

**Minutes**  
**DEMHS Region 3**  
**Public Health Preparedness Planning**  
**ESF-8 Harmonization and Standardization Meeting**  
**January 6, 2012**  
**Hartford Health Department**

**Attendance:** Steve Huleatt, Robert Miller, Patrick Turek, David Kosciuk, Charles Patrillo, Tung Nguyen, John Degnan, Juanita Estrada, Judy Torpey, Paul Hutcheon, David Boone, Maryann Lexius, Francine Truglio, Janet Leonardi, Bill Kramer, Mary Laiuppa, Bruce Lockwood, Corrine Rueb, Carmine Centrella, Kate Novick, Gerald Schwartz, Marco Palmieri, Sylvia Dake, Melissa Marquis

- Welcome – Melissa Marquis welcomed everyone to the meeting and Sylvia Dake apologized for an incorrect address for the facilities location. Tung Ngyuen, our host also welcomed everyone.
- Approval of Minutes – John Degnan moved to accept the minutes and Charles Petrillo seconded the motion. All in favor.
- Handouts – Regional TAR Summary (also Power Point presentation on R3 ‘10-‘11 TAR results)
- Workgroup Reports
  - Local
    - **CRI** – February is the beginning of the Technical Assistance Reviews for this region. Mary Laiuppa asked about issues with metric sheets from CDC. Corrine Rueb says she is working on clarification. Melissa says she can push out old metric sheets if drills are in the works. Bruce asked about regional drills. Carmine Centrella notes that equipment tests and drills will be a focus. You will hear more. A Weapons of Mass Destruction (WMD) Full Scale Exercise (FSE) is in the works – SWAT, bomb squad, dive squad is main focus but a PH segment is planned. Bruce Lockwood notes that we might plan to have a “WebEOC” day to get everyone more used to that platform. Don’t forget to count (document) your real world experiences.

Next week, the state SNS coordinator Alan Boudreau, will convene a seminar on SNS specifics. He would like to be added to the agenda in each region to discuss SNS.

- **PPHR** – The full region 3 application is into DPH for an internal review. Corrections and changes will be made and prepped for final submission of the application to NACCHO by 30 March. Melissa described the review process. We may have word of our success by July. Bruce asked about the vagueness of the contract language referring to the PPHR deliverables. What will be needed from the locals? Steve indicates that the regional PHERP input was most of it. The group’s input and reviews were the main deliverables. The steering committee took most of the load. Steve can provide more documentation on that later.
  - Regional
    - **CRI** – Melissa’s power point presentation today will summarize the region’s performance in the last cycle.
    - **PHERP** – Done! Some revisions will be made in response to the DPH internal reviews. Additional contracts are coming out with some funding for work on the PHERP.
- Post- storm related discussion about plans and procedures- Discussions about inter- and intra-regional resource requests are taking place but are still confusing for most. This is being addressed as a corrective action. Carmine reminds all that the process is to exhaust local reserves, then call the RCC for help. The RCC will coordinate within the region. If the resource is not available within the region, the RCC can go up to Tom Gavagahn as the DEMHS regional coordinator and/or go to other regions for assistance. There will be education on this process at all action levels. Again, plans and procedures education is scheduled for CEO’s and Emergency Managers.
  - Steve Huleatt suggests that we focus on the AAR items and corrective actions from the ’11 storms. Carmine notes that the focus of the regional exercise participation can be coordinated with training needs and other requirements. The full RESF 8 meeting last week took a good look at some of the corrective actions. One of the major issues is still the use of the communications plan. Melissa suggests reconvening the communications workgroup – watch for her emails. Plan review and education was also a highlighted issue. CREPC is planning a day long emergency management seminar, set for the 15th of March, to roll out the regional citizen preparedness web site - Get Ready. Dave Kosciuk notes that breakout sessions in this seminar will offer an opportunity to work with CEOs and EMs to review plans and comms procedures. Marge Seiferheld wants us to discuss the problems with outbound

messaging, tactical comms training and the entire CERC process.

- Bruce suggests everyone read the state reports on the storms (the Governor's report, the Two Storm Panel report, and the Doug Glowaki's Technical report). He also notes that Senate Bill 1166 should also be watched for requirements that might be pushed down re: handling personal medical information.

Here are some of the resource issues that need to be addressed:

- What is the liability for labor costs? Municipals and Districts vary with regard to labor reimbursements.
- If Mary Duley activates the MRC, does Title 28 coverage apply? If Katherine McCormack activates the MRC, does Title 28 coverage apply?
- Resource typing does not include "shelter nurses". How does RCC handle this kind of asset?
- What medical licenses should a shelter nurse have, if any?
- Local municipalities call LHDs for nursing volunteers and suggest they contact each shelter to see if they can help. Maybe this is not a good requesting process. In the past, the United Way has helped with this referral of unique skill sets.
- In reference to reimbursements, once there is a state declaration, asset owners can be reimbursed but there are situations where expenses might not be covered. In the past, an agreement was made to support each other and do the right thing with no guarantees of payment.
- State
  - **PPHR** – see regional PHERP update
- Training, Drills and Exercises – Melissa reminds everyone that a communications drill needs to be completed, soon. Departments are strongly encouraged to do a call down to all CRI planning partners and volunteers. One drill can cover 2 required elements for CRI metric sheet submission.
- CREPC Update – Steve noted John Shaw's retirement and Dave Kosciuk's new leadership of the RESF 8 Medical Services. The MMRS is now led by Carmine

Centrella. Steve let's them know that we are there to support them. The duty officer slot that John left open is also being filled by Carmine. Art Groux (from Suffield) is also a duty officer. Steve solicits others who may be interested in the duty officer position to contact Dave. Three deep is preferred. With Chuck Motes' retirement, the public health side of RESF 8 is one short. Steve and Maryann Lexius are currently the public health leads. The Hospital Mutual Aid plan is underway. The plan release and a table top exercise might be in June. Within the Long Term Care mutual aid plan there is an excellent resource list of vendors and contractors. This element will be a part of the Hospital plan. Carmine will go to DC for the MMRS plan and budget review. It is a 2012 line item that congress controls. It went through committee already with no issue. Funding may go down but should still be available for ESF8 work including exercises.

- DPH Update – Juanita Estrada worked with the PPHR internal review and says that the Region 3 application looks good. Corrine Rueb – sent out mass dispensing survey and reminded everyone to get to it and return it. She is also summarizing the AARs from last year to help guide the toolkit revision. Her needs assessment will be put out for review. Tung asked about the email that indicated changes to the TARs were forthcoming with respect to which MDAs CDC will evaluate. Corrine explains that different MDAs were randomly selected to be reviewed. She explained that she looked at population to pick the new sites but CDC made the decision. W. Hartford/Bloomfield, Windsor, Southington and some region 4 locations were selected. The question of a regional TAR is still being worked out. Corrine notes that CDC can come to CT for training on communications, security or other issues. She also acknowledged that metric sheets can be a challenge to use but she is available to work with those who wish assistance. A 17 January SNS webinar will be helpful and Corrine wants to follow that with her training. The State wide PIO class that has been offered by CDC seems too limited in terms of enrollment. More than 40 slots may be needed to get the suggested 3-deep redundancy in each department. Mary Duley can also be contacted for assistance.
- DEMHS Update – Tom Gavaghan is on vacation and Bob Kenney is covering. The exam process for vetting qualified applicants to fill the Region 2 Coordinator position is underway but a new coordinator may not be selected for several months.
- Other Business-
  - Contract deliverable surveys are due the 1<sup>st</sup> of March. Watch for emails from DPH for the survey. This is a local contract deliverable.
  - Marco Palmieri asked about Long Term Care transfer paperwork and other requirements. Carmine will send. He suggested checking the CRCOG web site for the AAR on the transfer process.

- The Hartford HD is using Everbridge now. The old system was problematic and expensive. Francis Willette is the Everbridge contact for training. Tung Nguyen noted that communications issues during the 2011 storms helped the administrators in Hartford become convinced that the HD needed to be included in the use of this service. Other districts need options for notification systems, too. What's available? CT Alert is available for life threatening emergencies. Everbridge Aware is an add-on service that some use for HAN. Also DPH uses Everbridge for the HAN. Everbridge Aware (EA) can be expensive. A price reduction might help spread the service and solve the problem of departments that need notification service. Voice Shot is something that Rob Miller and John Degnan are looking into. Many HDs seemed to be having problems in this area. Chatham purchased Everbridge Aware and got a flat rate. Municipals work often with their towns. Districts are one their own and are having difficulty finding cost effective solutions. Steve suggests that a regional solution is needed. Bill Kramer notes his district is a full buy-in with EA and they like it. Staff notifications and volunteer contacts are handled separately. Often 4 different communications services are in use. Premier global can be used to notify staff. HAN alerts can be very repetitive. John will share out info on this. Can we do this regionally? It comes up over and over again. Can Mr. Willette come to this meeting to educate us on their option? Can CROCG conduct an RFP? Bill, John, Carmine and Melissa will set up an ad hoc committee investigating communications platforms. Everbridge reps may be able to provide a presentation to the group at the next ESF-8 PH meeting. More info to follow.
- CRI Summary Presentation '10-'11 TAR and Preparation for '11-'12 TAR.  
See handouts.

Remember to sign up for TAR dates in February and use the self assessment to annonnate the location of criteria answers in your plans. Plans should be shared with CADH at least 2 weeks before your review. After the review, you will have 2 weeks to submit additional material before the report is finalized.

*OUR NEXT MEETING – location Manchester RCC  
February 3, 2012*