

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

Chief State's Attorney's Office, 300 Corporate Park, Rocky Hill, CT  
**October 9, 2008**

**ATTENDEES:** Scott Appleby, Bridgeport; Cheryl Assis, CRCOG; Brenda Bergeron, DEMHS; Peter Boynton, TSA; Sandra Brown, Hart. Hosp.; Dave Brown, DEMHS; Mario Bruno, ARC; John Danaher, DPS; Scott Devico, DEMHS; Mary Duley, DPH; Bill Finch, Bridgeport; Rich Fournier, DEMHS; Tom Gavaghan, DEMHS; Eric Glover, DOT; Len Guercia, DPH; Bill Hackett, DEMHS; Betsy Hard, Bloomfield; Ed Henion, DPS; Bill Higgins, CFPC; Al Hoffman, USCG; Don Janelle, Manchester; Bob Kenny, DEMHS; Melanie Kerr, DEMHS; Maryann Lexius, Manchester; Walter Lippincott, CTNG; Mike Maglione, Waterbury; Virginia Mason, COGNVC; Simone Maxwell, DEP; Katherine McCormack, Hartford; Jim Mona, DOT; Don Moore, Bloomfield; Betty Morris, North Central; Brad Overturf, DOT; Bill Palomba, DPUC; Doug Pesce, DHS; Roy Piper, DEMHS; George Pohorilak, OSET; Dan Ronan, USCG; Wayne Sandford, DEMHS; Vito Savino, USAR; Terry Schmure, OPM; James Spencer, DOT; Mike Spera, Old Saybrook; Gary Stango, Hartford; Dan Stebbins, USAO; James Thomas, DEMHS; Lee Toffey, DEMHS; Dan Warzoha, Greenwich; and Ed Wilds, DEP.

**I. WELCOME AND PLEDGE OF ALLEGIANCE**

A. Meeting called to order by Commissioner Thomas at 0903 hours followed by the Pledge of Allegiance.

**II. PUBLIC COMMENTS**

A. None

**III. ACCEPTANCE OF MINUTES**

A motion made to accept the minutes of the September 18, 2008 meeting by Gary Stango; seconded by Mike Spera; approved with no abstentions.

**IV. COMMUNICATION RECEIVED**

A. None

Presentation of 2008 Emergency Management Director of the Year plaque to Scott Appleby of Bridgeport. Accompanied by Mayor Bill Finch.

**V. SUBCOMMITTEE REPORTS**

- A. Interoperability Committee – Reported on by Bill Hackett. Last meeting was Sept. 16th and discussions included: 1) The 2 Emergency Telecommunications positions. Hired were John Gustafson by DEMHS and Steven Verbil by DPS; 2) MOU's are out for the PSIC Grant; 3) Phase 1 STOC's program – 15 systems are out with training complete for those groups. Phase 2 is in the review process; 4) 700 MHz channels released. See attached report.
- B. Citizen Corps Advisory Council – No report in the absence of Bill Austin. Commissioner Thomas commented on a very successful Citizen Corps Conference, at the Mohegan Sun Conference Center on Sept. 29, 2008.
- C. Credentialing Committee – Reported on by Don Moore. Meeting Minutes attached. The committee was broken into ESF's, and each Region has a voice. Salamander System was recommended by the committee for use but will work on options that allow other systems information to be compatible. The

next meeting will be held on October 21, 2008. The committee hopes to have a draft document ready for review by the council by January 09.

- D. Training/NIMS Committee – Wayne Sandford advised that the NIMS committee is almost finished with the draft of the revised plan. Currently adding additional guidance for schools that was just released from NIMSCAST. They plan to have the draft ready for review at the next meeting.
- E. Incident Management Teams – No report.
- F. Child Safety & Crisis Response: Wayne Sandford reported that two School Planning Workshops will be upcoming this month to be held in Hamden and Hartford. Also, that three communities are participating in the STEP pilot program, Avon, Wilton and Seymour. Seymour has completed the program which was very successful with good reports received from the students and parents. Commissioner Thomas reported that the Governor's School & College Security Conference was very well received and they hope to offer this type of conference every September. Commissioner Danaher advised that a divided audience attended. Dr. Katz was of particular interest to the teachers and administrators, while the Virginia Tech troopers engaged the law enforcement personnel. He stated that it was a good mix to appeal to both groups.
- G. Regional Collaboration Committee – Commissioner Thomas advised that there would be no report in Libby Graham's absence but that the regions were working well on the project with another upcoming meeting on October 21<sup>st</sup>.
- H. Medical Reserve Corps – Mary Duley reported that Ken Kellogg, an Emergency preparedness Coordinator, was selected to attend training in Bethesda, MD and that he was the only representative from New England to be attending. There will be an exercise on November 1<sup>st</sup> and a Regional tabletop in New Hampshire that is being facilitated by Connecticut. Notes attached.
- I. Transportation Security Committee – Peter Boynton advised that after having organizational meetings in April and July, the first meeting since the adoption of the bylaws will be held on November 11, 2008. The agenda will be out next week.
- J. Public Health Advisory Committee – Len Guercia reported there will be a meeting on Tuesday with the previous group to help incorporate into this council and share best practices.

Motion to accept committee reports was made by Mike Spera, seconded by Len Guercia, unanimously approved.

## VI. UPDATES

- A. Grant Program – Commissioner Thomas reported that there are currently 23 active grants running at this time, with a total of over 146 million dollars in active grant status. The State Preparedness report is due on January 9, 2009. The FY2004 HLS Grant is officially closed with all \$42 million spent. The RFP on risk assessment for the Maritime Security Grant is out with thanks to Dan Ronan and Al Hoffman for all their help. The Commissioner asked that all present be sure their communities have signed and returned the grant MOU's.
- B. CTIC – Commissioner Thomas advised that the CTIC had their last Advisory Committee meeting in September and that the group continues to do very well. The Western Region RILO worked in the virtual command center during an operation that served 30 old arrest warrants. They continue to get weekly information out to the law enforcement community. The next meeting will be November 21<sup>st</sup> and the next ILO Conference is scheduled for January 15, 2009. The speakers will include Len Boyle and Kevin O'Connor. There has been a change in the bylaws to require a minimum two year commitment for each person to start after their Secret Clearance is obtained. All participants have signed on to this. A new analyst from the Transportation Security Administration has started and Lt. Chris Nolan from CSP will be the commanding officer of the group.

- C. Urban Search & Rescue – Reported on by Sgt. Vito Savino. See attached full report. Sgt. Savino advised that the US&R trucks are ready to go, the MOU's are being completed, and authorization was received for the Part time positions at 15 hours per week.
- D. Legislation – Scott Devico advised that the Legislative Package is at OPM and the Governor's Office for approval and then will be sent out to the Coordinating Council members.

## **VII. OLD BUSINESS**

- A. None

## **VIII. NEW BUSINESS**

- A. Presentation of the Statewide Road Network by Jim Spencer of DOT and presentation of the Photo Log by Brad Overturf of DOT. The photo log is available to state agencies on CD or preferably on an external hard drive.
- B. Report to the General Assembly and Governor Rell will be handled by Scott Devico this year. Guidance is attached at the end of the minutes. All subcommittee reports are to be sent to Scott Devico for compilation.
- C. The tentative Coordinating Council meeting schedule for next year is attached to the end of the minutes. The location will be confirmed in the near future.
- D. Dan Ronan advised that the DHS Private Sector Meeting with Ass't Secretary Martinez-Fonts went very well and was extremely informative and well received.

## **IX. INFORMATIONAL ITEMS**

The following items were presented:

- A. Yale Receives \$3.6 Million in Homeland Security Funds. it will be used for training and Yale has promised to train Connecticut first.
- B. Emergency planning for School Workshops – October 14 in Hamden and October 15 in Hartford.
- C. Full Scale Terrorism exercise – University of Bridgeport – November 1, 2008

## **X. MEETING ADJOURNMENT**

Motion made to adjourn by Mike Spera; seconded by Betsy Hard; Unanimous. Meeting adjourned at 1030 hours by Commissioner Thomas.

## **XI. NEXT MEETING – Thursday, November 13, 2008**

To be held at:

U.S. Coast Guard Sector Long Island Sound  
120 Woodward Avenue  
New Haven, Connecticut 06512

**TO:** Commissioner James M. Thomas  
**FROM:** Director William J. Hackett  
**RE:** Interoperable Communications Sub-Committee Report  
**DATE:** October 9, 2008

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Significant Points of update:

The regular monthly meeting of the Public Safety State Interoperable Communications Executive Committee was held on September 16<sup>th</sup> at the DOT Research Lab in Rocky Hill. Regular business was conducted. Additional details and minutes are available at [www.ct.gov/demhs](http://www.ct.gov/demhs) - Communications. Our next meeting is scheduled for October 21<sup>st</sup>.

Public Safety Interoperable Communications Grant Program:

- DEMHS and DPS have each hired an Emergency Telecommunications Manager and they will both start their state service tomorrow, October 10<sup>th</sup>.
- MOUs for Investment Justifications are in the process of being returned to DEMHS, once 75% of the MOUs are signed and collected, the funds will be released to our state.

State Tactical On Scene Communications (STOCS) Program:

- The first 15 STOCS systems have been deployed to our first responders, MOAs are being completed by the remaining towns for Phase 1 and all Phase 2 applications have been reviewed and another set of MOAs will be distributed to the Phase 2 recipients.

Other items:

- On Tuesday October 14<sup>th</sup> Region 3 will hold a Tactical Interoperable Communications Plan table top exercise at the Department of Corrections Training Facility In Cheshire.
- The Federal Office of Emergency Communications Interoperable Communications Technical Program will be holding an all-hazard Type III Communications Leader Class for the New England States in FEMA Region 1. Connecticut will have 10 seats in the class and it will be held at the Brainard Airport Facility.
- The 700 MHz planning committee working with Region 19 (New England) and New York have released new channel allocations

## Credentialing Subcommittee Committee Update

In January of 2008 the Credentialing Committee was restructured. During this restructure two positions for each Emergency Support Function (ESF) were created. The committee also looked to each region to staff these positions in attempt not to leave any region out of this process.

The Committee started to identify the credentialing process for the State of Connecticut. Five major items were unanimously agreed upon by the committee.

1. The Authority having Jurisdiction (AHJ) within each service will grant the credential to the responder and will accept all responsibility for those credentials he/she grants to responders.
2. We determined the State's credentialing plan would model the federal plan allowing us the ability to respond to mutual aid across stateliness without concern of being federally compliant.
3. Length of Credential validity is for one year. The responsibility for re-qualification for the annual credential falls with the AHJ.
4. It is recognized that there are several different accountability/credentialing systems currently being used throughout the State. Although the committee recommends the Salamander System, it is not the focus of this committee to dictate which system services will use, but to standardize responder credentials and how the data is captured. The Salamander system captures data in a "PDF 417" format and any system using this format would be acceptable.
5. The following is a listing of identification that will be required to gain access at checkpoints:
  - a. Valid State driver's license
  - b. department issued photo ID

In moving forward with this structure we set a date of January 2009 for the completion of a draft document to be submitted to the Commission for review. We then separated our plan into a two phases.

Phase I would credential all ESF's that are at the first responder level including Public Health, Search & Rescue (non USAR) and Utilities.

Phase II would be to credential all reaming ESF's.

Each ESF Representative was assigned the task of producing a list of credentials and a date for completion. I am pleased to inform you that each ESF to date has completed their task and the committee remains on schedule.

ESF 3: Completed, committee adopted

ESF 4: Completed, waiting for final committee adoption

ESF 5: No date assign yet

ESF 8: (EMS) Completed and committee adopted, (Public Health) Completed waiting adoption.

ESF 9: Due in November

ESF 10: Completed, waiting for final committee adoption

ESF 13: Completed, waiting for final committee adoption

ESF 12: Due in November

Finally, The committee is aware of the hectic schedule we all keep an the distances some committee member's travel, therefore the committee is actively looking into the possibilities of conference calling to allow those who travel the ability to have more input.

Active Committee Member's

Last Name	First Name	Representing	Region
Battle	George	Law Enforcement ESF 13	CSP
Brady	John	Fire Service ESF 4	State
Brown	Kevin	Public Health OEMS ESF 8	State
Brown	David	Vice Chair	State
Byrne	Richard	Emergency Management ESF 5	5
Duley	Mary	Public Health ESF 8	State
Gofstein	David	Public Works ESF 3	3
Higgins	William	Fire Service Haz-Mat ESF 3/10	Fire Acc.
Holyfield	Charles	Public Works ESF 3	4
Janelle	Donald	Emergency Management ESF 5	3
Moore	Donald	Chair	3
Varney	Michael	State DOIT	State
Fanelli	Mark	Energy ESF 12	Utilities
Bretthauer	Susan	Law Enforcement ESF 13	1
Golden	Joseph	Search & Rescue ESF 9	
Piper	Roy	DEMHS Coordinator	2

Thank You

Donald R. Moore, Chair  
 Credentialing Sub Committee

# STATE OF CONNECTICUT

Department of Public Health  
Office of Public Health Preparedness

## Statewide MRC Advisory Committee Report to the DEMHS Coordinating Council October 9, 2008

- The Statewide MRC Advisory Committee met on Friday, September 19<sup>th</sup> in Yale New Haven at the YNHH OEP. The DHHS Region 1 MRC Coordinator came down from Boston to attend the meeting, and provide the group with a federal update.
- On September 29<sup>th</sup> myself, Jennifer Frenette the Region 1 MRC Coordinator, and Katherine McCormack, the Capitol MRC Unit Leader, gave a well- received presentation on Regional Planning Strategies for the Medical Reserve Corps at the 3<sup>rd</sup> Annual Citizen Corps Council Meeting at the Mohegan Sun Conference Center.
- Westport-Weston-Wilton MRC Unit Leader Ken Kellogg has been selected to attend a National MRC Deployment Training in Bethesda MD the end of this month. There were over 400 applicants for only 20 participant slots. Congratulations Ken!
- The Capitol Region MRC will be participating in an exercise at the ARC Training Facility on November 1, 2008.
- Our next MRC Advisory Committee meeting will take place on November 21<sup>st</sup> while the State's MRC unit leaders are in attendance at the Region 1 MRC Conference in Portsmouth, New Hampshire. This meeting will include a Region 1 MRC Table Top Exercise (TTX) facilitated by the Capitol Region MRC and Carmine Centrella. This exercise will be the first of its kind in the nation.

A copy of this report will be submitted to DEMHS for inclusion with this meeting's minutes.

Respectfully submitted,

Mary Grace Duley, MA, RN  
State MRC Coordinator

## **CT URBAN SEARCH & RESCUE (CT-TF1)**

### **September Events:**

- September 3, 2008 a mandatory meeting was held for all US&R member looking to continue with the Team. Member will be expected to attend the 1200 hours or 1800 hours meeting. A total of 85 members attended.
- September 3, 2008 Managers meeting was held at 0900 hours here at Brainard.
- September training will be in conjunction with a K-9 course at the Fire Academy. Tentative date is the week of September 22, 2008.

### **FEMA Equivalent USAR Training:**

- **September** – K-9 Search Specialist Course at the Connecticut Fire Academy was completed the week of September 22<sup>nd</sup>. Four dogs out of the ten possible candidates passed.
- **October** – The Team finished up deep Trench Rescue at Local 478 in Meriden.
- **November** – Team will finish up Rope Technician course. ..
- **December and January Training** – US&R team will complete yearly OSHA in-service requirements.

### **Pub Education Events:**

- US&R gave a presentation at the Prospect Fire Department on September 20, 2008.
- US&R gave a presentation at the New London Fire Chief Association on September 3, 2008.
- US&R did participate and demonstrate our equipment at the Cromwell Fire Department Day on September 20, 2008.
- US&R did participate and demonstrate our equipment at the Fairfield County Fire Chief Meeting on September 24, 2008.
- US&R requested to participate and demonstrate our equipment at the North Haven Fire Department on October 17, & 18th, 2008.
- US&R requested to participate and demonstrate our equipment at the Civic Center Business Show on October 22, 2008.
- US&R requested to participate and demonstrate our equipment at the Willimantic Fire Department on November 6, 2008.
- US&R requested to do a Medical related Power Point presentation at the State Trauma Conference in Waterbury on November 13, 2008.

**Advisory Board:** - Next meeting, October 28, 2008, 1300 hours at Brainard.

### **Equipment:**

- The three roll off containers for the aforementioned trucks are loaded and ready to roll out the door. They are about 98% stocked.
- We took delivery of six containers, used to store cots which are compatible with our US&R trucks if a need to deliver them arises.
- The Mezzanine at Brainard Airport (110' X 24") is completed, and items such as the PPE Stockpile are being stored on it.
- Additional shelves were purchased and installed to help accommodate addition PPE Stockpiling and equipment.
- Team Physical through Concentra Medical Centers began on March 5, 2008. 59 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: DAS did tour the Brainard Facility to get a first hand look at where these positions will be utilized.

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

MOU between DEMHS and DOT is being worked on for use of the pile at Bradley.

**DEPARTMENT OF EMERGENCY MANAGEMENT HOMELAND SECURITY**  
**COORDINATING COUNCIL**

**2009 MEETING SCHEDULE**

Thursday, January 8, 2009	9:00 AM
Thursday, February 19, 2009	9:00 AM
Thursday, March 12, 2009	9:00 AM
Thursday, April 9, 2009	9:00 AM
Thursday, May 14, 2009	9:00 AM
Thursday, June 11, 2009	9:00 AM
Thursday, July 9, 2009	9:00 AM
Thursday, August 13, 2009	9:00 AM
Thursday, September 10, 2009	9:00 AM
Thursday, October 8, 2009	9:00 AM
Thursday, November 12, 2009	9:00 AM
Thursday, December 10, 2009	9:00 AM

**All meetings are held at the office of the Chief State's Attorney.**

**Directions to Office of the Chief State's Attorney – 300 Corporate Place, Rocky Hill, CT**

Interstate 91 to Exit 23

Follow green highway directional signs to Chief State's Attorney

300 Corporate Place

Rocky Hill, CT

**ANNUAL REPORT OF THE DEMHS COORDINATING COUNCIL TO THE CT  
GENERAL ASSEMBLY ~ DUE JANUARY 1, 2009**

**Statutory Requirements**

In accordance with Conn. Gen. Stat. section 28-1b, the Council is charged with advising DEMHS on:

- 1) applying for and distributing federal or state funds for emergency management and homeland security;
- 2) planning, designing, implementing, and coordinating statewide emergency response systems;
- 3) assessing the state's overall emergency management and homeland security preparedness, policies and communications;
- 4) recommending strategies for improving emergency response and incident management, including training and exercise, volunteer management, communications and use of technology, intelligence gathering, compilation and dissemination, the development, coordination and implementation of state and federally required emergency response plans, and the assessment of the state's use of regional management structures; and
- 5) strengthening consultation, planning, cooperation and communication among federal, state and local governments, the Connecticut National Guard, police, fire, emergency medical and other first responders, emergency managers, public health officials, private industry, and community organizations.

The Council is required to issue a report to the CT General Assembly on January 1<sup>st</sup> of each year.

*Process for completing January 2009 report: Committee Chairs submit reports to DEMHS on accomplishments in 2008 and Goals for 2009. Committees and Chairs are as follows:*

1. Citizens Corps Advisory Council/CERT ~ Bill Austin
2. Incident Management Teams ~ Tim Baldwin
3. Interoperability ~ Mike Varney
4. Training and NIMS Implementation ~ Jeff Morrisette
5. Credentialing ~ Don Moore
6. Child Safety & Crisis Response ~ Wayne Sandford
7. Regional Collaboration ~ Libby Graham
8. Medical Reserve Corps ~ Mary Duley

**Proposed Timeline**

**October 9, 2008** ~ Review work plan with Coordinating Council

**November 13, 2008** ~ Committee reports due to DEMHS via email: [Scott.Devico@ct.gov](mailto:Scott.Devico@ct.gov)

**December 2, 2008** ~ Draft emailed to Coordinating Council for review

**December 8, 2008** ~ Comments due back to Scott Devico via email (see address above)

**December 11, 2008** ~ Council votes to accept report