

**Statewide Citizens Corps Advisory Council**

**January 21, 2016**

**Meeting Minutes**

State Emergency Operations Center

360 Broad Street

Hartford, CT

**Attendees**

**In Person:**

Don Davis (CROG ESF-16 )  
Eric Scoville (DESPP/DEMHS)  
Harley Graime (CROG- Bristol EMD)  
Henry Paszczuk (DESPP/DEMHS)  
Jim Larkin (NECOG)  
Joel Severance (Chester)  
John Warren (DESPP/DEMHS )  
Mark Amatrudo (SCCC Co-Chair)  
Paul Gibb (NHCOG)  
Rita Stewart (DESPP/DEMHS)  
Theresa Peterson ( DESPP)  
Tom Romano (DESPP/DEMHS)

**Via Phone:**

Don Janelle (CEMA- Manchester EMD)  
Joanna Rogalski (NVCOG)  
John Field (DEMHS Reg. 2)  
Katherine McCormack (CR-MRC)  
Mike Caplet (DEMHS Reg. 5)  
Norma Peterson(Fairfield CCC)  
Sue Prosi (Reg 1 WestCOG)

**Call to Order by Co-Chair Mark Amatrudo at 1:31 followed by Pledge of Allegiance**

**Public Comments:** None

**Approval of Nov 17, 2015 Meeting Minutes** – A motion to approve the meeting minutes was made by Joel Severance and seconded by Don Davis– approved unanimously

**DESPP/DEMHS Report**

• **Consideration of Grant Requests (Rita Stewart)-**

○ **Category A Grants - Training:**

1. Town of Fairfield - \$1,000 including state issued backpacks.  
Est. Project Start Date March 5, 2016
2. CRCOG/East Haddam - \$1,000 including state issued backpacks.  
Est. Project Start Date March 17, 2016
3. CRCROG- East Hampton-\$1,000.  
Est. Project Start Date February 8, 2016
4. Seymour- \$1,000.00.  
Est. Project Start Date February 2, 2016

A motion for approval by Don Davis and seconded by Joel Severance, motion approved.  
1 abstention Joanna Rogalski (NVCOG).

- Category B Grants: None
- Category C Grants - Planning:
  1. NVCOCG for \$3,000 for the period of January 1, 2016-June 30, 2016
  2. NECCOG for \$3,000 for the period of January 1, 2016-June 30, 2016

After discussion, Jim Larkin revised the NECCOG application to \$1,500. A motion for approval by Jeff Williams and seconded by Don Janelle, – motion approved, 3 Abstentions Joel Severance, Jim Larkin and Joanna Rogalski.

- Category D. Grants: None

### **Regional Council Updates/Reports**

**DESPP/DEMHS- Rita Stewart, John Warren-** Eric Scoville will be assisting the Citizen Corps Committee with Mary Rose’s departure. Tom Romano will assume the training responsibilities of Gary Ruggiero .

**NWCOG – Paul Gibb** – Region 5 working to adopt draft Citizen Corps bylaws by February 11, 2016.

**NVCOG – Joanna Rogalski** – Prospect has started initial CERT training, training with 13 prospective members. Southbury and Woodbury are currently in the process of combining their CERT teams. For their annual report, 7/16 CERT teams under NVCOG purview have not responded, NVCOG will follow up.

**CRCOG – Reg 3 – (Harley Graime/Don Davis)** – Don Davis said they had one vacancy and Harley Graime was appointed.

**R2 CERT/RiverCOG – Joe Severance** –There are 2 certification course for fire police and traffic control offered by the CT Fire Academy. Jean Davies has resigned from RiverCOG, she will still be available until February. The Annual Report and Activity Report will be submitted to RiverCOG Board on Feb 22<sup>nd</sup>.

Region 2 is considering purchase of field operations guides for the backpacks. Joel Severance shared a copy of the materials in case there is interest in buying the guides for teams. Requested action/discussion on operational guides at future meetings.

**Region 1/WestCOG – Sue Prosi** - Regional CERT exercise will be at the end of April. DPH POD Distribution Stamford and another location to be identified. Most of these activities will be self-funded

**NECCOG** – No Update

**SECCOG/Region 4** – N/A

**MRC- Katherine McCormack-** Capacity building awards have not been awarded this year. Currently working with Jonathan Best and MRC leaders to possibly facilitate a marketing campaign to grow and sustain MRCs. Met with CRCOG with MRC volunteers for 2016 Hartford Marathon. No activations of MRCs in the last month since flu shot clinics.

## **Old Business:**

**Annual Reports-** Majority of MRCs have submitted, Paul Gibb is close on submitting, Torrington MRC also very close on submitting their annual report. Co-Chair Mark Amatrudo has given the following guidance regarding Annual Reports:

If exact numbers are not available it is acceptable to use estimates in this initial report as some of the requested information may not be collected throughout the year. It is the goal to compile this information in future years. This information will be reviewed but not audited, we will use this data to support budget proposal and allocation.

The final version of the annual report template is required to standardize the summary. We will compile into one final report for DEMHS. Due date: January 29, 2016.

## **Budget Planning (Rita Stewart):**

FFY 2014 Funding: \$60,055.04 current balance, \$22,000 for pending planning completion reports and \$13,100 for training applications that have been approved. With the anticipation of \$4,500 of additional planning applications (on agenda), this would leave a projected available balance of \$20,455.04.

- All completion reports must be submitted by May 30, 2016.
- FFY 2015 Funding: Total of \$75,000 available. Last year was \$85,000.
- Need to ensure that if approved for funding that the completion report is submitted in timely manner once the work is completed or that the grantee informs the DEMHS Strategic Planning and Community Preparedness Unit (SPCP) that that they would like to return/deobligate funding.

## **Subcommittees:**

**CERT Training Day-** A training day is in planning process, however, a date has not been designated. Tentative timing springtime 2016.

**Citizen Corps Conference-** Conference in planning. Co-Chair asked for topics that would bring the most people in? To be provided before the next meeting.

## **Grant Handbook/Application/Completion Report Forms (Paul Gibb)-**

Paul Gibb reviewed a draft based on compiled comments and ideas from Committee members, during a recent held meeting at DESPP Headquarters.

Working on developing policy regarding Teen CERT. Co-Chair Stated that the limitations, OSHA and other issues must be referenced in that policy. DEMHS legal is currently doing research on this.

A future discussion on the usefulness of current CERT backpacks may be warranted.

**Approval Procedure:** DEMHS will be reviewing and making all final decisions of this Grant Handbook prior to final approval. Additional recommendations by Council members should be send to Paul Gibb within 6 working days. Paul Gibb will make revisions and forward the draft for review by the DEMHS Grants, DEMHS Management and the Co-Chairs.

## **New Business/Other Items**

## **Conflict of Interest Reminder**

Mark Amatrudo reiterated the following existing policy regarding Conflict of Interest:

“The following statement is issued on behalf of Deputy Commissioner Shea, outlining and clarifying the conflict of interest policy in place in connection with the Citizen Corps Council: No employee of DESPP, or his or her immediate family member (spouse, children, dependent relatives who reside in the individual’s household), and no Citizen Corps Council member, or his or her immediate family member (spouse, children, dependent relatives who reside in the individual’s household) may receive financial compensation other than his or her pre-existing salary, for providing training under the Citizen Corps program, including CERT training.”

John Field asked if this policy extends to Regional Citizen Corps Council’s. Request will be forwarded to DEMHS Legal Counsel.

## **Other**

May choose to do special meeting in February to approve possible grant requests. A notice will be released if this is the case.

## **Adjournment:**

A motion for adjournment was made by Joel Severance, seconded by Don Davis – motion unanimously approved. Meeting Adjourned at 4 PM.