

**EMERGENCY PREPAREDNESS COMMITTEE
MEETING MINUTES
May 15, 2014
New Britain EMS Headquarters**

Members Present: William Ackley – Committee Chair, Jonathan Best – DPH, Michele Connelly, Judi Reynolds, Alex Morisano, Robert Zeigler, Mark Franzese
Members Excused: Gary Allyn (work obligation)

1.0 Call to order

Chair Bill Ackley called the meeting to order at 9:33AM.

2.0 Minutes

A motion was made to approve the minutes of the April 17, 2014 meeting, Best/Franzese, approved unanimously.

3. Initiatives for discussion

- Emergency Vehicle Response in Hazardous Conditions (review revisions)

The Emergency Vehicle Response document was forwarded to the Advisory Board for comment. There was discussion on the evolution of the document and its content. It was noted that Gary Allyn has offered to take the document to the fire services for comment. The document's intent is to provide guidance. Discussion followed on how recent events were handled. Comment was made that this is primarily a safety issue and response decisions need to be made locally by the agencies involved. Resources available and local conditions can influence local response decisions.

There was continued discussion on decision-making and the factors that drive it.

Dissemination of the document after it is approved was discussed. Leadership and management training were recognized as important; some options currently available were discussed.

The importance of consistency of information was stressed. Merging of documents, the value and the process to accomplish merging were discussed. Bill asked the group please review the NFPA/CT Fire Prevention document and information Mark previously submitted for discussion. Bill will resend the documents.

- EMS Preparedness

Jon Best presented a power point on the recent SNS Exercise. Each component of the exercise and personnel involved were reviewed. He explained the CDC's IMAT system that was utilized during the exercise. IMAT is a tracking system that was BETA tested during this exercise. There was discussion on all aspects of the exercise, including the high-level security involved. Discussion continued on the strengths and weaknesses found during the exercise and lessons learned. The new DPH radio system was used during the exercise with success. Some of the agencies involved were CSP, CDC, CERT, CT DPH, Consumer Protection and National Guard.

Jon Best presented the EMS Mass Casualty Management power point for discussion, the system is still in development. He stressed the system will be used within the context of ICS. Recent presentations have been well received. The use of CMED during an MCI and the familiarity of personnel with NIMs were discussed. Training was recognized as critical. Much discussion followed.

4. Other Business

- Bill Ackley gave an overview of a meeting representatives of Region 1 EMS had with the New Jersey EMS Task Force. Discussion at the meeting covered, leadership, planning, supplemental equipment resources and management needs/tools. They reviewed the evolution of the Task Force and its success. Discussion followed on building health care coalitions, EMS involvement with their ESF8 groups and regionalization. Committee members interested in attending their regional ESF8 meetings should contact their DEHMS Coordinator. Bill will distribute the initial New Jersey Task Force white paper and solicit other Task Force materials for the group.
- Reporting Standards Policy and Procedures – Bill Ackley will forward the Texas 2010 ICS Forms and Resource Workbook to the group. The workbook contains necessary ICS forms and pre-populates some fields. The group that developed the workbook allows it to be shared with credit.
- Standbys, special events and mass gathering planning and response were discussed. Bill will send out the mass gathering document for review and discussion next month.
- Alex gave an overview of New Britain EMS special events planning, resources utilized and operations.

5. Adjournment

Meeting adjourned at 11:55AM.

Respectfully Submitted:

Judi Reynolds
OEMS Region 2 Coordinator