

**METROPOLITAN WASHINGTON COUNCIL OF GOVERNMENTS
National Capital Region Emergency Preparedness Council**

Meeting Minutes

Date: Wednesday, September 13, 2006

Time 2:00pm – 4:00pm

**Place: Metropolitan Washington Council of Governments
Training Center, Lobby Level
777 North Capitol Street, NE
Washington, DC 20002**

1. Call to Order and Announcements

Description from Agenda:

- Introduction and Administrative Issues
- Homeland Security Policy Action
- FY2006 Urban Area Security Initiative Funding
- Preparedness Month Activities
- Non-Government Stakeholders Roundtable
- Wrap Up and Adjournment

Summary of Discussion:

The meeting began at 2:15 PM and Chairman Connolly made a motion to approve the previous minutes. The minutes were approved. Mr. Connolly explained that this was a special meeting to adopt the NCR Homeland Security Strategic Plan. The Strategic Plan was not adopted at the last meeting because the members needed time to review it. Further, the EPC Schedule for the balance of 2006 and a proposed schedule for 2007 were announced at the meeting.

2. Homeland Security Policy Action

Description from Agenda:

Part A: Approval of the Strategic Plan

The EPC agreed at its last meeting to provide broad oversight and guidance on the completion of the National Capital Region Homeland Security Strategic Plan as part of its work plan for 2006. Many EPC members and other stakeholders provided significant input on an earlier draft of the Strategic Plan that was completed in fall 2005, as well as subsequent revisions. The EPC approved in concept the Strategic Plan at its July 13 meeting. The EPC also requested that staff prepare a shorter, public-focused brochure and provide an opportunity for final review of the Strategic Plan supporting Volumes I and II. All documents were shared with the EPC in August. A panel will provide an

overview of the purpose of the Strategic Plan, key elements, benefits, and a communication plan. The EPC will be asked to adopt a resolution approving the Strategic Plan for use by area emergency management officials and other stakeholders, as well as publication and dissemination of the Strategic Plan overview and brochure. The recommended action was to adopt the resolution.

Part B: Strategic Plan Implementation

The Strategic Plan provides a framework for articulating the vision, mission, goals and priorities related to homeland security in the National Capital Region. The Emergency Preparedness Council has used the plan to advance regional priorities. Several initiatives have served as catalysts in making that progress, including: the after-action reports from area events, the lessons learned from Hurricanes Katrina and Rita, and the recent follow-up reports on the Emergency Management Assessment Program (EMAP) at the regional and local levels. Staff will highlight major initiatives that have been recently completed or launched. Recommended action is for presentation and discussion.

Summary of Discussion:

Chair Connolly made a motion to approve the strategic plan. The motion was seconded and discussion followed. Tony Griffin, Fairfax County Executive, led the discussion of the Strategic Plan and the adoption of it. Mr. Griffin explained that the Strategic Plan had four parts; the overview, public brochure, core plan and the technical appendices. The purpose of the strategic plan is to lay out a strategy to improve the ability of the region to prevent, prepare for, respond to, and recover from public safety emergencies or disasters in the National Capital Region. The Strategic Plan will be the foundation upon which regional decisions are made. It will help decision makers and others determine the appropriate priorities to be addressed. Finally, the plan is a yardstick by which we can measure our success. It will be reviewed quarterly by the EPC. The Strategic Plan is also a tool that can assist regional leaders in determining where they would like to go based on what they know about their current capabilities and risks.

Ed Reiskin discussed the objectives of the Strategic Plan. He stated that the Strategic Plan is not an operational plan and that it does not tell you what to do in an emergency. He indicated that the Strategic Plan is a forward-looking document with four broad goals, 12 specific objectives and 30 initiatives. Mr. Reiskin stated that it may be necessary to modify the Strategic Plan once the pending risk assessment is complete. This may result in a change in priorities for the region. He stated again that the Strategic Plan is not an operational plan and that every local jurisdiction should have an operational and response plan.

Dennis Schrader discussed the framework of the Strategic Plan and indicated that he supported the resolution to approve it. He stated that the key functions of this Strategic Plan are: it provides the framework for coordination and the engagement of leaders in the region; it provides the region a methodology for tracking all the projects from beginning to completion; and it provides guidance on project leadership.

Merni Fitzgerald discussed the brochure the PIO's put together on the Strategic Plan. She explained the Strategic Plan Overview and how the brochure supports the Strategic Plan. Chair Connolly said the most important factors in developing the Strategic Plan are to have public involvement, to have it written in clear, concise English, and to use repetition when appropriate. Chair Connolly called for a vote on the motion to adopt the Strategic Plan and it was approved unanimously. Chair Connolly announced that the Strategic Plan has been adopted by the EPC.

Dave McMillion provided handouts and discussed the current COG-managed projects. He indicated that the region already has begun to address initiatives in the Strategic Plan. Mr. McMillion stated that COG supports the NCR by issuing and managing contracts that are consistent with initiatives in the Strategic Plan and requests from R-ESFs and RPWGs.

The first contract Mr. McMillion discussed was the one for the Hazard Identification and Risk Assessment (HIRA). He stated that COG issued the request for proposals and received nine proposals that were evaluated by a selection committee. Mr. McMillion indicated that the contract was awarded to SRA Corporation based on the recommendation from the selection committee. SRA is currently in the process of developing a work plan for the project. The key tasks associated with this contract include identifying the natural and human caused hazards, identifying vulnerabilities, and placing this information in a useable GIS format for the region and local jurisdictions. These tasks support strategic initiatives in Goals 1, 3, and 4 in the Strategic Plan.

The second contract that Mr. McMillion discussed was the NCR Evacuation and Sheltering Plan. He indicated that COG had received seven proposals and they were evaluated by a selection committee and the Michael Baker firm was selected after a run off with IEM. The key tasks for this project are the development of an evacuation plan for the NCR, the identification of evacuation routes, the selection of shelter facilities and transfer/pickup points, an inventory of vehicles and drivers, an assessment of shelters/destination points including specific items needed to shelter 10,000 individuals, and the development of MOUs between jurisdictions. These tasks support strategic initiatives in Goal 4 in the Strategic Plan.

The third contract Mr. McMillion discussed was the Exercise and Corrective Action Program contract. COG received several proposals that were evaluated by a selection committee and the contract was awarded to ICF as recommended by the selection committee. The contract was awarded to ICF for \$900,000. The key tasks identified in the contract were the development of one (1) senior leader exercise; four (4) functional tabletop exercises; one (1) full field exercise; after action reports (AAR) for all exercises; exercise guides, briefings, and a website. The contract was later reduced to \$250,000 because of the limited time available before January 31, 2007. The strategic initiative supported is Goal 4 in the Strategic Plan.

Fourth, Mr. McMillion noted that COG had received \$1.5M in FY06 UASI funds for Exercise and Training Operational Panel initiatives. These funds will be distributed on a task order basis to fund training and exercise initiatives approved by ETOP. These tasks support strategic initiatives in Goal 4 of the Strategic Plan.

Fifth, Mr. McMillion noted that COG had received \$300,000 in FY06 funds to support the critical infrastructure resiliency program. It is anticipated that a proposal will be developed by the CIP RPWG in the January 2007 timeframe. The CIP RPWG is waiting for the information in the HIRA that is scheduled to be completed in January 2007 before they develop a proposal. This task will support strategic initiatives in Goal 4 of the Strategic Plan.

3. FY 2006 Urban Area Security initiative Funding

Description from Agenda:

Urban Area Security Initiative (UASI) grants awarded by the U.S. Department of Homeland Security to the National Capital Region have funded many regional and local priorities and have leveraged additional local, state and federal resources. The National Capital Region initially developed more than \$300 million in possible UASI-funded projects prior to the announcement of the FY 2006 federal award to the region of almost \$47 million. Staff will summarize approved FY 2006 UASI projects and provide an update on expenditures from prior fiscal years.

Summary of Discussion:

Steve Kral led the discussion on the FY 2006 UASI Funding. Steve provided a handout that summarized prior year UASI funding. The breakdown of the status of the UASI funding that he provided is as follows: FY 2003 Part I is 100% spent and the \$18.1M is closed out; FY 2003 Part II is 100% spent and the \$42.4M is closed out; FY 2004 is 100% spent; and FY 2005 is 7% spent and 93% obligated. Some of the accomplishments are that 1100 schools received preparedness kits from the American Red Cross and that a total of 1250 800Mz portable radios are prepositioned at three locations in the NCR. Additional purchases include adding 1000 surgical beds in the region; and putting in place an electronic emergency notification system in every jurisdiction. In addition, training has been provided in a number of areas; support staff has been added to jurisdictions; a water monitoring system is now in place; a patient tracking system is being established; and interoperability is continually being improved in the NCR.

There are 20 projects that UASI will fund in FY 2006. Steve Kral summarized the 20 projects and provided the following breakout of UASI FY 2006 funded projects: \$7M for maintenance; 2% for administrative costs, 5% for each state (total of 15%), with the remaining amount to be used to fund the 20 projects. Mr. Kral stated that a lot had been learned through the FY2006 UASI process and that he was looking to improve the process for UASI FY2007. A team from the R-ESF community will be identified to meet with Steve Kral to review the proposed application process for 2007 before it is finalized. The aim here is to get everyone to agree on the process and to understand how the decisions on initiatives will be made by the CAO's and SPG.

4. Preparedness Month Activities

Description from agenda:

September 2006 is National Preparedness Month. The staff will highlight activities planned or underway to reinforce the importance of citizen preparedness. The recommended action is to just receive the presentations.

Summary of Discussion:

Merni Fitzgerald stated that September is National Preparedness Month and led a discussion on preparedness month activities. She provided two handouts, the NCR civilian preparedness events calendar and a communications plan for the Strategic Plan. Ms. Fitzgerald reviewed the goal they had prepared for preparedness month. She indicated that preparedness events in the region are very important and the ultimate goal is for the public and businesses to see what is going on with preparedness in the region and to get them to take steps to be prepared. She said this is why it is important to show what is done on a regional basis, such as putting out the Z cards and encouraging the public to take the steps they need to take to be personally prepared.

Ms. Fitzgerald stated that R-ESF#15 would like to promote accomplishments since 9/11. She indicated that WAMU had done an entire segment on preparedness because this is the 5th anniversary of 9/11. This gave the radio station the window of opportunity to push the preparedness message and events in the region. She indicated that R-ESF#15 also wanted to promote enhanced capabilities since Hurricane Katrina. This is the one year anniversary of Hurricane Katrina. She stated that the media and others have asked what we are doing better this year than last year. This gave the media the opportunity to get preparedness messages out and promote the Strategic Plan. Ms. Fitzgerald said that Jeanne Saddler sent out a news release dated September 13th and the media will use it to start promoting the preparedness message shortly. The media will take advantage of appropriate messages for September, National Preparedness Month, using the calendar of events. Ernesto also gave them the opportunity to promote preparedness and enhanced capabilities.

Ms. Fitzgerald also stated that there is still information out there that is incorrect and they have to do what they can to correct it. She indicated that Chief Neuhard and the Fire and Rescue Department had done an interview with the media to talk about the radio cache and interoperability. Ms. Fitzgerald read a blurb from the interview stating that federal, Maryland, Virginia, and District officials and Emergency Responders successfully tested their ability to talk to each other by radio. She stated that specific accomplishment was included in the public service announcement "Be Ready Make a Plan" on the following radio stations: WTOP, WMAL, WHUR, WAMU, Radio America WACL and 900AM.

5. Non-Government Stakeholders Roundtable

Description from agenda:

Business, non-profit, civic and educational stakeholders have played significant roles on emergency preparedness and response in the National Capital Region. Stakeholder

representatives will be invited to make brief (2 to 3 minute) presentations on significant regional or local achievements that warrant attention or follow up by the EPC.

Summary of Discussion:

Chair Connolly indicated that he was asked to attend a meeting on October 4th regarding preparedness by the Red Cross Representative, Linda Mathes. He stated that R-ESF 6 will be working on several projects using UASI funds. Further, R-ESF#6 has public and private non-profit partners working together to develop plans to integrate mass care housing for human services. John Childers spoke about the communications among the universities.

6. Adjournment.

Chair Connolly adjourned the meeting.

**NATIONAL CAPITAL REGION EMERGENCY PREPAREDNESS COUNCIL
ATTENDANCE ROSTER – SEPTEMBER 13, 2006**

<u>NAME</u>	<u>JURISDICTION/AGENCY</u>	<u>Y/N</u>	<u>ALTERNATE</u>	<u>Y/N</u>
<i>Elected Officials</i>				
Phil Mendelson	District of Columbia	Y		
Carol Schwartz	District of Columbia	Y		
Camille Exum	Prince George's County	N		
Robert E. Dorsey	City of Rockville	N		
Michael Knapp	Montgomery County			
Bruce Williams	City of Takoma Park	Y		
G.N. Jay Fisette	Arlington County	Y		
Gerald E. Connolly, Chair	Fairfax County	Y		
Joan DuBois	Fairfax County	Y		
<i>COG Committee Representatives</i>				
David Snyder	Transportation Planning Board	Y		
Anthony H. Griffin	CAOs Committee	Y	Gordon Aoyagi	
Chuck Thompson	Attorney's Committee	N		
Natalie Jones Best	R-ESF 1: Transportation	Y		
Wanda Gibson	R-ESF 2: Communications	Y		
Chuck Murray	R-ESF 3: Public Works/Eng.	N		
Michael Neuhard	R-ESF 4: Firefighting	Y		
C. Douglas Bass	R-ESF 5: Emer. Management	N		
Linda Mathes	R-ESF 6: Mass Care	Y	Charles Blake	
Gregg Pane	R-ESF 8: Public Health	N		
Jim Gorby	R-ESF 12: Energy	N		
Polly Hanson	R-ESF 13: Public Safety	N		
Merni Fitzgerald	R-ESF 15: External Affairs	Y		
<i>State/Senior Policy Group</i>				
Ed Reiskin	District of Columbia	Y	Barbara Childs-Pair	
Dennis Schrader	State of Maryland	Y		
Robert Crouch	Commonwealth of Virginia	Y	Janet Clements	Y
<i>Departments of Transportation</i>				
Michelle Pourciau	DDOT	N		
John Contestabile	MDOT	Y		
Mary Lynn Tischer	VDOT	N		
<i>Federal Government</i>				
Thomas Lockwood	DHS/NCRC	Y	Ken Wall	
Vacant	US Capitol Police			
Tom Foreman	OPM	N		
Vacant	GSA		Janice Arnold	

Vacant	FEMA			
MG Guy Swan	Joint Force Command/NCR	Y	COL Claudio	
<i>Other Stakeholders</i>				
Chuck Bean	Non-Profit Roundtable	N	Terry Gainer	Y
John B. Childers	Consortium of Universities	Y		
Mike Maxwell	PEPCO	N	Kate Elliott	
Libby Garvey	Wash. Area Boards of Education	N		
Robert Malson	D.C. Hospital Association	Y	Jeff Elting	
Terri Freeman	Community Foundation	N		
Linda Mathes	Red Cross	Y	Charles Blake	
Nancy Reed	GWBOT	Y	George Vradenburg	
Dan Tangherlini	WMATA	N	Matt Greenwald	
Elmer Tippet, Jr.	MWAA	N		
Vacant	Citizen Corps			
Arthur Gosling	Wash. Area School Super.	Y	Fred Ellis	
David Robertson	MWCOG	Y		

Other Attendees

Eric Giles
 Barry Searle
 Mary Beth Sheridan
 Bianca Warnes
 CPT Eldridge Browne
 Sherita Mitchell
 Ken Tolson
 Tonya Barrett
 Mark Boyer
 Emeke Morem
 Dan Huck
 Emile Smith
 Sue Mahon
 Phillip Terry
 Steve Kral
 Clay Stamp
 Tom Moran
 Elliot Horkory
 Minna Davidson
 Dennis Bailey