

# DEPARTMENT OF EMERGENCY MANAGEMENT AND HOMELAND SECURITY

## COORDINATING COUNCIL MEETING MINUTES

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

December 13, 2007

**ATTENDEES:** Cheryl Assis, CRCOG; Bill Austin, CREPC; Tim Baldwin, Southbury; Brenda Bergeron, DEMHS; Peter Boynton, TSA; Kristin Dean, CRCOG; Scott Devico, DEMHS; Tom Donlon, CTNG; Tom Gavaghan, DEMHS; Doug Glowacki, DEMHS; Libby Graham, DEMHS; Len Guercia, DPH; Phil Halibozek, DPS; Betsy Hard, Bloomfield; Gordon Harris, DEMHS; Bill Higgins, CFPC; Melanie Kerr, DEMHS; Tim Kradas, DPS; Bob Labanara, CCM; Katherine McCormack, Hartford; Phil Moberg, DOT; Jeff Morrissette, CFPC; Ed Murray, DEMHS; Jim O'Leary, COST; Bill Palomba, DPUC; Doug Pesce, DHS; George Pohorilak, DPS; Joseph Portereiko, HH; Tom Romano, DEMHS; Daniel Ronan, USCG; Rob Russ, DPS; Gary Ruggiero, DEMHS; Wayne Sandford, DEMHS; Vito Savino, USAR; Terry Schmure, OPM; Steve Scorzaato, CTNG; Deborah Smith, Yale; Mike Spera, Old Saybrook; Gary Stango, Hartford 911; Dan Stebbins, USAO; James Thomas, DEMHS; Lee Toffey, DEMHS; Michael Varney, DOIT; Steve Walsh, POSTC; and Ed Wilds, DEP.

### I. WELCOME AND PLEDGE OF ALLEGIANCE

A. Meeting called to order by Commissioner Thomas at 0903 hours, and Pledge of Allegiance.

### II. PUBLIC COMMENTS

A. None

### III. ACCEPTANCE OF MINUTES

A. Motion made to accept the minutes of the November meeting by Bill Palomba; second by Michael Varney; approved with one abstention by Mike Spera.

### IV. COMMUNICATION RECEIVED

A. Letter from N.E. Radio Planning Committee

### V. SUBCOMMITTEE REPORTS

- A. Interoperability Committee – Handout by Michael Varney. See attached.
- B. Citizen Corps Advisory Council – Report by Bill Austin. The 2<sup>nd</sup> Annual Conference was held with over 240 people participating. Trained personnel has exceeded the 2200 mark. Attached please see the Annual Report. Next meeting will be held on December 20<sup>th</sup> at the West Hartford Town Hall. Some discussion ensued on Citizen Corps program and successes.
- C. Credentialing Committee – Mike Spera advised that Don Moore of Bloomfield will be taking over as chair of the Credentialing Sub-committee.
- D. Training/NIMS Committee – Jeff Morrissette reported that Dave Brown of DEMHS will be attending the upcoming workshop and that the Interoperable Communications Committee has approved the policy statement and it will go to the Commissioner's for review. Next meeting will be January 29, 2008.
- E. Incident Management Teams – Tim Baldwin reported that the committee has begun the task of promoting the IMT concept to the Emergency Managers at the DEMHS Emergency Manager meetings last month. The response has been good. The committee would like to thank Deputy Commissioner Sandford for filling in at some of these meetings for the committee. Plan development: At this time they have developed guidance for the regional teams and their minimum administrative organization. The composition includes a administrator, deputy administrator, secretary, training officer, and a duty officer. The plan will require that three different disciplines have representation on this administrative board.

The activation plan for the IMT was discussed in great depth, and will be finalized shortly. The next meeting will be focused on the recruitment piece of the plan development, and those who have expressed an interest in the formation of the regional IMT's have been invited to attend. Next meeting will be held Wednesday, December 19<sup>th</sup>, 13:00 hours at Brainard.

- F. Child Safety & Crisis Response: Wayne Sandford reported that the Pre-school Program document is ready to go to print. It will be in English on one side and Spanish on the other. The group will be looking at starting a preparedness program in the schools, focusing on 4<sup>th</sup> graders, to tentatively begin next September. Branford school system has volunteered to be a case study. The program, in conjunction with FEMA and possibly used as a model program, will have both classroom and online material. The cost will be approximately \$250,000 per year for the entire state.
- G. Regional Collaboration Committee – Libby Graham reported that the regional collaboration subcommittee reviewed its original charge at its last meeting in November. The subcommittee determined that although it had fulfilled its original charge to inform the development and implementation of the regional initiative, there was still a need for the subcommittee to exist. Members agreed that its future work will focus on facilitating best practices across DEMHS regions and information sharing, particularly as it relates to Resource Management. At the recommendation of the regional collaboration subcommittee, a regional workshop is now being planned for early February to share funding information and best practices across all regions.
- H. Medical Reserve Corps – In Mary Duley's absence, Len Guercia advised that there are Standard Operating Procedures and Guideline in place. The next meeting will be January 25, 2008.

Motion to accept committee reports was made by Bill Austin, second by Betsy Hard, unanimously approved.

## VI. UPDATES

- A. Grant Program – Libby Graham turned over this portion to Doug Glowacki who did a review of the draft State Preparedness Report that is tentatively due on January 4<sup>th</sup> with a possible extension. All future comments should be sent to Doug via email ASAP ([douglas.glowacki@po.state.ct.us](mailto:douglas.glowacki@po.state.ct.us)). Motion made to approve the draft by Jim O'Leary, second by Ed Wilds, approved unanimously.
- B. CTIC – Commissioner Thomas advised that the next policy board meeting will take place on January 11, 2008, in room 410 at the State Capitol. Some promotions and retirements have left a few spots that need to be filled. Dan Stebbins reported that he represented the District at a conference that included reports on the states' Fusion Centers. He reported that Connecticut is second to none in the cooperation shown between agencies and the only state to have all law enforcement entities in the state on board. CT is also at the forefront in producing a single, joint report on a weekly basis for its constituents. Best practices suggested at the conference include: 1) Links System – data exchange software for data mining; 2) Regional Data exchange; and 3) a National Index System.
- C. Urban Search & Rescue – Reported on by Sgt. Vito Savino. See attached.
- D. Legislation – Scott Devico advised that the legislative package is moving through the approval process and he expects news on it after the first of the year.
- E. Other – none.

## VII. OLD BUSINESS

- A. Annual Coordinating Council Report – Melanie Kerr thanked the sub-committee chairs for all their hard work in compiling the information for this report. She advised that she would like to add more information on the REDI School security program on page 4, and asked for help

from Tom Gavaghan. Motion to accept the report by Jim O’Leary, second by Bill Austin. Discussion centered on training numbers in the report. Betsy Hard advised that the numbers do not represent the amount of training that actually took place. Outcome of discussion was the suggestion that the numbers be combined; and reference be made to the State Preparedness Report. Motion passed unanimously to accept the report while allowing DEMHS staff to make changes as necessary.

## **VIII. NEW BUSINESS**

- A. Regional Planning Teams – Libby Graham reported that all regions are now governed by bylaws and have established leadership for their respective REPT or REPT steering committee. Ms. Graham reported that the regional collaboration subcommittee, as part of it’s oversight and monitoring function of the statewide regional collaboration initiative, will regularly report REPT accomplishments to the council.
- B. Regional EMD meetings – Wayne Sandford advised that the Regional Meetings for Emergency Management Director’s have been held and approximately 135 of the 169 EMD’s attended. Items discussed included: 1) Supplemental allotment from the EMPG funds to allow for the purchase of two computers and internet access for two of the towns. This will allow all towns to be part of the WebEOC system that will be instituted through out the state. Len Guercia asked if DPH could possibly be part of the system. Michael Varney advised that the purchase was for an enterprise license that will allow as many users as we wish onto the system.
- C. Deputy Commissioner Sandford introduced the four new Regional Trainers: Region 1 – Ed Murray, Region 3 – Gordon Harris, Region 4 – Gary Ruggiero, and Region 5 – Tom Romano. Final interview for the Region 2 trainer will be next week.
- D. Deputy Commissioner Sandford advised that the Region 5 office will be moving to a building at Southbury training school, which will increase the office space available and will be shared by the EMS Council.
- E. Len Guercia advised that as of now only five applications have been received for the Mark 1 kits. Please pass along the information that the kits are ready for distribution and applications are available.
- F. Mike Spera asked if a candidate had been chosen as of yet for the vacant Regional Coordinator position in Region 2. Wayne Sandford advised that the application has closed and that DAS is in the process of grading the 40 applications that were submitted. DAS is promising a quick turnaround.

## **IX. INFORMATIONAL ITEMS**

- A. SCCOG REM Plan training Exercise – December 14
- B. DHS Regions 1/2 pandemic Influenza Workshop – January 11-12, 2008
- C. Millstone Exercise Rehearsal – February 13, 2008
- D. Millstone Federally Evaluated Exercise – March 18, 2008
- E. Millstone Public Meeting Conducted by FEMA and NRC – March 21, 2008
- F. Naval Post Graduate School TXX – April 10, 2008
- G. CCM/DEMHS Conference – May 15, 2008

## **X. MEETING ADJOURNMENT**

Motion made to adjourn by Gary Stango; second by Peter Boynton; Unanimous. Meeting adjourned at 1015 hours by Deputy Commissioner Sandford.

## **XI. NEXT MEETING – January 10, 2008 at 9 am, at the Chief State’s Attorney’s Office, Rocky Hill.**

TO: James Thomas, Commissioner DEMHS  
FROM: Michael D. Varney, DOIT  
RE: State of Connecticut, Interoperability Working Group Activities  
DATE: December, 2007

---

Significant Points of update:

**Public Safety Interoperability Executive Communications Committee:**

- Held monthly meeting November 27<sup>th</sup> at DOT Research lab in Rocky Hill. Regular business was conducted as well as presentations regarding PSIC program, and a program given by FEMA Region 1 explaining their communication capabilities and assets. Additional detail available at [www.ct.gov/demhs](http://www.ct.gov/demhs) - communications.
- Public Safety Interoperable Communications (PSIC) Grant Program:
  - Documents were submitted to DHS December 3<sup>rd</sup> to meet the Federal requirements. Significant activity and time was put in to complete this phase of the project.
  - Progress update presentations made to several groups during last month.
  - State Communications Interoperable Plan (SCIP) workshops were held to update preliminary document and prepare for submittal.
  - Investment Justification teams held several meetings and final Justification Documents were completed.
  - Several meetings of the PSIC Steering Group were held regarding the project PSIC Steering group will continue to meet monthly.
- State Tactical On Scene Communications System (STOCS) equipment has been received and is being tested by sub-committee. Grant notices will be sent out this month for agencies to apply for units.
- Prime Mover radio licensing to be completed this month
- NIMS plain Language document approved by committee with changes and submitted to Training/NIMS committee for action
- Appointed new 700MHz planning subcommittee to develop more detailed plan for non-state agencies to provide for better coordination and use of newly available spectrum. New England (Region 19) plan is being updated and finalized and a state agency working group is also started to meet for 700MHz planning purposes.
- Next Regular meeting is scheduled for December 18<sup>th</sup> 1PM at DOT Research lab in Rocky Hill.

**Department of Emergency Management and Homeland Security (DEMHS)  
Connecticut Citizen Corps Council**

**Annual Report**

**For Period of December 1, 2006 to November 30, 2007**

During the period of this report the Connecticut Citizen Corps Council is happy to report the following progress and achievements in the State's efforts to enhance the capability of citizen preparedness and emergency response.

**Governance**

- Representatives of the 11 regional councils and 7 local councils in addition to any other interested agencies or individuals make up the Connecticut Citizen Corps Council.
- Established program funding guidelines and grant guidance for Category A, B, and C Citizen Corps programs.
- Modified the 2006-2007 Strategy Memorandum Document for the period of October 1, 2007 to September 30, 2008, containing vision, mission, and objectives, accompanied with budget program for \$278,563.
- Established the Medical Reserve Corps program and funding under the guidance of the Connecticut Department of Public Health.
- Adopted new By-Laws for the Connecticut Citizen Corps Advisory Committee on June 21, 2007.
- The Council funded 23 Category A grants, totaling \$32,715; 14 Category B grants, totaling \$11,258; and 7 Category C grants, totaling \$17,500, for a total of \$61,473.00.
- The Connecticut Citizen Corps Program was reviewed by Department of Homeland Security on May 10, 2007 and was evaluated as fully compliant with federal regulations.

**Training Activities**

- Trained 855 persons in the basic CERT training program, increasing the trained cadre of volunteers by 60%.
- All four Connecticut State Militia Companies are now trained for Medical Reserve Corps and Animal Protection support.
- The state CERT instructor course was conducted in March, May and September 2007.
- The campus CERT train-the-trainer program was conducted at the University of Connecticut from August 14-16, 2007 by instructors from Michigan State University.
- Council representatives attended the 2007 National Conference on Community Preparedness in Washington, D.C. and the Annual National Emergency Preparedness Conference in Sacramento, California.

**Deployments and Exercises**

- A CERT field day exercise was conducted at Ocean Beach Park in New London on May 19, 2007.
- The Capitol Region Emergency Planning Committee (CREPC) conducted a regional shelter exercise in West Hartford on May 26-27, 2007, involving over 60 CERT volunteers from across the state.
- The Enfield CERT and Manchester Canine CERT teams were activated for a May 21, 2007 missing person search.
- The Central Naugatuck Valley Emergency Planning Committee and Northwest Public Safety Task Force conducted a search and rescue exercise on June 2, 2007.

**Department of Emergency Management and Homeland Security (DEMHS)  
Connecticut Citizen Corps Council**

- Manchester conducted a field exercise on June 24-25, 2007 involving the Ham radio operators and the Canine Search and Rescue Team (CERT).
- The East Lyme CERT team participated in an American Legion/CERT activity on July 2, 2007.
- The Manchester Canine CERT team was activated for a search and rescue mission on August 8, 2007 on Case Mountain for a missing teenager.
- Medical Reserve Corps and 1<sup>st</sup> Company Governors Foot Guard activation for National Guard Exercise at Camp Rell on August 9, 2007.

**Special Events**

- 3rd Annual CERT Weekend Program at the Connecticut Fire Academy on September 8-9, 2006, with approximately 150 attendees.
- 2nd Annual Connecticut Citizen Corps Council Conference, November 20, 2007, at Mohegan Sun Conference Center. Official presentations were made by Commissioner James Thomas, DEMHS, Brook Bierman, Director of Community Preparedness, U. S. Department of Homeland Security. The keynote speech was given by Christopher LaPlaca, Senior Vice-President, Communications, ESPN and Gerard Arrotti, Senior Director of Safety and Health, ESPN. The conference had over 200 attendees from all emergency disciplines.
- Volunteer training activities involving Special Needs Citizens have continued for first responders and CERT team members.
- Several special events were conducted throughout the State in support of the September National Preparedness Month and the Ready Campaign.
- The Statewide Council participated in the Connecticut Statewide Emergency Management Conference on May 1, 2007.

**Medical Reserve Corps**

- Established seven additional Medical Reserve Corps Units in Connecticut for a total of thirteen (13) Units.

**Neighborhood Watch/America on Watch Program**

- The oldest of the Citizen Corps Programs, Neighborhood Watch is actively carried out through law enforcement agencies in about one-third of the municipalities in the State. Approximately 1,200 citizens participate in this program.

**Volunteers in Police Service (VIPS)**

- This program offers the opportunity for individual citizens to volunteer in support of their local law enforcement agencies throughout the State. Approximately 300 citizens participate in this program statewide.

**Fire Corps**

- The Fire Corps is the newest program established under the Citizens Corps concept, having been formalized in 2004.
- Five Fire Corps Units have been established in the State with a total of approximately 200 members.

**Community Emergency Response Teams (CERT)**

- Large Animal Rescue training was established and is supported by a Capitol Region CERT team, the 1<sup>st</sup> Company Governor's Horse Guard, Connecticut State Militia.
- A CERT team was established at YWCA in Naugatuck, CT.

**Department of Emergency Management and Homeland Security (DEMHS)  
Connecticut Citizen Corps Council**

- As of November 30, 2007, sixty-seven (67) CERT teams have been trained for a total of 2,200 volunteers. This represents an increase of 60% over the past year in trained volunteers. In addition, 835 persons are awaiting a training class.
- A new initiative in the Capitol Region involves the formation of Shelter CERT Teams to support faith-based organizations. This program began with 5 churches and has expanded to 7 in the past year.

**Corporate Support and Partnerships**

- Major players in corporate support area include ESPN Sports Network of Bristol and Mohegan Sun Casino in Uncasville, Connecticut.
- The 25<sup>th</sup> CASD – Connecticut United States National Defense Force Support Command and its representative Major Daniel C. Thurston, the Operations and Training Officer, are active participants in the Citizen Corps Council.
- The Council receives tremendous support from the American Legion and its representatives are active members of the Citizen Corps Council.
- Special mention is given to the Connecticut National Guard and to the Adjutant General, MG Thaddeus J. Martin, for the support and use of the Connecticut State Militia in local and regional emergencies.

These highlights represent a successful year on the part of the Connecticut Citizen Corps Council. A special thanks to all members of the council whose synergy is obvious and whose hard work and leadership ensure the continued success of the program.

William H. Austin  
Chairperson  
Connecticut Citizen Corps Council

Department of Emergency Management  
and Homeland Security  
NIMS/Training Committee  
Report from National NIMS Workshop  
October 22-25, 2007

The National NIMS Point of Contact Workshop was held in Anniston, Alabama on October 22-25, 2007. There were 72 representatives from 44 states that were in attendance.

The conference consisted of multiple 1-2 hour presentations on multiple topics. The sessions were as follows:

**Revised NIMS Document:**

The Revised document is scheduled to be released in conjunction with the National Response Framework. The NRF is scheduled to be complete in mid-December 2007. Highlights are a structural change to align with ICS, include all level of government including public and private sector, clarify roles and responsibilities within the NIMS framework, add information linking HSPD-7, 8 and other preparedness efforts, define the role of CEO's, NGO's and private sector, COOP and COG plans, Mutual Aid and assistance agreements, Resource management, credentialing and AHIMT's.

**08 Data Reporting Results:**

The NIMSCAST data as of October 17, 2007 was reported to the group. It included 38 states and territories, 203 State Departments and Agencies and 5942 Local Jurisdictions.

A rather lengthy and sometimes heated discussion ensued and it was determined that the validity of the numbers were true but was not an accurate reflection as to the actual numbers within the states.

We discussed that NIMSCAST is not required by the Incident Management System Division (IMSD) *BUT* is required by FEMA/DHS grants management for FY 08 compliance. NIMSCAST webinars are available for local and state stakeholders through the IMSD.

**Case Study: AHIMT New York and New Jersey:**

A case study of the NY/NJ AHIMT was delivered by Bill Campbell from SEMO. It was pointed out that AHIMT's will be a requirement under the new NIMS document. The presentation was generic and seemed to be on track to our state proposal.

**FY 08 NIMS State/Local Compliance Activities:**

There will be 45 compliance activities reflecting changes to the program. There will be tier 1 (critical) and tier 2 (will become critical) in next two years.

New Tier 1 includes formal adoption of NIMS, single point of contact, usage of access control measures, statewide credentialing system.

New Tier 2 include FY 08 compliance program, multi-agency coordination system, Institute PIO/JIC during incidents/training,

**NIMSCAST Reporting:**

Near term enhancements will be to include a corrective action plan, email results to NIMS coordinators, report all information and increase general usability. Long term enhancements will incorporate the FY 2008 metrics, improving the reporting features, metrics capture, public information/mitigation updates and infrastructure specific modules.

**NIMS 5 Year Training Plan:**

The 5 year training plan was discussed and we developed a list of Red and White card items that were of significant importance to the group. This list (see attached) was to be brought back to ISMD and worked into the plan. To date, there has been no official response from ISMD but progress is being made.

**ICS Position Specific Training**

There will be one set of nationwide training materials. The focus on All-Hazards for the training and to be delivered by multiple discipline instructors based on core competencies and objectives. The task book will be incorporated into this program and will serve as the base for the Type III IMT's.

All of these trainers will be picked throughout the FEMA regions and be trained via a webinar. This cadre of instructors will be used to do the direct delivery of the program to the states. Currently, there is no funding at the federal level but DHS state funds can be used.

**Command and Management:**

The Basic Guidance for Public Information Officers was reviewed. This document describes the role of the PIO, JIS, and JIC within the NIMS structure. The training requirements (ICS 100, 200, 300, IS 700) are outlined for PIO's and the also list training recommendations (Public Info System IS-702, Basic PIO G-290, Advanced PIO E-388 and NRP/NRF IS-800a). NIMS Public Information Guide was provided and will be distributed once out of draft form.

**TIAS 2.0 Training Information Access System:**

This is the DHS/EMI training database that will be introduced in the 1<sup>st</sup> quarter of 2008. Connecticut has been chosen a 1 of 5 beta sites for TIAS. We will be able to access all federal training taken by persons from CT since 1980, create training plans, and monitor training progress and a host of other goodies. This will be a great resource to monitor and track training.

**Intelligence and Investigative Function:**

The NIMS document is being revised to create an intelligence and investigate function. Where this will fall into the ICS structure will be driven by jurisdiction and the sensitivity of the incident. It can fall under planning, operations, its own operational section or in the general staff. Final guidance for this function is due in spring 2008.

**NIMS Resource Typing and Credentialing:**

Resource typing using IRIS will be a major push of FY 2008. Credentialing has been mandated by Congress to be completed in approximately 14 months. A national

credentialing working group will meet in December 07 and will have a Connecticut representative. More to follow as it becomes available.



STATE OF CONNECTICUT  
DEPARTMENT OF EMERGENCY MANAGEMENT AND HOMELAND SECURITY



CT URBAN SEARCH & RESCUE (CT-TF1)

**November Training:**

- Rescue and Medical Components: Trench Rescue Technician held at the Operating Engineers, Local 478 Training Facility, Meriden, CT. Training conducted by the CT Fire Academy.
- Search and Planning: GPS and Tech Search training at the CT-USAR training pile in Windsor Locks.
- Haz Mat: NFPA 472 refresher
- Logistics: Equipment familiarization and support of component training operations.
- November Admin Drill included Rigging and Lifting at Operating Engineers Local 478 training facility in Meriden, Connecticut.

**December Component Drill:**

- Rescue Component-Trench Rescue Technician
- All other components-Trench Rescue Awareness. Training conducted by the CT Fire Academy.
- Training conducted at the Operating Engineers Local 478 training facility in Meriden, CT.

**FEMA Equivalent USAR Training:**

- CT Fire Academy hosted a FEMA Equivalent Search Canine Course November 11<sup>th</sup> to the 17<sup>th</sup>, 2007. The course was opened to all regional, state and federal US&R Teams. CT-TF1 sent 6 members to participate. NJ-TF will be sending 2 individuals. A total of 21 individuals attended the course. Eight States were represented (Ct, Ma, Il, SC, RI, MI, WS, VA).
- CT-TF1 personnel attended the annual State Urban Search and Rescue Conference in Ocala, FL November 11<sup>th</sup> thru the 14<sup>th</sup>. Thirty States were represented including Puerto Rico.
- One CT-TF1 member attended a FEMA Equivalent Riggers course in Ocala, FL from November 14<sup>th</sup> thru the 16<sup>th</sup>.

**Pub Ed Events:**

- CT Hospital Association US&R presentation, November 07, 2007 was a success.
- As a result of the CHA presentation in November, three more hospitals want a presentation (Norwalk Hospital, Waterbury Hospital, Backus Hospital).

**Equipment:**

- Three Roll-Off vehicles are registered were picked up in New Jersey on November 6, 2007. They are now being used.
- The three roll off containers for the aforementioned trucks have arrived and are being loaded and will be ready to roll out the door by January 1<sup>st</sup> 2008.
- The Mezzanine at Brainard Airport (110' X 24") is well in the works and I expect completed detail drawing to be completed and approved by the first of the year. The mezzanine is still looking at a competed by the end of January.
- The Marcus Radio System was tested by the Team to be used Statewide for our vehicles when deployed. The results looked good and we are moving ahead with the assistance of Tom Walsh.

**Future Items:**

- The following budgeted positions on the Task Force are still vacant which is currently being worked on by Administration:
  - 1-Assistant Administrative Coordinator (full time)
  - 1-Task Force Leader (part time)
  - 1-Rescue Manager (part time)
  - 1-Assistant Training Coordinator (part time)
  - 1-Logistic Technician-(part time)

An Email requesting resumes from Team members seeking a position as a Task Force Leader are being accepted through the end of the year. An interview process will take place after the first of the year.

As of November 23, 2007, Task Force Leader Robert Ross has just been selected as the Director of the Division of Fire Emergency and Building Services with the Department of Public Safety. Robert Ross Has resigned from the Team. We wished him well.