

Upper Oxford Township
Work Session
Monday, February 28, 2011

Upper Oxford Township Board of Supervisors held an advertised work session at the township building on Monday, February 28, 2011 at 7:00 p.m. The work session was utilized to conduct an annual review of Emergency Management plans for the township.

Present: Scott Rugen, Charles Fleischmann.

Others: Chuck Freese, Blair Fleischmann, Rick Railing, Jim Buggy, Kris Poole, Bill Campbell.

The Supervisors called the meeting to order at 7:00 p.m. Chuck Freese introduced himself as the Emergency Management Coordinator (EMC) for Upper Oxford Township (UOT.) Since Chuck serves as EMC for three other municipalities, Blair Fleischmann serves as Deputy EMC for UOT. The federal, state, county, and local emergency service personnel would handle the actual emergency aspects of an event, but the township is responsible for any financial and administrative aspects that would occur through an Incident Command System (ICS.)

Regional groups have been formed to help build a network of individuals who have training and experience in order to contribute such services in the event of an emergency. Chuck is involved with the AGREM, OctoREM, and OxREM groups locally. The Chester County Emergency Services Department participates in these regional group meetings to help provide communications between the various levels of emergency management departments. OXREM consists of five municipalities within the Oxford Area School District and meetings are held the fourth Thursdays of each month at 6:00 p.m. at the Oxford Borough Police Station. OXREM intends to hold exercises once a year to provide informal training exercises for volunteers.

The municipal Emergency Management Coordinator is responsible for updating the municipal Emergency Operations Plan, Emergency Notification List, Emergency Resource List, and other such documents. Specific elements of emergency planning were discussed at the work session. Rick Railing, who serves as Road Master for the township, has extensive experience with emergency planning through his military experience. Jim Buggy, township resident, has extensive experience through the US Army. Kris Poole, township resident, has a professional background with the Montgomery, Maryland police department. Bill Campbell served for many years with volunteer fire companies and is currently employed by a telephone service provider. Scott Rugen is a former Delaware state police officer.

The group discussed the inventory of emergency related equipment for the township building and the Russellville Grange, (the backup Emergency Operations Center.) Rick Railing will be upgrading a generator for the township with grant money. The Supervisors will decide when to initiate the installation of an antenna for the Russellville Grange. The power connections for both buildings will be investigated.

The subject of non-public roads and maintenance was discussed. There are a few driveways with multiple residential units that were never built or updated for dedication to the township. These situations can put residents at risk, but it will be costly to all taxpayers to bring these “lanes” up to minimal standards. The group discussed having a township Special Needs Registry, but the county offers this service. See www.specialneeds.pa.org. The group will defer to the Supervisors for this topic.

The group discussed administrative related supplies, purchase order forms, radios, credentialing, and the importance of documenting all events by photographing and other means. Folders were updated with EOC checklists for minimal functions. A secure file cabinet is in the works. A battery is needed for the Motorola laptop computer.

Other business: Blair asked the Supervisors to review the township’s website and update as needed to reflect the more current newsletters and UOT Historical Commission information.

The meeting was adjourned at 8:45 p.m.

Submitted by: Blair Fleischmann.

Reference: Pennsylvania Consolidated Statutes Title 35 – Health and Safety
Chapter 75. Local Organizations and Services
Subchapter A. General Provisions
Section 7501. General authority of political subdivisions.
Section 7502. Local coordinator or emergency management.