

**DEPARTMENT OF EMERGENCY MANAGEMENT AND HOMELAND SECURITY
COORDINATING COUNCIL MEETING MINUTES**

Chief State's Attorney's Office, Rocky Hill
February 14, 2008

ATTENDEES: Cheryl Assis, CRCOG; Bill Austin, CREPC; Tim Baldwin, Southbury; Peter Boynton, TSA; David Brown, DEMHS; Sandra Brown, Hartford Hospital; Carmine Centrella, CRCOG; Ray Crowley, DEMHS; Wayne Dailey, DMHAS; Douglas Dortenzio, Wallingford; Mary Duley, DPH; Robert Eddy, DEMHS/DPS; Marion Evans, BHD; Tom Gavaghan, DEMHS; Libby Graham, DEMHS; Scot Graham, USCG; Len Guercia, DPH; Bill Hackett, DEMHS; Betsy Hard, Bloomfield; Gordon Harris, DEMHS; Albert Hoffman, USCG; Don Janelle, Manchester; Ed Knapp, TSA; Virginia Mason, COGCNV; Simone Maxwell, DEP; Katherine McCormack, Hartford; Jim O'Leary, COST; Doug Pesce, DHS; Roy Piper, DEMHS; George Pohorilak, DPS; Tom Romano, DEMHS; Daniel Ronan, USCG; Rob Ross, DPS; Mike Sanders, DOT; Wayne Sandford, DEMHS; Vito Savino, USAR; Tony Schirillo, DPS; Terry Schnure, OPM; John Shaw, MMRS; Gary Stango, Hartford 911; Dan Stebbins, USAO; James Thomas, DEMHS; Michael Varney, DOIT; Steve Walsh, POSTC; Roy Walton, CTNG; Daniel Warzoha, Greenwich; 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. Len Guercia advised of three documents currently posted on the DPH website: *The Forward Movement of Patients Plan*; *The Burn Patient Management Plan*; and *The EMS Mobilization Plan*. They will remain there until April 18, 2008 to allow for comments.

III. ACCEPTANCE OF MINUTES

A motion made to accept the minutes of the January 10, 2008 meeting by Gary Stango; seconded by Bill Austin; approved with one abstention by Ed Wilds.

IV. COMMUNICATION RECEIVED

A. Letter from M. Jodi Rell – Duties of the Emergency Management and homeland Security Coordinating Council.

V. SUBCOMMITTEE REPORTS

- A. Interoperability Committee – Next meeting will be on 2/19/08. At the last meeting there was a presentation and demonstration of the new Region 1 Communications Vehicle. Several items are being worked on: 1) 700 MHz planning is being worked on and will be rolled into the state's PSIC planning; 2) the STOC's boxes are labeled, inventoried and tested. Letters from Commissioner Thomas will go out to CEO's later this month for approximately 50 locations that have been pre-selected regionally; 3) a technical assistance request has been okayed to help finish PSIC planning for the remaining four Regions; 4) the review process for the Interoperability Grant is being done this week. We should know by the end of the month how we did; 5) Scheduling ICTAP presentation and training on CASM online inventory tool.
- B. Citizen Corps Advisory Council – Report by Bill Austin. Handout presented to each attendee. The Advisory committee met and approved 23 grants in January. The American Legion has agreed to

sponsor a Neighbor to Neighbor program in the state. The next meeting will be held on 2/21/08 at the West Hartford Town Hall. Commissioner Thomas thanked the CERT Teams for their rapid response during the last storm. Deputy Commissioner Sandford advised that a table had been set aside for CERT at the upcoming CCM/DEMHS/DPH Conference. The question was asked regarding the status of the background checks for CERT members. CSP has advised that they do not do backgrounds on private citizens without charging a fee. Commissioner Thomas stated that all records can be obtained free of charge on the Judicial website at www.jud2.ct.gov/crdockets/searchBydefDisp.aspx

- C. Credentialing Committee – Chief Betsy Hard advised that the next meeting will be held on 2/19/08 where Mary Duley of DPH will speak on their credentialing system.
- D. Training/NIMS Committee – Deputy Commissioner Sandford advised that with the regional trainers hired by DEMHS, NIMS training will be handled in-house and no longer through the Fire Academy. The new ICS-800 course is based on the National Framework and can be accessed online. The future emphasis will be to encourage people to take the basic NIMS courses online and to use the available training funds to start bringing in the higher level 300 and 400 courses to the state.
- E. Incident Management Teams – Tim Baldwin reported that the committee met on 1-17-08. The following items were reviewed: 1) A Draft IMT team development implementation manual was presented, and reviewed. The manual was sent back for editing, and a second review will be performed at the next committee meeting; 2) A letter to Commissioner Thomas and Deputy Commissioner Sandford was drafted to request a meeting to discuss the funding of IMT's; 3) DEP presented information from a recent deployment to Georgia, and the wildfires that they assisted with; Subcommittees were formed to address the three pressing issues to date:
- o Equipment/Budget- this subcommittee will address the equipment needs to establish the financial needs of the IMT's
 - o Training- This committee will work be addressing the timetables, and evaluate the training issues that are in front of us
 - o Typing- This committee will be reviewing the points raised recently regarding the team typing designations
- and 5) The February meeting will be postponed to allow the subcommittee's time to develop their reports back to the committee. The next meeting will be March, 20th, at Brainard.
- F. Child Safety & Crisis Response: Deputy Commissioner Sandford advised that the committee met a few weeks ago and approved the final copy of the preparedness guide that will be distributed to the Pre-Schools and Day Care Centers around the state. It is five pages and is English on one side and Spanish on the other. The group will take part in a SWOT analysis and strategic planning session at the end of March to determine future direction.
- G. Regional Collaboration Committee – Libby Graham reported that the Regional Financial Resource Seminar at Rentschler field was well attended and in addition to sharing financial information the RESF's shared best practices across regions. The Regional Initiative of resource typing training and governance is complete with all regions trained and leadership established (chair and co-chair of REPT). All RETP's must complete a SWOT analysis for all RESF's. This is fundamental to the development of a regional spending plan (budget), which is due June 2, 2008 to DEMHS. The next meeting will be held on 3/11/08 at 9am at Sigourney Street.
- H. Medical Reserve Corps – Mary Duley reported that: 1) copies of the SOP's and Algorithms will be sent to the local health departments; 2) DPH/DEMHS grant applications are out to all unit leaders; 3) the 2008 National Conference will be in Portland with regional meetings to take place after that. Mary Duley advised that she will be giving 2 presentations on 3/28/08 to the CT Hospital Association.

Motion to accept committee reports was made by Doug Dortenzio, seconded by Ed Wilds, unanimously approved.

VI. UPDATES

- A. Grant Program – Libby Graham reported that: 1) the animal sheltering template is on the web for municipal use; 2) the state and DEMHS strategies are being looked at in anticipation of the FY08 HLS grant; 3) the review of the school security grants is complete and the grant packages will be out this week; 4) the state preparedness report is being edited. It is due March 31st; 5) see the handout for the FY08 grant programs. There are 2 new UASI regions – Hartford and Bridgeport, EMPG, grants for Non-profit organizations in the UASI regions, Transit security (Tri-state), and Port Security. Emphasis will again be on regionalization. MMRS and CCP grant are continuing with no significant changes.
- B. CTIC – Commissioner Thomas advised that CTIC is fully staffed. The ILO Conference was very successful and the hope is to hold another one before the end of the year. The 800 TIPS number is working, Suspicious Activity reports are being received, and Information Bulletins go out weekly at the least. Quinn Sullivan, an analyst with DHS, generates a regular bulletin that may be able to be shared outside law enforcement and this is being looked into. There will be a Fusion Center meeting on 3/17/08 that the Commissioner will be attending. TSA has completed interviews for an analyst that will be the next member of CTIC. Dan Stebbins, US Attorney's Office, advised that a \$20,000 grant was approved for a database and that \$1.5 million in grant funds for training will be available Nationwide.
- C. Urban Search & Rescue – Reported on by Sgt. Vito Savino. See attached full report.
- D. Legislation – Commissioner Thomas advised that per the Governor's address, funding has been put in place for an emergency notification system to be used by all PSAP's in the state. Legislation will be needed to release the database information for system use. Governor Rell has fully endorsed the system.
- E. Other – None

VII. OLD BUSINESS

- A. None

VIII. NEW BUSINESS

- A. Deputy Commissioner Sandford advised that a first Private Sector Meeting was held in January at The Hartford. Approximately 45 persons attended this kick off meeting and the idea of collaboration between the State and the private sector was well received. Items discussed included: 1) Information sharing through HSIN; 2) Notification during a storm, event and/or EOC opening; 3) concerns about COOP planning for smaller businesses. A subcommittee will meet in early March to discuss direction, with a second full group meeting in April.
- B. Commissioner Thomas asked if the group wanted to continue to meet monthly or to suspend months when everyone was extremely busy such as March (legislative session, Grant applications due, etc) or July/August (vacations). The general consensus was to continue to meet at present but consider suspending meetings in the summer months.
- C. Peter Boynton spoke regarding the VIPER program in CT which was part of a two day exercise held at Bradley International and included CSP, Canine Units, TSA and others. Short Notice Random Visible Presence Teams have an effect on crime and the group will continue to exercise the VIPER program at the ferry terminals and other transportation nodes.
- D. Bill Austin advised that there will be a presentation on Bio-diesel fuel at the next CREPC meeting to be held on 2/21/08 at the South Congregational Church at Buckingham and Main, at 9:30 am.

John Larson will then speak at 10:20 am on federal issues. Broadwater is slated to be a guest at the meeting in June.

- E. Wayne Dailey of DMHAS spoke on a Terrorism & Disaster Exercise at CCSU and the plan to build out that response capability.
- F. Ed Wilds spoke of DEP participating in a Radiation Detection Exercise, which is looking for multi-state involvement.

IX. INFORMATIONAL ITEMS

Commissioner Thomas presented the following items:

- A. Governor's Exercise – VTC Room EOC – March 5
- B. Private Sector Exercise – SCSU – March 17-18
- C. Millstone Federally Evaluated Exercise – March 18
- D. Millstone Public Meeting – March 24
- E. Naval Posy Graduate School Exercise – Camp Rell – April 10 (FullDay)
- F. CCM/DEMHS/DPH Conference – May 15

X. MEETING ADJOURNMENT

Motion made to adjourn by Doug Dortenzio; seconded by Al Hoffman; Unanimous. Meeting adjourned at 1015 hours by Commissioner Thomas.

XI. NEXT MEETING – March 13, 2008 at 9 am, at the Chief State's Attorney's Office, Rocky Hill.

CT URBAN SEARCH & RESCUE (CT-TF1)

February 11, 2008

January Training:

- ❑ Hazardous Material Awareness Recertification for the entire Team.
- ❑ Logistics: Equipment relocation into new trucks and containers. 80% of all equipment has been placed onto the new trucks and we are continuing to adjust the location of equipment in the containers to accommodate the equipment.

FEMA Equivalent USAR Training:

- ❑ Hazardous Material awareness Course for the entire Team. - **January**
- ❑ OSHA – 10 Outreach Program, Blood Borne Pathogens, Fit Testing, Right To Know awareness training for all Team Members – **March**
- ❑ Rope Rescue Technician Course – **February, April, May.**

Public Events:

- ❑ Ct. Public Health and Public Safety Committee of the General Assembly hosted a Preparedness Forum at the LOB on January 28, 2008. The Urban Search and Rescue Task Force displayed Equipment.
- ❑ As a result of the CHA presentation in November, three more hospitals requested a presentation in the Spring of 2008 (Norwalk Hospital, Waterbury Hospital, Backus Hospital).
- ❑ POLAR PLUNGE - February 23, 2008, at the Madison Beach Club in Madison, Connecticut members of the US&R Team, Office of Counter Terrorism and members of the Department of Public Health will participate in setting up a tent to accommodate individuals participating in this event.

Equipment:

- ❑ PC-1's were prepared and submitted for new lights, radios and signage for the new trucks.
- ❑ The three roll off containers for the aforementioned trucks are still being loaded but ready to roll out the door. They are about 80% stocked.
- ❑ The Mezzanine at Brainard Airport (110' X 24") is well underway and has been in production for approximately three weeks. Completed signed detail drawings have been furnished. The materials for the mezzanine are being shipped here on approximately March 8, 2008 and scheduled to be erected starting March 10, 2008. Dates may vary slightly as we get closer.
- ❑ A PC-1 was submitted and a Purchase Order was issued for Team Physical through Concentra Medical Centers (ten locations throughout Connecticut). We will begin Team Physicals around March 1, 2008.

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 went out in December. We have approximately 5 Team members that have expressed an interest in the Leadership positions. Interviews for these positions will probably take place around the last week of February.

An Advisory Board Meeting was held on January 22, 2008 and at this meeting, the group formalized its governance structure, established by-laws, received a comprehensive budget and an administrative progress report was delivered on special and current projects, including personnel issues.