery County
- Examples of emergency response activities for City Departments
- Status of emergency operations planning, to include acquisition of a grant for contract support.
- Status update regarding Montgomery County development of their revised emergency operations plans.
- Examples of continuity of operations planning.
- Status of continuity of operations planning, to include acquisition of a grant for contract support.
- Communications pathways during an emergency, to include information provided to the Community and City leaders.

The Mayor and Council reiterated their frustration and concerns with the lack of progress on this issue and minimal documentation provided. They tasked staff with providing information on current City Department plans, as well the following addiitonal tasks:

- Identification of emergency supplies and other needed resources such as generators
- Training scenarios that could be utilized to evaluate emergency response plans, policies and procedures
- Clarification of Mayor and Council roles and responsibilities, strategies for implementation of these responsibilities and specific communications plans that incorporate the Mayor and Council in the information flow.
- Identification of additional sources that could be made available to city leaders and the community for contact with service providers and emergency information

The Mayor and Council reinforced their position that development of the City Emergency Operations Plan is the highest priority among emergency management activities.

**II. ADJOURNMENT**

There being no further business to come before this session of the City Council, the meeting was duly adjourned at 8:51 p.m.

Respectfully submitted,

Skip Lanham  
Emergency Management Coordinator