

Statewide Citizens Corps Advisory Council

March 17, 2016

Meeting Minutes

DESPP Headquarters, Room 348

1111 Country Club Road

Middletown, CT 06457

Voting Members In Attendance:

In Person:

Tom Gavaghan (Co- Chair)
Mark Amatrudo (Co-Chair)
Norma Peterson (Region 1 REPT)
Joel Severance (Region 2 REPT)
Don Davis (Region 3 REPT)
Harley Graime (Region 3 REPT)
Don Janelle (CEMA)
Katherine McCormack (MRC)
Robert Kenny (Region 1 Coordinator)
Eric Scoville (Planner)
Thomas Romano (Trainer)

Via Phone:

Jim Larkin (Region 4 REPT)
Joanna Rogalski (Region 5 REPT)
Michael Caplet, (Region 4 Coordinator)
Paul Gibb (Region 5 REPT)

Voting Members Absent: Sue Prosi (Region 1 REPT), Jean Davies (Region 2 REPT) John Field (Region 2 Coordinator), Thomas Vannini (Region 5 Coordinator),

Quorum Present: Yes

Others In Attendance: William P. Shea (Deputy Commissioner DEMHS), William Hackett (Director, DEMHS), Brenda Bergeron (DEMHS Legal), Gary Ruggiero (DEMHS Trainer), Bob Scata (DEMHS Trainer), Henry Pasczuck (DEMHS Region 5 Planner), Debbie Dileone (Hamden CERT), Dave Lewis (Hamden CERT), Bob Freeman (Hamden CERT).

(The titles of voting members are the committees/organizations they are representing or roles they are playing in accordance with the SCCC Bylaws)

- I. Call to Order by Co-Chair Thomas Gavaghan at 1:33 followed by Pledge of Allegiance**
- II. Public Comments:** None
- III. Approval of January 21, 2016 Meeting Minutes:** A motion made by Don Janelle, approve minutes, minor edits to the minutes were requested by committee members. Seconded by Katherine McCormack, motion carried, minutes approved as amended.
- IV. DESPP/DEMHS Report:**

Consideration of Grant Requests:

Category A- Training:

Town of Hamden: \$1,000 for Teen CERT Basic Training.
Est. Project Start date March 23, 2016

Hamden CERT was present at the meeting and withdrew their application.

City of Bridgeport: \$1,000
Est. Project Start Date: May, 2016

City of Bridgeport: \$500
Est. Project Start Date: April, 2016

Bridgeport is holding two training courses which is the reason for two separate applications.

Town of Monroe: \$1,000

Est. Project Start Date: April 2016

Town of Redding: \$1,000

Est. Project Start Date: March 22, 2016

Town of Southbury: \$1,000

Est. Project Start Date: August 17th 2016- Approved with an amended start date to be decided, the grantee will notify the Grants Unit of this change.

Group Application: \$1,000 (Vernon, Stafford, Somers, Ellington) the application will be submitted to the DEMHS Grant Unit for approval.

Motion was made by Joel Severance to approve Category A Grants as amended, Seconded by Katherine McCormick, 1 abstention Joanna Rogalski, motion carried.

Eric Scoville relayed guidance on behalf of Rita Stewart regarding meeting space. Meeting space costs are allowable, however they have to be at an offsite location and you need to have an invoice and/or proof of payment.

A policy change was noted, all new grant applications will be approved by the DEMHS Grant Unit beginning on March 18, 2016.

The DEMHS Grants Unit will report on approved grants at the next meeting. The SCCC will no longer be required to approve grants at meetings.

Category B- Advanced Training:

Town of Woodbury: \$250

Est. Project Start Date: April 23, 2016

Training is for search and rescue.

Motion made by Harley Graime to approve Category B Grants, Seconded by Robert Kenny, Motion Carried.

Category C- Planning Application: None

Category D- Equipment Grant: None

V. Regional Council Updates:

DESPP/DEMHS: No new information at this time.

Regional Councils

Region 1: (Norma Peterson) Wilton and New Canaan and Westport remain active, Stratford is in the process of reactivating.

A possible training exercise is currently in planning regarding schools. Planning to use and/or activate CERT teams.

Region 2: (Joel Severance) No update

Region 3: (Harley Graime & Don Davis) - West Hartford has reactivated for CERT badge creation. There is currently a form that needs to be completed for badge completion. Rich Winn is a Point of Contact regarding badges.

Badging will be added to the agenda of the next CCP meeting.

Don Davis mentioned that Bristol holds a weekly HAM radio meetup.

Region 4: (Jim Larkin) No Update

Region 5: (Paul Gibb & Joanna Rogalski) Paul Gibb mentioned that Bylaws for the Northwest Hills Citizen Corps Council were approved by the COG on March 10, 2016. The first meeting will be in April to discuss next steps and the appointment of a chairman.

It was also mentioned by Paul Gibb that radios and racks have been distributed throughout Region 5. The Winchester CERT team activated on Feb 25th due to power outages. Working with Eversource to procure an electrical safety class. POD exercise April 11th, activating CERT teams, filling staff positions at the POD.

Joanna Rogalski of NVCOC mentioned that Southbury and Woodbury have combined municipal CERT teams.

MRC: (Katherine McCormack) - There are currently 23 MRCs in CT. The CT MRC statewide leadership meeting was held on March 1, 2016 at Connecticut Hospital Association in Wallingford. Jonathan Best, State MRC Coordinator chaired the meeting and focused on the following: Planning MRC moving forward under ASPR; future steps of units without Capacity Building Award (CBA) dollars; DPH funding to regions for MRC programming; and collaboration and regionalization.

Discussion regarding the lack of Capacity Building Awards, CT units hoping to receive Challenge Awards which will be announced later this month. Challenge Award funds are for specific MRC based projects which can be replicated by other MRC units.

VI. Old Business:

Annual Report Results: The results from the survey have been compiled, however they are incomplete. We will be reaching out to compile complete records.

Moving forward, the SCCC will continue to request this information no less than annually. This will allow us to compile actual CERT team information to assist in funding requests and program justification.

It was noted that all Citizen Corps Councils receiving Citizen Corps planning funding are the points of contact for all towns within the Citizen Corps region, and that they will be responsible to relay the information to the SCCC chairs.

Grant Handbook Update/Application/Completion Report Forms: (Brenda Bergeron): This newly revised handbook is all-inclusive, addressing more than grant funding. It contains policies on grants, CERT Activation and other CCP Program Requirements in one document.

Category D grants are returning, DEMHS Senior leadership considers these items to be extremely important. The backpack concept is important. Gives people a sense of accomplishment. This handbook will be completed and available by Mid-May.

VII. New Business/Other Items

CERT Field Ops Guide: DEMHS has field ops guides available in storage, There are currently 3,000 quick reference guides available.

Message from Deputy Commissioner: (Deputy Commissioner William P. Shea) Deputy Commissioner William Shea wanted thank everyone for their time and efforts on the Annual Report Survey. He reiterated how important the need is to have the real number of “boots on the ground” so we know what is available during disasters. This is an important metric that we need to have available.

Individual and Community Preparedness Awards: (Don Janelle)

Recognition award. Opportunity for application has passed, however, we should look into how to do this for the next go around. Push this out to the CERT teams to recognize people for the future.

VIII. Adjournment:

Motion to adjourn made by Joel Severance at 3:55 pm, seconded by Harley Graime, motion carries, Meeting Adjourned.

**THINGS WE NEED TO ADDRESS BEFORE OR
DURING THE NEXT SCCC MEETING:**

1. Annual training day/weekend – Should redefine the scope of the training, budget, approximate target date and overall parameters before then and appoint a chairman at the meeting.
2. Annual State Citizens Corps Conference - Should redefine the scope of the training, budget, approximate target date and overall parameters before then and appoint a chairman at the meeting.
3. Expectation that each Regional Council/Planning Grant Recipient will provide a report at each SCCC meeting and what items should be included
4. West Hartford – ID Badge Generation – Need to know procedure, cost and logistics, then communicate to all CERT Teams, through Regional DEMHS Offices
5. Grant Handbook Update/Application/Completion Report Forms – When will it be effective and can we get a signed copy scanned and distributed?
6. CERT Field Ops Guide – Need a contact person and form so we can notify people that the guides are available
7. Category D – Need to communicate that these grant applications will be accepted, starting ____, and what the rules are.
8. Individual and Community Preparedness Awards – Don Janelle talked about these at the last meeting. MDA to ask him to provide a summary for distribution.
9. *I'm sure that my list is incomplete, so feel free to add anything else you can think of.*