

Capitol Region Emergency Planning Committee Meeting  
(DEMHS Region 3) (UASI Region 3)  
June 17, 2010 9:30 a.m.  
South Congregational Church, Hartford

***Call the meeting to order***

Chair Dan Vindigni chaired the meeting, called it to order at 9:30 a.m.

***Adoption of the Minutes***

Don Janelle, seconded by Katherine McCormack, made a motion to accept the minutes of the May 20, 2010 meeting. All in favor, so voted.

***Public Comment***

Ken Locke described a program being developed in East Hartford, Senior Neighborhood Emergency Teams. These teams meet monthly, but are not CERT-trained teams.

***Unfinished Business, Updates***

Barbara Buddington reported that the final reimbursements have been submitted to DEMHS for the 2006 SHSP grant, Stage one of the 2007 SHSP grant, and the 2006 Special Training and Exercise grant. Cheryl Assis added that the \$100,000 in the 2007 spending plan that had been programmed for the emergency notification system (now not needed for that purpose because of the state-funded Everbridge system) will be moved to the 2008 spending plan, and one or more projects from the 2008 spending plan will be moved up for funding with the 2007 dollars. The ultimate re-direction of the \$100,000 ENS funds will need to be decided at a future meeting. Barbara has been following up with municipalities on the MOUs for the 2009 grant funds.

Dan Scace distributed a schedule of upcoming training and exercises that have been scheduled for municipalities, for regional teams, and for RESFs. He asked assistance in adding other scheduled training/exercises to the spreadsheet, and described how all of the training helps the region in progressing toward NIMS compliance. From a regional perspective, we want to make sure that the RESF chairs are NIMS compliant.

He also reported that we are now well into our 2008 UASI spending plan, but if anyone has items included in the 2009 spending plan that they would like to implement now, we do have access to those funds also. The following will be attending the UASI national conference in New Orleans next week: Dan Scace (presenting on Capabilities Assessment), Carmine Centrella (presenting on the UASI / State Administrative Agency relationship); John Shaw (presenting on the Forward Movement of Patients plan); Katherine McCormack, Bill Austin, and Barbara Buddington.

Carmine Centrella reported that the process of uploading the Everbridge files has started. Once complete, training on accessing the system and defining who has access will begin. The duty officers, for example, will have access to the entire database. Group leaders will have access to only their subset of the file. Carmine also reported that he has been working with East Hartford on the regional shelter concept. The After Action Report / Improvement plan for the Political Storm exercise will be on July 1 at the RCC. Several responses were received to the RFP for ESF 21, for disaster preparedness planning for colleges. There are two finalists that are being considered.

***Standard Operation Procedures for Volunteer Management***

Melissa Marquis, Connecticut Association of Directors of Health, distributed and discussed a draft of guidelines that she has been working on to assist communities / organizations in managing volunteers to

appear at the scene of an event to help. She asked for feedback on the guidelines and is hopeful that they will eventually be used in all of the DEMHS regions. She may be contacted at [mmarquis@cadh.org](mailto:mmarquis@cadh.org) or 727-9874

### ***Standing Committee Reports***

*(RESFs not listed below either had no report or were not present)*

- *RESF 2* – (Keith Victor) The four command posts are being updated, and they have satisfied the FDC mandate for narrow banding.
- *RESF 5* – (Don Janelle) Reminded the group of the upcoming AAR / IP workshop on July 1.
- *RESF 6* – (Katherine McCormack) The ESF has been involved with the East Hartford regional shelter planning, and has done an assessment at the First Cathedral Church in Bloomfield.
- *RESF 8* – (Steve Huleatt) There will be an improvement planning conference related to the pandemic flu AAR at the Wethersfield Police Dept training room.
- *RESF 9* – (Peter Vernesoni) They have a new command and operational support vehicle (parked outside for those who are interested in seeing it).
- *RESF 11* – (Arnold Goldman) He has been invited to participate on the mass care working group.
- *RESF 16* – (Dan Dube) Next meeting will be September 13 at CRCOG. On September 7 and 8, the annual statewide CERT conference will be held at Waters Edge.
- *RESF 19* – (Steve Thal) 1449 individuals have had special needs training over the past 3 ½ years. They will be meeting this summer to re-evaluate the special needs training and to improve its effectiveness. They have been asked to participate on the federal Region 1 special needs work group.
- *RESF 20* – (Evelyn McMahon) They are trying to be inclusive of all denomination. Currently, 20 clergy are participating.

***New Business*** – none

Dan Vindigni announced that this is the last time that CREPC can meet in this room at the church. The September 16 meeting will be in the Stanley Room upstairs.

### ***Adjournment***

The meeting adjourned at 10:30 a.m. The next meeting is June September 16, 2010.