

**Capitol Region Emergency Planning Committee Meeting
(DEMHS Region 3) (UASI Region 3)
October 17, 2013, 10:30 a.m.
South Congregational Church, Hartford**

Call the meeting to order

Chair Bruce Lockwood called the meeting to order at 10:36 a.m.

Public Comment – none

Adoption of the Minutes

Brian Rykowski, seconded by Mark Sirois, made a motion to accept the minutes of the July 18, 2013, meeting. All in favor, so voted.

Federal and State Liaison Reports

Tom Gavaghan, DEMHS Region III Coordinator, reported on cybersecurity information, provided an updated handout on the “Make Safe” project and also copies of CCM’s Municipal Management Bulletin which publicized DEMHS’s need to identify a long term recovery coordinator in each municipality. He also noted that recently enacted gun legislation will have significant effects on schools, and the educational community will need to be aware of this. DEMHS is also encouraging towns to keep them informed about any significant events that they are planning for calendar 2014. Tom noted the recent training provided to DEMHS staff by Stephen Thal’s functional needs team, and recognized them for their valuable services.

Bruce Lockwood briefly introduced Dan Coleman, FBI.

Bill Austin introduced the Rev. Dana Hallenbeck, Lutheran minister, who will be working with RESF 20, and John Phillips, West Hartford Public Works Director, who will chair RESF 3.

Consent Agenda

Chair Bruce Lockwood presented the Consent Agenda. No items were recommended to be moved from the consent agenda to the main agenda. Bill Austin and Bill Perkins noted several additions to be made to the work of various RESF’s over the past few months, and Mary Rose noted a correction needed under ESF 5. Don Janelle, seconded by Vic Puia, recommended acceptance of the Consent Agenda as amended. All in favor, so voted.

CREPC Bylaws update

Bruce reported that a lot of work on revision of the bylaws has been completed, and there is just a little clean-up remaining. The next meeting of the bylaws committee will be on November 1. The intent is to get the proposed new bylaws out to the CREPC membership for review in time to allow a vote on the revision at the January meeting.

EMAP Update

Bruce reported that the EMAP Assessor’s training was held recently in preparation for our baseline assessment. Those who participated understand that we have a lot of work to do between now and March 15, which is our internal deadline for submitting the application. While the goal of the process is to have the Region accredited, the process itself will be helpful in helping us to understand how we measure up to national standards and will guide future spending. Chief Austin is the single point of contact with EMAP. Bruce is setting up assessment teams in the region to scrutinize and assess current procedures and documentation. Our assessment is scheduled for June, 2014.

AEM/CEM update

Twenty two people have expressed interest in participating in this accreditation process. If anyone else is interested, he/she should let Bruce know immediately. There will be a meeting today at 2:00 to provide an overview of the process, for those who missed the earlier meeting.

Nominating Committee Report

Katherine McCormack reported that the nominating committee (K, McCormack Dr. Arnie Goldman, Stephen Thal) recommends Don Moore to serve as candidate for 1st Vice Chair. Don Janelle, seconded by Vic Puia, moved to accept the report of the nominating committee. All in favor, so voted. The Chair invited additional nominations from the floor. None were offered. The election will be held at the January meeting.

Other new business

Cribs: After discussion, Don Janelle, seconded by Vic Puia, made a motion that we allocate up to \$5,000 of UASI funding to purchase 2 cribs for each of the 41 towns in Region 3. The cribs will be housed in the individual communities. The approximate cost is \$50/crib. Sheets are an additional \$7.00. All in favor, so voted.

Exercise: Carmine Centrella reminded the group that there will be an exercise at the end of next week in South Windsor.

Get Ready Capitol Region website: CREPC participants should check to make sure that their local organizations are linking to the Get Ready Capitol Region website.

Banners: CREPC purchased 3 sets of 4 banners that can be used individually or in sets, to publicize the citizen preparedness campaign. They can be loaned out to communities. Cheryl Assis reported that they were on display at the last CRCOG policy board meeting and the chief elected officials liked them and some may want to purchase them. Cheryl suggested that we consider spending some of the funds from that UASI project to purchase some for member towns.

SHSGP FY 2010 Supplemental Grant: Cheryl reported that the UAWG endorsed using these additional funds to support the community preparedness campaign.

Functional Needs Training: Stephen Thal asked that organizations wanting the functional needs training get their requests in to him as soon as possible.

Mobile Oxygen Generation Trailer: Carmine reported that this equipment is now available for use in the region.

Adjournment

The meeting adjourned at 11:41 a.m.

The next meeting is scheduled for January 16, 2014.