

EMERGENCY MANAGEMENT AND HOMELAND SECURITY
COORDINATING COUNCIL

REGIONAL COLLABORATION SUBCOMMITTEE

October 19, 2006
DEMHS, 25 Sigourney St, Hartford, CT
Conference Room B, 10am

Attendees: Cheryl Assis (CRCOG, Reg. 3); Bill Austin (Fire); Pam Daniels (Reg. 4); Libby Graham (DEMHS); Albert Hoffman (USCG); Bob Labanara (CCM); Jack Leonard (DEMHS); Rick Lynn (Reg. 5); Virginia Mason (Reg. 5); Denis McCarthy (Hazmat); Jim O'Leary (COST); Murray Pendleton (Police); Gary Pescosolido (DEMHS); Ken Rigney (DEMHS); Tony Scalora (DEMHS Reg. 4); Lee Toffey (DEMHS); and Dick Van Ausdall (OPM).

1. Welcome and Introductions – Meeting called to order by chair Libby Graham at 1002 hours. Introduction of all attending.
2. Charge of the Subcommittee – The subcommittee was established at the September 2006 meeting of the Coordinating Council and was intended to advise the Coordinating Council on implementing the Regional Planning Model, which is intended to strengthen emergency planning and response capabilities statewide.

Libby started with a review of the members list for any gaps that might be evident, including her suggestion to add a local Emergency Management Director. Murray Pendleton suggested someone from the Military Dept.; Pam Daniels suggested someone from Public Education; Virginia Mason suggested volunteer agencies such as the Red Cross or SART. Discussion ensued. It became evident that some consideration needed to be made for the distinctions of urban and rural areas. Libby advised that whom ever was on the committee had an obligation to report the information back to their constituents. The group agreed to add members or solicit subject matter experts for specific meetings as needed.
3. Review of the Planning Model – handouts distributed and plan reviewed by group.
4. Proposed Work Plan -
 - A. Examine the Planning Model for strengths and weaknesses
 - B. Examine similar efforts at Regionalization and compare and contrast for best practices – CRCOG, Massachusetts, DPH, etc.
 - C. Submit recommendations to improve regionalization process to the Coordinating Council
5. Open Discussion –
 - Jim O'Leary – suggested we speak to the Commissioner regarding the need for a committee to look at where we are going with the regional process. National plans envision preventing, preparing, responding and recovery. Towns will need to know what organizational structure will be in place after all the planning is done. We tend to focus

on preparing and preventing and need to spend more time on response and recovery. CEO's will need to buy into an area command structure (unified command) for a large incident.

- Libby Graham – It appears that exercise and education are issues that need to be focused on.
- Virginia Mason – One of the issues in Region 5 is mutual aid for smaller incidents.
- Pam Daniels – brought up the pending Mutual Aid legislation.
- Denis McCarthy – advised that we need to sell the concept to communities, show them how it is worth their investment to be part of this process. We need to build the relationships to support the end product.
- Jim O'Leary – asked how command and management will work. It's key to the relationship.
- Tony Scalora – In Region 4 there are three RPO's and each develop their own response plans and mutual aid response.
- Libby Graham – asked Pam Daniels if we could map out sample structure and review them for value at the next meeting.
- Denis McCarthy – advised that Incident Management Team Training begins in January. He felt that once established this training should be kept up every year. (Lee will get training information out to the group.)
- Bob Labanara – felt that continuing education for the CEO's is of the utmost importance as many are new to the job and are looking to the State for leadership.
- Virginia Mason – spoke of the relationship between the CEO's and the RPO's. In some areas they work well together but she wondered about the rest of the State.
- Dick Van Ausdall – One of the problems is that there are three entities that the Towns can join (RPO, RPA, or COG). In certain regions there is opposition to the RPO's. Rural areas usually like them but larger cities do not.
- Libby Graham – with 15 RPO's in 5 regional areas, some work needs to be done to bring them together.
- Cheryl Assis – Region 3 has 3 RPO's who work well together. The information from those groups goes out to all the CEO's and RPA's and the system seems to work well.
- Bill Austin – advised if the committee is really sincere in making regionalization work relationships must be prioritized and attitudes must change. One strength in Region 3 is that the CEO's support regionalization and they tell their public safety representatives to make it work. A different approach may be to find the weaknesses in the current/developing regional efforts and put pressure on to make improvements. Make CEOs aware that this is critical to success when responding to an incident like Katrina. Part of the drive to regionalization must come from the bottom up, communities realizing on their own that they need to be onboard. Oversight and involvement of the CEO's is critical to the success of regionalization.
- Rick Lynn – these plans really can work and CEO's need to see that it can work. (Rick cited Hartford *Courant* story dated 7/16/06 regarding activation of CRCOG Red Plan in Windsor Locks.)
- Bill Austin – For the past 45 years each Town has been separate except for limited mutual aid. What we are saying now is that the State may not be the next step for resources. The Region itself may have what is needed. This is a tremendous educational responsibility.

- Ken Rigney – Do we see a legislative piece to this, some cookie cutter plan for all?
- Bill Austin – Interaction of the people involved is what makes the plan work, not having the same plan in every region.
- Denis McCarthy – Plans can not be the same as the size and composition of each of the regions varies. As an example, Hazmat teams work differently in different Regions. One structure won't work but one concept for all should. Each Region needs to have the ability to handle a disaster. RPO's and RPA's may not be the platform to build on as they are subject to change, where the DEMHS Regions will not.
- Bill Austin – If we really want the plans to work the people have to want to be there and legislation may be needed to make that happen.
- Denis McCarthy – This needs to be home grown product done by the communities it needs to serve, showing the value of the product to everyone.
- Murray Pendleton – No one can provide a structure chart, but the concept designs are there. The more resources asked for the more diluted the chart becomes. This is a new concept and a living process subject to frequent change. The key to success is the ability to adjust to the changes. The committee has to decide if we want to do what has already been done or try something else.
- Lee Toffey – asked if we can use the communities that already work well together and bring the rest of the Towns in the Region in.
- Rick Lynn – Some RPA's and RPO's are looking to go to the COG or CEO format. There is potential to move them in that direction if the incentives are there.
- Denis McCarthy – We see what the end product is conceptually. Those who have seen and worked through the creation of the DEMHS Regions, have seen that working through the process promoted team building and comradery. Designing some milestones that each Region needs to meet will be key to the element of team building.
- Libby Graham – We have a need to develop a program that can be sustained after the money goes away. We need to build an structure, educational campaign and relationships that continue.

6. Meeting Schedule and Location:

Meetings to be scheduled on a monthly basis – tentatively the third Thursday of every month.

Next meeting: **November 16, 2006 from 1-3 pm** at
CCM Office, 900 Chapel Street, 9th floor, New Haven, CT

DIRECTIONS
Connecticut Conference of Municipalities
900 Chapel Street, 9th Floor
(Chapel Square Mall)
New Haven, Connecticut 06510-2807
(203) 498-3000

FROM THE NORTH (I-91 from Hartford)

I-91 South to New Haven, Exit 1

Take the “Downtown” New Haven exit (Exit 1), heading west which puts you on the Route 34 connector.

Immediately merge to the extreme right lane.

Take the first exit, “Downtown,” “Church Street.”

Keep straight to first light (Church Street).

Turn right at light onto Church Street, heading north.

Merge to second lane from left.

The third light is Chapel Street.

Turn left on Chapel, go for one block to Temple Street.

Turn left onto Temple Street.

Turn left again to go into the parking garage for Omni Hotel (Chapel Square Garage).

**Or, continue to the next light, which is Crown Street. Turn left onto Crown to enter the Temple Street Garage, or turn right onto Crown to enter the Crown Street Garage, on the right.*

CCM’s office is in the Chapel Square Tower at 900 Chapel Street, across from the New Haven Green.

Enter the Office Tower through the revolving doors.

Enter the main lobby and sign in at the guard station.

Take the elevator to CCM’s main offices on the 9th floor.

**Alternate parking available at the Crown Street Parking Garage on Crown Street between Temple and College Streets, or at the Temple Street Garage (entrance on Crown Street).*

FROM THE NORTH (I-95 from New London)

I-95 South to New Haven

Take the “Downtown” exit in New Haven, then

Follow directions above.

FROM THE SOUTH (I-95 from Stamford)

I-95 North to New Haven

Take the “Downtown” exit in New Haven (a left-hand exit), then

Follow directions above.

USFA Incident Management Team Training Program Overview

Background

In August 2003, USFA convened a Focus Group of stakeholders and experts from across the country to best determine the means to develop all-hazards IMTs across the country. In the wildland fire community, the USFS and the National Wildfire Coordinating Group (NWCG) recognize five “Types”, or levels, of IMTs; the Focus Group agreed to stay with this model for the all-hazards emergency response community. The IMT types, including certifying level and basic make-up, as recommended by the Focus Group are:

Type 5: Local Village and Township Level – consist of emergency response providers from a small to medium sized municipality or a group of smaller jurisdictions who are part of a mutual aid agreement. It is envisioned that Type 5 IMTs would be developed in, but not limited to, areas serviced by smaller volunteer or combination departments that, individually, may not have adequate resources but jointly could support an IMT. It would, in most cases, respond and operate within the jurisdictional boundaries of those communities that are signatories to the agreement.

The responsibility for certifying the readiness of this IMT shall reside with the local authority having jurisdiction (AHJ) or their designee.

Type 4: City, County or Fire District Level – consist of emergency response personnel from a larger and generally more populated area, typically within a single jurisdiction. This level IMT may be developed within larger city or county departments or fire districts. The membership will involve personnel from emergency response and public safety agencies or organizations within the jurisdiction. This team would primarily respond and operate within the city, county or fire district having jurisdiction.

The responsibility for certifying the readiness of this IMT rests with the county or regional authority having jurisdiction (AHJ) or their designee.

Type 3: State or Metropolitan Area Level – consist of personnel from different departments, organizations, or agencies within a state or metropolitan region who have trained together to function as a team. The teams are intended to support incident management at incidents that extend beyond one operational period. Type 3 IMTs will respond and operate throughout the State or large portions of the State, depending upon State-specific laws, policies, and regulations.

The responsibility of certifying the readiness of this IMT rests with the State or with a regional Council of Government or their designee.

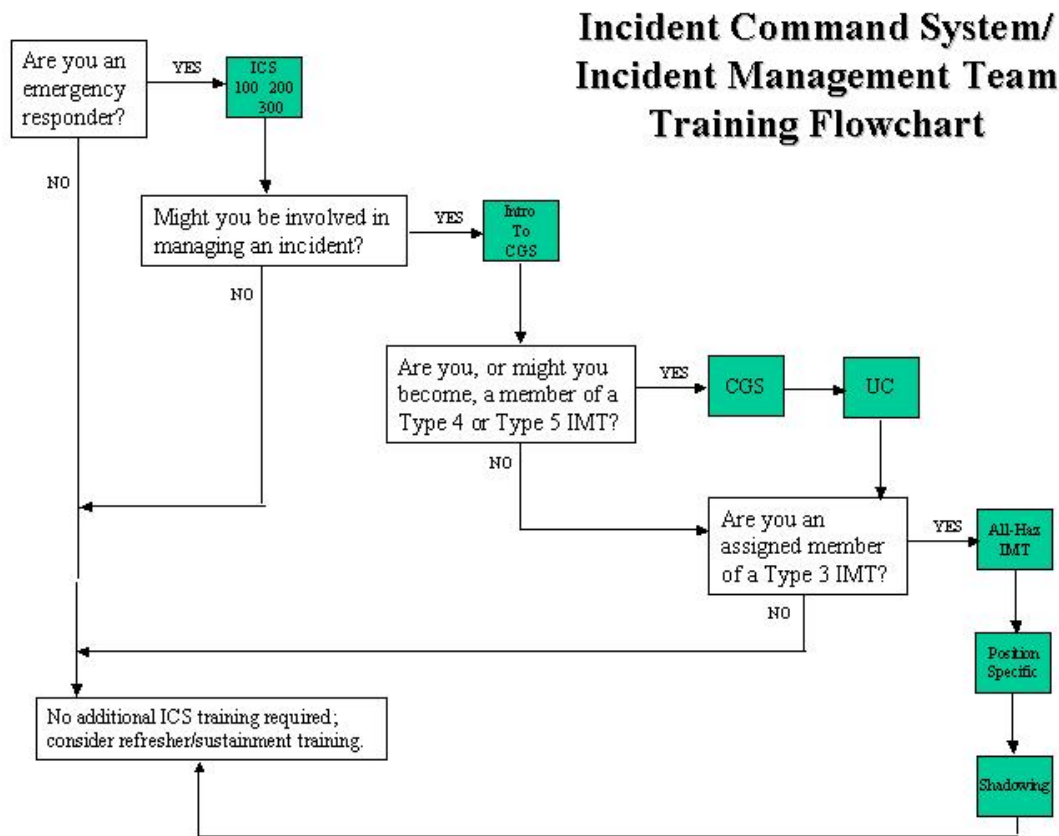
Type 2 National and State Level – consist of Federally or State certified personnel; have less staffing and experience than Type 1 IMTs, and are typically used on smaller scale national or state incident. Type 2 IMTs are currently in existence, and operate through the U.S. Forest Service.

Type 1 National and State Level – consist of Federally or State certified personnel; are the most robust IMTs with the most experience; are fully equipped and self-contained. Type 1 IMTs are now in existence, and operate through the U.S. Forest Service.

The Focus Group recommended that an *All-Hazards IMT* course for team development and training be developed. The goal of this training is to provide the necessary tools for individuals to perform as members of a Type 3 IMT immediately upon completion of the course. The Focus Group also recommended a framework upon which departments or groups of local departments can build Type 4 and Type 5 IMTs. Members trained for these teams will learn to function in appropriate ICS Command and General Staff positions during local incidents, and to transition to a higher level, more robust team if necessary after the 1st operational period to assist in managing major incidents. Training recommendations for Type 4 and Type 5 teams include existing NFA courses that will primarily be provided through State fire training networks.

The Focus Group also recommended revising National Wildfire Coordinating Group (NWCG) courses ICS 100, 200, and 300 by adjusting activities/exercises to all-hazards, and making ICS 100 and 200 available in a self-study electronic format. It was recommended that *ALL* emergency service personnel take these (or equivalent) courses.

A flow chart showing the inter-relationship of IMT training for the different IMT types is provided below.



IMT Training Concept

1. Recommended for ALL emergency service personnel:
ICS 100, 200, 300 (web-based or classroom) or equivalent
Audience: 1.8 Million fire and EMS responders across the country
2. Recommended for emergency service responders who may serve in Command and General Staff positions during the 1st Operational Period of a major incident, including those who may serve on a Type 4 or Type 5 IMT:
Introduction to Command & General Staff (self-study)
Command & General Staff Functions in the Incident Command System (6-day)
Intro. to Unified Command for Multi-Agency and Catastrophic Incidents (2-day)
Audience: 450,000 fire and EMS officers across the country
3. Recommended for assigned members of Type 3 IMTs:
Appointed by Metropolitan, Regional, or State Authority Having Jurisdiction.
Meet the requirements of Type 4/Type 5 IMT*
All-Hazards IMT course, customized (60-hour on-site)
Position-specific training
Shadowing
Audience: Approximately 120 Type 3 IMTs across the country (approximately 60 UASI urban regional areas and 56 states/territories)

* - for rapid development of Type 3 IMTs, this requirement is waived for new IMTs whose members have current training and/or experience in Command and General Staff positions. This “option” is expected to be necessary only for those departments who wish to “stand up” a Type 3 IMT in less than 18 months.

Type 3 Incident Management Team

