

Minutes

DEMHS Region 3

Public Health Preparedness Planning

ESF-8 Harmonization and Standardization Meeting

April 13th 2012

East Hartford Health Department, Public Safety Complex

ATTENDANCE: Tom Gavaghan, Dave Boone, Marge Seiferheld (left early), Judy Torpey, Maryann Lexius, Shane Lockwood, Carmine Centrella, Mary Laiuppa, Nicole Lugo, John Degnan, Robert Miller, Steve Huleatt, Rick Matheny, Allyson Schulz, Tung Nguyen, Bill Kramer, Juanita Estrada, Dave Kosciuk, Dr. Gerald Shwartz, Janet Leonardi, Sylvia Dake, and Melissa Marquis

- **WELCOME** – Melissa welcomes all and Judy Torpey requests that we introduce ourselves since we are welcoming a new member – Shane Lockwood.
- **APPROVAL OF MINUTES** – A motion to accept the minutes from the last meeting was made by Bill Kramer. John Degnan 2nd the motion and the minutes were approved without changes.
- **WORKGROUP REPORTS**
 - Local
 - **CRI** – Technical Assistance Reviews (TARs) are on-going in the region.
 - **PPHR** – Application Presentation
 - Melissa presented the finalized application and described the process of getting it to NACCHO and the reviewers. When discussing Goal II criteria responses she noted new features on CT.Train that would be helpful for each Health Department, specifically each person that is identified on the resource typing has been assigned a training plan. There is the ability to document training. This discussion points out the need for a Resource Typing workgroup to reform and handle some updates. More to come on this front. Thanks goes to CADH's Charles Brown's Workforce Assessment work group for most of the content for Goal II. DPH and local HD representatives from around the state supported that effort. Carmine and the Tetra Tech folks did most of the work for Goal III with an excellent After Action Report (AAR). Steve Huleatt reminded the group about guidance 1 on the application for describing how regions like ours (without a county structure) must demonstrate responsibility for each criteria. It is noted that applications and their contents "belong" to NACCHO until after the review process is concluded. Some elements of an application may eventually show up in

NACCHO's toolkit as a best practice - if so designated. On May 8th we will establish a conference call link between the reviewer site and CADH offices to answer any questions from the reviewers and get a feel for how we are doing. On May 22nd, we have 3 days to address broken links, clarify responses, or further address reviewer comments. A revised application will be sent back to NACCHO and the reviewers on only items where additional information was requested. Rob Miller asked about the difference between the first successful application (in 2006) and this year's criteria. The differences are significant. Steve provided insight into the NACCHO development process for the application. In '06, after submission, the question did arise, "How do things work in Connecticut without a county organization structure?" The question was successfully addressed for those reviewers. Allyson asked about the 72 hour response period and how others can support this effort. Melissa, Steve, Sylvia Dake and Carmine Centrella are on call to address questions on those days and we will request LHD support as necessary. Mary Ann notes that in the DEMHS Advisory group (she is a member) there was an attempt to address command, control and authority for a regional (county like) entity. While that discussion was in regard to commodities distribution and improving that process, formalizing regional authority was discussed. Things may, someday, change.

○ Regional

- **CRI** – TARs are well underway and overall scores have improved. Once the region's TARs are completed, there will be a summary and presentation of the year's results.
- **IPHERP** – The PHERP is finished and is in the process of being posted on the CRCOG web site. There are links built into the PHERP that will be available electronically off the website, but once the plan is downloaded to a user's computer, the links will not be maintained due to how they were built.

○ State

- **PHP** – Steve noted that DPH and CADH are working on the contract details. The application is due the 1st of May to CDC. The shift is toward a focus on the 15 public health capabilities. Benchmarking has been completed with regard to selected capabilities. The package will go to Mary Pettigrew at DPH. There is some slight increase in the budget but nothing significant and nothing for the LHDs. The state Laboratory budget may see most of this slight increase in funds for this year. Five years from now, funds are highly questionable but next year looks good. Steve lists the departments that have reported in for their contacts with West Hartford Bloomfield HD. He requests that the others please report. All departments should let him know if they will spend less so that he can reallocate to benefit us all. A question arises, "Are there Regional funds to

support Regional solutions?” CRCOG may administer some funds for exercises in general but Carmine will address the Everbridge communications contract options in the CREPC update.

- **PPHR** – Sylvia Dake and Melissa extended “Thanks” to DPH personnel, including Juanita Estrada, who helped with the initial review of the PPHR application package in December. Along with some feedback from external (non Connecticut) reviewers, the input was very helpful in compiling the final application.

- **TRAINING, DRILLS AND EXERCISES**

- The big focus this year is on the July 28th through 31st statewide exercise (based on the 1938 Hurricane impact). Tom Gavaghan gives an overview of the preparations for this exercise and notes that a workgroup has been addressing Mass Care (sheltering) issues. This group has developed a new Mass Care annex for municipal Emergency Operations Plans. This annex does identify a number of roles for local public health departments. The annex is in circulation and being vetted, now. CEO training will also be addressed. Juanita asks Tom about DESPP expectations for the LHDs. Mary Ann notes that her observations of this exercise planning group would indicate that local health departments might be working on issues arising from coastal evacuations and sheltering. Discussion ensues on municipal responsibility for local sheltering vs. regional sheltering. Rob Miller notes that the message is confusing. He wants to know what the real focus is. Is it municipal or regional sheltering? This exercise will also have a strong focus on interactions with the utilities and the CL&P liaison program.

- **CREPC UPDATE**

- Carmine and CRCOG have had extensive and productive discussions with Everbridge regarding their notification system contracts. This is in light of significant price increases for many Region 3 LHDs for notification services from various companies. Carmine has focused on a single buy contract that CRCOG would fund for all LHDs. This is similar to the contract that the state holds and extends price benefits to municipalities. The contract would be regionally administered. Locals would administer contact lists. Contact reports could be accessed by all administrators. Some polling capabilities are possible. GIS overlay may be an option. The template for the contact list is out. Please populate it in the proper format. Melissa and Carmine are available to assist with generation of your local contact list. Money has already been authorized. This project will happen. Questions: MMRS funds won’t go on forever, what then? Who will be the administrator at CRCOG? Carmine?? How much will the locals have to pay? It is an option for LHDs. If you are locked into your current contract or don’t want to change, you do not have to opt-in. There is an end of June purchase deadline. When will this contract run out and locals need to look elsewhere? There is a minimum 3 yr contract but it might be longer. Longer contracts may not be good

because technology may make a big jump. Charges are by the record. First year charges are 0.89 cents per record, and subsequent years are 0.49 cents per record. It was strongly suggested that LHDs calculate out how many records they have and project out potential costs to consider for budgets in the upcoming years. So those multi-hat folks or entities that must be contacted for multiple reasons may pose a negotiations issue. This will be address in the final negotiations - maybe a discount can be arranged. Default phone numbers are needed. In small towns, OEMs can get onto Everbridge Aware through the state contract if they have \$3000. Clearance is sometimes complicated. Multi-town contracts seem problematic. CRI quarterly call downs may present challenges if you have to go through towns. Non-CRCOG towns that are a part of your district may present some issues in terms of using the service, but they will be covered if within the LHD jurisdiction for Region 3. Please complete your templates and send to Carmine. He needs some sort of record count to negotiate. The catagories are daycares, food establishments, volunteers, etc – see the template. Tung says they implemented Everbridge Aware last year through the city of Hartford. He ssuggests creating a master list and then sub groups. Juanita notes that DPH can help with lists and format suggestions. RESF 8 duty officers may be designated as notification officials. Categories should be the same to help with administration. DEMHS is the SAA. DEMHS has 1 block grant to administer. “Life” and funds go on through 2014, at least.

- Commenting on the regional authority issue, Carmine does not see anything coming together on that topic at this time. Commenting on funding for the statewide exercise, Carmine reiterates that funds are limited and uncertain but there may be a participation stipend.

- **DPH UPDATE**

Juanita has nothing new this month.

- **DEMHS UPDATE**

Tom reminds everyone of the May 1st Connecticut Emergency Management Symposium. (Post meeting note: Meriden DOH Lisa Pippa is a scheduled speaker on the topic of “White Powder Incidents”.)

- **OTHER BUSINESS**

Communications Drill Report: Steve reviewed the no notice drill that ran from 9am – 1pm on the 6th of March. There was an initial notice, a request for information, a requirement to report back and then shut down. The three (3) deep roster programmed into Everbridge was used. Eighty seven (87) folks got the initial and final messages. Thirty nine (39) out of eighty seven (87) responded. That’s less than a 50% response. This needs to be better. The drill was meant to check our communications procedures and plans. Steve noted that the second message got a better response. The 3rd message showed a drop off in response. There were sixty (60) to

seventy (70) return messages indicating command contacts, resource availability, etc. A regional AAR is coming. Everbridge functions may be problematic for some or in certain situations. There was a discussion about the, "Press one to get more detail." voice prompt. The prompt can be ignored. The receiver should check for more detail via email or text. Some technological solutions may be available. Steve had thought that creating a voice message would be difficult, it was not. The automated voice is unanimously believed to be difficult to understand. The day of the drill was complicated by a major meeting for many of the primary participants. Departments should review their procedures for 3 deep personnel to improve contact and response rates. Two (2) metrics were covered with this drill. Everyone is reminded that 1 more metric must be done by the 30th of June. Steve suggests the Supply Chain Game for the 3rd metric. The game takes about an hour and a half to complete. Players are encouraged to use the updated inventory management forms sent out this past fall. AARs for the game should be completed and submitted. Please watch your email, Corrine may soon have a draft AAR that can be used.

Tung lets everyone know that the Hartford Department has heard from Jeffery Lim (who returned to the Philippines with his family a few months ago). He reports that they are all doing well. Tung also introduces Hartford's new Emergency Preparedness Coordinator - Nicole Lugo.

Dave Koscuk reminds all that the Medical services side (Full ESF-8) will meet on May 2nd.

May 4th is the date of our next meeting.

Our Next Meeting Location: **Manchester RCC**