

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

**Date: Wednesday, May 12, 2010**

**Time: 2:00 p.m. – Arrival/Networking  
2:30 p.m. – Convene Meeting  
4:30 p.m. – Adjourn Meeting**

**Location: Training Center, Lobby Level  
777 North Capitol Street NE  
Washington, DC 20002**

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**Meeting Notes**

**1. Call to Order and Announcements**

Announcements

Chair Principi welcomed the committee members and asked if they had a chance to review the handouts provided in the packet for the meeting. He stated the importance of updating the draft strategic plan and suggested that the members ask themselves do we have it right, is the plan effective, and are the priorities correct and if we have it right how can we make it better. Chair Principi asked for and received a motion to approve the minutes of the prior meeting; it was seconded and approved as written.

**2. UASI FUNDING UPDATES**

Description from Agenda:

The EPC has requested that it receive updates at each meeting on all current and prior year Urban Area Security Initiative (UASI) grants. Mr. Fitzsimmons will provide an update on current and projected expenditures associated with FY07, FY08 and FY09 UASI grants. He will update the EPC on the NCR application to include projected time line for FY10 UASI funding.

Summary of Discussion:

Mr. Fitzsimmons, Chief, DC HSEMA Grants Management Office provided an update on current and projected expenditures associated with FY07, FY08, and FY09 UASI grants. The update included the NCR application and projected time for FY10 UASI funding. Mr. Fitzsimmons provided a handout for committee members to aide in his discussion and to provide contact information if there are any questions or concerns.

The period of performance for FY07 expires on June 30, 2010. The UASI award is \$61.65M and the grant to date is 67% expended. The SAA staff will contact project managers to make sure reimbursement are submitted in a timely manner and are properly documented and to determine if any amounts will not be expended. The main priority for the sub-grantees is to

submit reimbursements requests so that the SAA can process them. The spending status of FY07 is 19% of the funds are obligated, 7% on order, 7% invoiced and 67% is completed.

The performance period for FY08 expires on August 31, 2011. The UASI award is 59.8M and to date 22% of the grant is expended. The original period of performance for FY08 sub-grantees expires on August 31, 2010. Request for extensions will be coordinated with the SPG/CAO to make sure there is a uniform process. They will be giving up to 1 year extensions based on the SPG/CAO recommendation. The at-risk projects will be identified and the SAA will follow up on them. The FY08 spending status is 74% is obligated, 16% is completed, 6% invoiced and 4% is on order.

The FY09 award is 58,006,500 and the period of performance is August 1, 2009 through July 31, 2012. The sub-grantees received two full years period of performance and assuming that the PMP submission is on time, it is from the date of award to the sub-grantee. Sub-grants are issued an end date of September 30, 2011. There are no significant expenditures thus far and projects are in development and procurement.

The FY10 grant application process entailed the application being submitted to FEMA on April 19, 2010. As they committed to in the March meeting they sent out investment justifications to everyone on the EPC distribution list. Mr. Fitzsimmons thanked everyone submitting comments to him and he incorporated those comments and feedback into their final investment justification submitted to FEMA. FY2010 UASI grant allocation is \$59,392,477. The grant timeline is as follows:

- Grant application submitted to FEMA on April 19, 2010;
- They are anticipating FEMA awarding grants in July 2010;
- The estimated month for FEMA to issue award letters to the SAA is August 2010;and
- The estimated time the SAA to issue sub-grant awards is September 2010.

### **3. NCR HOMELAND SECURITY STRATEGIC PLAN WORKSHOP**

#### Description from Agenda:

The development of the current Strategic Plan began in 2004 and was approved by the EPC on September 13, 2006 for the period of 2007 through 2009. The EPC serves as the "custodian" of the Strategic Plan and approved the update as part of its 2009 work plan. Funding was approved to review and update the Homeland Security Strategic Plan. Chairman Principi and Ms. Coyner will brief the EPC on the status of the update of the National Capital Region Homeland Security Strategic Plan and introduce the EPC Strategic Plan Workshop. EPC members will be requested to break into four groups to review and provide any recommended enhancements to the four goals and associated objectives and initiatives in the Strategic Plan.

#### Summary of Discussion:

Kelley Coyner, Chief of Staff, Senior Policy Group, led the discussion on the update of the Strategic Plan. She noted that a year ago she along with others prepared a plan to update the strategic plan as requested by the EPC. Since that time the staff of COG, the SPG, the University of Maryland, subject matter experts, first responders and public health officials as well as the non-profits and the private sector have contributed to this effort. They have reviewed literature and have had the opportunity to comment on the plan electronically. Based on those comments and other input a draft of the Strategic Plan was put together. The various

groups and individuals have spent 6 to 8 weeks reviewing the Draft Strategic Plan update. Subject matter experts had a work session similar to the current workshop to work through the draft that was included in the meeting packet. The Strategic Plan is focused on priorities. She noted that there was much more information included in the UASI Grant Application that went forward to the U.S. Department of Homeland Security such as values, strategies, collaboration and citizen preparedness. The Draft Strategic Plan being proposed is consistent with the UASI Grant Application. The Draft Strategic Plan also focuses on the capabilities that the region needs to work on together to enhance beyond what the state, localities, non-profit and the private sector can provide. The goal is to make the Strategic Plan more usable and an easier document to use than the last one.

Chair Principi noted his pleasure with all the work that had gone into the Draft NCR Homeland Security Strategic Plan and thanked everyone for their work to date on the Strategic Plan. He further stated that this was the most important meeting that the EPC has had recently and that he encouraged everyone to participate in the four group sessions and contribute to making the Strategic Plan the best possible for the National Capital Region. He requested that the four groups associated with the four goals in the Draft Strategic Plan move to their assigned rooms to complete the review of the plan. Below are the notes taken during the four sessions:

### **Goal One: Ensure Interoperable Communications Capabilities**

Facilitator: Jim Hartmann, SME: Gail Bohan, Staff Support/Recorder: George Danilovics, UMB Recorder: Trudy Henson

Overall Comments:

- Video communications is a recent, still maturing, capabilities and ties into other goals and existing project efforts(CCTV, CIP, LPR)
- Debate over "NCR Partner" and "responder" definition. Do all NCR Partners and all responders need the interoperable capabilities outlined in the objectives and initiatives? The group felt these were too broad of definitions, not measureable, and not obtainable.
- Discussion on how much of the plan should be inspirational vs. obtainable within the 3 year plan scope.

Specific recommendations:

1. No changes to Goal title or definition

1.1. No changes to Objective

1.1.1. Remove "under all circumstances and on a day-to-day basis"

There are going to be areas where communication will not be possible based on limits of technology (i.e.: inside buildings and in remote rural areas)

1.1.2. This initiative deals with data and would be better placed under Objective 1.2

1.2. No change to Objective

1.2.1. Remove "all" and "under all circumstances and on a day-to-day basis"

1.2.2. Computer Aided Dispatch

This might be too broad of an initiative. How do you measure?

1.2.3. This is very important to local government. How do you measure?

1.2.4. Change "from the time they are encountered until they are reunified with their families" to "while they are under care."

We don't want to have to track someone who was discharged and on the plane home cross county when they finally arrive "home."

1.3. Remove both "all"

1.3.1. Remove "under all circumstances and on a day-to-day basis"

## Goal Two: Enhance Information Sharing and Situational Awareness

Facilitator: Millicent Williams, SME: Mark Penn, Staff Support/Recorder: Sue Wheeler  
SPG Recorder: Mike Stallings

Do they need to be prioritized?

- The feeling was they cannot set priorities without projects. It would be helpful if there is something that tracks projects back to the initiatives
- How will things be measured? They would like this question answered.
- Would like to ensure equitable funding. There was significant time spent defining terms such as fusion center and types of information sharing.

There seemed to be 3 pieces of the goal:

Jurisdictions need to share information in real time and accurately, to allow them to respond and make decisions. Situational awareness is going on everywhere, needs to be analyzed and given to the right people.

This is not public information; it is about giving the public protective action decisions. Some wanted a chart or "map" of how information is disseminated. It was suggested that objectives 2.1 and objective 2.3 be combined because they are similar.

There was discussion on whether Objective 2.2 has the following underlined words added:

- Objective 2.2 ensure that all regional fusion centers and operations centers are able to access, receive, analyze, gather, and share timely and actionable information with local, regional, state, and federal counterparts in a coordinated manner.
- Does there need to be distinction between a fusion center, and an Emergency Operations Center? It was stated that because there was considerable time discussing information sharing and situational awareness, it indicates that this is a priority for the region.

## Goal Three: Enhance Critical Infrastructure Protection

Facilitator: Michael Fischer, SME: Stuart Freudberg, UMB Recorder: Heather Shaivitz, Staff Support/Recorder: George Nichols

Overall Comments:

- Initiative 3.1.2 Conduct a comprehensive risk analysis of the NCR CI/KR and critical systems (add) and systems interdependencies.
- Initiative 3.2.2 Conduct a technology feasibility assessment and develop a plan for technology investments for CI/KR. (Moved Up)
- Initiative 3.2.3 Develop and implement a cyber security plan for (delete: all) NCR critical systems.
- Initiative 3.3.2 Assess facilities' (identified in 3.5.1)
- Objective 3.4 Monitor Critical Infrastructure Operations and Security, (add: Enhance Situational Awareness and) to Promote Rapid Response.
- Objective 3.5 Enhance Critical Services Required During Emergencies and Disaster Recovery (move up to where Objective 3.3 Promote Broad Participation in CI/KR Community Outreach and Protections Programs is located and move Objective 3.3 Promote Broad Participation in CI/KR Community Outreach and Protections Programs and Objective 3.4 Monitor Critical Infrastructure Operations and Security, Enhance Situational Awareness and to Promote Rapid Response down.

#### **Goal Four: Develop and Maintain Core Capabilities**

Facilitator: Chuck Bean, SME: James Schwartz, Staff Support/Recorder: Nancy Rea, UMB Recorder: Ulka Ghanta

Goal Four changed to read, "Develop and maintain the basic building blocks of preparedness to ensure that a NCR-wide baseline of capabilities is established including: Mass Casualty, Healthcare System Surge & Mass Prophylaxis; Mass Care & Evacuation; Citizen Participation, Alert & Public Information; CBRNE Response; Planning, Training, & Exercises."

The group made the following recommendations and comments:

- Objective 4.3 should be reworded to read, "Increase public engagement and citizen preparation for emergency events for both the general population and citizens with special needs in response to and recovery from all-hazards events."
- Objective 4.4 should be deleted and Initiative 4.4.1 should fall underneath Objective 4.5.
- Objective 4.5 should be reworded to read, "Ensure the NCR has region-wide capacity to detect, respond, and recover from Chemical Biological, Radiological, Nuclear, and Explosive (CBRNE) events in a timely manner."
- Initiative 4.6.2: The group liked this initiative since it talks about the procedures and agreements that enable rapid resource sharing.

- Initiative 4.6.3 is more specific than 4.6.2 and several people commented on their differences. If 4.6.3 is retained, it should be more general and not just geared towards the health community.
- Initiative 4.6.4 should be shortened to read, "Develop, maintain, exercise, and regularly update Continuity of Operations plans for NCR agencies and facilities."
- Initiative 4.6.5 is unclear and would be confusing to the untrained eye. Mary Foley will assist to revise and make it more explanatory.

The group agreed that Objectives 4.7 and 4.8 should be collapsed into one overall Training and Exercise objective. Facilitator Chuck Bean used the 'sticker system' to rate each initiative. He distributed seven stickers to each group participant and asked them to put a sticker next to the initiatives they liked. However he stressed that the method was not at all scientific, merely a faster way of recording the opinions of the specific people in the room.

Not all anticipated participants were present and some non-EPC members were included. The non-scientific results ranked the initiatives in the following order: 4.2.2 received 11 votes; 4.6.2 received 10 votes; 4.1.1, 4.5.1 and 4.8.1 received 9 votes; 4.3.2 received 8 votes; 4.7.2 received 7 votes; 4.3.4 received 6 votes; 4.2.1, 4.3.1, 4.5.5, 4.5.6 and 4.7.1 each received 3 votes; 4.1.2, 4.4.1, and 4.5.5 each received 2 votes; 4.7.3 received 1 vote, and 4.6.1 and 4.8.2 received no votes.

Over all, the plan should not be further shortened and we need to underscore the importance of transparency. It should have more graphics and pictures instead of text in the plan. Use more images to describe concepts. The initiatives should be indented or somehow distinguished from the objectives.

#### **4. NCR HOMELAND SECURITY STRATEGIC PLAN WORKSHOP OUT BRIEFS**

##### Description from Agenda:

The four facilitators will brief the EPC on the results of their group review of the draft update NCR Homeland Security Strategic Plan goal and any noted recommended enhancement to the goal and associated objectives and goals. The facilitators will give the entire EPC an opportunity to provide comments on all four goals and associated objectives and initiatives in the draft Strategic Plan update.

##### Summary of Discussion:

Once the breakout sessions were complete the facilitators briefed Chairman Principi and the Council on the goals discussed and the results of their individual breakout sessions.

##### **Goal One: Ensure Interoperable Communications Capabilities:**

Jim Hartmann indicated that they believed the objectives were broad and that they had a few objections to what is in the Draft Strategic Plan for Ensure Interoperable Communications Capabilities. They questioned the definition of responders in the plan and the definition to access to voice system in the first objective. They found that the objectives to be very good and that the initiatives under the objectives needed further discussion. They want to ensure first responders have the ability to transmit and receive voice, video, and data communications with NCR partners. Under initiative 1.1; Ensure first responders have access to voice systems capable of coordinating dispatch voice information to all response partners and capable of

transmitting voice information to communications Mr. Hartmann had no changes to this objective.

On initiative 1.1.1 – They found under all circumstances to be a little too broad. When one says partner can communicate by voice under all circumstances on a day to day basis, everyone knows that first responders are placed in a situation of not having that voice inside buildings and in remote or rural areas. Initiative 1.1.2, health and medical personnel, this was good to have here. Inoperable communications they will set a target for future investments over the next four years and that is something that is being worked on and should have someone with priority in the strategic plan. Objective 1.2, develop and maintain secure data communication governed by common standard, policies and procedures. This is all about measurement and some of the measurements are going to rest on some development of standards and in this case it has been well established through the CIO committee and a data exchange hub and the IT security people. Like the prior initiative they thought initiative 1.2.1, NCO partners can communicate and share appropriate data would basically sum that up. When you start to looking into all necessary and all circumstantial this will change the initiatives and will be very hard to achieve.

On initiative 1.2.2, ensure data systems share computer automated dispatch data between jurisdictions to streamline the process of capturing 911 information and responding to incidents and 1.2.3, ensure geographical information system data is securely transmitted, shared, received and integrated with other systems and jurisdictions in compliance with regional agreements is being worked on regionally and should continue to be a strategic initiative for the NCR with useful information for all organizations and jurisdictions and will be in support of initiative 2. Initiative 1.2.4, have a system in place that when used in daily operations can track patients from the time they are encountered and while under care. This initiative will serve well in the future. Initiative 1.3, ensure first responders have access to video systems and how they define that will be important. Initiative 1.3.1, ensuring partners have the appropriate and necessary video information and remove under all circumstances and on a day to day basis. They did not get to prioritization of the initiatives but they will be displayed in priority order beginning with voice, data and then video.

### **Goal Two: Enhance Information Sharing and Situational Awareness**

Millicent Williams indicated that she was not sure if the group met all the expectations of the Council and that it may be necessary to allow the group or group re-visit some of the items in Goal Two. She was not sure if the document captured a definition that the entire group was comfortable with for their organizations. Members of the group recognize that information sharing can take on a number of different forms for operation centers, watch centers, and fusion centers. Ms. Williams was not sure if the outcome of the conversation will meet the need of all groups. The group recommended that they be given the opportunity to go back and review goal two overall.

Ms. Williams indicated that the group found the objectives to be listed in the order of importance. She also indicated that they did not find the current level of investment in situational awareness consistent with those listed in the goals. The group recommended that situational awareness be better explained in the Strategic Plan. They also wanted to confirm that the project they are proposing meets the criteria for a situational awareness project. The group wants to do more work on this situational awareness to ensure that their actions are consistent with what they are saying.

Ms. Williams noted that there was considerable discussion regarding the product they are receiving out of the fusion centers. She stated that some members of the group were not aware

of the mission of fusion centers. It needs to be explained what a situational awareness structure would provide versus what an information structure would provide. The definition of situational awareness needs to be agreed upon. It needs to be agreed upon how information is being shared with appropriate audiences. It was recommended that the fusion center not be a standalone objective and that it be included in one of the other objectives as an initiative. The group recommended that more work on Goal Two.

### **Goal Three: Enhance critical Infrastructure:**

Michael Fischer provided the following comments from group three:

- Initiative 3.1.2 Conduct a comprehensive risk analysis of the NCR CI/KR and critical systems (add) and systems interdependencies. The group thought that interdependency of the infrastructure resources should be included because if there is a minor threat it would be magnified by other corporate resources needing that facility.
- Initiative 3.2.2 Develop and implement a cyber security plan for all NCR critical systems. Delete all because some people do not share proprietary information and business priorities.
- Initiative 3.2.3 Conduct a technology feasibility assessment and develop a plan for technology investments for CI/KR should be completed before developing and implementing the Cyber Security Plan.
- Objective 3.4 Monitor Critical Infrastructure Operations. There should be terminology to Enhance Situational Awareness and to Promote Rapid Response.
- Objective 3.5 Provide Critical Services During Emergencies and Disaster Recovery should be moved up to where Objective 3.3 Promote Broad Participation in CI/KR Community Outreach and Protections Programs is located and move Objective 3.3 Promote Broad Participation in CI/KR Community Outreach and Protections Programs and Objective 3.4 Monitor Critical Infrastructure Operations and Security and Enhance Situational Awareness and to Promote Rapid Response down.

### **Goal Four: Develop and Maintain Core Capabilities:**

Chuck Bean provided the following comments from group four:

- Objective 4.3 should be reworded to read, "Increase public engagement and citizen preparation for emergency events for both the general population and citizens with special needs in response to and recovery from all-hazards events."
- Objective 4.4 should be deleted and Initiative 4.4.1 should fall underneath Objective 4.5.
- Objective 4.5 should be reworded to read, "Ensure the NCR has region-wide capacity to detect, respond, and recover from Chemical Biological, Radiological, Nuclear, and Explosive (CBRNE) events in a timely manner."
- Initiative 4.6.2: The group liked this initiative since it talks about the procedures and agreements that enable rapid resource sharing.



- Initiative 4.6.3 is more specific than 4.6.2 and several people commented on their differences. If 4.6.3 is retained, it should be more general and not just geared towards the health community.
- Initiative 4.6.4 should be shortened to read, "Develop, maintain, exercise, and regularly update Continuity of Operations plans for NCR agencies and facilities."
- Initiative 4.6.5 is unclear and would be confusing to the untrained eye. Mary Foley will assist to revise and make it more explanatory.

## **5. NEW BUSINESS**

Chairman Principi invited members to share information of interest to others in their area of responsibility and to recommend topics for the next meeting.

## **6. ADJOURNMENT**

Chairman Principi requested and received a motion to adjourn. The motion was seconded and approved and the meeting was adjourned at approximately 4:15 p.m.

**The next scheduled meeting date is September 8, 2010**

**NATIONAL CAPITAL REGION EMERGENCY PREPAREDNESS COUNCIL  
MEMBERSHIP ROSTER - 2010**

<u>NAME</u>	<u>JURISDICTION/AGENCY</u>	<u>Y/N</u>	<u>ALTERNATE</u>	<u>Y/N</u>
<b><i>Elected Officials</i></b>				
Phil Mendelson	District of Columbia	N		
VACANT	District of Columbia			
Phil Andrews, <b>Vice Chair</b>	Montgomery County	N		
Camille Exum	Prince George's County	N		
Michael Knapp	Montgomery County	N		
Bruce Williams	City of Takoma Park	Y		
Mary Hynes	Arlington County	Y		
Frank Principi, <b>Chair</b>	Prince William County	Y		
John Foust	Fairfax County	N		
<b><i>Committee Representatives</i></b>				
David Snyder	Transportation Planning Board	Y		
Anthony H. Griffin	CAOs Committee	N		
Stephen MacIsaac	Attorney's Committee	N		
Earl Lewis	R-ESF 1: Transportation	N		
Mark Miller (Co-chairs)		Y		
Dale Spangenberg	R-ESF 2: Communications	N	Tanya Gott	N
Chuck Murray	R-ESF 3: Public Works/Eng.	Y		
Kevin McGee	R-ESF 4, 9 & 10: Firefighting, MMRS	N	Jim Schwartz	N
Mark Penn	R-ESF 5: Emer. Management	Y	Jack Brown	N
Linda Mathes	R-ESF 6: Mass Care	N	Russell Gardner	N
Cathy Muse	R-ESF 7: Logistics Mgmt. & Resources Support	N		
Pierre Vigilance	R-ESF 8: Public Health	N	Vacant	
Linda Mathes	R-ESF 11: Food & Agriculture	N	Russell Gardner	N
Jim Gorby	R-ESF 12: Energy	N		
Stephen Holl	R-ESF 13: Law Enforcement	Y	David Rohrer	N
Vacant	R-ESF 14: Long Term Recovery			
Merni Fitzgerald	R-ESF 15: External Affairs	Y		
Mary Foley and Regina Moran (Co-chairs)	R-ESF 16: Volunteer & Donation Management	Y		
<b><i>Regional Program Working Group</i></b>				
Kevin Wood	RPWG-CIP	N		
Paul Hajek	RPWG-ETOP	N		
John Donohue	RPWG-Health	Y	Zachary Corrigan Michael Peters	N N
Chuck Bean	RPWG-Human Services	Y		
Constance McGeorge and Ray Lehr (co-chairs)	RPWG-Interoperability	Y		
<b><i>State/Senior Policy Group</i></b>				
Yi-Ru Chen	District of Columbia	N		
Millicent West		Y		
Andrew Lauland	State of Maryland			
Richard Muth		N		
Terrie L Suit	Commonwealth of Virginia	N		
Michael Cline		Y		
Steward Beckham	The Office of NCRC	Y	Ken Wall	Y

**NATIONAL CAPITAL REGION EMERGENCY PREPAREDNESS COUNCIL  
MEMBERSHIP ROSTER - 2009**

<i>Departments of Transportation</i>				
Gabe Klein	DDOT	N	Natalie Jones-Best	N
Michael Fischer	MDOT	Y		
Mary Lynn Tischer	VDOT	N	Richard Steeg	N
<i>Federal Government</i>				
Phillip Morse	US Capitol Police	N		
CAPT. Mark P. O'Malley	U.S. Coast Guard	Y	Lt. Thomas P. Hrynshyn	N
Dean Hunter	OPM	N		
Kathy Montgomery	GSA	N	Janice Arnold	N
Robert Welch	FEMA Region III	N		
MG Karl E. Horst	Joint Force Command/NCR	N	Egon Hawrylak Arnaldo Claudio	Y Y
<i>Other Stakeholders</i>				
Chuck Bean	Non-Profit Roundtable	Y		
John B. Childers	Consortium of Universities	N		
Mike Maxwell	PEPCO	N	George Gascer	N
Libby Garvey	Wash. Area Boards of Education	Y		
Robert Malson	D.C. Hospital Association	N		
Terri Freeman	Community Foundation	N		
Linda Mathes	Red Cross	N	Joseph Sciuto	Y
Jim Dinegar	GWBOT	N		
Richard Sarles (Acting GM)	WMATA	N	Steve Kral	Y
Elmer Tippet, Jr.	MWAA	N		
Arthur Gosling	Wash. Area School Super.	Y		
William Hanbury	United Way	Y		
David Robertson	MWCOG	Y	Dave McMillion	Y

Last Updated: 8/31/2010 11:18 AM



### NCR - EPC MEETING

Wednesday, May 12, 2010, 2:00 pm - 4:30 pm  
 Metropolitan Washington Council of Governments  
 777 North Capital Street, NE  
 Suite 300  
 Washington, DC 20002 - [www.mwcoq.org](http://www.mwcoq.org)  
 Training Center (1st Floor)

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 Washington, DC 20002 - [www.mwccog.org](http://www.mwccog.org)  
 Training Center (1st Floor)

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