

# DEPARTMENT OF EMERGENCY MANAGEMENT AND HOMELAND SECURITY

## COORDINATING COUNCIL MEETING MINUTES July 14, 2005

**ATTENDEES:** Debra Arrieta, DEMHS; William Austin, CREPC; Leonard Boyle, DPS; Wayne Dailey, DMHAS; Douglas Dortenzio, Wallingford PD; Marian Evans, Bridgeport HD; Kerry Flaherty, DEMHS; Libby Graham, DEMHS; Leonard Guercia, DPH; Betsy Hard, Bloomfield PD; Lenworth Jacobs, Htfd. Hospital; Melanie Kerr, DEMHS; Bob Labanara, CCM; Michael Maglione, Waterbury FD; Thaddeus Martin, CMD; John Mengacci, OPM; Jeffrey Morrisette, CFPC; Daniel O'Brien, AMR; James O'Leary, COST; Bill Palomba, DPUC; William Podgorski, DPS; Wayne Sandford, DEMHS; Michael Spera, Old Saybrook OEM; Gary Stango, Hartford; James Thomas, DEMHS; Edward Wilds, DEP

NOTE: This is not an all inclusive list as the sign-in sheet did not make it through the entire group.

### I. WELCOME

- A. Meeting Called to Order and Pledge of Allegiance
  - i. 9:10 a.m.
- B. Introduction of Attendees
- C. New Members
  - Douglas Dortenzio – Wallingford PD      - James O'Leary – Council of Small Towns
- D. Explanation of use for DEMHS CC Binders provided to members.

### II. PUBLIC COMMENT

- A. None

### III. ACCEPTANCE OF MINUTES

- A. June 9, 2005 Meeting Minutes
  - i. Minutes accepted with two abstentions.
  - ii. Below corrections noted by Libby Graham after meeting:
    - 1. Page 3 – Focus to Move 04 Funding
      - Changed first sentence to read: “State has preliminarily reviewed majority of equipment requests received through March 05.”
      - Deleted third indented dash as old information.

### IV. COMMUNICATION RECEIVED

- A. No communications have been received.

### V. SUBCOMMITTEE (S)

- A. Regional Boundaries Subcommittee – Co-Chairs Leonard Guercia and Judy Dowd

#### Goal of Group:

To establish emergency planning and preparedness regions that coordinate planning, training and response regionally across all disciplines.

#### - PowerPoint Presentation:

**Note:** Presentation to be sent via e-mail to all DEMHS CC members following meeting – E-mail sent at 2:11 p.m. on July 14.

#### - Considerations for Regional Alignment:

- Hospitals/ Police/ Career & Volunteer Fire/ Transportation/ EMS

#### - Determining Factors

- Minimal Disruption to Current Activities
- Current Regional Organization Boundaries
- EMS Boundaries
- OEM Regional Boundaries
- Availability of Public Safety Assets
- State Police
- Transportation Routes

- Hospital/Health Care
  - Public Health Preparedness
  - Local Public Health
  - Population
  - Critical Infrastructure
- Issues:
  - Relocation of 3 EPZ Towns – Haddam/ Old Lyme/ Lyme
  - EMS Sponsor Catchments Areas
  - Geographic Sizes of New Regions
  - Distribution of Funding
- Comments:
  1. **Region I**
    - Seems as though this might be a problem as this is a small area with dense population. Only has two transportation corridors.
  2. **Federal Requirements**
    - Continually receiving information from feds that their third priority is to have regional cooperation/development within the states.
      - Senate approved bill that increases funding and additional funding will be available in 06 for regional cooperation/boundaries within a state.
  3. **Capitol Region**
    - Concerns from Middletown, Cromwell, Portland and East Hampton that they be allowed to remain in the Capitol Region.
  4. **Middletown**
    - Taking a represented role specifically under CERT program. Consideration should be given as all response and plans have been done.
  5. **Overall Comments**
    - Important to move forward
    - Map development is for planning purposes and is a work in progress.
    - Provides flexibility for change.
- Questions:
  1. Where do we stand on Lyme and Old Lyme? - Should a representative from these communities approach council?
    - Official opinion of subcommittee is that they remain in Area 2.
  2. Is part of CREPC/CROG part of regional effort in HLS Security funding?
  3. How will this effect the distribution of funds to regions?
- Motions:
  - Place discussion on hold for next DEMHS CC meeting.
    - Motion approved.

**Meeting Notification:**

Next meeting to be held on August 3 at 1 p.m - DPS HQ in Rm. 345. - Open public meeting. Anyone interested in attending asked to contact Len Guercia.

**B. Public Safety Communications Interoperability Committee – Mike Varney, Chair**

**Note: Mike Varney not in attendance, brief report provided by Comm. Thomas**

- Cross Banding UHF/VHF:
  - Want to put out information to all departments as to who arrives on scene for communications efforts.
    - Plan is to use southeastern part of state, specifically Norwalk as they have agreed to be group for 05 communications plan development.
    - Will then work with all regions on communications efforts.
- Batteries
  - Proposals being put together for the purchase of new batteries. However, in order to receive these batteries, a training session will need to be completed.

**C. Citizens Corps Advisory Council – Chief Austin, Chair**

- Meeting Date:

- Held meeting on June 28, 2005.
  - Have set aside \$5,000 for Strategic Planning process.
    - Decided to work on putting together strategy memo.

**NOTE:** Subcommittee looking for time at **October** meeting to make presentation.

- Met with three Medical Reserve Corps.
  - o Each have taken monies at this time for different missions.
  - o Have two budget line items:
    - Money to be split.
      - Once regions determined, can decide how monies to be spent.

**D. Credentialing Committee – Michael Spera, Chair**

- Memo distributed by Michael inviting members to join the subcommittee group.
  - First meeting to be held on August 3 at 1 p.m. at the Town Hall in Old Saybrook.
    - Members sending representation to this meeting were asked to contact Michael via e-mail with all pertinent contact information.
- Report of subcommittee meeting to be given at next Coordinating Council meeting.

**E. Training Committee – Jeff Morrissette, Chair**

- Meeting Information:

- Subcommittee has met two times since last Coordinating Council meeting.

- Items Discussed

- Available funding for Training reimbursement and the process to handle reimbursement requests.
  - Working to finalize plans.
- Working to create Part-time Instructor positions to contract through POST and academy.

**VI. UPDATES**

**A. GRANT PROGRAMS – Libby Graham**

- **Updates**

- **FY 03**

- Meetings have been scheduled for July 26 and August 2 to discuss the allocation of unspent monies.
  - Need to use monies in meaningful way and the general number we are looking at is approximately \$2 million.
- Orange Alert OT
  - Overtime expenses for the Orange Alert has been put together and is going out today for the locals.

- **FY 04**

- Orange Alert OT
  - Overtime expenses for the Orange Alert for state agencies being paid for out of 04 funds. Letters going out to those agencies that qualify.
- Town Requests
  - Conducted training sessions for towns to discuss how they needed to properly complete forms.
  - Tomorrow large package requests are to be submitted back to DEMHS from towns.
    - To date have received requests from over 40 towns that are being administered by DEMHS
      - Have process all requests – Just waiting to obtain clarifying information from 15 towns.
- Requests Processed
  - To date there has been \$2.5 million requests processed on DEMHS administered and self-administered funds.

- HLS and UASI Grants
  - FY04 HLS and UASI grants have been extended to November 06.
- **FY 05**
  - Processing requests as received for towns that need to purchase big ticket items.
    - In-house procedures continue to be enhanced to expedite work.
  - 05 Grant currently ends March 07.
- **Grant Staff**
  - Expect to hire a Grant Associate Accountant and additional planner by end of month.
- **Transit Security Program**
  - Planning meeting being held tomorrow in New Haven for New York, Connecticut and New Jersey to discuss the division of monies.
- **Question:**
  - It was heard that there were towns that were required to fill out MOU's for the FY04 grants, can you explain?
    - The DEMHS move resulted in resolutions being lost. Working with Attorney General's Office to get resolutions completed.
      - Will provide status report at next meeting.

**B. NIMS – Deputy Commissioner Wayne Sandford**

- **Status**
  - Group has had two meeting and is moving forward. Chris Bernier is working on plan and is close to being completed for submittal to committee.
    - There is a need to have a number of items completed by September 05.
- **Plan Reviews**
  - Writing plan and implementing components.
    - Working with Feds on training records as they do not seem to be accurate.
  - Reviewing local plans from 169 towns and believe a number are already NIMS compliant. .
- **Communications**
  - Letters sent to state agencies looking for representation to help bring state into NIMS compliance.
  - New Attorney, Brenda Bergeron, formerly from the State Ethics Commission is working to get Governor Rell to sign a proclamation for Connecticut to be NIMS compliant.
- **Questions:**
  - Is DEMHS working on legislation for mutual aide?
    - Yes, we are currently working on legislative package for September.
- **Comments:**
  - Success story on NIMS with Fireworks display and the use of a unified command post.

**VII. OTHER NEW BUSINESS**

**A. Alert Mode**

- Still at the “Orange” alert status and there have been no discussions for changes in the status at this time.
  - Orange status overtime is being funded through HLS funding.

**B. Update on DEMHS**

- Hurricane Drill
  - E-mail sent out to Agency Commissioners to participate in a mock drill that is being conducted on August 16. The drill will walk through a scenario that would cause evacuation and damage. Governor Rell will be participating in the event.
- DEMHS Personnel
  - A new employee has been hired as the Attorney for the agency, Brenda Bergeron.
  - Check Beck will be leaving DEMHS on July 22 to take a position with the Department of Transportation to work in the Maritime Security area.
  - Two data technical personnel have been hired.
  - Additional Fiscal staff have been hired.

- DEMHS Newsletter
  - The first issue was distributed electronically to all DEMHS CC members.
  - Work has begun on the second issue that will discuss Interoperability.
- JTTF Meeting
  - Discussions with DPS and FBI are taking place on communication efforts to develop plans, concepts and policies for better communication efforts. Currently, weekly bulletins are being sent out through the FBI to local authorities.
    - Information sharing initiatives are being discussed.
    - Looking for help from municipalities.
    - Want to have ability to provide funding back to towns for use of staff.
- Announcements:
  - Two-day conference August 8 -9 at the UCONN Campus in West Hartford with the State Animal Response Team.
    - Looking to develop animal response availability in the Capitol region.
  - CTN will be making a presentation at our next meeting.
    - Working to develop a number to call in case of emergency so that all EMR teams can get necessary information.

## **VIII. MEETING ADJOURNMENT**

- A. Meeting Adjourned at 10.55 a.m.**

## **IX. NEXT MEETING:**

- A. Thursday, August 11, 2005**