

**Statewide Citizen Corps Advisory Council Meeting**  
**September 15, 2016**  
**Meeting Minutes**  
**DESPP Headquarters, Room 348**  
**1111 Country Club Road**  
**Middletown, CT 06457**

**Voting Members In Attendance:**

**In Person:**

Mark Amatrudo (Co-Chair)  
Norma Peterson (Region 1 REPT)  
Joel Severance (Region 2 REPT)  
Don Davis (Region 3 REPT)  
Don Janelle (CEMA)  
Katherine McCormack (CR-MRC)  
Eric Scoville (Planner)

**Via Phone:**

Jim Larkin (Region 4 REPT)  
Paul Gibb (Region 5 REPT)  
Joanna Rogalski (Region 5 REPT)  
Thomas Vannini (Region 5 Coordinator)  
Mike Caplet (DEMHS Region 4)

**Voting Members Absent:** Jean Davies (Region 2 REPT), Jeff Williams (Region 4 REPT), Robert Kenny (DEMHS Region 1), John Field (DEMHS Region 2) Harley Graime (Region 3 REPT), Thomas Romano (DEMHS Trainer)

**Quorum Present:** Yes

**Others In Attendance (Person/Phone):** Bob Freeman (Hamden OEM), Brenda Bergeron (DESPP/DEMHS), Henry Pasczuc (DESPP/DEMHS), Rita Stewart (DESPP/DEMHS),

- I. Call to Order & Pledge of Allegiance (1:30)**
- II. Opening & Public Comments:**
- III. Financial Report:**

Rita Stewart provided an update on financial report, FFY 2014 is now closed, and current spending is coming from FFY 2015 money. Only one FFY 2015 application request has been received. Funding requests approved are attached to these minutes, all of these have been approved and they are all Category D grants. This is a quicker way to approve, we are finding it is better than waiting for each meeting to approve grants.

Motion to approve the financial report made by Norma Peterson and seconded by Don Davis. All in favor.

- IV. Regional Council Updates/Reports**

**Region 1 REPT:**

Region 1 Field Day on Monday -9/26/16 12-3 PM, all ESF's will have a display of what the region utilizes money on. Attendees will include people in Emergency Services functions, CEOs and other elected officials. This event will be located at Sherwood Island off of I-95.

# DRAFT

## **Norma Peterson:**

All teams are participating in ongoing activities, New Canaan and Wilton, have been activated for traffic control. Westport planning to have a basic training class in November. A training session is being considered to address possible CERT roles during an active shooter situation.

## **Region 2 REPT:**

### **Joel Severance:**

There currently exists 16 CERT Teams in Region 2 with 805 Volunteers. The final report of members of CERT Teams has been submitted to the Citizen Corps Council. Approximately four teams are expected to be removed from records, three more teams have been given more time to reestablish and swear in members.

Hamden, CTSART and Ansonia will be housing Category A Basic Training classes this fall.

## **Region 3 REPT:**

**Don Davis-** Bristol was very active, CERT Ambassador Program - put on a presentation for businesses to get awareness out.

**Brenda Bergeron:** Veterans Home CERT team. May be good for Region 3 to collaborate.

## **Region 4 REPT:**

**Jim Larkin-** Northern section, group met last week to discuss class in Brooklyn. Also looking to train WebEOC staff. The MRC- drive through flu clinic was held, 100 flu shots were distributed at one of the three distribution centers. There will be downed wires training on October 19th in Franklin.

**Mike Caplet-** Working with the Southern COG to fill the Citizens Corps Council vacancy. Region 4 CERT activity has been incredibly robust. Processed 6 applications for CERT and MRC information. Teams in the Southern portion of Region 4 have experienced a slow trending decrease in attendance, which he is trying reverse.

## **Region 5 REPT:**

**Tom Vannini-** Ridgefield will be holding a safety day and traffic control training. The group was reminded that preplanned events need to be approved advance. One activation for the Tropical Storm on Labor Day.

**Paul Gibb-** NHCOC adopted its annual budget on August 7<sup>th</sup>. Emphasis has been on encouraging CERT teams to submit applications in sooner rather than later, mostly because of the high level of activity among region. There was a "Wires Down" training at the Litchfield Fire Department in which an electrical safety course was given by Eversource. Training was provided for CERT, Public Works and Fire Department personnel.

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**Joanna Rogalski-** Seymour, Wolcott, and Naugatuck- all had municipal festivals. Southbury and Woodbury have merged and are now one team.

**CEMA-** Don Janelle notified the group that CEMA had recently re-elected all officers and also had a question regarding providing mutual aid to other CERT teams.

*“If a CERT team is requested in another municipality who should be notified? Notify EMD of the town they are located in and the town they will be assisting in.*

*Who makes the request? The person who is responsible for the team makes the request. In most cases this is the EMD. Notification needs to occur to ensure that the teams are welcome in the neighboring community, and that proper activation documentation is generated.*

**Brenda Bergeron** provided additional guidance on CERT team mutual aid. She mentioned that it is important to be clear about who is inviting you into the town, what is requested and what can be provided.

Mutual aid services must be requested by the incident commander, EMD or their designee. In any case the EMD of both communities should be notified of this request.

If notification needs to be communicated to all CERT teams, Brenda is available to provide assistance drafting the notice similar to what DPH did for the recent exercise.

**Katherine McCormack, MRC-**Region 4 MRC has been extremely busy and well organized. Region 4 units continue to allow folks statewide to be involved. Next Saturday, The Region supported a major Saturday Foxwoods rock concert at the request of partner American Ambulance which asked for support. MRC stepped up to assist. MRC activity is crossing regional boundaries, mostly because the teams/members are used to working and training with one another.

Region 1 MRC- Fairfield- outreach on Mosquito Borne illness protection, hung cards on doors in the area. Special needs training and mass fatality exercise participation is anticipated.

DPH has put out a request to CERT teams for assistance to support the Mass Fatality Management training/exercise. DPH anticipates activation going through the state; Capitol Region MRC, which will be activated for their triage and mass care assignment. Brenda Bergeron will be reaching out to DPH to clarify the activation process for that Exercise. Any activations need to be approved in advance and proper submission and reporting need to be completed for your town/Team.

There are three new MRC unit leaders in CT- Stratford, Monroe, Wallingford, and West Haven.

**Other: Bob Freeman, Hamden CERT-** The Hamden CERT Team has been busy recently, with Three emergency activations, and providing rehab at a large structure fire about three weeks ago. July was very active because of multiple (5) community concerts. They received an invitation from Hartford CERT to work with them. Hamden remains a very active team, with 39 activations for the year right now. They keep busy, which he believes is the secret to success.

## V. Old Business:

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**Loyalty Oath Logs:** All CERT Team members, including school and college students, need to complete renew their oath. Ideally this should have been in by the 15<sup>th</sup> of August. The Loyalty Oath information will be used to allocate the hats, handlights and Field Operating Guides.

Notification and distribution of those items will start in a few weeks or so. Teams will go to Sigourney Street to pick them up initially, any remaining items after December 1<sup>st</sup> will be sent to Brainard Field. A form has been created to request those items.

**Region 1 Replacements:** There is no commitment with MetroCog as of this week. Subsequent conversation have been held with, Dave Hannon- WestCOG. He will continue to serve as a CCP council for the towns that make up the WestCOG area. WestCOG incorporates two regions, both Region 1 and Region 5.

**Training Day/Training Weekend/CCP Conference or other events:** Based on the current funding and staffing conditions, both have been postponed until the springtime.

Rita Stewart provided a reminder on events such as these, the Performance Period is now two years for the grants, so we don't have a grant that ends next summer because the FFY 2016 grant was just awarded. It was agreed that these events must be scaled down from previous levels and various possibilities were discussed. Those included using the Red Cross for feeding at the exercise, charging a nominal fee which could cover certain foods, looking at the per diem GSA rate, etc.

Wide Area Search Training – A question was raised as to whether this type of training can be reimbursed under Category B. Rita Stewart will check on this for allowability. Norma Peterson mentioned the need to resolve this prior to the spring, when an event like this may occur. To be included on the January agenda.

## **Updating active CERT List:**

There are number of different reasons that the efforts are being expended to make this list correct. All were asked to closely review the information on the spreadsheets, including all of the EMD information. There was a question on the process in which this information should reach the SCCC. While it may be beneficial to map out this process in advance, the initial information request and point of contact has been Mark Amatrudo. That will remain until the process is completed sometime in November. Requests to provide information and review the initial spreadsheet were distributed to all DEMHS Regional Coordinators, as well as the EMD's and COG's listed on the spreadsheet.

## **Round Table Discussion:**

### **CCP/CERT Program Policy Discussion/Brainstorming:**

Mark Amatrudo posed the following question to the group: What we can do to move the CCP program forward in the state and want to become more involved?"

The following are a list of items mentioned in this brainstorming session:

# DRAFT

- Importance of bringing in a younger crowd to be trained. Schools and colleges may be important resources.
- Events like the Region 1 Field Day reenergize team morale and encourage growth. It would be interesting to look at types of events that could be held, including collaborative events with other groups. For next meeting we should have a recap/hotwash of the Region 1 Event. It was mentioned that the Veterans home in Rocky Hill Has an auditorium as well as 40 acres of land.
- CERT teams should find ways to incorporate their Chief Elected Officials in events and services provided, this helps keep the CEO in the loop.
- Generate a list of best practices to distribute to the municipalities CERT Teams.
- Develop significant branding for MRC/CERT teams.
- PSA's from public officials on CERT/MRC teams- help educate the public on CERT teams, garner more volunteers and inform other officials on the importance of CERT teams in Connecticut.
- There should be unified messaging on the importance of these teams.
- Multicultural teams, teams located in communities where many languages are spoken
- Important for CERT teams to build and maintain strong relationships with local first responders (Police, Fire and EMS). Helps to break down any barriers to being activated.
- TERT- (Brenda Bergeron) Telecommunication Emergency Response Teams- if these teams want to be activated and protected by Title 28- the teams must become a TERT-CERT.

## **EPPI:**

An update in the EPPI was provided. For municipalities, it will take place on October 29<sup>th</sup> or November 2<sup>nd</sup>. State agencies will have a separate exercise on November 4<sup>th</sup>. The focus of this event will be a severe ice storm that results in numerous street closures, long term power outages, collapse of buildings, etc. The following will be key aspects tested/ highlighted in this event:

- Initial planning and preparations
- The Make Safe Protocol
- WebEOC
- ESF-2 (Communications) Focus
- Sheltering, including involvement of the public school systems sheltering,
- Recovery

## **VI. Adjournment (3:31 PM)**

## Application Approvals by DEMHS September 15, 2016

Applications approved by DEMHS since the last meeting (July 21, 2016)

<b>Training Applications</b> (Category A & B)							
CAT	Applicant	Approval Date	Amount	Project Start date:	Number of students	Backpacks Y or N	Notes
A	Hamden CERT	7/21/2016	\$1,000	9/21/2016	25	Y	
A	CRCOG - Hartford	8/03/2016	\$1,200	10/2016	25	Y	

<b>Planning</b> (Category C)			
Applicant	Approval date	Amount	Planning Period
NVCOG	7/27/2016	\$2,000	7/2016-12/2016

<b>Equipment</b> (Category D)			
Applicant	Approval date	Amount	Description
CRCOG - Middletown	7/25/2016	\$1,000	Apparel/backpack items
CRCOG – Hartford	7/25/2016	\$1,000	Apparel/backpack items
CRCOG – Newington	7/25/2016	\$1,000	Apparel/backpack items
Ridgefield	9/09/2016	\$1,000	Apparel/backpack items