

DEPARTMENT OF EMERGENCY MANAGEMENT AND HOMELAND SECURITY COORDINATING COUNCIL MEETING MINUTES

Brainard Field, 269 Maxim Road, Hartford, CT 06114
September 18, 2008

ATTENDEES: Steve Alvey, DEMHS; Bill Austin, CREPC; Tim Baldwin, Southbury; Brenda Bergeron, DEMHS; Peter Boynton, TSA; Sandra Brown, Hart. Hosp.; Ray Crowley, DEMHS; Wayne Dailey, DMHAS; Scott Devico, DEMHS; Mary Duley, DPH; Libby Graham, DEMHS; Len Guercia, DPH; Bill Hackett, DEMHS; Betsy Hard, Bloomfield; Gordie Harris, DEMHS; Ed Henion, DPS; William Higgins, CFPC; Al Hoffman, USCG; Melanie Kerr, DEMHS; Ana Ketch, UCONN; Joseph Kuzma, ARC; Bob Labanara, CCM; Maryann Lexius, Manchester; Stephen Livingston, DOT; Virginia Mason, COGCNV; Simone Maxwell, DEP; Phil Moberg, DOT; Jim Mona, DOT; Jeff Morrisette, CFPC; Neil Olderman, UCONN; Jim O'Leary, COST; Bill Palomba, DPUC; Mark Paquette, WINCOG; Doug Pesce, DHS; Gary Pescosolido, DEMHS; Ray Philbrick, DPW; Roy Piper, DEMHS; George Pohorilak, OSET; John Ricci, US&R; Daniel Ronan, USCG; Jay Salvador, ARC; Wayne Sandford, DEMHS; Vito Savino, USAR; Terry Schnure, OPM; Mike Spera, Old Saybrook; Gary Stango, Hartford; Dan Stebbins, USAO; James Thomas, DEMHS; Lee Toffey, DEMHS; James Trainor, Meriden; Michael Varney, DOIT; Dan Warzoha, Greenwich; and Ed Wilds, DEP.

I. WELCOME AND PLEDGE OF ALLEGIANCE

- A. Meeting called to order by Commissioner Thomas at 0900 hours followed by the Pledge of Allegiance.
- B. Introduction of new members Chief James Trainor of the Meriden Fire Department and Maryann Lexius of Manchester.

II. PUBLIC COMMENTS

- A. None

III. ACCEPTANCE OF MINUTES

A motion made to accept the minutes of the June 12, 2008 meeting by Bill Austin; seconded by Mike Spera; approved with one abstention by Ed Wilds.

IV. COMMUNICATION RECEIVED

- A. Letter from Senator Donald Williams – appointing Chief James Trainor as a voting member of the Coordinating Council.
- B. Letter from Senator Donald Williams – appointing Maryann Lexius as a voting member of the Coordinating Council.

V. SUBCOMMITTEE REPORTS

- A. Interoperability Committee – Reported on by Michael Varney. See attached report. Melanie Kerr also advised on the WebEOC program. Training has been given to 80 State Agency personnel who work in the EOC, 22 EMD's from the EPZ Towns and Millstone, and 30 emergency personnel from Region 1. The system was used to monitor the recent storms and hurricanes with great success. Training for Regional personnel will continue with October training being scheduled for Regions 2 and 4; and November training dates for Regions 3 and 5, with additional training for Region 1 after they complete their regional Exercise.

- B. Citizen Corps Advisory Council – Report by Bill Austin. Handouts were distributed. To date 2133 people have been trained and when you include the Fire Corps and Neighborhood Watch groups the total comes to over 3000. The Annual CERT Training Weekend was very successful. Training will be upcoming for CERT Instructors, now a 4-day class instead of 3-day. A new community initiative in conjunction with the American legion is in process.
- C. Credentialing Committee – Reported on by Betsy Hard. Minutes attached. Betsy Hard suggested that Chairman Don Moore attend the next meeting to make a presentation to the group.
- D. Training/NIMS Committee – Wayne Sandford advised that the NIMS document has been updated. The new information just released by NIMSCAST on schools will be incorporated and the document should be ready for review at the next meeting. The Annual Report is due at the end of this month and all local and State plans are NIMS compliant at this time.
- E. Incident Management Teams – Tim Baldwin reported that the manual is almost complete. The next meeting will be held in two weeks where they will tackle the training and equipment needs of the teams.
- F. Child Safety & Crisis Response: Wayne Sandford reported that there were currently 350 people signed up for the Governor's School & College Security Conference taking place on September 23rd. Also, Emergency Planning seminars for Schools will again be held this year with one on October 14th in Hamden and one on October 15th in Hartford. STEP Program materials are being distributed by FEMA to the three pilot school systems, Wilton, Avon and Seymour, for the 4th grade program on preparedness. Along with the materials FEMA is providing a starter emergency kit for each child and 1 ½- 2 hour training sessions for the teachers. The DEMHS REP Unit is working with DPH to add one page on radiological protocols to the Day Care Flyer for distribution to all EPZ towns.
- G. Regional Collaboration Committee – Libby Graham reported that the next meeting will be held on October 21st to help inform on the grant application process for the FY2008 funding.
- H. Medical Reserve Corps –Mary Duley reported that they last met on July 18th. There are two new MRC Units in Region 1- Stamford and a shoreline MRC at East Shore. See attached report.
- I. Transportation Security Committee – Jim Mona reported that the committee has met several times organizationally and bi-laws have been created. The group will make recommendations related to transportation security and include information sharing between all modes of transportation. The group encourages any initiatives or ideas and will be involved in critical issues. The meeting will be held bi-monthly instead of quarterly with the next being in late October. Peter Boynton advised that the group includes representatives from maritime, aviation, rail, trucking, bus, highway and pipeline modes of transportation. Terrorist attacks frequent transportation and this group will facilitate best practices and info sharing across the modes.

Motion to accept committee reports was made by Mike Spera, seconded by Gary Stango, unanimously approved.

VI. UPDATES

- A. Grant Program – Virginia Mason of COGCNV reported on Region 5 process. Following the SWOT analysis many discussions were held on the regions priorities for FY07 funding, and plans are now in place. using a four step process the draft plan was circulated to various councils and regional emergency teams, reviewed with DEMHS leadership, discussed at each COG/CEO April meeting, and finally reviewed by the region 5 Steering Committee and endorsed unanimously. In May the REPT met for the first time and elected John Field, Torrington Fire Chief, as the chair. A presentation was made and discussion ensued on each of the spending proposals and the budget was passed unanimously. Regions 5 application was submitted according to the DEMHS timetable and approved in great part due to the SWOT process, extensive education of the CEO's and the review process undertaken. In addition, each

RPO has completed its Resource Typing initiative and its submission made Region 5 the first to reach 100% completion of this initiative. Libby Graham presented a PowerPoint on the FY2008 Investment Justifications. A motion to accept these justifications as presented was made by Len Guercia, seconded by Tim Baldwin and unanimously accepted with one abstention by Peter Boynton.

- B. CTIC – Commissioner Thomas reported that CSP Lt. Chris Nolan has joined DEMHS as the new CTIC coordinator. The CTIC now consists of the following members: Lt. Nolan, CSP; Damian Platosh, FBI; Luis Rosa, CSP; Lisa Skelly, FBI; John Calka, Region 1; Rafael Segarra, Region 2; Andrew Weaver, Region 3; Richard Morgan, Region 4; Paul Markette, Region 5; Julie Gasiorek, DOC; Rudy Gazvoda, USCG; Dan Stebbins, DOJ; Quinn Sullivan, DHS; and Dennell Johnson, CTNG. A new analyst position is presently in process. Each position carries a two year commitment to the CTIC. The next Intelligence Liaison Officer (ILO) Conference will be held in late fall or early winter. Len Guercia advised that DPH is look at guidance that may add an Epidemiologist to the CTIC group in the future.
- C. Urban Search & Rescue – See attached full report submitted by Sgt. Savino. Bill Hackett referenced the equipment in the hangar and advised that the use of the Brainard facility was truly a collaborative process between DEMHS, DPH and DPS.
- D. Legislation – Scott Devico advised that he is in the process of bringing together the packet for the next legislative session.

VII. OLD BUSINESS

- A. None

VIII. NEW BUSINESS

- A. Wayne Sandford advised that three meetings have been held so far with representatives of the Private Sector. This group will endeavor to engage the Private sector in preparedness, recovery and information sharing. The next meeting will take place on December 4th. A new section has been added to HSIN for the Private Sector to network and share information such as Quinn Sullivan’s weekly Private Sector Briefing.
- B. Melanie Kerr reported that the new Region 5 office in Southbury is coming along nicely thanks to coordination with DPW and Southbury Training School. The space will include training rooms, office space, meeting rooms and a back-up EOC. The T-1 line has been installed and phone lines should be in soon.
- C. Len Guercia advised that a letter will go out soon in an attempt to integrate Public Health initiatives with law Enforcement and Homeland Security. Also the protocol for call out of the Regional Mass Casualty Trailers has been completed.
- D. Presentation by Joseph Kuzma of the American Red cross – “Expanding Continuity of Operations beyond Corporate Boundaries” or “A Guide to Individual and Family Preparedness.”
- E. Presentation by Neil Olderman of UCONN’s Collaborative leadership in Homeland Security Pilot Program. See attached.
- F. Peter Boynton discussed the VIPR held yesterday at Union Station in New Haven, in conjunction with DPS, MTA PD, and Rail PD. More to be done in other locations.
- G. Dan Ronan advised of a Maritime Meeting to be held Sept. 30, 2008 at the Mashantucket Museum were Department of Homeland Security’s Assistant Secretary for the Private Sector Office, Alfonso Martinez-Fonts as the main speaker.
- H. Terry Schnure spoke on the Criminal Justice Information Session site (CJIS) and that Sean Thakkar was working to develop an information sharing plan that serves the needs of first responders.

IX. INFORMATIONAL ITEMS

The following items were presented:

- A. Governor's School & College Security Conference, Rentschler Field – Sept. 23, 2008
- B. FEMA Region 1 Functional Hurricane Exercise, Maynard, MA – Sept. 24, 2008
- C. 3rd Annual Citizen Corps Conference, Mohegan Sun Conference Center – Sept. 29, 2008
- D. Emergency Planning for Schools Workshop, Hamden – Oct. 14, 2008 and Hartford – Oct. 15, 2008
- E. Bridgeport Terrorism Full-Scale Exercise – Univ. of Bridgeport – Nov. 1, 2008

X. MEETING ADJOURNMENT

Motion made to adjourn by Ed Wilds; seconded by Gary Stango; Unanimous. Meeting adjourned at 1055 hours by Commissioner Thomas.

XI. NEXT MEETING – October 9, 2008 – Chief State's Attorneys 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 September 18, 2008

The Statewide MRC Advisory Committee Meeting met on July 18th. At that meeting one new local MRC unit located in DEMHS Region 1 was introduced - Stamford MRC, and one new unit in Region 2 was pending approval – the Shoreline MRC. This new unit, whose sponsoring organization is the East Shore Health District, was federally recognized on July 30th, bringing the total number of CT Medical Reserve Corps units to 17.

The MRC Advisory Committee will be meeting this Friday, September 19th in New Haven. The DHHS Region 1 MRC Coordinator is flying to CT to attend this meeting, and to provide the group an update on some new Federal MRC initiatives.

Year 1 Regional MRC Capacity Building joint DPH/DEMHS funds have been released to 3 of the 5 regional MRC units (Region 1, Region 4 & Region 5). Distribution of Year 2 funds will begin in the spring of 2009.

On September 26, 27 & 28, 2008, in collaboration with DPH, Hartford Fire Dept and the DMAT, members of the Middletown and Capitol Region MRCs will be activated to provide medical support at the *A Salute to Connecticut's Veterans Event*, taking place at Brainard Airport.

Statewide MRC priorities for the coming year include: 1. Enhancing the existing Emergency Credentialing Program for Volunteer Healthcare Professionals database platform to support all of the State's MRC units, to include a central CT MRC webpage, easy accessibility to each individual MRC unit's local website, common MRC applications, and secured access to individual MRC unit volunteers. 2. Integration of CT ECP and MRC volunteers into Alternate Care Facility staffing plans, and for the Mobile Field Hospital.

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

Respectfully submitted,

Mary Grace Duley, MA, RN
State MRC Coordinator

CT URBAN SEARCH & RESCUE (CT-TF1)

September Training:

- September 3, 2008 a mandatory meeting was held for all US&R member looking to continue with the Team. Members were expected to attend the 1200 or 1800 hour meeting. A total of 85 members attended.
- September 3, 2008 Managers meeting was held at 0900 hours 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** - There was a mandatory meeting of the entire team to introduce the new Task Force Leaders and their commitment to take the team to the next level. The US&R team in coordination with the CT Fire Academy is looking at another K-9 specialist course to be held here in CT.
- **October** – Team will finish up deep Trench Rescue at Local 478 in Meriden. SUSAR convention in Baltimore, MD which will be attended by the Administrative Coordinator and a Task Force Leader.
- **November** – Team will finish Rope Technician course.
- **December and January Training** – US&R team will complete yearly OSHA in-service requirements.

Public Education Events:

- September 19 & 20, 2008, US&R will attend the Connecticut State Fire Fighter Convention.
- September 20, 2008, US&R will attend the Emergency Preparedness Fair in Prospect, CT.
- September 24, 2008, US&R will attend the Fairfield County Fire Chief Annual Meeting.
- October 17 & 18, 2008, US&R presentation to the North Haven Fire Department, Volunteer and Career members.

Advisory Board: - Next meeting tentatively scheduled for October, 28, 2008, 1000 hours at Brainard facility.

Equipment:

- The three roll off containers for the aforementioned trucks are loaded and ready to roll out the door. They are about 98% stocked.
- Took delivery of six containers, used to store cots, which are compatible with US&R trucks if delivery is needed.
- Mezzanine at Brainard (110' x 24") was completed, storing items such as the PPE Stockpile.
- Additional shelves were purchased and installed to accommodate additional 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 toured the Brainard Facility to get a first hand look at where these positions will be utilized.

1-Task Force Leader (part time)

1-Assistant Training Coordinator (part time)

1-Rescue Manager (part time)

2-Logistic Technician-(part time)

MOU committee continues to 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 training pile at Bradley.

TO: James Thomas, Commissioner DEMHS
FROM: Michael D. Varney, DOIT
RE: State of Connecticut, Interoperability Working Group Activities
DATE: September 2008

Significant Points of update:

Held monthly meetings June 17th , July 15th and September 18th at the DOT Research lab in Rocky Hill. Regular business was conducted in addition to viewing DEPs new communication vehicle. Additional detail and minutes available at www.ct.gov/demhs - communications.

Public Safety Interoperable Communications (PSIC) Grant Program:

- MOUs for Investment Justifications have been sent out to the municipalities due back to DEMHS this week.
- SCIP status reports were developed and submitted to DHS
- Technical Assistance requests were developed and submitted to DHS Office of Emergency Communications for action.
- Emergency Telecommunications Manager Positions were interviewed for at DPS and DEMHS. Currently offers are being made and background checks are being accomplished. Anticipate both persons starting by end of October.

State Tactical On Scene Communications System (STOCS) Program:

- MOAs for first round of distribution are being received; equipment and training are being provided upon receipt.
- Training program has been developed – anyone wishing for a delivery should contact DEMHS Training Division to schedule.
- Round 2 applications have been received and will be reviewed by the end of the week followed by notification to selected recipients.

Other Items:

- Interoperable Emergency Communications Grant Program was applied for by Connecticut. CT will receive \$545,234. Grant will be used for governance, planning, training and exercise support (No equipment) and be distributed for use equally between the five regions and the state.
- Tactical Interoperable Communication Plan (TICP) planning conducted by DHS personnel and staff from the Interoperable Communications Technical Assistance Program (ICTAP) at CCSU May 29-30 over 60 participants.
- TICP draft was completed and is being distributed for comment.
- Table top exercise planning is underway and a tabletop exercise will be held to start validation of plan in October.
- CASM Training was provided and a based on requests received earlier this week, additional training will be coordinated for other regions around the state.
- Michael Varney attended a pilot delivery of the Communications Unit Leader (COML) training provided by FEMA. A regional pilot offering will be held in CT for FEMA Region 1 later this fall.
- 700 MHz committee planning committee very active working with Region 19(New England) and New York to address channel allocation issues.

Next Regular meeting is scheduled for October 21st 1PM.

University of Connecticut's Collaborative Leadership in Homeland Security Training Program

Presentation by: Mr. Neal Olderman

The University of Connecticut's Collaborative Leadership in Homeland Security Training Program is funded by a grant provided by the Department of Homeland Security/FEMA's Training and Exercise Secretariat.

This training program will result in fifteen (15) deliveries consisting of three (3) pilot sessions and twelve (12) fully developed sessions. Each of the twelve fully developed sessions will train up to forty-four (44) participants. The fully developed programs will be delivered throughout the United States at locations to be determined by the Federal Emergency Management Agency (FEMA) regions or at the discretion of Department of Homeland Security (DHS) officials.

The training will consist of ONE course that contains three phases. Each participant must complete all three phases of the course in order to receive a certificate of completion:

- Phase I. A two-week (8 business days) online simulation/session provided by the International Communication and Negotiation Simulations (ICONS) Project of the University of Maryland on their web-based communication system, ICONSnet. This Phase I session involves an online simulation designed to:
 - Improve strategies for effective collaboration among multiple agencies at the state, local and federal levels.
 - Improve communication in a crisis environment.
 - Improve collection and management of pertinent information in a crisis environment with a high degree of uncertainty and time pressure.

- Phase II. A one-week (5 business days) face to face seminar led by highly skilled faculty and/or subject matter experts. This Phase II session will enable participants to:
 - Reflect upon and discuss the online Phase I session.
 - Distinguish between a crisis and a problem and identify several common crisis triggers.
 - Assess crisis situations and develop strategies for improving decision making.
 - Capture lessons learned and apply them to improve leadership performance in a future crisis.
 - Examine the value of collaborating and building homeland security networks.
 - Collaborate across organizational boundaries to achieve results.
 - Identify and explain structural and systemic approaches for promoting information sharing.
 - Explain the styles and behaviors of effective collaborative leaders.
 - Identify and demonstrate effective leadership actions during a crisis.

- Phase III. A two-week (8 business days) online collaborative leadership session, hosted by the University of Connecticut on their distance education Learning Management System (LMS) that will allow the participants to:
 - Use self-reflection to enhance leadership performance.
 - Develop an online learning community which includes best practices and leadership lessons learned.
 - Foster collaborative homeland security leadership capabilities.