

# DEPARTMENT OF EMERGENCY MANAGEMENT AND HOMELAND SECURITY

## COORDINATING COUNCIL MEETING MINUTES

Meeting held at Chief State's Attorney's Office, Rocky Hill  
December 14, 2006

**ATTENDEES:** Debra Arrieta, DEMHS; Cheryl Assis, CRCOG; Bill Austin, CREPC; Timothy Baldwin, Southbury Training School; Brenda Bergeron, DEMHS; Sandra Brown, Hartford Hosp.; David Brown, AMR; Matthew Burns, CREPC; Peter Carbone, DEMHS; Carmine Centrella, CRCOG; Harold Decker, DOT; Scott Devico, DEMHS; Robert DiPietro, USAR; Mary Duley, DPH; Marian Evans, BHD; Tom Gavaghan, DEMHS; Libby Graham, DEMHS; Len Guercia, DPH; Bill Hackett, DEMHS; Don Janelle, Manchester; Bob Kenny, DPH; Melanie Kerr, DEMHS; Edward Kramer, Hartford Hosp.; Bob Labanara, CCM; Michael Maglione, Waterbury FD; Gen. Thad Martin, CTNG; Virginia Mason, COGCNV; Katherine McCormack, Hartford; Jeff Morrisette, CFPC; Jim O'Leary, COST; Bill Palomba, DPUC; Ray Philbrick, DPW; JJ Plunkett, USCG; William Podgorski, DPS; George Pohorilak, OSET; Wayne Sandford, DEMHS; Steve Scorzato, CTNG; John Shaw, MMRS; Gary Stango, Hartford; Dan Stebbins, USAO; Scott Szalkiewicz, DPH; James Thomas, DEMHS; Lee Toffey, DEMHS; Michael Varney, DOIT; Steve Walsh, POSTC; Dan Warzoha, Greenwich; Ron Welch, CTNG; Edward Wilds, DEP and John Woods, Suffield EMD.

### I. WELCOME AND PLEDGE OF ALLEGIANCE

- A. Meeting called to order by Commissioner Thomas at 0905 hours, and Pledge of Allegiance. Observed a moment of silence for Dr. Bigos of DPH.

### II. PUBLIC COMMENTS

None

### III. ACCEPTANCE OF MINUTES

- A. Motion made to accept the minutes of the November meeting by Jim O'Leary; second by Gary Stango; approved unanimously, one abstention by Commissioner Thomas.

### IV. COMMUNICATION RECEIVED

- A. Letter from Department of Public Health regarding CMED radio system, to be forwarded to the Interoperable Communications Sub-committee for review.

### V. SUBCOMMITTEE REPORTS

- A. Interoperability Committee – presented by Michael Varney.
- Governance – first official meeting with newly appointed members was held November 14<sup>th</sup>.
  - Region 1 Tactical Interoperability Communications Plan (TIC-Plan) was exercised on December 6<sup>th</sup> in Norwalk. The event was a limited full-scale

exercise simulating an improvised explosive device placed on a Metro North passenger train. Area towns and organizations worked very hard to make this a successful exercise. The After Action Conference is scheduled for next week.

- The full-scale TICP exercise in Norwalk will be held April 28<sup>th</sup> 2007, the initial date was postponed due to weather.
- The Communications Unit Leader program that was written and delivered to identified individuals in Region 1 is being updated and submitted to DHS for their possible use as a NIMS program. This was the first such delivery of this program to a multi-disciplined group of an all hazards program.
- Statewide On-Scene Tactical Communications System (STOCS) – State plan has been updated to reflect use in mobile units and the channel designations have been updated to read as STOCS verses CTGP.
- STOCS Low power cross-band / multi-band devices bid has been reviewed and it is anticipated that field-testing of the successful bidder will be conducted by the end of February.
- The committee approved the funding and building of a Connecticut Statewide Police Emergency Radio Network (C-SPERN). This is being done using several funding sources. It will enable a single channel statewide using the department of public safety's infrastructure for immediate communications using a 800 MHz conventional channel.
- DEMHS VHF regional emergency management communications system was reviewed and a plan for statewide use and guidance was developed and distributed. A current review of DEMHS communication systems is underway.

The Managed Emergency Telephone Notification System (METNS) RFP has been awarded. The current status: The contract award is in the final negotiations. Once completed award will be made public.

Discussion of postponed Full Scale Exercise ensued.

- B. Citizen Corps Advisory Council – presented by Bill Austin. Advised the group that he attended the grants and training conference in Washington, DC; that the next committee meeting will be held later today; they are ready to begin the training for the 2<sup>nd</sup> Horse Guard; and that the Kiwanis Clubs have shown a great interest in working as a Citizen Corps group and they will be having a discussion.
- C. Credentialing Committee – Commissioner Thomas advised that Mike Spear will be graduating from the FBI Academy tomorrow and credentialing committee meetings will resume in January.
- D. Training/NIMS Committee – Jeff Morrissette reported that the Annual Report was submitted to the council. He also stated that some towns were requesting guidance on the process for obtaining reimbursement for training. An updated training curriculum has been submitted for review. Deputy Commissioner Sandford advised that some of the towns, especially those with full time departments, are asking the council to re-visit the stipend amount for training. Some discussion on the subject took place.
- E. Incident Management Teams – Deputy Commissioner Sandford reported that the minimum positions for each level have been identified. The next meeting will be Dec. 21 and will include the DEMHS Regional Coordinators to help identify people at the local level who are interested in being involved. Commissioner

Thomas advised that training schedules have been set up for February and March and Gary Stango has stepped up to be a co-chair of the committee.

- F. Child Safety & Crisis Response: Deputy Commissioner Sandford reported that the next meeting will be Dec. 15<sup>th</sup>. The role of the committee is being expanded to include not only school but pre and post school programs and in-home daycare centers. A letter will be sent to all EMDs so that they can list all the in-home centers in their towns. There are currently over 600 licensed in-home centers in the State. Dan Stebbins announced a training seminar, to include secret service personnel, which will be held on Jan.23 at the Theater of the Arts in Hartford. Invited will be Chiefs of Police and School Superintendents and they may reach out to the private high schools as well.
- G. Mutual Aid Legislative Subcommittee – Chief Mike Maglione advised that the legislation is currently at OPM.
- H. Regional Collaboration Committee – Libby Graham advised that the next meeting will be Jan. 18<sup>th</sup> from 1-3 pm at Sigourney Street in Conf. Room A. In-house meetings will precede this meeting to confirm direction concept and operational components of regionalization initiative.

## VI. UPDATES

- A. Grant Program – presented by Libby Graham:

### **FFY2004/FFY2005**

Spending down remaining balances. The FY04 grant period was extended by DHS to 5/31/07. We will request an extension for FY05 in January.

### **FFY2006**

DEMHS has received some municipal grant applications, and expect more in January. Grants will be issued on first come/first serve basis.

### **FFY2007**

DHS is expected to release guidance and application kit for the Homeland Security Grant shortly. There is a meeting scheduled for the EMHSCC Stakeholder Grant Working Group on 1/4/07 to brief them on the content of the application and to develop an action plan to complete the application.

**Port Security, 2007** – Guidance is expected very soon. USCG has invited DEMHS to participate in the subcommittee of the Area Maritime Coordinating Council to discuss possible collaborative funding opportunities between and among eligible applicants.

The past calendar year resulted in over \$54 million of processed funding requests, which comes out to over 2,700 individual requests or transactions for equipment, training, operations and special projects. Some special projects include: CSPERN, a collaborative effort of State and Municipal Agencies, to create a structure that

will permit local officers and State officers to be able to communicate directly with one another as an incident is unfolding; the High band Radio System Enhancement that will be utilized for vital telecommunications in an emergency to allow the State to communicate with its municipalities. This system is currently in the testing and enhancement stage and should be fully operational by the end of Sept. 2007; Civil Rights Training, a partnership effort between DEMHS and OPM to provide this training for sub-grantees who are required to adhere to national non-discrimination laws; the Risk Assessment program, to review and update critical infrastructure across the state; and Transit Security, working in partnership with DOT to represent Connecticut's transit needs to members of the Regional Transit Working Group.

- B. CTIC – Commissioner Thomas reported that the MOUs have been signed with all the agencies participating in the CTIC. Sgt. Andy Weaver has joined the CTIC to represent the Hartford region. Several members are attending Weapons of Mass Destruction training today, and the HSIN system is up and running with Sgt. Rosa of CSP taking a lead role.
- C. Other: Urban Search & Rescue – Bob DiPietro reported that the current bonding money expenditures will bring the Unit to within 98% equipped. Three trucks are on order as well as medical equipment that is needed. The radios have been delivered and the Unit is looking into satellite radio capabilities to supplement the communications system. Training continues and the team has partnered with the US Army Civil Support team and is working with metro North to train for transportation and heavy operations rescue. The Team will be participating in the SUSAR Conference; and a Hurricane Response Plan is being developed to be able to bring out of state teams in to supplement in case of a large scale incident. Deputy Commissioner Sandford advised that the MOUs are in place with DPS and an additional MOU is being worked on with the CT Crane Operators.

## **VII. OLD BUSINESS**

- A. 2007 Report to the Governor and Connecticut General Assembly – By Melanie Kerr. A review of report with new additions to be made based upon the discussion of the council members. Motion to accept with changes by Len Guercia, second by Jeff Morrissette, unanimous. Melanie to forward a final report to the Council.
- B. CCM Symposium to be held on May 1<sup>st</sup> – a collaboration between CCM and DEMHS with a stress on regionalization.
- C. Medical Reserve Corps – Bill Austin requested an update and meeting on concerns with the Medical Reserve Corps. Discussion ensued. Commissioner Thomas advised that a partnership between Citizen Corps and DPH would be the optimal solution.
- D. National Conference – Commissioner Thomas gave a brief overview of some of the highlights of the conference, and the future direction seems to be towards relationships and partnerships.

## **VIII. NEW BUSINESS**

- A. DHS Information Bulletin #224 – National Exercise Schedule System.
- B. James O’Leary commented that as we reach the second anniversary of DEMHS as an agency that Commissioner Thomas and Deputy Commissioner Sandford should be commended for their leadership and how far the agency progressed.
- C. Dr. Ed Wilds reminded people that as we cross train individuals to help in emergencies we need to constantly remind that cross training does not replace expertise and that decisions need to be carefully made in emergency situations.

**IX. MEETING ADJOURNMENT**

Motion to adjourn by Jeff Morrisette; second by Marian Evans; Unanimous. Meeting adjourned at 1027 hours by Commissioner Thomas.

**XI. NEXT MEETING** – January 11, 2007 at 9am, at the Chief State’s Attorney’s Office, Rocky Hill.