

Minutes Approved at 1/18/2018 SCCC Meeting

Statewide Citizen Corps Advisory Council Meeting

11/16/2017

Meeting Minutes

DESPP Headquarters, Room 349

1111 Country Club Road

Middletown, CT 06457

Voting Members In Attendance:

In Person:

Don Davis (Region 3 REPT)

Don Janelle (CEMA)

Eric Scoville (Planner)

Harley Graime (Region 3 REPT)

Joel Severance (Region 2 REPT)

Mark Amatrudo (Co-Chair)

Norma Peterson (Region 1 REPT)

Thomas Romano (Trainer)

Via Phone:

Jim Larkin (Region 4 REPT)

Joanna Rogalski (Region 5 REPT)

Paul Gibb (Region 5 REPT)

Tom Vaninni (DEMHS Region 5)

Voting Members Absent:

Michelle Deluca (Region 1 REPT), Jean Davies (Region 2 REPT), Katherine McCormack (MRC), Robert Kenny (DEMHS Region 1), John Field (DEMHS Region 2),

Quorum Present: Yes

Others In Attendance (Person/Phone):

Bob Freeman (Hamden OEM), Steve Coulon (Hamden OEM), Henry Paszczuk (Region 5 Planner)

I. Call to Order & Pledge of Allegiance (1:30)

II. Opening & Public Comments:

A motion made to approve 9/21/2017 Meeting Minutes. Motion made by Don Davis, seconded by Joel Severance, Motion Carried.

III. DESPP/DEMHS Grants Report:

Financial Report See attached financial report compiled by Rita Stewart. The current remaining balance is **\$26,783.94** of that amount **\$25,800.00** has been obligated to pre-approved projects. Thus the remaining balance (if all approved applications are submitted for) is **\$983.94**. A motion to accept the report made by Joel Severance, Seconded by Don Janelle, Motion carries.

IV. Regional Council Updates/Reports:

Reports provided to the Council at the bi-monthly meeting are now attached to the meeting minutes, a summary of reports received is below. Funding may be tied to the delivery of this report, please be sure to deliver this report.

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Report		Report Received/Attached to Mins.	
DEMHS Region 1	Robert Kenny- DEMHS Region 4 Coordinator	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
	Michelle Deluca- Region 1 REPT	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
	Norma Peterson- Region 1 REPT (MetroCOG)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
DEMHS Region 2	John Field- DEMHS Region 2 Coordinator	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
	Joel Severance- Region 2 REPT (RiverCOG)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
	Jeanne Davies-Region 2 REPT (RiverCOG)	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
DEMHS Region 3	William Turley- DEMHS Region 3 Coordinator	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
	Harley Graime- Region 3 REPT (CRCOG)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
	Don Davis- Region 3 REPT (CRCOG)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
DEMHS Region 4	Mike Caplet, DEMHS Region 4 Coordinator	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
	Joe Sastre- Region 4 REPT (SSCOG)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
	Jim Larkin- Region 4 REPT (NECOG)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
DEMHS Region 5	Tom Vannini- Region 5 Coordinator	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
	Joanna Rogalski- Region 5 REPT (NVCOG)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
	Paul Gibb- Region 5 REPT (NHCOG)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
CEMA	Don Janelle	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
MRC	Katherine McCormack	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

V. Old Business:

AAR- CERT Training Day

- Thomas Romano provided an overview of the CERT Saturday after action report (AAR).
 - A copy of the AAR is attached to these meeting minutes.
 - Discussed future CERT Saturday events and setting up a sub-committee.
 - Discussed allowing out-of-state participation.
 - Discussed utilizing ICS for event planning.
 - Discussed Certificates of Participation

ICS Forms for CERT Use

- There was a brief discussion on utilizing ICS forms for CERT use.

Annual Activity Report

- We are gathering feedback on the annual activity report form. This will be discussed at the next meeting in 2018.

VI. New Business/Roundtable:

FEMA 2017 ICP Outstanding Citizen Corps Award

- The SCCC was the recipient of the 2017 Outstanding Citizen Corps Council award.
- FEMA will be coming to Connecticut to hold a formal award ceremony. (Currently looking at March)
- This is a good opportunity to recognize what the committee has accomplished.

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Purchase of Backpacks

- The SCCC is authorizing the ordering of 350 new backpacks, items have been tweaked based on Survey conducted in 2017.
- A motion was made to recommend purchase of 350 backpacks by Don Janelle and seconded by Joel Severance. Motion Carried.

Survey of Multi-lingual Capabilities

- DESPP/DEMHS will be sending out a survey to individual teams to gauge multi-lingual capability within individual teams.
- This information will be made available to individual teams and team leaders upon request.

Other Points of Interest:

- Verbal reports are still required at the SCCC meetings. All reports given should be sent to Eric.Scoville@ct.gov prior to the meeting for inclusion in the minutes.
- Discussed the idea of purchasing tourniquets if funding available. Need to explore liability issues associated with this.
- Discussed changes to FEMA training in relation to 2017 NIMS. This information can be found at the following website:
[https://training.fema.gov/nims/docs/NIMS.2017.Instructor Student Learning Materials.pdf](https://training.fema.gov/nims/docs/NIMS.2017.Instructor%20Student%20Learning%20Materials.pdf)

VII. Adjournment- (3:30 PM) Motion made by Don Janelle, Seconded by Don Davis. Motion Carried unanimously.

Application Approvals by DEMHS

Citizen Corps Meeting
November 16, 2017

FFY 2015 Allocation	9/01/2015-8/31/2018	\$75,000.00	
Current balance on FFY 2015 (less pending)**			\$26,783.94 **
Pending submission of completion report		(for approved applications)	
<i>category</i>	<i>amount</i>	<i>applicant</i>	<i>description</i>
Planning	\$2,000	CRCOG (under review)	1/01/2017-6/30/2017
	\$2,000	NECCOG (under review)	1/01/2017-6/30/2017
	\$2,000	RIVERCOG (partial under rev)	7/01/2017-12/31/2017
	\$2,000	NW Hill Cog	7/01/2017-12/31/2017
	\$2,000	NVCOG	7/01/2017-12/31/2017
	\$2,000	CRCOG	7/01/2017-12/31/2017
	\$2,000	NECCOG	7/01/2017-12/31/2017
Training			\$8,800.00
	\$1,200	Bridgeport	approved 4/07/2017
	\$1,200	CRCOG/Southington	approved 5/09/2017
	\$1,200	CRCOG/Middletown	approved 5/12/2017
	\$1,000	Hamden	approved 6/20/2017
	\$1,200	Wallingford	approved 6/20/2017
	\$800	Bridgeport	approved 9/19/2017
	\$0	Naugatuck (backbacks only)	approved 9/26/2017
	\$1,200	CRCOG/Canton	approved 10/30/2017
	\$1,000	New Canaan/Wilton	approved 10/17/2017
Equipment			\$3,000.00
	\$1,000	Hamden	approved 7/18/2017
	\$1,000	CRCOG/Portland	approved 9/20/2017
	\$1,000	Wilton	approved 10/17/2017
Total pending (if approved applications are submitted for full amount)			\$25,800.00
	Funds available		\$983.94

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Citizen Corps Program - 2017 applications and approvals

No.	Category	Name of Applicant	Organization Requested for	Requested	Approved	Date of Approval	Project Activities	other approval details	back-packs	Completion Form on File	# of students trained	Amount Processed	cancelled	reimb. processed or no funds requested			Notes
													Fiscal Ref Code (DPS 33)	Date of DPS 33	FFY		
approved by DEMHS prior to January 2017 meeting																	
16-45	A	CRCOG	Tolland	\$1,200.00	yes	11/18/2016	basic training	11/21/2016	Y	Yes		\$1,000.00		8/7/2017	2015		
16-46	A	CRCOG	Manchester	\$1,200.00	yes	11/18/2016	basic training	2/1/2017	Y	Yes		\$1,000.00		8/7/2017	2015		
16-47	A	Bridgeport		\$1,200.00	yes	12/15/2016	basic training	12/15/2016	Y	yes						pending info	
16-48	C	Northwest Hills		\$2,000.00	yes	1/3/2017	planning	1/01/2017-6/30/2017		yes		\$1,750.00		8/8/2017	2015		
16-49	C	NVCOG		\$2,000.00	yes	1/17/2017	planning	1/01/2017-6/30/2017		yes		\$1,750.00		8/8/2017	2015		
16-50	C	RiverCOG		\$2,000.00	yes	1/17/2017	planning	1/01/2017-6/30/2017	Y	yes	n/a	\$1,000.00	442622	5/10/2017	2015	2nd payment	
16-51	A	Fairfield		\$1,200.00	yes	1/17/2017	training	3/04/2017 start	Y	yes	21	\$1,015.41	442521	5/10/2017	2015		
16-52	A	Hamden		\$1,000.00	yes	1/17/2017	training	4/6/2017	Y	yes	11	\$1,000.00	442669	5/26/2017	2015	DPS total 2,000	
approved by DEMHS prior to March 2017 meeting																	
17-1	C	CRCOG		\$2,000.00	yes	1/18/2017	planning	1/1/2017-6/30/2017		yes						pending review	
17-2	C	NECCOG		\$2,000.00	yes	1/25/2017	planning	1/1/2017-6/30/2017		yes						pending review	
17-3	A	Windham		\$1,200.00	yes	2/1/2017	basic training	2/2/2017 start	Y	yes							
17-4	A	CRCOG	So. Windsor	\$1,200.00	yes	2/3/2017	basic training	2/06/2017 start	N	yes		5500.00		8/7/2017	2015		
17-5	A	Hamden		\$1,000.00	yes	2/3/2017	Teen basic training	3/6/2017 start	Y	yes	9	\$1,000.00	442669	5/26/2017	2015	DPS w 16-52	
17-6	A	Northwest Hills		\$300.00	yes	2/22/2017	basic training	3/22/2017 start	Y	no							
approved by DEMHS prior to May 2017 meeting																	
17-7	A	Monroe		\$1,200.00	yes	3/9/2017	basic training	4/21/2017	Y	yes	9	\$1,198.00		9/15/2017	2015	req	
17-8	D	Litchfield		\$1,000.00	yes	3/24/2017	equipment/app	rain gear		yes		\$1,000.00	req	8/7/2017	2015		
17-9	A	CRCOG	Vernon	\$1,200.00	yes	3/28/2017	basic training	4/8/2017 start	Y	yes							
	D	CRCOG	Vernon	\$1,000.00	no											withdrawn	
17-10	A	CRCOG	Vernon	\$1,200.00	yes	3/31/2017	basic training-2	4/19/2017	Y	yes	15	\$1,198.20	req	8/21/2017	2015		
17-11	A	Ridgefield		\$1,200.00	yes	4/3/2017	basic training	5/12/2017	Y	no						cancelled.	
17-12	A	Bridgeport		\$1,200.00	yes	4/7/2017	basic training	4/15/2017 start	Y	no							
17-13	A	CRCOG	Southington	\$1,200.00	yes	5/9/2017	basic training	10-May-17	Y	no							
17-14	A	CRCOG	Middletown	\$1,200.00	yes	5/12/2017	basic training	June, 2017 start	Y	no							
17-15	C	RiverCOG		\$2,000.00	yes	5/15/2017	planning	7/01/2017-12/31/2017		yes						partial-under rev	
approved by DEMHS prior to July 2017 meeting																	
17-16	D	CRCOG	Bristol	\$1,000.00	yes	5/23/2017	equipment/app	flashlights		yes		\$999.00	requ	11/13/2017	2015	last D was 2014	
17-17	D	CRCOG	Manchester	\$1,000.00	yes	5/23/2017	equipment/app	flashlights		yes		\$999.00	requ	11/13/2017	2015		
17-18	D	CRCOG	Newington	\$1,000.00	yes	5/23/2017	equipment/app	flashlights		yes		\$999.00	requ	11/13/2017	2015		
17-19	D	CRCOG	So. Windsor	\$1,000.00	yes	5/23/2017	equipment/app	flashlights		yes		\$999.00	requ	11/13/2017	2015		
17-20	A	Hamden		\$1,000.00	yes	6/20/2017	basic training	9/21/2017 start	Y		25						
17-21	A	Wallingford		\$1,200.00	yes	6/20/2017	basic training	10/21/2017 start	Y		15						
17-22	C	Northwest Hills		\$2,000.00	yes	6/29/2017	planning	7/01/2017-12/31/2017									
17-23	C	NVCOG		\$2,000.00	yes	6/29/2017	planning	7/01/2017-12/31/2017									
17-24	D	Hamden		\$1,000.00	yes	7/18/2017	equipment	7/31/2017									
approved by DEMHS prior to Sept 2017 meeting																	
17-25	A	Bridgeport		\$1,200.00	yes	9/18/2017	training	9/27/2017	Y		30						
17-26	D	CRCOG	Portland	\$1,000.00	yes	9/21/2017	equipment/app										
17-27	C	CRCOG		\$2,000.00	yes	9/20/2017	planning	7/01/2017-12/31/2017									
17-28	D	CRCOG	Ellington	\$1,000.00	yes	9/21/2017	equipment	flashlights		yes		\$999.00	requ	11/13/2017	2015		
17-29	A	Naugatuck		\$0.00	yes	9/26/2017	training	backs, manuals, cert only, 10/17	Y								
17-30	A	CRCOG	Canton	\$1,200.00	yes	10/30/2017	training	backpacks,			25						
17-31	A	New Canaan	New C/Wilton	\$0.00	yes	9/27/2017	training		Y							resubmitted	
17-32	A	Wilton/ New C		\$1,000.00		10/17/2017	apparel	backpacks	Y							NECCOG thought it was submitted earlier	
17-33	D	Wilton		\$1,000.00	yes	10/17/2017	equip	port lights									
17-34	C	NECCOG		\$2,000.00	yes	10/17/2017	planning	7/01/2017-12/31/2017									
17-35	A	New Milford		\$0.00		n/a	training	Fall CERT class - 9/19/17	N								