

DEPARTMENT OF EMERGENCY MANAGEMENT AND HOMELAND SECURITY COORDINATING COUNCIL MEETING MINUTES

Chief State's Attorney's Office, 300 Corporate Park, Rocky Hill, CT
June 11, 2009

ATTENDEES: Timothy Baldwin, Southbury; Brenda Bergeron, DEMHS; Peter Boynton, TSA; Sandra Brown, Hart. Hosp.; Mario Bruno, ARC; Pam Daniels, DEMHS; Scott Devico, DEMHS; Doug Dortenzio, Wallingford; Mary Duley, DPH; Libby Graham, DEMHS; Bill Hackett, DEMHS; Bill Halstead, DEMHS; Ed Henion, DPS; Al Hoffman, USCG; Lisa Hohl, Hart. Hosp.; Don Janelle, Manchester; Maryann Lexius, Manchester; Walter Lippincott, Military; Virginia Mason, COGCNV; Katherine McCormack, Hartford; Don Moore, Bloomfield; Jeff Morrissette, CFPC; Chris Nolan, CTIC; Jim O'Leary, COST; Bill Palomba, DPUC; Ray Philbrick, DPW; Rita Reiss, DEMHS; Ken Rigney, DEMHS; Jay Salvador, ARC; Wayne Sandford, DEMHS; Vito Savino, US&R; Terry Schnure, OPM; Michael Spera, Old Saybrook; Gary Stango, Hartford; Dan Stebbins, USAO; James Thomas, DEMHS; Lee Toffey, DEMHS; James Trainor, Meriden; Michael Varney, DOIT; and Ed Wilds, DEP.

I. WELCOME AND PLEDGE OF ALLEGIANCE

A. Meeting called to order by Commissioner Thomas at 0905 hours followed by the Pledge of Allegiance.

II. PUBLIC COMMENTS

A. None

III. ACCEPTANCE OF MINUTES

A motion was made to accept the minutes of the May 14, 2009 meeting by Gary Stango; seconded by Walter Lippincott; approved with three abstentions, Ed Wilds, Jeff Morrissette, and Bill Palomba. .

IV. COMMUNICATION RECEIVED

A. None

V. SUBCOMMITTEE REPORTS

- A. Interoperability Committee – Mike Varney advised that the next meeting has been cancelled due to the SCIP Workshop. Committee invited to attend the State Communications Interoperability Plan (SCIP) Implementation Workshop being held at Rentschler Field June 17th 0900- 1700. Contact Michael Varney. See attached update.
- B. Citizen Corps Advisory Council – No report in by Bill Austin's absence.
- C. Credentialing Committee – Don Moore reported that all projects being worked on with Dave brown have been put on hold until Dave's return from medical leave. The group is working with Laurie Scotti of The Hartford on private sector credentialing.
- D. Training/NIMS Committee – Jeff Morrissette advised that there are no pressing agenda items and the committee will need to re-organize with the departure of Deputy Commissioner Sandford.
- E. Incident Management Team – Reported on by Tim Baldwin. The manual was completed yesterday and will be emailed to the Coordinating Council for review. The bylaws will be modified to reflect changes made in the manual. The group is looking for one representative from each region to be part of the committee. See attached update. Gary Stango advised that this is a large group of diversified people and they are working to properly represent all. A discussion on representation from all disciplines ensued.
- F. Child Safety & Crisis Response: Wayne Sandford reported that the next meeting will be on July 28th. Bill Hackett will be taking over the committee with Wayne's departure.
- G. Regional Collaboration Committee – Libby Graham reported that the next meeting will be July 14th when the bylaws will be worked on and FFY09 priorities and program deliverables will be discussed.

- H. Medical Reserve Corps – Mary Duley reported that the last meeting was held on May 29th where a state update was given. The early retirement incentive may mean a shifting of people. The MRC needs more communication and coordination at the local level. DPH plans to increase funding in the regions to provide more coordination. On May 28th a meeting was held with Brenda Bergeron and Bill Hackett where SOP's were discussed and the idea is to bring them more in line with the CERT protocols. The three will continue to work on this.
- I. Transportation Security Committee – Peter Boynton advised that the last meeting was held on May 20th with two new attendees to the group from the Regional Greyhound office and the Regional office of the Federal motor Carriers. They group continues to find synergies between the modes of transportation. The next meeting will be held on August 11th and the committee will be looking to replace co-chair James Mona who took the early retirement incentive.
- J. Public Health Advisory Committee – Mary Duley advised that DPH continues to provide updates on the H1N1 Novel Virus and that they will post their updates weekly on Wednesday. The CDC is currently posting weekly updates on Friday. The WHO was meeting to look at the possibility of increasing to Level 6 in light of the widespread transmission. (It was reported that the WHO increased to Level 6 before the meeting was adjourned).
- K. Private Sector Committee – Sandra Brown reported that she and Mario Bruno met this past week with Scott Devico to coordinate and solidify objectives. They participated in the quarterly InfraGard meeting held in Shelton and will be meeting again later this month to work on bylaws and the 19 Federal Sectors to be included in the group.

Motion to accept committee reports was made by Michael Spera, seconded by Ed Wilds, unanimously approved.

VI. UPDATES

- A. Grant Program – Libby Graham reported. See attached handouts.
- B. CTIC – Chris Nolan advised that the group currently has intelligence from a number of data bases to include NESPIN. CTIC will have its own stovepipe to information in NESPIN with a stand alone information system specific to CT that the locals can access. Training will be given to 35-40 officers at the state and local level on Open Source information. Peter Boynton commended the group on the being instrumental in increasing the awareness of incidents from around the county and in getting information out to departments statewide.
- C. Urban Search & Rescue – Vito Savino advised that 100% of the equipment is in and the unit is virtually turn-key at this time. MOU's are out to the participating departments and due back by July 1st. See attached report.
- D. Legislation – Scott Devico reported all four bills were passed into law and signed by the Governor. Copies were emailed to all with the agenda before the meeting. Discussion ensued on possible timeframe for resolution to 911 Notification system.
- E. Other: None

VII. OLD BUSINESS

- A. None.

VIII. NEW BUSINESS

- A. Commissioner Thomas congratulated Chief Doug Dortenzio on being elected as president of the Police Chief's Association. He also thanked Lt. Chris Nolan and Sgt. Vito Savino for all their hard work while at DEMHS. Both have accepted the early retirement incentive.
- B. Presentation on Drought Exercise - Kate Novick, Gradient Planning; Patricia Bresnahan, Associate Director, Connecticut Institute of Water Resources; and Ed Edelson, Executive Director, and Dick Leavenworth, Pomperaug River Watershed.

- C. Commissioner Thomas discussed the meeting schedule for July and August. Motion made by Doug Dortenzio to cancel the July and August meetings and meet in September as scheduled. Second by Mario Bruno and unanimously accepted.
- D. Mario Bruno advised that American Red Cross in CT will re-structure on July 1st to mimic the DEMHS and DPH Regional structure. Each Region will have a Director who will be the liaison to DEMHS and the State for that Region. Mario will become the Chief Response Officer for ARC in CT.

IX. INFORMATIONAL ITEMS

- A. DHS Statewide Interoperable Communications Plan Workshop – June 17, 2009
- B. CREPC Meeting – June 18, 2009 – South Congregational Church, 277 Main St. Hartford – featuring New York State Emergency Management Office (SEMO) representatives
- C. Regional Interagency Steering Committee (RISC) Meeting – June 18, 2009
- D. Reg. 3 Autumn Storm and Pandemic Functional Exercise – July 15, 2009
- E. New Haven Host Community Drill Rehearsal – July 18, 2009
- F. FEMA REP Evaluators Course – July 20-24, 2009
- G. DEMHS Retirement Dinner – July 28, 2009 – Aqua Turf Club
- H. New Haven Host Community Evaluated Drill – August 6, 2009
- I. Reg. 3 Autumn Storm and Pandemic Full-Scale Exercise – September 23, 2009
- J. Debris Management Exercise – date TBD

X. MEETING ADJOURNMENT

Motion made to adjourn by Gary Stango; seconded by Doug Dortenzio; Unanimous. Meeting adjourned at 1033 hours by Commissioner Thomas.

XI. NEXT MEETING – Thursday, September 10, 2009 – Chief State’s Attorney’s Office, Rocky Hill, CT

TO: James Thomas, Commissioner DEMHS

FROM: Michael D. Varney, DOIT

RE: State of Connecticut, Interoperability Working Group Activities

DATE: June 2009

Significant Points of update:

Held monthly meeting May 19th at the Department of Transportation in Rocky Hill. Regular business was conducted, additional detail and minutes available at www.ct.gov/demhs - communications. The next meeting has been cancelled because of the SCIP implementation Workshop.

Public Safety Interoperable Communications (PSIC) Grant Program:

- Steering Group meeting held to review status of projects
- State Communications Interoperability Plan (SCIP) Implementation Workshop being held at Rentschler Field June 17th 0900- 1700. DHS Office of OEC along with PSIC Steering Group staff with facilitate this session. RSVP to John Gustafson at DEMHS.

State Tactical On Scene Communications System (STOCS) Program:

- Over 70 organizations have been identified and are in process or have received equipment.
- Battery exchange is completed with the exception of several agencies which have not coordinated their upgrade.

Regional Emergency Communications Coordination Working Group (RECCWG) (FEMA R1)

- CT will host the next bi-monthly meeting at the CT Fire Academy July 15th

Other Items:

- The Interoperable Emergency Communications Grant Programs are in progress in the five regions.
- Tactical Interoperable Communication Plan (TICP) planning was held in Region V May 28-29, Region IV is being conducted this week. Region II is being scheduled for later this calendar year.
- 700 MHz committee planning committee very active working to develop frequency plan and licenses requests for Region I and the specialty teams throughout Connecticut.

IMT committee report
June 11,2009

A work session was completed yesterday morning to complete the IMT Manual. The document has been completed and was voted on yesterday afternoon by the IMT Committee. This will be emailed to the Coordinating Council over the next couple of weeks.

Over view of the changes include some language changes (administrator versus Team Commander) the addition of Executive Committees for the Regional Teams and clearing up discrepancies in the recognition and the biannual re-recognition process.

Additional Changes yesterday include Bylaws changes to reflect the changes in the manual that affect the Coordinating Council IMT committee. This committee will serve as the advisory to this council for the recognition and biannual re-recognition process. In addition we will be looking to add one representative from each IMT to the Coordinating Councils IMT Committee as well. Thank you to Commissioner Thomas and Brenda Bergeron for their time yesterday in helping us get this wrapped up.

Brenda- other thoughts-

Last week the committee was afforded the opportunity to speak at the Hurricane Conference on the IMT's. We presented the power point presentation that has been shown here in the past, and shared with the audience the results during the various uses of the Region 3 and 4 teams. I would like to thank Gary Stango, Nick Delia and Don Moore with their work on this, and to Chief Austin and Chief Hard with their participation in the discussion after the presentation.

An issue that has come up has been the title of the teams, Incident Management Teams. There has been some thought that a name change of the teams may help in overcoming some fears about what the team will and will not do for an Incident Commander. While this is definitely something that is worthy of discussion, we have evaluated this and have determined that it would not work, as the Federal Models are referred to as Incident Management Teams. We have recognized that to overcome this we will need to promote the IMT's and provide training and marketing that promotes the concept of the teams

There has been some activity with Position Task Book training; Don Moore has more details on this.

REGIONAL COLLABORATION STATUS

Overview

After just 18 months, the REPTs are self-governing and actively engaged in emergency preparedness, including planning for operational response at the regional level. REPT Steering Committee leadership and RESF working groups are moving toward multi-year planning and budgeting, inter-RESF programs and inter-Regional projects.

FY-07 Regional Collaboration Grant

- The Resource Typing FY-07 grant deliverable status is almost at 100%:

DATE	REGION	ESF #3	ESF #4	ESF # 8	ESF #13	% Completed
1 June	1	100%	100%	100%	100%	100%
	2	97%	100%	100%	100%	99.25%
	3	71%	100%	100%	98%	92.25 %
	4	100%	100%	100%	100%	100%
	5	100%	100%	100%	100%	100%

Data for Regions 4 and 5 have been entered into WebEOC staging area; entry of the remaining regional data is in progress.

- RESP Version 1.0, also an FY-07 grant deliverable, has been reviewed by DEMHS Leadership and disseminated by the Regional Coordinators to their REPT Steering Committees, where Regional Planners and Coordinators are now assisting RESF groups to complete their respective sections. The REPT working teams are on target for completing this deliverable by December.

FY-08 Regional Collaboration Grant

- 'Omnibus' MOAs for every town in each DEMHS Region has been prepared and are awaiting review by the Attorney General's office. We anticipate release shortly.
- FY-08 Budget Proposals have been presented to DEMHS Leadership by Region 2, 4 and 5; Region 1 is scheduled for July and Region 3 is to be scheduled later this summer. Three REPTs have approved these budgets, and we anticipate that the other two will be ratified this summer.
- Resource Typing Data Collection sheets for the next two categories, RESFs 5 and 11, are being vetted by field experts and will be ready for release with the FY-08 grant awards.
- Applications are due August 3 from the regional fiduciary / administrative agencies, all of whom have submitted a Letter of Intent to so act. Still outstanding in this arena is Region 2, for whom DEMHS will continue to serve in this role until local leadership assumes it.

Other Regional Activities

- Regional Evacuation & Sheltering Guide Version 2.0 is nearing completion. The revised comprehensive shelter data collection instrument has been dually developed by DEMHS and ARC and is now being reviewed by EMDs and local partners. All updates and corrections must be received by June 19 for integration by Regional Planners into the Guide document.

State of Connecticut Homeland Security Goals and Objectives

Status as of March 31, 2009

Status	% complete	Goal	Objective
P	88	Goal 1	Improve the abilities of emergency responders to identify and respond to an all hazards incident, man-made or natural
P	89	Goal 2	Develop a comprehensive CBRNE incident response and contingency Plan
P	85	Goal 3	Improve critical incident management and response through the implementation and use of the National Incident Management System (NIMS)
P	97	Goal 4	Maximize utilization of all available funding through coordinated leveraging, pooling and disbursement of budgetary resources
P	96	Goal 5	Enhance the statewide emergency communications system
P	74	Goal 6	Enhance public safety through hardening of critical infrastructure sectors
P	87	Goal 7	Develop a self-sustaining training program for all hazard preparedness
P	90	Goal 8	Enhance capabilities to conduct proactive interdictions and investigations to prevent and mitigate terrorism incidents
P	69	Goal 9	Develop a comprehensive all hazard incident recovery plan
P	93	Goal 10	Engage the general public, educational systems and private sector in all hazard prevention, planning, response and recovery
P	87	Overall progress towards Goals	

P	In Progress
	% has increased since last qtr

EMHSCC Regional Catastrophic Planning Grant Program Connecticut Update - Monday, June 15, 2009

The purpose of the grant is to link current Tri-State emergency planning activities and to develop cohesive regional plans to respond to catastrophic events

PROJECT	LIAISON	CONTACT INFORMATION	CURRENT STATUS
Regional Catastrophic Planning System	Libby Graham – DEMHS Bill Halstead – DEMHS	860-256-0910 Libby.graham@ct.gov 860-256-0901 William.halstead@ct.gov	<ul style="list-style-type: none"> • Finalizing RFP • Requested RCPT for representatives for Selection Committee and Planning Team • Surveying available systems and possible solutions for VROC • Developing SOW for requirements consultant - GIS
Regional Evacuation and Sheltering Plan	Rita Reiss – DEMHS	860-256-0922 Rita.reiss@ct.gov	<ul style="list-style-type: none"> • Reviewing latest resumes Review of draft design memo • Identifying overlaps of operations with existing plans •
Regional RDD Plan	Capt. Robert Corona – DPS Emergency Services Unit	860-537-7570 Robert.corona@ct.gov	<ul style="list-style-type: none"> • Issue – Project may be re-directed through RIC
Regional Disaster Housing Recovery Plan	Judy Pahl – DEMHS	860-256-0877 Judy.pahl@ct.gov	<ul style="list-style-type: none"> • Collecting additional jurisdictional plans to identify gaps • Planning for Pre-Planning Stakeholder Meeting scheduled for 6/25/09
Regional Critical Infrastructure Protection Plan	Lt. Steve Alvey – DPS / DEMHS	860-706-5500 Steven.alvey@ct.gov	<ul style="list-style-type: none"> • Brian Gardner accepted RIPP Plan Manager position and will begin working on 6/18/09 • Identified stakeholder advisory panel Vetting one-pager marketing slick • Identifying qualified contractors for pre-approval. • Convening conference call with FEMA and NISAC in an effort to move forward with TA

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PROJECT	LIAISON	CONTACT INFORMATION	CURRENT STATUS
Regional Mass Fatality Plan	Mary Duley – DPH	860-509-7152 Mary.duley@ct.gov	<ul style="list-style-type: none"> • Holding interviews for Regional Preparedness Planning Coordinator • Continue preparing for next MFM meeting, Planning Kickoff Meeting, 6/4/09-6/5/09 • Contractor, Battelle Memorial, has started working on project
Regional Debris Management Plan	Libby Graham – DEMHS Paul Gibb - DEMHS	860-256-0910 Libby.graham@ct.gov 860-256-0823 Paul.gibb@ct.gov	<ul style="list-style-type: none"> • Interview with Project Advisor and potential final candidate
Regional Continuity of Operations Plan	Deputy Commissioner Martin Anderson – DAS Doug Glowacki – DEMHS	860-713-5089 Martin.anderson@ct.gov 860-256-0917 Douglas.glowacki@ct.gov	<ul style="list-style-type: none"> • Stacey Tompkins hired as COOP manager • Project plan under review and revision • TA document under review
Regional Logistics Program	Bill Tessier – DEMHS	860-256-0903 William.tessier@ct.gov	<ul style="list-style-type: none"> • Senior Logistics Planner (James Penta) was hired

General Notes:

- Libby Graham continues to participate in weekly conference calls. These calls provide both updates on the projects as well as to provide administrative oversight for the entire grant program with all of the Regional Catastrophic Planning Team members.
- The Regional Evacuation and Shelter Plan project has been split into two different plans; however the planning teams and Connecticut liaison will remain the same.
- Libby Graham hosts a monthly conference call for all of the Connecticut liaisons so each is briefed on the status of all projects and the work that is occurring.
- Connecticut liaisons will also serve as “Planning Team” members to provide jurisdictional buy in and subject matter expertise for each project.