

DEPARTMENT OF EMERGENCY MANAGEMENT AND HOMELAND SECURITY

COORDINATING COUNCIL MEETING MINUTES January 14, 2005

ATTENDEES: Chris Arciero, DPS; Debra Arrieta, DHS; Cheryl Assis, CROG; William H. Austin, CREPC; Chuck Beck, OEM; Paul Benyeda, CREPC; Julie Bisi, OEM; Mike Boyer, Bpt. DPH; Peter Boynton, USCG; Matt Bruns, HH; Barbara Buddington, WINCOG; Robert DiBella, OEM; Joel Cogen, CCM; MG William Cugno, MIL; Mike Edgerton, USCG; Marian Evans, Bpt. HD; Maj. Evon, CTNG; Steve Fish, DEP; Kerry Flaherty, OEM; Thomas Flaherty, POSTC; Libby Graham, OPM; Leonard Guercia, DPH; Betsy Hard, BPD; Melanie Kerr, OPM; Bob Labanara, CCM; Bruce Lockwood, CEMA; Mike Maglione, BFD; Anne McAloon, LPRC; Katherine McCormack, Hartford; Robert McGarry, DEMHS; James Mona; DOT; Bill Palomba, DPUC; Raymond Philbrick, DPW; Adam Piskura, CFPC; Susan Rainville, POSTC; Peter Rockholz, DMHAS; Rob Ross, DEMHS; John Rossi, CTOL; Rosemary Salerno, DPS; Wayne Sandford, East Haven; Michael Spera, Old Saybrook; John Shaw, CR; Mark Shepard, USCG; Gary Stango, Hartford; Jim Strillacci, WHPD; Carl Stephoni, CCRPA; James Thomas, DEHMS; Thomas Thomas, CTMD; Charles Urson, ConnDOT; Michael Varney, DOIT; Col. Ross Welch, MIL; Edward Wilds, DEP; I. J. Zembrzuski, CTNG.

I. WELCOME

A. Meeting Called to Order

- i. 9:10 a.m.

B. Introduction of New Member to Committee

- i. Commissioner Thomas introduced Captain Peter Boynton from the U.S. Coast Guard.

II. PUBLIC COMMENT

A. Comment made by

- i. Mike Spera introduced Bruce Lockwood, President of the Connecticut Emergency Management Association (CEMA)

III. ACCEPTANCE OF MINUTES

A. December Meeting

- i. Minutes from the December 16, 2004 meeting were accepted with no exceptions.

IV. COMMUNICATION RECEIVED

A. No communications were received.

V. SUBCOMMITTEE (S)

A. Public Safety Communications Interoperability Committee – Mike Varney

i. Handout of Interoperability Plan

1. FCC approval pending.
2. I-Tech I-Call
 - a. Need to get frequency allocations approved.
 - b. Have had first round of technical discussions. Waiting for confirmation on entire state plan. Once completed will be:
 - i. Scheduling meetings with towns.
 - ii. Committed resources for TOPOFF for communication
 - iii. Need to discuss with private vendors the ability for individuals working at incident to be able to communicate interagency side during event.

2. Working on document of accomplishments of what committee has done and where they are heading.

DISCUSSION: Information relative to the I-Tech – I-Call be presented in front of the DEMHS group from the subcommittee so that all personnel are aware of procedures.

B. Establishment of Regional Boundaries Subcommittee

- i. **Motion on Floor - Looking for volunteers to work on Emergency Management Planning**
 - a. The following individuals were asked to chair this subcommittee
- Judy Dowd - Leonard Guercia
- ii. **Motion Accepted.**

DISCUSSION: EMS side broken into five areas but obstacles with communications committee. Consider all aspects of communication, command and control. Resources for federal funding should also be considered.

VI. UPDATES

A. TOPOFF - Rob Ross/ General Cugno

- i. Presentation of TOPOFF After Action Report
- ii. Overview of Event Structure
- iii. Information on site venue – New London
- iv. Review of some activities taking place:
 1. Senior Officials Exercise
 2. Advanced Distance Learning
 3. State & Local EMS Under NIMS Model
 4. Tabletop Exercise for Southeast Region
 5. Exercise Briefing for Commissioners
 6. Terrorism Awareness Seminar
- v. Cyber-Terrorism Exercise
- vi. Several briefings will take place on TOPOFF.
- vii. TOPOFF will be on each Council agenda.

QUESTIONS/CONCERNS:

• **What opportunity will there be for others to learn?**

EOC will broadcast information to different venues for the areas to determine how they would respond to exercise functions.

• **What preparation is necessary?**

TOPOFF has been setup to test the emergency response systems. There are federal objectives and state objectives that should be met. It will help to review all procedures that have been put into place to determine if they are effective in this planned scenario event.

B. National Response Plan

- i. Informational handout - Online reference.
- ii. Important information on local response found on Page 8.
 1. Set to model NIMS
- iii. Working on NIMS Implementation Plan
 1. Looking to have all state and local agencies get training program and get federal funds.

QUESTIONS/CONCERNS:

Can there be a link to the interactive classes made available online?

Staff from OEM to place link on OEM website to be prominent on the homepage.

VII. HOMELAND SECURITY GRANT PROGRAMS

A. Overview of Grant Program – Libby Graham

- E-mail sent on FY 04/05 Funding.
- Reissuing of FY 04 Grant to new DEMHS agency
 - Honoring of MOU's etc. will be done.
 - Due to be done 2/15/05
- When FY 04 money comes into agency from Feds there will be two years in which to utilize funds.
- On 1/18 training sessions set for technical assistance for fiscal information.
- Equipment requests submitted previously to DPS will be honored once FY04 funding received.
- On 1/21 meeting with Equipment Standardization Committee to standardize equipment purchased across state.
- FY05 Funding reduced.
 - EMPG funding submission for final deadlines.

VIII. DEPARTMENT OF EMERGENCY MANAGEMENT AND HOMELAND SECURITY

A. NIMS – Kerry Flaherty

- There is a three-year implementation cycle for state municipalities on the concept of NIMS.
 - Information Sharing
 - Unified Command System
 - Information sent out and upcoming meeting with Governor to discuss implementation process.

B. Current projects underway

- Move to Sigourney Street
- Procurement of personnel.
- Development of an accounting system for DEMHS within CORE.
- Funding Schedule – Pg. 17

C. Motion – Working groups to be reactivated

- Motion seconded and passed.

D. List of members

- Request made to provide breakout of council and subcommittee members.
 - To be distributed at next meeting.

IX. EXECUTIVE ORDER NO. 4 – CREATION OF A GEOSPATIAL COUNCIL

A. Meeting

- Geospatial Information Systems meeting set for January 27 at DOT Headquarters.
 - Military Department to also be represented at meeting.

X. OTHER NEW BUSINESS

A. Mark 1 Kit Program

- Handout of letter addressed to Chief Elected Officials with acknowledgement/sign-off form and procedures for obtaining kit.
 - Need to determine who is the point of contact.
 - Not a mandated program.
 - Was left open.
 - No deadline established for entrance into program.
 - Still in preliminary stages.
 - Need to get approval of hospitals and other first responders statewide.
 - Need to go to Police Chiefs/Fire Chiefs Association.
 - Information needs to be disseminated through all venues.

B. Dissemination of Information

- Need to get contact information from all areas of state with all towns.
 - Sent to regional planning officials
 - COG meeting to be notified of information request.
- Mike Varney and Michael Spear to work on communication strategies for DEMHS Working Group.
 - EOC coordinators should also be included in-group.

XI. MEETING ADJOURNMENT

A. Meeting Adjourned at 11:25 a.m.