

DEPARTMENT OF EMERGENCY MANAGEMENT AND HOMELAND SECURITY COORDINATING COUNCIL MEETING MINUTES

Chief State's Attorney's Office, 300 Corporate Park, Rocky Hill, CT
February 19, 2009

ATTENDEES: Bill Austin, CREPC; Brenda Bergeron, DEMHS; Peter Boynton, TSA; Sandra Brown, Hart Hosp.; Scott Devico, DEMHS; Doug Dortenzio, Wallingford; Len Guercia, DPH; John Gustafson, DEMHS; Bill Hackett, DEMHS; Ed Henion, DPS; Al Hoffman, USCG; Maryann Lexius, Manchester; Stephen Livingston, DOT; Virginia Mason, COGNVC; Chris Nolan, CTIC; Jim O'Leary, COST; Vincent O'Neill, CTNG; Bill Palomba, DPUC; Doug Pesce, DHS; Roy Piper, DEMHS; Dan Ronan, USCG; Gary Ruggiero, DEMHS; Jay Salvatore, ARC; Terry Schmure, OPM; Michael Spera, Old Saybrook; Gary Stango, Hartford; James Thomas, DEMHS; Lee Toffey, DEMHS; Jeff Whitlock, DEMHS; and Ed Wilds, DEP; with Alberto Battelli, Scott Faber and Stuart Mitchell from Sprint.

I. WELCOME AND PLEDGE OF ALLEGIANCE

A. Meeting called to order by Commissioner Thomas at 0900 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 January 8, 2009 meeting by Dan Ronan; seconded by Bill Austin; approved with Doug Dortenzio and James Thomas abstaining.

IV. COMMUNICATION RECEIVED

A. None

V. SUBCOMMITTEE REPORTS

- A. Interoperability Committee – Bill Hackett reported grant MOA's, the DPS subgrant, the mobile units, the strategic stockpile reserve, STOC's and I/TAC I/CALL. See attached report.
- B. Citizen Corps Advisory Council – Reported on by Bill Austin who advised that the FY06 grant is complete and they are beginning to reduce funds from FY07. He also spoke about a presentation from the US Coast Guard Auxiliary and their plans to work together. The next meeting is today at 2pm in the Council Chambers. See attached report.
- C. Credentialing Committee – No Report.
- D. Training/NIMS Committee – Commissioner Thomas advised that the committee has a meeting scheduled for next week.
- E. Incident Management Team – Report by Gary Stango. See attached meeting minutes from January.
- F. Child Safety & Crisis Response: Commissioner Thomas spoke on the K-12 Seminar planned for April, and DPH's continued training for Day Care Facilities. Lee Toffey advised that the STEP program is moving forward with FEMA planning to send representatives to work in the State over the summer so that the program can be provided in September. Len Guercia reported that DPH and DEMHS continue to provide training and starter emergency kits to the Home Day Care providers in the EPZ region.
- G. Regional Collaboration Committee – Commissioner Thomas advised that the group met on January 13th and that consensus was reached on resource typing and grant deliverables. He also spoke about how well the WebEOC/DSS sheltering initiative worked during the last cold spell. The next subcommittee meeting will be held on March 10th.
- H. Medical Reserve Corps – No report.

- I. Transportation Security Committee – Peter Boynton reported that at the last meeting the subcommittee had presentations on the functions of CTIC; InfraGard and TSA new rail and aviation rules. They are working on notification of events across transportation modes. The next meeting will be held the second week of March.
- J. Public Health Advisory Committee – Len Guercia spoke about the required Full-Scale Exercise which will focus on the Strategic Stockpile. See attached report.

Motion to accept committee reports was made by Ed Wilds, seconded by Gary Stango, unanimously approved.

VI. UPDATES

- A. Grant Program – Commissioner Thomas advised that the grant unit has received 13 requests from Municipalities to upgrade their EOC's and that the State is requesting some upgrades to the State EOC. The grant applications are due on February 27th. The other grant deadline is March 30th for UASI and other grant programs. FY08 grant information has gone out to all towns.
- B. CTIC – Chris Nolan spoke about the success of the January ILO Conference at SCSU and upcoming WebEOC training in March. CTIC continues to assist local PD's with it's Virtual Command Center. Also, based on the bi-weekly reports disseminated by CTIC, Waterford PD was able to solve a burglary with help from a nearby community detective who recognized the person in the bulletin photo. Commissioner Thomas advised at the last Policy Board Meeting held in February baseline Fusion Center capabilities were reviewed and NESPIN Training was discussed. Also Det. Rafael Segarra will be returning to his department so there will be an opening for a RILO in the South/Central Region.
- C. Urban Search & Rescue – Bill Hackett reported that the Team was requested for an extraction in Southington in January; that US&R delivered 1500 cots to 5 armories for the sheltering initiative; and that the Team was called to the Derby building collapse to use their thermal imaging capabilities to determine if anyone was trapped inside the building. See attached report.
- D. Legislation – Scott Devico reported that the four legislative bills have left the Public Safety committee and are headed to the floor in the Senate. These bills are 760; 761; 762; and 787. Commissioner Thomas spoke briefly about the bill for Crisis Response Drills and the bill regarding the updates to the Reverse 911 database.
- E. Other: Mike Spera asked how DEMHS is handling the budget and Commissioner Thomas advised that the DEMHS budget was fully supported by the Governor's Office.

VII. OLD BUSINESS

- A. None.

VIII. NEW BUSINESS

- A. Brenda Bergeron advised of the new CERT Standard Operating procedures and the Advisory Bulletin that was just released by DEMHS. The new SOP's should help to streamline the process and give guidance to municipalities on when they can activate their CERT teams and when they should request activation from DEMHS.
- B. Commissioner Thomas advised that Sandra Brown and Dan Stebbins have been asked to co-chair the new Private Sector Subcommittee. The group will be looking for subject matter experts for each of the 18 private sector areas and the committee will work on emergency planning and critical infrastructure.
- C. The DEMHS will be sponsoring an upcoming ACAMS training for critical infrastructure reporting.

IX. INFORMATIONAL ITEMS

- A. HSIN Seminar – February 28, 2009 – POST Academy
- B. UCONN DHS/FEMA Collaborative Leadership Training – April 20, 2009 – Middletown
- C. K-12 School Security Seminar – April 22, 2009 - SCSU
- D. CCM/DPH/DEMHS Conference – May 12, 2009, Cromwell.
- E. Debris Management Exercise – Date TBD – State Emergency Operations Center

- F. Doug Pesce advised that the 2009 National Infrastructure Protection Plan has been released and can be found at www.dhs.gov/nipp.
- G. Jay Salvatore advised that the first public event for Supportive Care Sheltering would take place on Tuesday at the Pond House in West Hartford.
- H. Ed Wilds advised that the Millstone/Hostile Action Based Exercise would be held on May 13, 2009.

X. MEETING ADJOURNMENT

Motion made to adjourn by Michael Spera; seconded by Peter Boynton; Unanimous. Meeting adjourned at 10956 hours by Commissioner Thomas.

XI. NEXT MEETING – Thursday, **March 12, 2009** – Chief State’s Attorney’s Office, Rocky Hill, CT

Connecticut Statewide Citizen Corps Council
Advisory Committee Minutes
January 15, 2009

Attendees: Bill Austin (Chair); Herb Foy (Enfield OEM); Dan Thurston (American Legion); Don Janelle (Manchester); Dan Davis (Ellington OEM); Michael Berry (New Britain); Katherine McCormack (CR-MRC); Don Moore (Town of Bloomfield); Peter Kurtz (Southington Fire); Roy Piper (DEMHS); Joel Severance (Region 2); Sylvia Dake (Town of Andover); Ted Janelle (Southington Fire); Dagmar Noll (WINCOG); Paul Estefan (Danbury); Norma Peterson (Fairfield Citizen Corps); Tim Gamache (Bristol CERT); Daniel Dube (East Hartford Emergency Management); Beth Young (US Coast Guard Auxiliary); Steve Ackerman US Coast Guard Auxiliary); (Melon Wedick (CCRPA) Viola Heath (CRCOG)

Chairman Bill Austin called the meeting to order at 2:06 p.m. followed by pledge of allegiance and introductions of all present.

Public Comments: There were no public comments.

Approval of Meeting Minutes: Motion to approve the December 18, 2008 meeting minutes was made by Joel Severance Seconded by Sylvia Dake. All in favor so voted.

Guest Speaker: Commander Beth Young, US Coast Guard Auxiliary and Commodore Steve Ackerman, US Coast Guard Auxiliary, addressed the group about becoming a part of Citizen Corps; and spoke of some of the many assets they would bring. Chairman Austin expressed high interest in having a working relationship with and the US Coast Guard Auxiliary, and will meet with Beth Young and Steve Ackerman in the near future.

Report on State DEMHS Coordinating Council Meeting: Chairman Austin referred the group to the Coordinating Council meeting minutes handout.

Old Business:

- *Statewide Operational Update:* Updates and changes were made to CERT Pending Training, In Training, CERT Trained, NET Trained, and Personnel Trained lists.
- *ID Badge Machine:* Chairman Austin reported the ID badge machine is not working; once the machine is up and running, ID cards can be issued on the spot Mondays 9:00 a.m. – 12:00 Noon at the West Hartford Fire Department, 95 Raymond Road, West Hartford, CT 06107. Parking will be validated.

New Business

- *Background Checks:* The group discussed the issue of background checks.

Other Business:

- *Correspondence:* Chairman Austin read correspondence received to the group:
- *NET Program:* Dan Thurston updated the group on the NET program. The books are being printed with an expected delivery sometime during March or April. The NET program is not CERT training but public awareness.
- *Liability Issues:* Brenda Bergeron, DEMHS Legal Council will attend the February 19, 2009 meeting to speak on liability issues.
- *Shelter Liability:* Shelter liability was discussed by the group.
- *Statewide CERT Approved Funding:* Documentation in the meeting minutes stating funds are approved is your authority.

CERT Team Funding And Funding Requests:

A motion was made by Chairman Austin Seconded by Paul Estefan stating that for clarification purposes the Region One CCP authorized signature is Norma Petersen. All in favor so voted.

Category A:

- **Hartford 2A** – Approved for \$1950 for basic CERT training for 30 people.

A motion to approve this Category A request was made by Paul Estefan Seconded by Joel Severance. All in favor so voted

- **Enfield** – Approved for \$1,040 for basic CERT training for 16 people.
- **Bloomfield** – Approved for \$1,625 for basic CERT training for 25 people.
- **Bethel** – Approved for \$500 for basic CERT training of 30 people.
- **Ridgefield** – Approved for \$1430 for basic CERT training of 22 people

A motion to approve these Category A requests was made by Jim O'Leary Seconded by Paul Estefan. All in favor so voted

Category B:

- **Fairfield** – Approved for \$840 to create CERT brochures

A motion to approve the Category B request was made by Jim O'Leary Seconded by Joel Severance. All in favor so voted.

A motion to table the Orange Category B request was made by Paul Estefan Seconded by Norma Peterson. All in favor so voted.

Category C:

WINCOG - Approved for \$4,000

A motion to approve the Category C request was made by Norma Peterson Seconded by Joel Severance. All in favor so voted.

Next Meeting Date: The next meeting will be at West Hartford Town Hall, Council Chambers 2:00 p.m. February 19, 2009.

Future meeting dates: March 19, 2009, April 16, 2009, May 21, 2009, June 18, 2009, July 23, 2009, August (no meeting), September 17, 2009, October 22, 2009, November 19, 2009 and December 17, 2009

To: DEMHS Coordinating Council

From: Public Health Preparedness Sub Committee

Date: February 19th 2009

HHS Hospital Preparedness Program

- Connecticut chosen to be member of HPP Executive Steering Committee (ESC) made up of 5-10 state colleagues, to help inform policy and other decisions for the program. Draft FY09 FOA, and draft HPP clarification policies on HSEEP, TSP.
- Developing DPH draft webpage for Mass Fatality Planning Information. Will share with MFM taskforce for comments prior to making available fro local planners.
- In receipt of the HHS HPP Telecommunications Service Priority (TSP), a Federal Communications Commission (FCC) Program, Implementation Guidelines for the coming year. Instructions on steps to follow for participation to be sent out to all the acute care hospitals in the next few weeks.

EMS Preparedness

- Meeting held with Forward Movement of Patients Plan (FMOPP) principles at Brainard Field on January 21st
- Meetings held with ESF 8 groups in DEMHS Regions, 2, 5, 1, and 3 to rollout the FMOPP. Region 4 ESF-8 meeting review is pending on Feb 24th
- Meeting held with C-Med Directors in Prospect to answer specific questions regarding the FMOPP; Phone conference held with Region 1 hospitals regarding FMOPP; Comments on plan received and discussed with DEMHS and MMRS on February 9th conference call.

Strategic National Stockpile Preparedness

- Completed 8 Countermeasure Response Administration (CRA) flu clinic exercises that were meant to measure the State's ability to collect, collate and transmit data to the CDC over a secure website during a pan flu event
- Completed Technical Assistance Reviews (TARS) for all Mass Dispensing Area (MDA) plans for DEMHS Regions 2-3 as part of the Cities Readiness Initiative (CRI)
- Completed plans for 5 CDC SNS courses that will be offered (one per month) to DPH employees starting in February.
- Replaced expiring CHEMPACK inventory at 24 locations in the State
- Finalized CHEMPACK Field Operations Guide (FOG) and preparing for its distribution to hospitals, CMEDs, PSAPs, Fire services, ambulance services, State Police, DEMHS local law enforcement, public health agencies and the Poison Control Center.

CDC/Local Health Preparedness

- PHP Stake holders meeting held on January 29, 2009 to finalize the by- laws for the new DEMC CC Sub Group. Had a presentation by CT Guard and DPH on the New England Disaster Training Center

TO: Commissioner James M. Thomas
FROM: Director William J. Hackett
RE: Interoperable Communications Sub-Committee Report
DATE: February 18, 2009

Significant Points of update:

The regular monthly meeting of the public Safety State Interoperable Communications Executive Committee was held on February 17th at the DOT Research Lab in Rocky Hill. Regular business was conducted. Additional details and minutes are available at www.ct.gov/demhs.

Public Safety Interoperable Communications Grant Program

- DEMHS has received executed PSIC/HSGP MOA's from 159 of the 169 municipalities, or 94%. Draw down of funds from DHS began when we reached 75% compliance, prior to the end of the Grant Period we need to have 100% compliance.
- The Department of Public Safety has been issued a sub-grant to accomplish Investment Justification 1 the installation of an APCO Phase II- P25 standard compliant switch for integration of 700 MHz.
- Work is proceeding to establish the specifications for the six mobile communications vehicles to be procured and deployed as part of Investment Justification 2. In addition the development of the equipment list for the Strategic Technical Reserve is moving forward.
- Monies from Investment Justification 3 have been programmed to provide sustainment of the ICALL/ITAC System, STOCS and other equipment for FFY 2008, and 2009.

State Tactical On Scene Communications System

- To date 30 STOCS Units have been deployed to our first responders, training is pending for 11 agencies, the remainder of deploying allocated units are pending custodial MOA's.
- We have resolved an issue with the vendor concerning STOCS Box batteries. We will be replacing batteries in the 60 boxes currently in storage, over the next several weeks, and retrofitting the batteries in the deployed boxes shortly thereafter.

ICALL/ITAC

We will be reviewing the current SOP's and Training Program with the Connecticut State Police Communications Division, to address the increased capability that has been added to the ICALL/ITAC system.

Other Items:

- On Thursday February 26th and Friday February 27th in conjunction with DHS ICTAP we will be kicking off the Tactical Interoperability Planning process with Regions 5 and 4 respectively.
- The Grant packages for the IECGP Grant Program have been sent to each Region REPT to seek a municipality, RPA or COG, to administer this important planning grant for each region. The grants amount to \$87,000 per region, and are intended to support communications planning, governance and training.
- On February 5 the DPS and DEMHS Emergency Telecommunications Managers held a meeting with representatives of the States Special Service Units, Hazmat teams, USAR and Law Enforcement ESU and SWAT teams to discuss planning for the allocation of specific channels in the 700 MHz spectrum to embed in these units to support their tactical operations. The meeting was well received and the teams will be reporting back with their needs by March 17. This is in support of PSIC/SCIP Goal 3 to begin the process of migrating our public safety agencies to a common spectrum.
- The Emergency Telecommunications Managers have been having monthly conference calls with their counterparts in the adjacent and New England States to develop common ground for interstate interoperability initiatives.

**DEPARTMENT OF EMERGENCY
MANAGEMENT & HOMELAND SECURITY
Incident Management Team Committee
MEETING MINUTES
January 21, 2009 13:00 hours
Brainard Airport 269 Maxim Road, Hartford Ct.**

In attendance: Timothy Baldwin- Co-Chair, Don Moore, David Brown, Nick Delia, Joe Danao, Steve Gilbert, Wayne Bindas

Introductions: Joe Danao introduced Steve Gilbert, who will be taking Joe's place on the committee due to changes in Joe's work assignments.

Manual Development: Tim Baldwin provided an update on the meeting with DEMHS staff in regards to their review of the IMT Manual. Brenda Bergeron will be working on specific legal issues that she would like to see addressed. Language to include usage of the Consequence Management Plan and other plans will be addressed.

Review of the Equipment Lists: Nick Delia presented a draft team equipment list for review. The issue of what forms to use were discussed. Motion by Don Moore, second by Wayne Bindas to adopt the NWCG forms, vote passed.

This list was reviewed line by line. Questions regarding methods of procuring the equipment by utilization of other resources were discussed, in addition to how the team equipment will be funded for the regional teams. There were concerns about the ability of some teams to obtain Regional money due to the competition of projects within the region.

Policy/Procedure manual: The hard copy was distributed for all to review. This will be reviewed at the next meeting

Next Meeting: February 11, 2009 - 13:00 hours at Brainard Airport, 269 Maxim Road Hartford Ct.

Adjournment- Motion M/S/A 14:10 hours

CT URBAN SEARCH & RESCUE (CT-TF1)

February 19, 2009

From Sgt. Vito F. Savino

Subj.: DEMHS Coordinating Council Meeting

Events:

- Command Staff meeting was held at 0900 hours here at Brainard. The Schedule for Command Staff will be as follows for 2009, 2/4/09, 4/1/09, 6/3/09, 9/2/09, 11/4/09, and 12/2/09.
- January – Training cancelled due to weather.
- January 14, 2009, Southington Fire Service requested a USAR activation to assist with an individual entangled in a fork lift. Southington was primarily looking for steel cutting tools.
- January 20, 2009, The USAR Team was asked to delivering cots to five Armories around the State of Connecticut to assist in during the cold temperatures. Approximately 1500 cot were delivered in approximately five hours.
- February - Yearly OSHA in-service requirements and fit Testing of all members.
- February 2, 2009, Derby Fire Services requested a USAR activation to assist with the search of a partially collapsed, abandoned structure where it was thought that homeless individuals maybe inhabiting it.

FEMA Equivalent USAR Training:

- **February** – Tentative Safety Officer and Task Force Leader Course scheduled at the CFA
- **March** – Equipment and Pile Preparation for all members. Tentative Planning and Info Tech Course scheduled at the CFA
- **April** – Structural Collapse Technician Course at the CFA
- Operating Engineers Local 478 will be holding a Forklift class for approximately 12 USAR members in April.

Advisory Board: - Next meeting, Date and location to be determined.

Equipment:

- The trucks are loaded and ready to roll out the door. They are about 99% stocked. Local 478 Operating Engineers is approximately 90% complete with the building of a steel racks for our lumber truck.
- Delivery on 4 more Roll-Off compatible container used for Lumber and Western Shelters in our Base of Operations should arrive in March.
- Team Physical through Concentra Medical Centers began on March 5, 2008. 59 team members have completed their physicals in the first round.
- See Deployment Numbers Listed Below.

To activate CT-TF1 to assist at your incident scene, call:

DEMHS

860-566-3180 or 860-708-0821– Pager 24/7

CT Public Safety Message Center 1-800-842-0200

Future Items:

- ✓ Five budgeted positions on the Task Force are still vacant.
- ✓ Five – Part-time positions to assist in the daily operation at Brainard regarding the Task Force.
- ✓ MOU between DEMHS and DOT is being worked on for use of the pile at Bradley.