



**DEMHS REGION 4**  
**REPT Steering Committee In-Person/Zoom Meeting Notes**  
**Wednesday, October 26, 2022**  
**1:30 p.m.**

**Attending:**

<b>Name</b>	<b>Municipality/Organization</b>	<b>Name</b>	<b>Municipality/Organization</b>
Jim Randall	NECCOG EMD, Town of Chaplin	Steven Sinagra	SCCOG EMD, Town of Waterford
Paul Barnes	EMD, Town of Montville	Scott Belleville	RESF 5 North Co-Chair, Putnam EMD
Jerry James	EMD, Town of Columbia	Mike Caplet	DEMHS Region 4 Coordinator
Rich Willner	RESF 11 Chair	Julie Wilson	RESF 5 Cybersecurity Committee, DEMD, Town of East Lyme
Wilfred Blanchette III	RESF 13 Chair, Executive Director, Law Enforcement Council	Mark Sicuso	RESF 10 (CERRIT) Co-Chair, Norwich Fire
James McLoughlin	CRCOG EMD, Town of Coventry	Jonathan Montey	EMD/Deputy Police Chief, Mohegan Tribal Nation
Mark Paquette	SCCOG	Kristin Doundoulakis	RESF 3 Chair
Bill Skene	EMD, Town of Brooklyn	Randy Burchard	NECCOG EMD, Town of Killingly
Justin LaFountain	Southeastern Connecticut Council of Governments, Planner III	Michael Licata	REPT STC Chairman, EMD/Fire Marshal Town of Windham/EMD Town of Lebanon
Darlene Richards	DEMHS Region 4 Processing Technician		

**Called to Order and Report of the Chair:** Michael Caplet called the meeting to order at 1:33 p.m. via Zoom teleconference, and in-person at the Colchester Town Hall. Chairman Michael Licata was not present; however, was on his way to the meeting.

**Review/Acceptance of Past Minutes:** Mike Caplet asked for a motion to approve the August 24, 2022 meeting minutes. *Randy Burchard, EMD for the Town of Killingly, made the first motion to accept the August 24, 2022 minutes as written, and Kristin Doundoulakis, RESF 3 Chairman, seconded the motion. The motion carried unanimously.*

**Public Comment:** There were no comments from the public.

**Report from the Chairman:** Chairman Michael Licata arrived at the meeting and turned the meeting over to Mark Paquette for the discussion regarding the financial reports.

**Financial Reports:** Mark stated that the REPT FY19 grant will be extended to April 30, 2023. It was already extended to February 28, 2023, but Fiscal has agreed to extend it out until April of next year. Additionally, the FY2020 grant has been extended to April 30, 2024; however, we have not received the official notification on that yet. Mark also provided a listing of those RESF Groups that have unspent funds for FY 19. Mark stated

DEMHS Region 4  
REPT Steering Committee In-Person/Zoom Meeting Minutes for 10-26-2022

that the RESF 13 Group has approximately \$16,000 remaining; however, they are working on spending these funds down. RESF 20 has \$37,000 that will be spent on the purchase of vests and helmets. Anthony Manfredi Jr. shared that his group has already ordered them and that he will provide that invoice to Mark. Additionally, the RESF 11 Group has a Large Technical Animal Rescue class on November 5, 2022 and that will take care of their \$2,300 of unspent funding. The RESF 8 Group still has \$7,400 of unspent funding, and the RESF 6 Group has \$2,004 of unspent funding. Mark reminded everyone to continue spending down these funds.

Mark indicated that we will still need to purchase the Barricade System as a deliverable under the FY20 Grant and purchase a trailer as well. We will wait until January of 2023 to put it on the REPT STC agenda for discussion. We will try to find barricades that are reasonable for election security. The Connecticut National Guard has a few of these. Mark reminded everyone that the barricades will need to be stored at a site near full time law enforcement. The RESF 3 Group is also working this; consequently, we should discuss together because the light towers were also wrapped into this mandatory spending requirement. We also added light towers under the FY22 grant this year.

Lastly, Mark discussed the grant deliverables for the FY19 grant. He shared that each of the RESF Groups should review their particular section of the RESP Plan. Darlene should send it out to each of the RESF Groups. If there are no changes for their section of the plan, then no signatures are necessary. If there are changes then signatures will be needed. The deadline to complete this process will also be the deadline for the FY19 grant.

**Reports from the RESF Groups:**

RESF 1	Transportation	No report.
RESF 2	Communications	Chairman Wayne Gronlund was not present to provide his report.
RESF 3	Public Works and Engineering	Chairman Kristin Doundoulakis reported that her group will be meeting next Thursday for an in-person meeting in Norwich.
RESF 4	Firefighting	Mike Caplet reported for this group. He said that there is no meeting scheduled in the immediate future.
RESF 5	Emergency Management & Cyber Security Subcommittee	Chairman Scott Belleville of RESF 5 North reported that his group will be meeting on 11-11-2022 in the Town of Scotland. He shared that the IMT was deployed to Mystic and was well attended. The suspension was completed on the pickup truck, and the final equipment will be arriving for the trailer which will be housed in the Town of East Lyme. Mike Caplet reported that he hopes the RESF 5 South group will be meeting soon after the Millstone Exercise in November. Mike stated that this group will be receiving some support from East Lyme as well. Co-Chairman Julie Wilson provided her report for the RESF 5 Cyber Security Committee. She shared that today is the deadline for the November 17, 2022 Emergency Management Cyber Security Training for IT & Network Administrators. There are three available sessions, and currently there are 33 people registered out of 60 slots that are available. Please contact Julie Wilson if you are interested in attending one of these sessions.

DEMHS Region 4  
REPT Steering Committee In-Person/Zoom Meeting Minutes for 10-26-2022

RESF 6	Mass Care, Housing and Human Resources	No report.
RESF 7	Resource Support	No report.
RESF 8	Public Health and Medical Services	Mike Caplet reported for this group. Steven Mansfield stepped down as the Chairman for this group, and Mike has been working with CT DPH to fill or find a temporary solution to keep the meetings going.
RESF 9	Urban Search and Rescue & Special Operations Working Group	No report.
RESF 10	Oil and Hazardous Materials Response	Chairman Mark Sicuso reported for this group. He shared that three members of this group are headed to Fort Lauderdale Florida for a three day conference. The next meeting for this group will be on 11-15-2022. We will be working on our budget. Anthony Manfredi, Jr. shared that the radios were handed out at the last meeting. We still need to get the patch for the Groton Fire Alarm completed. This was a Statewide project for all of the five regions.
RESF 11	Agriculture and Natural Resources	Mike Caplet reported that this group will utilize the Colchester Fire House for the Technical Large Animal Rescue class. Sue Bolen of the American Red Cross was concerned about there not being shelter support.
RESF 12	Energy	No report.
RESF 13	Public Safety and Security	Chairman Wilfred Blanchette indicated there is no report.
RESF 14	Long Term Community Recovery and Mitigation	No report.
RESF 15	External Affairs	No report.
RESF 20	Marine	Chairman Anthony Manfredi Jr., shared that the Marine Unit and the Region 4 Communications Truck worked well for the fireworks in Mystic. Tony shared that he is looking for radios for each of the boats. Essentially, he is looking for some extra funding because we could really use the portables. We tried to talk on the Marine Channels; however, it didn't work as well as we expected. Mark Paquette shared that there is approximately \$12,000 left from FY2020 funding, and \$15,000 of funding left from FY2021. Mike Caplet added that we will need the Interoperability Request Form submitted.
	Exercise Planning Committee	No report.

**Update from the DEMHS Region 4 Coordinator:** Mike Caplet began his briefing by saying the regular RESP update meetings have been discontinued; however, MRC activations continue for flu and Covid vaccinations. Mike also reported that there is a WebEOC User Account & Position Access Form that is available on the DEMHS website for new users and changes. The website is: [demhs.webeoc@ct.gov](mailto:demhs.webeoc@ct.gov). The Region 4 Quarterly High Band Radio testing will occur on Thursday, October 27, 2022 at 10:00 a.m. and again at 5:30 p.m. Mike sent an email reminder on October 26, 2022. The

DEMHS Region 4  
REPT Steering Committee In-Person/Zoom Meeting Minutes for 10-26-2022

Region 4 Office still supports using the High Band Radio as a backup in your EOC's and repairs are still eligible at 100% reimbursement under the EMPG Grant Program.

Mike reported that the Millstone Evaluated Exercise will occur on Tuesday, November 1, 2022, and we will be using the portable encrypted radios. Multijurisdictional shelter initiatives will restart, with Sue Bolen's help, at the conclusion of the Millstone Exercise.

Mike shared that FEMA is offering free briefings and trainings. Mike shared that he would like to receive feedback from this group to see if there is any interest in taking the training. We can even schedule a training at this meeting here using Zoom. Please let him know and he can schedule it. Some of the topics include: Mitigation, public assistance, individual assistance, management costs, and logistics.

Mike discussed the Local Emergency Operations Plan and stated that now is the time to review your plan as the State statute requires that you provide a self-assessment of your plan which is due in 2023. Please reach out to Carla for one-on-one assistance or a briefing on the LEOP "Best Practices" Template. Mike reminded everyone to be responsive to Darlene as she works to help everyone get caught up on EMPG. If you have questions regarding your grant paperwork, Darlene is the contact for this. A new Grants Management System called CIVIX will be used in the future that will be more efficient in processing Grants. It probably will be used first for the Homeland Security Grant Program. We will see how this works and move to the EMPG Grant for processing the applications and reimbursements.

Mike reminded all that the School Security & Safety Plan template for 2022-2023 was sent out to all on October 3, 2022. Please send your plan update to me by November 1, 2022. Please remind your towns to submit these. We need all the signatures and plans electronically submitted. School Drill Logs are due to Mike Caplet by July 1, 2023.

Mike shared that there are DEMHS training opportunities and to please see the DEMHS training calendar on our DEMHS website: [www.ct.gov/demhs](http://www.ct.gov/demhs). CERT Saturday will occur on November 5, 2022 at the CT Fire Academy. Please see an email from Mike that was sent on October 14, 2022. The Large Animal Rescue Training, Part of CERT Saturday, will take place on November 5, 2022 at the Colchester Fire Department. Please see Darlene's email sent on October 14, 2022. As mentioned, the RESF 4 free Cyber Training deadline is today. Please contact Julie Wilson of East Lyme if you are interested in attending.

Mike also stated that if anyone is interested in WebEOC training during the off hours and there is a definitive number of people interested, the training can be scheduled. Please email Mike Caplet and if we can obtain 30 to 35 people for a Zoom class, we can make this happen. Jim McLoughlin, EMD for Coventry, shared that the ICS 300 and ICS 400 classes have been changed by FEMA. The instructors of these classes need to go through the new changes in order to teach these classes again. This is a new requirement so they will be retrained and then offer the classes to everyone.

**Old Business:** James McLoughlin, EMD Town of Coventry, asked via the Zoom Chat if there is any movement from the State of CT regarding the ability to program the issued

DEMHS Region 4  
REPT Steering Committee In-Person/Zoom Meeting Minutes for 10-26-2022

radios with local banks. The State issued Interoperable radios could be used if local talk groups were permitted. Otherwise they sit in a closet until needed and don't really get "worked". It would make sense to have the radios being used.

Wilfred Blanchette, Chair of RESF 13, shared that his group has old plates that have expired. Mike Caplet indicated that they are considered consumables and are not tracked. Therefore, after the plates expire they can be disposed of. This group can go ahead and purchase the new plates.

**New Business: Discussion regarding the next meeting for 11-23-2022. Should it be cancelled due to it being the day before the Thanksgiving Holiday?** The Committee discussed cancelling the 11-23-2022 meeting, and decided to meet again to combine the November and December meetings into one meeting that will take place on Wednesday, December 14, 2022. This meeting will be a hybrid meeting. Darlene will check to see if the Colchester Town Hall is available at 1:30 p.m. If it is not available, she will check with the Colchester Fire Department to see if it can be located there. Jim Randall, EMD for the Town of Chaplin, asked if there is any CERT Training available. Jim McLoughlin stated that it is not available yet; however, we have another meeting coming up. Mike Caplet shared that there has been some interest for other towns located near Coventry. Jim stated he will report out on this at the December 14<sup>th</sup> meeting.

**Adjournment:** Chairman Michael Licata asked for a motion to adjourn the meeting. *Randy Burchard made a motion to adjourn the meeting, and Kristin Doundoulakis seconded the motion. The meeting ended at 3:19 p.m.*

**Meeting Handouts:**

*Meeting Agenda*

*Previous REPT STC Zoom Meeting Minutes for 8-24-2022*

*Respectfully Submitted by: Darlene Richards, DEMHS Region 4 Processing Technician.*

***Darlene A. Richards***