

Connecticut Statewide Citizen Corps Council
Advisory Committee Minutes
October 15, 2015
State EOC

Attendees: Mark Amatrudo (Wilton); Mike Caplet (DESPP/DEMHS 4); Jean Davies (RiverCOG); Don Davis (CRCOG); Mary Rose Duberek (DESPP/DEMHS 3); Thomas Gavaghan (DESPP/DEMHS 3); William Hackett (DESPP/DEMHS Director); Don Janelle (CEMA); Jim Larkin (NECCOG); Henry Pasczuk (DESPP/DEMHS 5); Norma Peterson (Fairfield); Theresa Peterson (DESPP); Gary Ruggiero (DESPP/DEMHS); Joel Severance (R-2 CERT); Rita Stewart (DESPP/DEMHS)

Via Phone: Paul Gibb (NHCOG); Bob Kenny (DESPP/DEMHS 1); John Field (DESPP/DEMHS 2); Thomas Lenart (DESPP/DEMHS 2); Katherine McCormack (MRC); Susan Prosi (WestCOG/SW Region);

Call to Order: Mark Amatrudo, CCC Co-Chair called the meeting to order at 2:00 p.m.

Public Comments: none

Approval of Meeting Minutes: A motion to approve the Sept 17, 2015 meeting minutes was made by Don Janelle and seconded by Don Davis – approved unanimously.

Director Hackett stopped in briefly to welcome the Council to the SEOC and report on the following:

- EPPI - The 2015 EPPI is Saturday, October 17th with and Wednesday, October 21st, with the majority of communities playing on the 21st. USAR will be running a drill at Camp Hartell on Wednesday. A test of the N911 system will be conducted. The Simcell will be orchestrating the exercise. UC will be conducted with the Governor, including municipal conference calls both days. Towns are to open their EOC for UC. They are to pick a school and bring their school plan for discussion and reference. The Governor put out a press release on the upcoming exercise and his office will coordinate social media regarding the event.

Old Business

- Correspondence: None
- DESPP/DEMHS Report:
Gary Ruggiero reported on the following:
 - November 14 and 21 will be the CERT Train the Trainer program at Brainard.
- Regional council Reports/Updates

- CREPC – R3 – Don Davis and Cheryl Assis – the East Hartford CERT training will be open to other towns in the Region. CERTs have been trained in R3 as Ambassadors for the Citizen Preparedness Campaign – Get Ready Capitol region.
 - NHCOG – R5 - Paul Gibb – Nothing to report
 - RiverCog – R2 – Joel Severance - Nothing to Report
 - NECCOG – Jim Larkin – R4 – Nothing to report
 - WestCOG - Sue Prosi – Dr. Yessanow’s class in Weston has been completed.
 - NVCOG – Joanne Rogalski – N/A
 - SECCOG - Jeff Williams – N/A
- Grant Requests
 - Category A – Training Grant
 - New Milford** - class will start 10-21-15, 10 participants, backpacks only (no funds)
 - New Canaan** and **Wilton** (combined) - class will start 10-21-15, 25 participants, backpacks only (no funds)
 - A motion for approval by Joel Severance and seconded by Norma Peterson, – motion unanimously approved.
 - Category B: Advanced Training - None
 - Category C: Planning Grant:
 - NECCOG** request for \$1,000 for the time period October 15, 2015 – December 2015.
 - A motion for approval by Joel Severance and seconded by Don Janelle, – motion approved, 1 abstention (Jim Larkin).
 - Category D: Equipment
 - Seymour** – request for reimbursement of \$1,500 for apparel and equipment. Some members of the council were under the impression that the Category D grant was no longer available and therefore the council could not take action on the request. No action was taken.
 - Additional discussion:
 - Expenditure was made before requesting payment. Grant rules require prior approval.
 - There were a few others in the room that had prepared and brought Category D requests to the previous meeting where it was decided not to use the remaining budgeted 2013 funds for individual teams but for a bulk purchase of CERT. equipment/apparel that would be distributed to all teams.
 - The budgeted funds that were going to be used for the Category D purchases have been exhausted.
 - It was discussed that the mission of the CCC is to create CERT/MRC Teams, not sustain them. This however, is not a policy.
 - Ellington has used some money from their emergency management funds to fund training and has included other towns in their training.
 - Towns are benefitting from using the CERTs to support local missions. It was suggested that the teams should look to the municipality for funding.
 - A few people noted that the backpacks do have CERT vests in them.

Rita Stewart reported on the following:

- Provided a FY 2015 Citizen Corps Program funding handout and the current log of applications and approvals
- FY 2014 the original budget is \$85,000, FY 2015 is \$75,000. FY 2015 funds are available for 3 years.
- Completion reports should be sent in a timely manner. Too many folks are sending completion reports in at the end of the grant cycle.
- There are 7 regional councils eligible for Category C planning grants = \$42,000

Statewide Operational Update: Updates and changes were made to applicable levels. See attached charts.

Other Business/Discussion:

- **Subcommittees**
 - **CERT Training Day** – Mark and Gary will work on ideas for the annual CERT training day. They are considering surveying CERTs for ideas on what they would like to learn. Mark suggested a competition - CERT challenge. There are usually 160-170 participants.
 - **Citizen Corps Conference** – Katherine, Don Janelle and Mary Rose will work on initial planning ideas for the next Citizen Corps Conference. Before planning takes place it is necessary to determine if how much there is in the budget for a conference.
 - **Budget Subcommittee** – Mark, Rita and Terry will get together before the next meeting in November to discuss the budget and developing a budget subcommittee to assist in establishing budget priorities.
- **Grant Handbook Update** – Mary Rose has started to review and update the CERT Grant Handbook to remove references to the CRCOG Foundation. In addition to the handbook Mary Rose is working on a new fillable pdf application form to replace the current application. Many teams are continuing to use outdated forms. The new form will have all of the same information but will note the two week application submission requiring that all grant applications need to be into DEMHS Grants two weeks prior to the Statewide Citizen Corps meeting to be eligible for approval during the CCC meeting.
- **Regional Council Reports** - The Regional Citizen Corps Councils report out monthly regarding CERT activity that has occurred within their region since the last meeting. Previous CCC by-laws stated that *“active councils must provide by January 1st of each year a roster of council members, a list of meetings held the previous year, and a schedule of meetings for the upcoming year.”* While not in the current CCC by-laws and not listed as a grant deliverable it was discussed that written reports from the regional

councils should continue to be submitted on an annual basis to be able accurately describe the contribution of the Citizen Corps program across state by highlighting the emergency preparedness and response efforts carried out by the many CERT and MRC volunteers. Joel provided a copy of the Region 2 annual report after the last meeting that could be used to develop a template. An annual report is compiled for the DEMHS Advisory Council. Gary reported that FEMA also requires a CERT report. The need for an operational matrix was discussed to summarize CERT activations and CERT activity across the state.

New Business

- **Backpacks** – Backpacks are important to the CERT program. Backpacks not only hold CERT equipment they are a token of appreciation for completing the CERT training and for committing to support emergency management in their communities. There are currently 576 backpacks on hand (minus 35 from today's requests). Past practice was that if a town planned on training 25 participants but only 20 completed the program the town kept the extra 5 backpacks. With current funding limitations the Council wants to make sure that towns are aware that it is expected that they return all unused/unassigned to DEMHS. It was suggested that they do not hand out backpacks until graduation but the backpacks and their content is used during training.

General Discussion

- **MRC** – Katherine McCormick reminded the group that the MRC program is an integral part of the Statewide Citizen Corps Council and that MRC contributions have not always been adequately represented or reported in meeting minutes. To prevent this we will add the MRC report out with the regional council reports.

Adjournment: The meeting was adjourned at 4:30 pm.

Next Meeting Date: November 19th, DESPP HQ (Middletown)

Future meeting dates for 2015: December 17th.