

**Meeting Minutes**  
**DEMHS Region 3**  
**Public Health Preparedness Planning**  
**ESF-8 Harmonization and Standardization Meeting**  
**January 4, 2013**  
**Hartford Health Department**

**Attendees:** Janet Leonardi, Maryann Lexius, Juanita Estrada, Rob Miller, John Degnan, Dave Boone, Jennifer Sawicki, Nicole Hawley, Tung Nguyen, Allyson Schulz, Bill Turley, Francine Truglio, Patrick Turek, Marge Seiferheld, Paul Hutcheon, Judge Torpey, Aimee Eberly, Juanita Estrada, Carmine Centrella, Steve Huleatt, Melissa Marquis, Sampada Deshpande

- Welcome – Melissa Marquis welcomed everyone and wished everyone a Happy New Year. Melissa thanked the Hartford Health Department for hosting and reminded everyone to sign attendance sheet.
- Introductions – Everyone briefly introduced themselves. New attendees were introduced and welcomed.
- Approval of Minutes – Nicole Hawley motioned to approved, seconded by Bill Turley. All were in favor.

**Workgroup Reports:**

- Local
  - CRI
  - PPHR(Project Public Health Ready) – Melissa reported that no official work remains. It is time to look at the plans and determine the best way to operationalize them, both at a local and regional level. Steve Huleatt talked about the importance of continuing to work on plans and preparing for future. We don't want to let things "just sit around" and then just reapply in four years. It is a continual process. He also mentioned that Region 3 will receive recognition at this year's public health preparedness summit, which will be held in Atlanta in March. He encouraged attendees to go and said it was a good conference. Carmine Centrella reminded us of the question "What does this do for us?" From an MMRS perspective those that are thriving are multi-jurisdictional organizations. The capabilities being built are being recognized at higher levels, and the 2013 Federal Grant guidance may include things that we are already doing like regular monthly ESF-8 meetings, PPHR, networking, etc. He stated that the work being done here in the State is being recognized throughout US.

- Regional
  - CRI- TAR update – Melissa stated that the Region 3 TAR (technical assistance review) will begin in about 1.5 weeks. Everything will be done electronically this year, there will be no face to face time. Dropboxes have been set up and invitations were sent out by Melissa; if you are unable to locate the invite, please contact Melissa. Everything should be submitted through Dropbox. If you are unable to use Dropbox, documents can be emailed. Everything should be sent to Melissa at least two weeks before the deadline. Items to include are mass dispensing plan, call down exercises, training/exercise plan, if you don't have documentation for some of the quarterly call downs or communications testing- you may use a memo of record. It is not necessary to include names, but roles are important. Focus on deficient areas (scores of 0 and 0.5) and any quarterly/annual requirements. The updated TAR tool was sent out within the past month. This is what should be used. If you need it again, please contact Melissa. For deficient areas, use notes section to document where it has been addressed.

Melissa reminded everyone that even if criterion was met (1pt received), work should still be done globally. Once the TAR has been initially reviewed, a draft report will be disseminated to the MDA for review and then a conference call will be set up with the MDA to discuss any questions or concerns about the report. A final report will be sent out after the conference call. An overall recommendations section will be added (including what's being done nationally, etc). This should be looked at with a larger perspective.

Steve emphasized the importance of continuing to work on all areas, including those for which criteria was met. He provided Hartford as an example, who received a 99.5%, and continues to work on their plan aggressively.

Allyson asked whether Section 12 was for everyone. Melissa answered that it is. She said that Section 12.5 (after action report- AAR) was inadvertently not included on document that was sent out. For 12.6, send everything, including trainings within department, mass dispensing area (MDA), and memos of record.

Other CRI contract deliverables that need to be completed by April 15<sup>th</sup> include:

1. POD standards, modeling or software throughput exercise using RealOpt (for help, call Corinne Rueb). Steve said he will be setting up a meeting with Corinne for RealOpt and said that anyone is welcome to come. Anyone interested should let him know.

2. Cri metrics (3 different metrics)- real opt counts towards one as long as an AAR is used.

John Degan and Rob Miller have some questions/concerns related to the CRI exercise planned for June. Steve has asked they send him the questions directly and he will follow up with them off-line.

Lastly, Melissa talked about how the requirements for the contract include two workshops. One will be statewide (aim for April), the other will be the summary CRI/TAR presentation. Additional details will be provided re: the statewide forum.

- State
  - PHP – Sue Walden asked Juanita to remind everyone that the capabilities assessment will be due soon. There appears to be some discrepancies with people receiving information from DPH. Juanita stated she would double-check the Everbridge contact lists to errors.
  - There is discussion going on at the State level around mass fatality and what is the Public Health Role.
  - PPHR – DPH finished reviewing 3 PPHR applications that CADH submitted and has just received Region 2's.
- Training, Drills and Exercises
  - There are no updates on the Statewide 2013 drill. There have been a couple of meetings but a number of things still need to be worked out. Carmine said he has been cleared by CRCOG to help John Stonoha with the exercise planning. The statewide exercise has been pushed to at least September 2013.
  - Tung stated that City of Hartford is still planning a tabletop exercise focusing on their mass distribution plan. The exercise will take place on January 30.
- CREPC Update

Carmine reported that CREPC leadership was voted on. Bruce Lockwood is now the Chair, Dave Kosciuk is 1<sup>st</sup> Chair, followed by Don Moore as 2<sup>nd</sup> chair. Carmine also stated that a five year contract has been signed with Everbridge. There is a new Everbridge platform, which incorporates social media and allows searching by keyword- this in effect will act as syndromic surveillance. Carmine will send a formatted list. There will be at least two trainers. There will be regional meetings held, as well as meetings with local health departments. MMRS is paying the bill for the Everbridge platform. There may still be an option to develop a fund to build up money to pay for use beyond the 5 year contract. More info to come with respect to this.

Carmine stated that the goal is to get at least 10,000 records.

- Other Business-
  - Steve reported that contracts were sent out to LHDs and that most have been received back. Please send expense reports back to Steve ASAP. He needs the end date to reflect June 30<sup>th</sup>.
  - Judye – reviewing Annex G of the local emergency operations plan. A new template should be sent out though she reported that Tom Gavaghan did not have a timeline for release.

*Next Meeting*

*February 1, 2013 hosted by West Hartford/Bloomfield Health District*