

Capitol Region Emergency Planning Committee (CREPC)

July 23, 2015

CONSENT AGENDA

LEADERSHIP REPORT– CHAIRMAN- No Report

CRCOG/CREPC MANAGEMENT REPORT

- Good progress has been made on the FY 13 funds which includes training and exercise, Hartford Bomb Squad equipment, and maintenance of regional equipment. This grant will be closed out at the end of July. Work on the FY 14 projects has begun.
- CRCOG received additional law enforcement funding from DEMHS for the purchase of equipment for the Capitol Region Dive Team and Hartford Bomb Squad. The dive team equipment has all been ordered and work continues on equipment purchases for the bomb squad.
- The Statewide Homeland Security Working Group held a meeting in regard to the FY 2015 grant application. Funding levels for the regions will remain steady.
- The Get Ready Capitol Region website is undergoing a major upgrade and will be unveiled shortly.
- A Public Safety Council meeting was held with presentations from ConnDOT on the DOT New Crash Data Improvement Initiative and DESPP on Connecticut's Implementation of FirstNet Wireless Broadband
- CRCOG Staff participated in a Statewide Anti-Hoarding Conference at Central Connecticut State University. CRCOG is on the committee which was initiated by the Town of Newington at the beginning of the year.
- Staff continues regular status meetings with ConnDOT in terms of eCrash. Working in conjunction with ConnDOT an eCrash a second user group meeting was held this month. CRCOG and KT staff also had a site visit to the Bridgeport Police Department.
- Various training courses were held.

EMERGENCY SUPPORT FUNCTIONS (ESF) REPORTS

ESF1: Transportation

- Karen Olsen has retired from CRCOG, she will no longer be the chair for ESF-1 the position is currently open.

ESF2: Communications

- The former RID team has rebranded themselves and the team is called the Incident Communications Team (ICOMM).
- The ICOMM team will be looking to fill the position of ICOMM team Coordinator Interested candidates should submit a resume to Michael Boucher no later than July 24, 2015. Resumes maybe submitted via email or dropped off at Farmington Police Department. Coordinator job description attached

ESF3: Public Works and Engineering - No Report

ESF4: Firefighting

- East Hartford FD is using the CAPTAIN web base program. Newington FD and Rocky Hill FD are working towards being fully operational on the CAPTAIN Web base program.
- July 14, 2015 Task force 52, 56, 57 were activated for a commercial building fire in Bloomfield.
- Sustainability committee is still working on ideas for the funding for Region 3 and the future operations.

ESF5: Emergency Management

- **CT-IMT3-** change in leadership positions Bill Austin has stepped down as a Deputy Commander and Bill Perkins will be filling that position. Bill Austin will continue to be a member of the team. This change will also create advancement opportunities for the membership as the Operations Section Chief's position will need to be filled.
- **CT-IMT3** supported the CR-MRC at the Vietnam 50th Anniversary celebration at the Air National Guard Base at Bradley Field.

ESF6: Mass Care

- Attended Statewide Mass Care Work Group meetings
- Trainings for CERT in Shelter Management; Disaster Assessment; Psychological First Aid; Shelter Fundamentals
- ESF 6 meeting held on April 30th in Farmington
- Attended Bradley Airport monthly meeting
- Repositioned Regional Feeding Support Trailer to Vernon; Plainville and waiting on confirmation on location in East Hartford

- Next ESF6 meeting is August 27th at 10am in Farmington at the Red Cross Office

ESF7: Resource Management - No Report

ESF8: Public Health and Medical Services

- **Chairs Report:**

As you may already know there are dollars being awarded from the CT DPH to the regions for several reasons? There have been a lot of figures and sources mentioned and I just wanted to review the information now that it is final:

- 1) \$30,000.00 project (already approved) that are carryover funds from PHEP BP3. We are using this money for the strategic planning for our healthcare coalition along with some exercise money for local health operations specific to the new MCM-ORR tool. These are not related to Ebola in anyway.
- 2) Supplemental Ebola Funds: Two pots of money focused on Coalition development and infectious disease
 - a. PHEP Ebola each region is to receive \$184,000. Time period for this is until 9/30/16
 - b. HPP Ebola being awarded to regions on a per capita basis – Region 3 will get \$218,017.20 with a time period until 5/17/2020.
 - c. There are separate HPP funds that will go directly to hospitals
 - d. There are separate HPP funds that will be used for EMS
- 3) For all of these grants CRCOG will serve as the fiduciary. Acceptance of these awards is on the July CREPC agenda
- 4) Contracts are being drafted; there will be some flexibility regionally in determining deliverable. There is a percentage of money for deliverable specific to PPE, EMS Training, and a CONOPS plan that integrates with the state plan. DPH wants each region to identify their top three gaps for infectious disease against the 15 capabilities and to work on those gaps with these dollars. The ESF8 leadership team identified the top three gaps which were reviewed at the July 2015 ESF8 meeting. The three gaps include
 - a. Communications/Information Sharing
 - i. Process/authority to acquire as information clearing house to acquire intelligence to develop standardized process for
 1. Situational Awareness
 2. Common Operating Picture
 3. Determination of Actionable Intelligence
 - b. Preparedness Commonality
 - i. Personal Protective Equipment (PPE)
 1. Various types
 2. Vendor limitations (inventory)

3. Local Public Health exceptionally vulnerable
4. Lack of regional consensus on caching
- ii. Training
 1. Varied service to service
 2. No regional approach to standardizing
 3. Attempted sharing of best practices was frowned upon by state partners at times.
 4. Hospitals sought PPE & Training commonality with other hospitals but felt isolated from others in the state.
- c. Resource Sharing
 - i. Impacted by previous two gaps
 - ii. Lack of common understanding of service and community capabilities and capacities.
 - iii. No central repository or process in place for resource inventories to include
 1. Personnel
 2. Equipment
 3. Deployment process
 - iv. No true exercising of resource sharing at sub-state, regional level without CT-DEMHS assistance or authority.

Dave Kosciuk will be managing the strategic planning project which should begin over the summer and be wrapped up by June 2016.

Carmin Centrella and Steve Huleatt have been appointed to serve as project managers for the Supplemental Ebola Funds. They will be working with our ESF8 leadership team and other stakeholders in the REPT to ensure we maximize the available dollars to build our coalition while also meeting the deliverables necessary to ensure our ability to better respond to an infectious disease.

We have begun the process of examining exactly what a true healthcare coalition in the Capitol Region should look like. While most of our activities have been primarily focused on preparedness and response in the past, looking down the road there are multiple other opportunities in public health and healthcare where a much more robust healthcare coalition could better serve our region, our municipalities and all of us. We believe that ESF-8 really needs to become a function within a healthcare coalition but perhaps not the only function. The leadership group is of the belief that in order to be sustainable and have a greater impact, we need to change the way we do business and start thinking larger than just preparedness and response. These discussions are on-going and are infantile at this point. We are hopeful that our

strategic planning process will help get us to the next level so we can bring that information back to the REPT for discussion and information sharing at a later date.

- **Long Term Care**

On June 18, DEMHS Region 2 comes on board making the entire state covered by the Long Term Care Mutual Aid Plan (MAP). The next regional exercise is scheduled for September. Additional duty officer training is being scheduled to expand the number of people who can serve in that role.

- **Medical Reserve Corps**

The Corps has been activated in advance to support activities scheduled for July at the Air National Guard.

- **Public Health**

Webinar training is taking place to inform about the new tools developed for Operational Readiness Review (ORR) training.

Maryann Cherniak-Lexius has retired from the Manchester Health Department. Recent disease outbreaks were identified: bird flu in the mid-west and MERS in South Korea.

Mr. Centrella led a facilitated discussion on the regional events, strengths and problems of activity taken in response to Ebola starting in October 2014. A prior survey formed a broad overview of the timeline of activity that was presented.

- **EMS/CMED**-Nothing to report
- **Hospitals**- Nothing to report
- **Behavioral health**- Nothing to report

ESF9: Search and Rescue – No report

ESF10: Oil and Hazardous Materials Response –No report

ESF11: Animal Protection - Nothing to report

ESF12: Energy – No report

ESF13: Public Safety and Security

- Meetings held May 12th and June 9th.
- Working on equipment orders for Hartford Bomb Squad
- A two day SWAT team training session was held for the nine regional SWAT teams at the King 33 training facility located in Southington.
- Chief Kenny presented an updated version of the Blue Plan

RSF14: Community Planning and Capacity Building - No Report

ESF15: External Affairs – Nothing to report

ESF16: Volunteer Management

- April 16 – attended the monthly meeting of the Connecticut Citizens Corps Council
- May 4 – Chaired the CRCOG/CC RPA Monthly meeting
- May 21 – attended the monthly meeting of the Connecticut Citizens Corps Council
- June 18 – attended the monthly meeting of the Connecticut Citizens Corps Council
- July 13 - Chaired the CRCOG/CCRPA monthly meeting
- July 16 - attended the monthly meeting of the Connecticut Citizens Corps Council

ESF19: Functional Needs Services-information to be presented at meeting

ESF20: Disaster Faith Based Services - No Report

ESF21: Educational Services – Nothing to report

LIAISON AND OTHER ACTIVITY REPORTS

METROPOLITAN MEDICAL RESPONSE SYSTEM-MMRS

MMRS-Program Director, Carmine Centrella, second quarter activities:

- Finalize drafting of community primer for integrated response to Active Shooter
 - Distributed newsletter to first responder service chiefs, Emergency Management Directors, and municipal leaders
- Conducted After Action Review with RESF-8 stakeholders for Regional response and activities to the Ebola declared Public Health Emergency
 - Continue to draft After Action Report for same
- Attended the National Homeland Security Conference in San Antonio, TX
 - CR-MMRS was a co-sponsor of a Capabilities Alignment Forum with federal partners from US HHS CDC, ASPR, US DHS FEMA, representatives from the MMRS National Leadership Group and the Emergency Services Coalition for Medical Preparedness. CR-MMRS PD was one of the panelists for forum.
- Served as contributor and primary author to address assigned gaps/tasks identified during EMAP process
- Coordinated support for review and revisions for the Town of Vernon School Safety Plan
- Attended all RESF-8 monthly meetings

- Attended meeting of executive leadership from the Emergency Services Coalition for Medical Preparedness and the MMRS National Leadership Group re: first responder Medical Counter Measures
- CR-MMRS Program Director selected to serve as one of two Project Managers for the upcoming Ebola Preparedness grant contract through CT-DPH
 - Draft document identifying 3 primary gaps noted in the RESF-8 response to Ebola in anticipation of contract deliverables: present to RESF-8 stakeholder group(s)
- Conducted town wide review of AAR submitted for the Town of Newington SAVERS Full Scale Exercise conducted in the fall of 2014
- Continue to serve as the Trainer Officer for the Capitol Region Medical Reserve Corps
 - Conducted 4 training sessions
- In conjunction with the CR-MRC leadership team, prepared the CR-MRC for a two day deployment to provide basic medical services during the 50th Year Celebration for the Vietnam Veterans, July 11th and 12th
 - Conducted CR-MRC deployment Hot Wash with MRC Unit Leaders
- Continue to work with first responder leadership groups for sustainment of MMRS program deliverables
- Selected to represent the International Association of Emergency Managers at the Ebola Interim Progress Review in Washington DC; August 4th and 5th
- **Community Health Centers-** Nothing to report

MEDICAL RESERVE CORPS

- April 1, 2015.....Participated in the Region 3 ESF 8 monthly meeting
- April 1, 2015.....CR-MRC monthly meeting
- April 14-16, 2015.....Director of CR-MRC attended Public Health Preparedness Summit in Atlanta
- April 27, 2015.....Met with new CR-MRC member at St. Joseph University, West Hartford
- May 5, 2015.....NACCHO MRC Wellness Check national conference call/learning
- May 5, 2015.....CR-MRC monthly meeting
- May 7, 2015..... CCM DEMHS DPH Conference in Cromwell
- May 13, 2015.....Manchester/Glastonbury CR-MRC Sub Unit meeting
- May 18, 2015.....Attended First Governor’s Foot Guard award ceremony with CR-MRC Logistics volunteers
- May 28, 2015.....Attended 50th Anniversary Vietnam Memorial Planning Committee meeting
- June 2, 2015..... NACCHO MRC Wellness Check national conference call/learning
- June 3, 2015.....Region 3 ESF 8 monthly meeting
- CR-MRC monthly meeting, Psychological First Aid Training Part 2
- June 3, 2015.....CR-MRC monthly meeting

- June 4, 2015.....CR-MRC Director attends IAEM Region I conference
- June 18, 2015.....Meeting with Manchester and Glastonbury Health Directors regarding Manchester/Glastonbury sub-unit and departing Manchester Health Director
- June 23, 2015.....CR-MRC leadership and Trainer meet with Region 3 IMT leader to plan July 11 & 12 deployment

TRAINING AND EXERCISE PLANNING WORKGROUP (TEPW)

- TEPW will be scheduling a meeting to begin work on the next 3 year Training and Exercise Plan
- CT- IMT3 supported CR-MRC at the Vietnam 50th Anniversary Memorial event. Both team worked well together. The interface with the military started off rocky but coordination during the event went as planned. This was an excellent training opportunity to have regional teams train together and with the military.

CITIZEN PREPAREDNESS and Coalition

- Get Ready Capital Campaign continues to build relationships as we explore opportunities to promote preparedness across the region.
- Currently the Get Ready Capitol Region web site is going through an upgrade we will be changing to Word Press which will allow for CRCOG staff to change content and make real time notification via the web site.

INCIDENT COMMUNICATIONS (I-COMM) TEAM COORDINATOR

Qualifications

- Appointed by ESF-2 Chair
- Team Leader in good standing for at least two years prior to appointment, or Team Member for at least 5 consecutive years in good standing
- Must have completed all the required training and fulfilled responsibilities as listed in the Team Leader Roles and Responsibilities.
- Must have or obtain COML or COMT training within one year of appointment.
- Good organizational and planning skills.
- Detailed knowledge and understanding of ICS Forms
- Understanding of SAFECOM
- Working knowledge of radio systems, radio frequencies, and radio equipment.
- Proficiency in Microsoft Office programs.
- Understanding of budgets and governmental bids.
- Ability to make quick, appropriate, sound decisions in times of crisis.
- Ability to direct personnel during long term events.

Responsibilities

- ⇒ Answers directly to ESF-2 Chair/Co-chairs
- ⇒ Overall oversight of all I-COMM activities and personnel.
- ⇒ Direct oversight of the team Communications Officer, Training Officer, IT, Support, and Team Leaders.
- ⇒ Responsible for all I-COMM equipment, inventory and distribution.
- ⇒ Handle personnel issues and make appropriate decisions and recommendations.
- ⇒ Oversee the Team Leader and Training Officer to maintain training files/data base.
- ⇒ Must obtain FEMA HSEEP training within 1 year of appointment.
- ⇒ Collaborate with Team Leader and Training Officer for development of specific training lesson plans, development of training calendar and agendas, and obtaining training resources.
- ⇒ Point of contact with RICS, municipal departments and command post host agencies, IMT, and Capitol Region Chiefs of Police in regards to communications training and calls for service.
- ⇒ Responsible for Team notification for callouts, meetings and training.
- ⇒ Primary COML during responses and drills.
 - Point of Contact to Incident Commander or designee and obtain communications need for the incident.
 - Obtain and review incident Action Plan
 - Participate in Incident Planning Meetings.
 - Determine needed communications resources and make arrangements for deployment.

- Continuously evaluate status of team's activities and make adjustments or arrange for additional personnel if needed.
- Oversee Team demobilization from incidents and responsible for all documentation and forms.
- ⇒ Represent I-COMM at meetings of CRCOG CREPC, FEMA RECW, State of CT Interoperability Committee and Regional working groups.
- ⇒ Maintain budget provided by CRCOG and follow purchasing process utilizing governmental grants and bids.
- ⇒ Represent I-COMM on drill planning committees.
- ⇒ Responsible for drafting incident After Action Reports
- ⇒ Responsible for drafting, maintaining and updating of operational plans and policies.