

# DEPARTMENT OF EMERGENCY MANAGEMENT AND HOMELAND SECURITY

## COORDINATING COUNCIL MEETING MINUTES

Meeting held at Office of the Chief State's Attorney, Rocky Hill  
August 10, 2006

**ATTENDEES:** Cheryl Assis, CRCOG; Bill Austin, CREPC; Timothy Baldwin, Southbury; Brenda Bergeron, DEMHS; Jim Boice, DOT; Leonard Boyle, DPS; Peter Boynton, USCG; Matthew Burns, CREPC; Barbara Buddington, WINCOG; Mark DeCaprio, DEP; Scott Devico, DEMHS; Doug Dortenzio, Wallingford; MaryRose Duberek, DEMHS; Tom Gavaghan, DEMHS; Libby Graham, DEMHS; Len Guercia, DPH; William Hackett, DEMHS; Albert Hoffman, USCG; Don Janelle, Manchester; Bob Labanara, CCM; Michael Maglione, Waterbury FD; Philip Marino, New Britain; Virginia Mason, COGCNV; Katherine McCormack, Hartford; John Mengacci, OPM; Jim Mona, DOT; Jeff Morrissette, CFPC; Jim O'Leary, COST; Bill Palomba, DPUC; Doug Pesce, DHS; George Pohorilak, DPS/OSET; Joseph Prortereiko, Hartford Hosp.; Susan Rainville, POSTC; Gary Stango, Hartford; Dan Stebbins, USAH; Carl Stephani, CRCOG; James Thomas, DEMHS; and Lee Toffey, DEMHS.

### **I. WELCOME AND PLEDGE OF ALLEGIANCE**

A. Meeting called to order by Commissioner Thomas at 0908 hours, and Pledge of Allegiance.

### **II. PUBLIC COMMENTS**

None

### **III. ACCEPTANCE OF MINUTES**

A. Motion made to accept the minutes of the July meeting by Doug Dortenzio; second by Gary Stango; approved unanimously, Dan O'Brien abstained.

### **IV. COMMUNICATION RECEIVED**

A. Ruling by the Attorney General regarding Volunteers – saved to New Business by Commissioner Thomas.

### **V. SUBCOMMITTEE REPORTS**

A. Interoperability Committee – presented by Bill Hackett in the absence of Michael Varney. 1) TIC Plan Drill will be October 28, 2006. The Region 1 Communication group had a met and the plan was forwarded to Washington for review. 2) STOC's – the specs have been written and sent to the Technical committee and should be completed by the end of the month. 3) Emergency Notification System – Eight responses were received from the RFP and the bids have been reviewed. The financial review is currently taking place. It will be a few more weeks before the contract is ready.

- B. Citizen Corp Advisory Council – presented by Bill Austin. A copy of the last meetings minutes was distributed. Update on training shows that 1275 people are trained, 185 are in training now, and 140 persons have training pending. CERT Weekend will be held September 9 and 10 at the Fire Academy. Currently planning for an October conference for Chief Elected Officials to get the info out to them and their Towns. The medical Corps is at Camp Rell today working with the Governors Foot Guard. There will be a Region 1 CERT meeting next week in New York City that they will be attending. Discussion ensued on Basic and Advanced CERT training and continuous training depending upon a group's specific mission.
- C. Credentialing Committee – Mike Spera unable to attend.
- D. Training/NIMS Committee – Jeff Morrisette advised that the bylaws were completed and a review has begun of the municipal planning/training documents. During June and July, 756 persons were trained at several different levels. POSTC is reporting various classes in next few months to include Critical Incident Management Training in August, and Terrorism Liaison Training and Dispatch training classes in September, as well as Train the Trainer classes in ICS 300 and 400.
- E. Incident Management Teams – reported by Tim Baldwin. 1) A meeting of the IMT committee was held on August 8, 2006 at Brainard Airport. Atty. Bergeron was in attendance to facilitate the development of the committees bylaws. Draft bylaws will be forwarded to the committee for their final approval in the near future. 2) An in depth discussion of the recent Windsor Locks Mill fire and their IMT that was established resulted in feedback to the committee of training, manpower, equipment, and interagency cooperative needs. 3) The Command and General Staff class that was expected to be held this fall has been delayed until January, February and March, due to a reorganization of the curriculum. It was felt it would be best to wait until the pilot classes of the new class was held, instead of offering a class that would need to be retaken next year. 4) Communication to the Emergency Responder community is to be drafted shortly to promote the IMT development. The primary focus of the committee's next meeting will be to complete final decisions on the training requirements needed for the level 4 teams.
- F. Child Safety & Crisis Response: Commissioner Thomas reported that the committee met at Brainard Field. The committee is working with the school superintendents to form Pre and After School programs for children, and to be sure that all schools disaster plans function in conjunction with the plans for the Town. The Media Campaign is currently running and has ads specific to children as well as adults.
- G. Mutual Aid Legislative Subcommittee – Chief Mike Maglione handed out draft mutual aid legislation for review.

Committee reports unanimously accepted by the group.

## VI. UPDATES

- A. Grant Program – presented by Libby Graham of the Grants Unit. A site visit was conducted by Rob Kevan of DHS to assess how well the State is accomplishing the goals stated in the strategic plan. The visit went well.

### **FY03**

The 2.7 million dollar grant from Department of Public Safety was received and projects are being implemented, to include the Mark 1 kit program.

### **FY04 (ends 11/06)**

At this point 93% of the money has been obligated or spent. DEMHS is working with Towns to meet the September 1 deadline. Any funds not planned for or obligated will be re-allocated to other projects. Last minute MOU's are still being received from the Towns.

### **FY05 (ends 3/07)**

Currently 82% of the funding has been spent or obligated.

### **FY06**

Meetings took place at the end of July to brief the Towns on the planning process and administrative choices for FY06 funding. This will be the last year of municipal allocations as we move to a regional allocation process for FY07. August 15 is the deadline for all forms.

**Port Security Update** – On July 21 a technical briefing was held for all eligible applicants. Approximately 30 parties attended. Notification of grant award should be September 30. Captain Boynton advised that since the Federal Government was so late in starting the process this year, we should begin planning for next years grant now, so the bulk of work can be done ahead of time.

**BZPP Update** – The application was sent in last week. Five sites in Connecticut are eligible for BZPP funding.

- B. CTIC – per Commissioner Thomas an active policy board is in place and MOU's are being reviewed for all participants. The next policy board meeting will be held in September. HSIN still has some issues that are being worked out.
- C. Urban Search & Rescue – Commissioner Thomas reported in Master Sergeant Alvey's absence. The hope is that some of the USAR needs will be addressed and be part of the bond commission this month.

## VII. OLD BUSINESS

- A. Other – Bill Austin advised that some of the decontamination trailer and prime movers were still not delivered to their locations. Requested that a determination be made as to whether this equipment was given or loaned to the Towns and that rules regarding maintenance, training, etc. be put in place. He felt that vehicles that were not being maintained or used should be redeployed to other locations.

## **VIII. NEW BUSINESS**

- A. Attorney General Ruling, dated July 20, 2006 – *Community Emergency Response Team (CERT) Volunteers*. Brenda Bergeron spoke regarding the ruling which states that members of organizations such as the CERT Teams, will be recognized as Civil Support Units and be covered under Title 28 in certain circumstances. The ruling gives a sense of policy and procedure and a policy needs to be written along with a record of training.
- B. Homeland Security – With the arrest today of 21 persons in London, England, all flights to the United States from the United Kingdom are at a “red” security level. Conference calls and briefing were held this morning. No liquids or gels will be allowed in carry on luggage and extra state troopers have been sent to Bradley Airport. Discussion on this issue ensued.
- C. Bill Austin requested clarification regarding Director Kerry Flaherty and his position in the agency. Commissioner Thomas advised that the position was being changed from an appointed position to a classified position. To accomplish this change, an exam announcement was posted by DAS.

## **IX. MEETING ADJOURNMENT**

Motion to adjourn by Len Guercia; second by Gary Stango; Unanimous. Meeting adjourned at 1008 hours by Commissioner Thomas.

## **XI. NEXT MEETING** – September 14, 2006, at 9am, at Camp Rell, Niantic, CT.