

DRAFT

REGION V REGIONAL EMERGENCY PLANNING team STEERING COMMITTEE MINUTES OF MEETING NOVEMBER 10, 2008

Chair, Torrington Fire Chief John Field called the meeting to order at the Bantam Borough Fire House in Bantam at 1:00 P.M. The Pledge of Allegiance was recited there was no public comment.

Robert Kenny, Region V Coordinator, announced Honorable Co-Chair Chief Marconi sends his regrets he is unable to attend due to a series of intentionally set fires which demand his presence.

Chief John Field made a Motion to accept the Minutes of the REPT on May 12th. John Lawlor made a Motion to accept the Minutes as prepared and that Motion was seconded by Leo Paul. The results of the vote were 28 approved and none opposed.

The first order of business was to vote on the acceptance of the concept of the draft of the Regional Emergency Operations Plan. Each region is developing a plan that will serve their needs. The next step is to present the draft to DEMHS so they can see if we are moving in the right direction. There will be another meeting over the next year which will be more involved in the actual approval of the finished Plan.

Thomas Vannini, Region V Planner and author of the draft Region V Emergency Operations Plan, discussed the Plan and fielded questions. The Plan was drawn up based on the input from the different Emergency Support Functions (ESF), and covers 43 communities in 1,200 sq miles. One objective of the Plan is to support our communities very quickly, so we are following a zone concept in line with hazmat procedures to serve Housatonic Valley, Central Naugatuck Valley and Northwest Litchfield Hills. We will ultimately have a final plan using Duty Officers for each zone with triple back-up built in. The Incident Commander in the field will be able to make one phone call or one radio message to a pre-identified dispatch center, who will notify the Duty Officer. We will continue to develop the concept of the three zones and will have a review every six months to keep up with changes. A finalized Plan is due December of 2009 which will include the ESF annexes built into it.

Concerns were expressed as to the role of the Regional Coordinator under this plan, and the perceived “red tape” in securing the assistance of the Regional Coordinator at a forward command post during an incident where surrounding communities are tapped out and more help is needed. The group was reassured that the Regional Coordinator is duty bound to immediately “respond” to requests for assistance, which can include notifying the DEMHS Duty Officer / leadership, activate and staff the Region 5 Office, or respond to any other location as assigned or otherwise deemed appropriate, based on the incident and other factors.

Regional Emergency Support Functions Sub Committee Updates:

ESF 1 - Transportation - Virginia Mason

Virginia Mason reported having two meetings so far and are working with public works and public safety

ESF 2 – Communications – Steve Savage

Steven Savage reported the group is working on their Communication Annex for the Plan. All ESFs use communications, and they (ESF-2) are working with the other ESFs to learn their needs. They are also working on several grants - the PSIC Grant from FEMA for 13 million which is to go to communications infrastructure improvements at the State and local level. They have a member on the DEMHS Interoperability Committee, who is in charge of overseeing the projects. There is also a grant for \$87,000, and they are looking for guidance for training on that. For the Regional FY07 grant monies, they submitted for mobile ICALL/ITAC radio chargers for deployment with local chiefs of first responder services, and EMDs. They have been involved in regional training on the systems, e.g., DOT field personnel, so they

know how to use them. The STOCSS Boxes, which are starting to be deployed to the field, need to be used and exercised. S. Savage told the group that the decontamination trailers also have radios, and they want this information out there.

ESF 3 – Public Works – John Lawlor

This ESF continues to develop with three primary goals. The first is communications within Public Works to ensure representation of all communities in Region V. Second, is training - we want to make sure we take advantage of the funding approved for training, and the third is purchasing equipment to be identified in the spending plan from last year. Participation is key to the success of this program so CEOs are asked to seek out senior most public works representatives and urge participation in the regional ESF process.

ESF 4 – Firefighting – Chief Lawrence Black

Chief Maglione is stepping aside due to other commitments, and Watertown Fire Chief Lawrence Black will assume the chairmanship of this ESF. The Statewide Fire-Rescue Disaster Plan was approved by the Committee in March. Although ESF-4 has not met in some time, they will get together soon regarding the integration of the Statewide Plan, and are moving forward, hoping to get out to all the Chiefs as soon as possible.

ESF 5 – Training and Exercise Committee – Paul Estefan

Chairman Paul Estefan away after being deployed as part of several recent FEMA activations, so the group met very intermittently. The objective is to meet often. This is the very foundation of all the work being done by Emergency Management. Many EMDs will be serving in some capacity in the Regional Plan. He stressed the need for training.

ESF 6 – Mass Care – Housing and Human Services - Richard Stubbs

The real work of the group is translating shelter cap into shelter capability. The Region did a great job during the last 6 months to 2 yrs, have identified shelter facilities, estimating the number of spaces available, purchase basic hardware, e.g. cots blankets, but need to be able to operate a shelter for 24, 36, 72 hours, or longer. They have put together a 4-hour disaster orientation program using the Red Cross procedures, model for a training program, and shelter management training program. They have already tested it in Wolcott using the CERT team, twice at Southbury training school, and next week at NW Community College. This is free throughout the region and we need a minimum of eight people in the class.

ESF 8 - Public Health and Human Resources

The group continues to meet the first Friday of the month and have five active working groups. ESF 8 submitted a draft plan to DEMHS, and are now working on expanding the ability to integrate the different facets of health and medical, EMS, hospitals and local health departments, so that coordination is improved between the groups. They also have been negotiating with the Department of Public Health with regards to their mass dispensing area, and incorporating it into a bigger area. They are working with communications, and are now able to call down all the Region 5 health departments / districts within three hours, and get a response back on what resources are available. They have been drilling that quarterly. Regarding the resource inventory, CREPC region has no health and medical resource inventory as we know it, but CREPC is working on that. Drills and Exercises; the region has supported the Danbury drive-thru pan-flu clinic and mobile hospital, a triage drill, and the hospital group is working on surge capacity and mass fatality plans. Finally, the department of public health received a grant to hire two staff people to develop a database for agencies that are responsible for special populations, and will be out in the regions offering a train-the-trainer program to learn how to use that database.

ESF 10 - Oil and Hazardous Materials – Chief John Field

ESF 10 has been meeting monthly and working on various projects. They are now in the process of hiring a consultant to manage things, and are in the process of purchasing communications equipment, working with ESF 2 to see how best to do that. They are getting their capabilities up to where they should be, and are out marketing the team, including going to communities telling people what is available to them regarding HAZMAT resources. From a regional prospective, they are a running an NFPA 472 hazmat

program in January to be conducted at Southbury. This technician-level program runs 96 hrs or so, and the State is paying for it.

The State is working with Quinnipiac to develop an on-line program to make it easier for people to get involved.

Also, on the State level, there is a maintenance contract in place for the decontamination trailers that were deployed throughout the State. If you are the custodian of one of these trailers, you need to contact the State if your trailer has not already been serviced. Regarding the hazmat meters, the State has finalized a package for maintaining the meters that were given out in 2003, and towns need to contact their fire chief to have these taken care of. Also, the original issued PPE to local municipalities have exceeded their shelf life, or are close to expiration, and there is a campaign by the hazmat team to take this expired PPE and use it for training.

ESF 11 - Agriculture and Natural Resources - Dr. Cobelli

Thomas Vannini met with Dr. Cobelli, who is moving forward with recruitment of volunteers for the animal shelter and rescue, and meeting with NW Community College to have the team trained there. They conducted a drill at Asnuntuck Community College, and are moving forward on the FY 07 HSGP money. They are preparing to put in a request for training and equipment for the group, and need to work towards to next level. They have a very energetic group of animal controllers, etc., and have done a considerable amount of work so far.

Richard Stubbs, Red Cross reported that ESF 11 did a joint exercise operating a pet shelter and modification of a people shelter at Danbury high school. They learned some lessons and it was successful. FEMA and Red Cross have a national database where all shelter facility data is logged. This not part of Web EOC, but eventually there will be a link.

ESF 13 – Chief Douglas Fuchs (For Chief Robin Montgomery)

Chief Douglas Fuchs reported moving along with the Fairfield County Radio Project, which allows Police Officers to communicate amongst themselves through cross-banding and simulcasting. There was an ESF-13 meeting two months ago in Litchfield with Chiefs from Brookfield, Naugatuck, and Torrington, the CSP Western District Major, Commanders from Troop A, B, and L, as well as HVCEO, to discuss how law enforcement can work with each other. A draft ESF-13 plan was presented, and provided to the Region 5 Planner. Chief Fuchs said that they are watching PSIC Grant very closely to see how it is going to benefit the local municipalities.

DEMHS Region V Training and Exercise Committee – Paul Estefan

Thomas Romano, DEMHS Trainer reported for Chair, Paul Estefan, who is on post FEMA deployment vacation. The Group was formed 3 months ago and Tom discussed HSEEP (Homeland Security Exercise Evaluation Program.), reminding all that when they signed-off for grants and funding, they also signed off to follow HSEEP requirements. One requirement is training and exercise. Every year we must put out a training and exercise plan, and work is being done on that now. When all five regions are complete, there will be a state-wide meeting to go over the plans and look for duplication. Regarding training, the IS 100-200 etc., if you are not up to date, submit your request for training, as DEMHS conducts this training at no charge. Region V training requests need to go to the committee for a vote. There is \$30,000 available for training.

DEMHS Update - Robert Kenny

Resource Inventory - DEMHS' emphasis in the last six months has been on the statewide inventory of local resources. Region V was to the first to get the information in, and the most complete for the four areas – fire, police, EMS and public works. There will be much more to add to the database in the future, as the Federal government as already typed approximately 220 different assets.

PDA - Region V also held Preliminary Damage Assessment training offered in two sessions for CEOs and EMDs to give an overview of the FEMA process used when they come in and give us public assistance in order to start integration of how FEMA operates today and how we at the local, state and regional level can help be consistent and uniform to get things done faster. We hope to have more training down the road.

WEB EOC - training was conducted October 30th and 31st have about twenty towns with at least one representative at the training and there will be more opportunities for training. WEB EOC is an internet based and is a good situational awareness resource management tool since it will give a local view of an event in real time. When a Town reports a significant event to the Coordinator, the Coordinator reports this to the State EOC Duty Officer who then posts it and so it is open to all with WEB EOC capability. All are urged to receive training.

High Band Radio - DEMHS held Commodities training in conjunction with the Quarterly High Band Radio System test. This was a communications exercise in which local municipalities identified the type of commodities distribution point they had “stood-up”, and the location of same. A future exercise will involve the actual delivery of commodities to a local jurisdiction, and see how long it would take to complete the process. The next High Band Radio test is on December first in the late morning and late afternoon.

STOCS Boxes - The State’s Tactical On-Scene Communications System (STOCS) has been rolled out. There are two plastic boxes – one contains three radios and a cross band repeater, and the other one is the battery supply. You must have 800, 400 or VHF high band to reap the benefits of this asset. As long as portables are programmed with the five STOCS frequencies, and the STOCS radios and cross-band repeater turned on, you can be on 400 and speak to someone on the 800 band. There are two distribution phases - the first involved the identification of key locations throughout the State, and the second is being done by application process. There must be an MOA in place between the State and the receiving municipality, which amongst other things, requires that the municipality be willing to transport the equipment outside of the region if necessary.

Meetings – The Commissioner’s office is holding two (2) “Town Hall” meetings for Region 5 EMDs and CEOs. The meetings are scheduled for November 24th from 2:00pm to 4:30pm, and from 6:00pm – 8:30pm. Both sessions will be located at the Southbury office. There will be a period for questions and answers following the meeting.

LEOPs: It is State regulation that every town maintain an updated local emergency operations plans. A reminder letter went out from the Region 5 Office asking that the towns who have not submitted, do so ASAP in accordance with the established procedure. This is an annual requirement.

EMPG - FY09 Emergency Management Performance Grants has three components –beyond baseline funding there is the Computer Stipend Grant and the ETE (Education, Training and Exercise) Grant which is a competitive Grant, based on population, and will be funded over the next five years. If a Town does not receive the funding, there will be more opportunities.

Grants - Homeland Security Grant Program for FY 07 - Money has been deposited in State accounts, and will be spent in accordance with the REPT-approved spending plan. The State has developed an MOA process which needs to be completed in order to get this done. Central Naugatuck Valley is the fiduciary and Virginia Mason and Bob Kenny are working on the MOAs so that equipment can be given out soon.

Funding for FY 08 Grant – the Guidance to the Region should be coming out soon, and we will process it through the REPT/ REPT Steering Committee, and develop a formalized spending plan based on guidance. The funding is much the same as FY 07, and is about \$9.1 million for the State. The focus is on training and exercises, and work in the radiological area.

FY 09 Grant – the Federal guidance on the grant money was just released November 5th and the amount for Connecticut is roughly the same. It has not been applied for yet. It will be focused on training and exercise in explosive devices training and in the radiological area.

There being no further business, the meeting was adjourned at 3:00 P.M. The next full REPT Meeting is set for May 11, 2008 at 1:00 p.m. at the Southbury Farm 2 Building and the next REPT Steering Committee meeting is scheduled for 1:00 p.m. on December 8, 2008 at the same location.