

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

Chief State's Attorney's Office, 300 Corporate Park, Rocky Hill, CT
May 8, 2008

ATTENDEES: Brenda Bergeron, DEMHS; Peter Boynton, TSA; Dave Brown, DEMHS; Sandra Brown, Hart. Hosp.; Ray Crowley, DEMHS; Tom Davoren, DPS; Douglas Dortenzio, Wallingford; Mary Duley, DPH; Tom Gavaghan, DEMHS; Libby Graham, DEMHS; Bill Hackett, DEMHS; Gordon Harris, DEMHS; Al Hoffman, USCG; Don Janelle, Manchester; Robert Kenny, DEMHS; Samantha Kopp, YNHHS; Virginia Mason, COGCNV; Simone Maxwell, DEP; Katherine McCormack, Hartford; Phil Moberg, DOT; Doug Pesce, DHS; George Poholilek, OSET; Mike Purcaro, CEMA; Rita Reiss, DEMHS; Elizabeth Rivera-Rodriquez, Bridgeport; Daniel Ronan, USCG; Gary Ruggiero, DEMHS; Mark Samsel, Bloomfield; Wayne Sandford, DEMHS; Vito Savino, USAR; Terry Schnure, OPM; Mike Spera, Old Saybrook; Gary Stango, Hartford; Dan Stebbins, USAO; Lee Toffey, DEMHS; Michael Varney, DOIT; Rob Ware, CTNG; and Ed Wilds, DEP.

I. WELCOME AND PLEDGE OF ALLEGIANCE

- A. Meeting called to order by Deputy Commissioner Sandford at 0904 hours followed by the Pledge of Allegiance.

II. PUBLIC COMMENTS

- A. Introduction of guests Mary Raymond, DHS Regional Supervisor for the Northeast; Charles Colley (Albany, NY) and Todd Nichols (Hartford, CT), inspectors for DHS Infrastructure Security Compliance Division, by Doug Pesce.

III. ACCEPTANCE OF MINUTES

- A motion made to accept the minutes of the April 10, 2008 meeting by Michael Spera; seconded by Gary Stango; approved with one abstention from Ed Wilds. .

IV. COMMUNICATION RECEIVED

- A. Governor Rell letter – Mario Bruno of the American Red Cross named to succeed Daniel O'Brien on the Coordinating Council.
- B. Commissioner Galvin letter regarding joint meeting request – discussed under New Business.

V. SUBCOMMITTEE REPORTS

- A. Interoperability Committee – Reported on by Michael Varney. The committee met on April 15th with the next meeting scheduled for May 20, 2008. 1) The Investment Justifications were approved in concept for the PSIC grant; 2) The posting for the two Telecommunication Specialist positions are now on the DAS website; 3) The MOU's for the first phase of the STOC's box disbursement are being received and Phase 2 will begin shortly. One unit was loaned to UCONN for Spring Weekend with good results; 4) TICP kickoff for Region 3 will be at the end of this month; 5) Several pieces of equipment were delivered and are being configured to include ITAC/ICALL radios, UHF radios for surge, and Mobile EOC equipment.
- B. Citizen Corps Advisory Council – Report by Don Janelle in the absence of Bill Austin. 1) There are currently 62 Certified CERT teams; 2) CERT ID's will be ready in approximately 60 days; 3) Annual CERT Day will be held on May 31, 2008 beginning at 0800 hours; 4) Next meeting is scheduled for May 22 at 2pm, West Hartford Town Hall.

- C. Credentialing Committee – Reported on by Mike Varney in the absence of Betsy Hard. Minutes attached. Bylaws were adopted. Next meeting will be on May 20th.
- D. Training/NIMS Committee – Wayne Sandford advised that the new rules have been published and are in review. There has been no meeting since the last Coordinating Council meeting.
- E. Incident Management Teams – Wayne Sandford reported in the absence of Tim Baldwin. 1) Work continues on development of manual; 2) The Committee will have a booth at the Emergency Management Symposium on May 15th; 3) There is a meeting for FEMA Region 1 - we have sent representation.
- F. Child Safety & Crisis Response: Deputy Commissioner Sandford advised that the committee met last week. 1) Flip charts for Day Care centers and Pre-Schools are being distributed; 2) Branford and Simsbury are on line to pilot the new Disaster Dudes – STEP program for 4th graders. FEMA Reg.1 to provide all materials. George Pohorilek to attend next meeting to discuss possible 911 addition to the training. Target for training is May 2009 before the hurricane season begins; 3) Since the March 27th School Safety Seminar work has progressed on hold two additional seminars, with possible splitting of the Elementary/High school group from the College attendees; 4) Tom Gavaghan is working on holding two more Training seminars for Emergency Operations Planning for Schools. The sessions held in 2006 and 2007 were all completely filled. Michael Spera asked if a letter could be sent out to the local EMD's to advise them that the Day Care flip charts were being distributed. DC Sandford advised that the flip chart would be part of the EMD Workshop taking place in June.
- G. Regional Collaboration Committee – Libby Graham reported that the next meeting will be held on May 13th at 9:30 am. Part of the discussion will include the rollout of the FY2008 grant funding. Updates on Regional Collaboration will now be part of the monthly DEMHS Advisor Newsletter. Libby introduced Mark Paquette, the Region 4 Chairperson who gave an overview of the regions accomplishments to date.
- H. Medical Reserve Corps – Mary Duley reported that the next meeting will be held May 23rd. Last meeting minutes are attached.

Motion to accept committee reports was made by Doug Dortenzio, seconded by Michael Spera, unanimously approved.

VI. UPDATES

- A. Grant Program – Reported on by Libby Graham. The application for the FY08 Grants (SHSGP, CCP, MMRS, and UASI) was submitted on May 1, 2008. Five non-profit applications were received as part of the Reg. 1 and Reg. 3 UASI grants process. The Port Security Grant has also been submitted. Doug Glowacki has been chosen to participate as a Peer Reviewer. Libby advised that all the grant applications renew programming unless directed differently by the working group. The Regional Catastrophic Planning grant, which is a tri-state initiative, will be submitted by New York and used to examine and update plans. This includes several projects including the Mass Fatality initiative.
- B. CTIC – Brenda Bergeron reported in Commissioner Thomas' absence. The group met this past Friday at the FBI. Discussed was the collaborative effort to investigate the CTIC move to the Sigourney Street building; to solidify the procedure of replacement when a RILO needs to leave; the USCG representative is in place and attending their first board meeting; and a the group honored Chief Ortiz for all his work.
- C. Urban Search & Rescue – Reported on by Sgt. Vito Savino. See attached full report. Director Hackett advised that they are solidifying the budget process and personnel; and moving forward on team deployment.

- D. Legislation – Scott Devico was not in attendance but Col. Davoren advised that two important bills were not acted upon during the session: 1) the bill for AT&T to provide call back information to the PSAP's; and 2) the expansion of the Statewide Data Network through OSET – transition to fiber optics.
- E. Other – Wayne Sandford reported that 1) Letters and MOA's for the Decontamination Trailers were mailed today so that Phase 2 – Repairs of the trailers can begin; 2) the initial Transportation Security Committee meeting was held. One outcome was the knowledge that DEMHS, CT Transit and DOT Rail all have monies for public awareness campaigns. A meeting will take place to combine for one "See Something...Say Something" campaign to move forward. The group will continue to meet quarterly with the next meeting scheduled for July. Also discussed was securing monies for the VIPER team to be deployed to various transportation venues in the near future.

VII. OLD BUSINESS

- A. None

VIII. NEW BUSINESS

- A. Wayne Sandford introduced Bob Kenny as the new Regional Coordinator for Region 5. Bob is formerly from DPH.
- B. Libby Graham introduced Rita Reiss as the new Region 3 Planner, who will also be the agency lead for the IA program, and advised that Bill Halstead will be starting on Friday as the new Region 1 Planner. Libby also advised that Tom Vannini will become the Region 5 Planner as well as continuing his work with the School Safety Grant.
- C. Wayne Sandford advised that the Region 5 office is slated to move to Southbury in July. The location will also serve as an alternate State EOC.
- D. Request from Commissioner Galvin, DPH, to have joint meetings on a quarterly basis was discussed. Included were the reasons for joint meetings, discussion on which months would work, and what other groups might be beneficial for co-meetings. Motion to have a trial joint meeting with DPH Preparedness Advisory Committee the month of October by Michael Spera, seconded by Thomas Davoren, unanimously approved.
- E. Captain Dan Ronan discussed the Small Vessel Security Strategy. See attached information for the Northeast Small Vessel Security Summit- June 7, 2008.
- F. Michael Spera advised that a legislative change has added a new member to the Coordinating Council. Mike introduced Michael Purcaro who will be representing the Connecticut Emergency Management Association (CEMA).

IX. INFORMATIONAL ITEMS

The following items were presented:

- A. TSA/DPH Exercise – Bradley Airport – May 13, 2008
- B. CCM/DEMHS/DPH Conference – May 15, 2008
- C. Maritime (Full Scale Integrated) Security Exercise – June 3-5, 2008
- D. Commodities Distribution Exercise – June 10, 2008
- E. Local Emergency Management Director's Seminar – June 17, 2008
- F. LI Sound Underwater Terrorism Preparedness Workshop – June 26, 2008

X. MEETING ADJOURNMENT

Motion made to adjourn by Gary Stango; seconded by Dan Stebbins; Unanimous. Meeting adjourned at 1020 hours by Deputy Commissioner Sandford.

XI. NEXT MEETING – June 12, 2008 at Chief State's Attorney's Office, Rocky Hill, CT.

STATE OF CONNECTICUT

Department of Public Health
Office of Public Health Preparedness

**Statewide MRC Advisory Committee
Report to the DEMHS Coordinating Council
May 8, 2008**

- **The next Statewide MRC Advisory Committee Meeting will be held Friday, May 23rd at the CT Hospital Association from 0930-1130.**
- **The State MRC Coordinator and eight of the local MRC unit leaders attended the 2008 National MRC Training Conference in Portland Oregon April 8th through April 11th. A Poster Session on the State Strategic Plan for the Medical Reserve Corps was accepted and presented there, in addition to two other poster presentations from individual units in the State. The Conference was very well attended and proved quite valuable to those of us in attendance.**
- **A new Medical Reserve Corps unit has been approved in CT, and one is going through the review process. The Northeast CT MRC unit was approved on May 2nd. They are located in the northern part of DEMHS Region 4. The MEMA Upper Fairfield County MRC, which has review at the regional level left in the process, is located in the southwestern part of DEMHS Region 5.**
- **Regional MRC Capacity Building grant applications, for joint DPH/DEMHS funding have been submitted from 2 of the 5 DEMHS Regions. Both proposals were approved for funding, and execution of the contract amendments to get the dollars for regional capacity building out to these regions is in process. The remaining three applications are expected in the near future**

Respectfully submitted,

**Mary Grace Duley, MA, RN
State MRC Coordinator**

CT URBAN SEARCH & RESCUE (CT-TF1)

May Training:

- Rope Technician level course for the Rescue and Medical Components and Awareness Level for the rest of the Team.
- Logistics: Equipment relocation into new trucks and containers. 90% of all equipment has been placed onto the new trucks and we continue to adjust the shelving.

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.**
- There will be a mandatory one day training/meeting of the entire team to introduce the new Task Force Leaders and their commitment to the team to take it to the next level. - **June**

Pub Education Events:

- April 10, 2008 – Meeting with the Middlesex County Fire Chief's Association
- May 15, 2008 – Emergency Management Conference – Cromwell
- May 17, 2008 – Touch a Truck - Meriden
- June 17, 2008 – Hurricane Conference, West Haven

Advisory Board: - Meeting of the US&R Advisory Board was held at Brainard on April 22, 2008. Minutes to follow. Next meeting, July 22, 2008, 1000 hours at Brainard.

Equipment:

- Multiple Purchase Order numbers were issued for new lights, radios and signage for the new trucks. All trucks have been marked. Three of the five trucks have had the radios installed; One Truck has been delivered to start the installation of the emergency lighting.
- The three roll off containers for the aforementioned trucks are still being loaded but ready to roll out the door. They are about 90% stocked.
- The Mezzanine at Brainard Airport (110' X 24") is completed, and items are being moved to this storage area.
- Team Physical through Concentra Medical Centers began on March 5, 2008. 37 out of 76 team members have completed their physicals in the first round.

Future Items:

The following budgeted positions on the Task Force are still vacant which is currently being worked on by Administration to make these part-time positions:

- 1-Task Force Leader (part time)
- 1-Rescue Manager (part time)
- 1-Assistant Training Coordinator (part time)
- 2-Logistic Technician-(part time)

MOU committee is still working with DEMHS, to accommodate members from the Municipal, private and self employed sectors who wish to join the team.

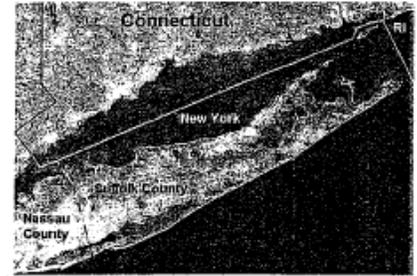
NORTHEAST SMALL VESSEL SECURITY SUMMIT-7 JUNE 2008

Northeastern Small Vessel Security Summit is being held to provide a regional forum for U.S. small vessel stakeholders of the Northeastern United States to discuss ways we can collectively reduce the risks while also minimizing the impact on those who rely on our waterways for their livelihood or recreation. The Summit will be held on Saturday, June 7, 2008, from 9:00 AM to 4:00 PM, at the Massachusetts Maritime Academy, 101 Academy Drive, Buzzards Bay, Massachusetts 02532. Please send an email RSVP if you would like to attend to Kathryn.C.Dunbar@uscg.mil, by May 29th, needed for planning purposes. If you have any questions, please contact LT Trevor Cowan at (617) 223-8385 or LCDR Kathryn Dunbar at (202) 372-1265. The Northeastern Small Vessel Security Summit has no conference related fees. However, each attendee is responsible for his own travel and lunch costs (boxed lunches will be available for purchase). Directions may be found under the "Prospective Students" section at <http://www.maritime.edu> Registration will begin at 0830. Details are available on the Summit's website at: http://www.dhs.gov/xprevprot/programs/gc_1199394950818.shtm. Also attached to this email are the agenda and a pre-summit paper to read, along with the National Small Vessel Security Strategy. Also below is some further summary info.

The Summit scope is to focus the Northeastern regional maritime stakeholders on a range of discussions and problems involving the small vessel security risk in the northeastern maritime domain. The objectives include educating the small vessel stakeholders on possible small vessel threats; communicating our concerns regarding the security and safety of U.S. ports and waterways within the Northeastern region of the country; and listening to your concerns regarding methods and policies that could be established to reduce and manage the small vessel threat in the region. The Summit format will consist of plenary addresses from the Coast Guard, and other government professionals on small vessel threat and layered security measures. These will be followed up by stakeholder participation on panel discussions and a facilitated discussion working group. The activities are centered on identifying small vessel threat issues and solutions specifically for the northeastern region from the perception of the small vessel stakeholders using a scenario based approach. Defining the terms "small vessel" is an essential starting point for bounding the scope of the Summit. For the purposes of this Summit, a small vessel is characterized as any watercraft, regardless of method of propulsion, which is generally less than 300 gross tons, and used for recreational or commercial purposes. Small vessels include commercial fishing vessels, recreational boats and yachts, towing vessels, uninspected passenger vessels, or any other small commercial vessels involved in foreign or U.S. voyages. This definition distinguishes small vessels from large commercial vessels and yachts (generally 300 gross tons and over) that are applicable to security measures already put in place under the authority of the Maritime Transportation Security Act (MTSA) of 2002 and the International Ship and Port Facility Security (ISPS) Code.



LONG ISLAND SOUND
Underwater Terrorism Preparedness
Workshop
26 JUNE 2008 (THURSDAY) (0800-1630)
Fort Trumbull State Park Training Room, New London, CT
Seating limited to 50 -- request by 16 June to:
Scot.S.Graham@uscg.mil; 203-468-4429



The United States Coast Guard has contracted A-T Solutions, Inc. to provide a series of no cost, EIGHT-hour Underwater Terrorism Preparedness (UTP) Workshops across the country. These planning workshops are designed to enhance security preparedness and response by bringing together maritime port security leaders from across a diverse group of key stakeholders. The intent is a task based training addressing both first responder dive personnel and operational commanders.

The workshop consists of a 4-hour underwater hazardous device (UHD) seminar consisting of morning lectures, followed by a 4-hour UTP workshop scenario driven afternoon Table Top Exercise that will focus on developing communications, creating awareness of potential threats, and delineating roles and responsibilities within the Maritime Area of Responsibility (AOR). This culminates in development of a framework/draft Underwater Terrorism Preparedness Plan (UTTP).

The threat of an underwater terrorist attack is a concern to the maritime industry and Federal, State, Local and Tribal agencies. Ports face a range of asymmetric threats from swimmers, boat-delivered ordnance such as limpet mines, and other forms of Underwater Improvised Explosive Devices. The development of a UTTP will facilitate actionable plans to be used to readily access information about underwater capabilities and coordination mechanisms in the Maritime AOR to prevent or respond to an underwater threat. The UTTP fully complies with the mandates established in the National Response Framework and will complement the region's Area Maritime Security Plan:

Content: Maritime Security Situation; Threats to Maritime Security; Port Security Organization; Memorandums of Agreement/Understanding; UHD Vulnerabilities; MARSEC Applications.

Participant Requirements:

- Port Security Officials
- First Responders to Port Concerns
- Law Enforcement Public Safety Dive Teams and Bomb Disposal Units
- State and Local Emergency Management Agencies
- State DHS Protective Security Advisors (PSA)
- ATF Explosive Enforcement Officers (EEOs)
- FBI Special Agent Bomb Technicians (SABTs)
- Others as recommended appropriate by the local Area Maritime Security community.

Upon completion of this course, participants will have the knowledge, skills and abilities to do the following from a total port security plan scope:

- Recognize that a port is a complex organization of diverse stakeholders.
- Identify with the United States Coast Guard (USCG) Federal Maritime Security Coordinator (FMSC) regarding the detailed set of guidelines for preparedness, response and recovery from a terrorist underwater hazardous device (UHD) incident.
- Recognize the need for Joint-Agency interoperability for identification and mitigation of UHD incidents.
- Underline the importance of recognizing minimum training and readiness requirements recommended for key first responders.

Local USCG Coordinating POC: Scot Graham – scot.s.graham@uscg.mil 203-468-4429
Seating limited to 50 – request by 16 June to above local POC.

limited to 50 people