**METROPOLITAN WASHINGTON COUNCIL OF GOVERNMENTS**

**National Capital Region Emergency Preparedness Council**

**Meeting Minutes**

**Date: Wednesday, June 10, 2009**

**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, Introductions, Announcements and Approval of Minutes**

**Description from Agenda**:

**Announcements:**

* Recognition of Major General Richard J. Rowe, Jr. – Commanding General Joint Forces Headquarters-National Capital Region and U.S. Military District of Washington
* NCR Mets-Leadership Summit for Preparedness rescheduled for July 13-14, 2009
* ETOP plan for 2009 EPC Senior Leader Seminar
* ETOP update on After Action Report for the Presidential Inauguration.

**Summary of Discussion:**

Chair Knapp called the meeting to order, welcomed everyone, and gave members an opportunity to introduce themselves. He recognized Major General Rowe and thanked him for his service to the region. A plaque was presented to Major General Rowe for the outstanding leadership that he provided as Commander of Joint Forces Headquarters – NCR. Major General Rowe commended everyone on the great partnership that he found among all the organizations throughout the region and most especially during the 2009 Presidential Inauguration. He presented Chair Knapp with a number of pictures from the 2009 Presidential Inauguration that had been framed and presented in recognition of the very successful 2009 Presidential Inauguration. Finally, Chairman Knapp requested and received a motion to approve the February 11, 2009 minutes and the motion was seconded and approved.

**2. Funding updates for FY06, FY07 and FY08 and a Brief Update on the NCR Grant Application Process for FY09 UASI Funds**

**Description from Agenda**:

The EPC has requested that Matthew Fullerton provide updates at each meeting on all current and prior year Urban Area Security Initiative (UASI) grants. Mr. Fullerton will provide an update on current and projected expenditures associated with FY06, 07 and 08 UASI grants. He will update the EPC on the NCR application process and include the projected timeline for FY09 UASI funding.

**Summary of Discussion**:

Matthew Fullerton, Chief, DC HSEMA Grants Management Office, provided the EPC with a handout that included the NCR Urban Area Security Initiative Grants Update. He used the handout in discussing the UASI projects spending progress for open grant years FY06-08 and the FY09 UASI grant application update. The FY06 UASI grant was awarded at $46.47M and the period of performance expires on June 30, 2009. At the one month countdown, the grant is over 97% expended with nearly 65% fully reimbursed. The FY07 grant was awarded at $61.65M and the period of performance expires on June 30, 2010. At the 13 month countdown the grant is over 33% expended with over 27% fully reimbursed. The FY08 UASI grant was awarded at $59.8M and it expires August 31, 2011. All of the funds have been allocated to projects. Project Management Plans are on file for 50% of the grants and the SAA has given sub-grantees a deadline of July 10, 2009 to submit the remaining plans or the funds for the projects will be subject to reprogramming. The FY09 UASI potential grant award range is between $52.2 and 63.8M. Once the award is received from the U.S. Department of Homeland Security (DHS), the SAA will have 45 days to issue sub-grants. All sub grantees are required to have Project Management Plans completed in order to receive the grants. Once the sub grantees receive grants, they will be required to submit quarterly status reports to the SAA. The project areas identified as high priority by regional leadership and that were included in the NCR Grant Application to DHS are as follows:

* Critical Infrastructure Protection (Video Monitoring)
* Critical Infrastructure Protection (Asset Resiliency)
* Law Enforcement Information Sharing
* IT Systems Integration
* Emergency Operations Center Communications and Collaboration
* Health & Medical Situational Awareness
* Evacuation
* Sheltering

**3. Briefing on Federal, State, and Local Preparation, Response, and Recovery to H1N1 (Swine Flu)**

**Description from Agenda**:

Dr. Kaplowitz, the new Chair of the Health and Medical Regional Program Working Group/R-ESF 8, will provide a briefing on federal, state, and local preparedness, response and recovery activities associated with H1N1 (Swine Flu). She will provide more of an overview from an international and national perspective and a more detailed report on state and local activities. Dr. Kaplowitz will highlight actions

**Summary of Discussion**:

Dr. Kaplowitz, the Chair of the Health and Medical Regional Program Working Group, discussed the federal state and local preparedness, response and recovery activities associated with H1N1. She indicated that H1N1 is a totally new flu strain and it has genes from birds and swine. Dr. Kaplowitz discussed the new technology enabling them to determine the origin of the specific gene. She reported that we have cases of H1N1 in every state and in the NCR. Dr. Kaplowitz indicated that everyone who has H1N1 is no longer being tested and that the tests being done are only being accomplished at state laboratories to determine the severity and scope of the illness. They are currently only testing individuals in the circumstances as noted below:

* Hospitalized
* Clusters of illness and
* At risk of complications

Dr. Kaplowitz stated that the H1N1 flu is considered to be more severe than the seasonal flu. She indicated that they are continuing to see individuals with seasonal flu like illnesses and that the flu season has been extended. Until now, the H1N1 strain has been sensitive to tamiflu and relenza. There are the two current drugs available for H1N1. Health and medical officials are recommending tamiflu for people that are high risk.

Dr. Kaplowitz indicated that in terms of the public health response, every public health department in the NCR has its own incident plan in place. Public health departments are working with physicians and hospitals because some physicians do not have a plan in place in case of a more severe outbreak of H1N1 and to identify their surge needs. Currently they are advising individuals to use hand sanitizers in bathrooms and to wear masks when visiting the hospital. They are also working with their non government colleagues and the private business sector to make sure they really look at continuity of operations planning.

Dr. Kaplowitz reported that the CDC changed its guidance for school closure and they are no longer recommending that schools be closed for a single case of H1N1. Now health and medical officials are working with school officials to make sure kids don’t come to school sick. They should stay home for seven days if they are sick. CDC believes that there will be a vaccine available in October. There will only be a limited to the amount of the vaccine available. Who receives the vaccine will be the challenge.CDC will continue to encourage people to get the seasonal vaccine.

**4. Social Networking – Advances and Best Practices by Jurisdictions especially in Emergency Management**

**Description from Agenda**:

Social Networking is a work item in the EPC Work Plan for 2009 because social networking has quickly moved from a technology initially used by young people to one that engages people of all ages, including business and even governments. While many local governments may be new to networking sites such as MySpace, Facebook and Twitter, these technologies present opportunities to connect with residents and improve communication and service delivery. Merni Fitzgerald, Chair of R-ESF 15 will describe current and emerging social networking technologies and how they can be used by local governments to improve communication and citizen engagement.

**Summary of Discussion**:

Merni Fitzgerald, Chair, R-ESF and Director, Public Affairs, Fairfax County discussed the best practices for jurisdictions to use social networking in emergency management. Ms. Fitzgerald provided a handout to aide in her discussion of social networking. She began by stating that social networking connects people and that it has changed the way we communicate. Social networking tools most commonly used are as follow:

* Web sites
* News releases
* Hotlines
* News conferences
* Brochures

Ms. Fitzgerald indicated that with the new social media tools now available, the old way of communicating is outdated and individuals are able to take a more active part in seeking information and providing information to each other. With the new social media tools, people will spread information to their networks. Fairfax County is using Youtube, FaceBook and Twitter and they find them very effective. Other state departments/agencies and local jurisdictions are also using the new social media tools. Ms. Fitzgerald further explained that the social media tools can be used effectively to implement a communications strategy once one is developed. She reported that 75% of adults now use the internet but some people still do not have computers. Several government agencies have public access computers available for individuals to use. Ms. Fitzgerald indicated that to determine if the new social media is for you, you may want to consider the following:

* Determine the mission
* Choose the tools
* Get content to where eyeballs are looking, especially during all four phases of emergency management.
* Build capacity now and not during a emergency

Ms. Fitzgerald gave the statistics on the number of people subscribing to the Washington Post and those using Facebook and YouTube as social media tools. FaceBook currently has the most users. Her handout gave a breakdown of the benefits, cost and policies associated with using the new social media tools. Ms. Fitzgerald provided the following closing comments for consideration:

* Encourage all NCR partners to include web-based strategies as part of communications efforts
* Monitor and engage others through the use of the new social media tools
* RESF-15 will share new social media best practices and ideas

**5. Development of Multi-Year Training and Exercise Planning Workshop**

**Description from Agenda**:

The Exercise and Training Operations Panel (ETOP) developed a Multi-Year Training and Exercise Plan for the National Capital Region that was based on previous After Action Reports/Improvement Plans from earlier exercises and real life events, completion of Data Collection Forms completed by professional/technical experts in the region, and the conduct of a Training and Exercise Workshop that was attended by representatives from R-ESFs/RPWGs/others. ETOP was supported in this effort by consulting firms who had experience developing similar plans in other areas of the country. The consulting firms contributed greatly to the successful development of the plan.

**Summary of Discussion**:

Bill Clift, Chair, Exercise and Training Operations Panel, provided a handout to aid in his presentation regarding the recently completed Training and Exercise Planning Workshop (T&EPW). The goals of the T&EPW were as follows:

* Review annual NCR accomplishments and identify gaps
* Determine training and exercise needs to build regional capabilities and fill gaps
* Identify and/or strengthen NCR regional planning priorities
* Coordinate and de-conflict training & exercises, and
* Perform in accordance with HSEEP (DHS standards).

The participants were Private Sector Partners, Federal Partners, Regional Partners, and Regional Emergency Support Function representatives. The total participation in the T&EPW was 61 individuals from 14 jurisdictions. The regional priorities were identified based on the analysis of After Action Reports from earlier exercises as well as improvement plans, program priorities, and existing gaps. The Data Collection Tool Analysis also considered information submitted by participants. The Initial Analysis validated the NCR’s 14 priority capabilities, identified other areas for future consideration, and analyzed data based on regional jurisdictions. Mr. Clift also discussed the scope, goals and plan found in the Multi-Year Training & Exercise Plan developed based on the T&EPW. He indicated that the final draft of the Plan is currently being reviewed by ETOP. In closing Mr. Clift discussed the next steps for the Multi-Year Training and Exercise Plan as noted below:

* Coordinate, review and implement Multi-year Training and Exercise Plan
* Coordinate Final NCR Plan with DC, MD, VA and FEMA Region #3 and
* Post NCR Exercises to DHS National Exercise Schedule (NEXS).

**6. Briefing on a Proposed Update of the National Capital Region Homeland Security Strategic Plan**

**Description from Agenda**:

Kelley Coyner will brief the EPC on the proposed update of the National Capital Region Homeland Security Strategic Plan. The development of the current Strategic Plan began in 2004 and was approved by the Emergency Preparedness Council (EPC) on September 13, 2006 for the period of 2007 through 2009. The EPC is requesting that the SPG and CAO HSEC identify funding, determine the methodology, and initiate a plan for updating the Homeland Security Strategic Plan as part of its 2009 Work Plan. It is anticipated that the EPC will continue to serve as the “custodian” of the Strategic Plan.

**Summary of Discussion**:

Ms. Coyner briefed the committee on plans to update the NCR Homeland Security Strategic Plan.  The plan calls for a review of goals every three years and for an annual update of initiatives and objectives.  The process will include the setting of priorities for FY2010. The updated strategic plan will include a dashboard to show progress, incorporation of the refined Target Capabilities List, and metrics to track expenditures and projects.  For fall of 2009 the focus will be on developing priorities and the current economic situation. Next year we will see a final updated NCR Homeland Security Strategic Plan.  The process will build on work done in all committees including RESFs and RPWGs.  There will be interviews, focus group discussions with committees and a survey.  Materials and a timeline will be on an NCR intranet site.

**7. New Business**

Chairman Knapp invited members to share information in their areas of responsibility that may be of interest to others and to discuss recommended items identified by the EPC members.

**Summary of Discussion**:

Vice Chair Frank Principi indicated to Chair Knapp that he would like to be the lead for the EPC in regard to the update of the NCR Homeland Security Strategic Plan. Chair Knapp indicated that Vice Chair Principi’s knowledge, background and experience makes him extremely well qualified for the task and he appreciated Vice Chair Principi volunteering to serve in that role. Vice Chair Principi indicated that he would like to meet with Kelly Coyner initially to review the plan for updating the NCR Strategic Homeland Security Plan and later with the University of Maryland team actually doing the update. Finally, Mr. Principi indicated that he would like to review the survey and other documents being developed in conjunction with this initiative and to be kept informed throughout the update of the NCR Strategic Plan.

**8. Adjournment**

Chair Knapp thanked everyone for their attendance and participation in the meeting and wished Major General Rowe good luck in his new assignment in Iraq. Major General Rowe thanked everyone for giving him the opportunity to serve on the EPC and for the exceptional learning

experience that this assignment had been for him.

Chair Knapp adjourned the meeting at approximately 4:15 p.m.

**NATIONAL CAPITAL REGION EMERGENCY PREPAREDNESS COUNCIL**

**MEMBERSHIP ROSTER - 2009**

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| --- | --- | --- | --- | --- |
| **NAME** | **JURISDICTION/AGENCY** | **Y/N** | **ALTERNATE** | **Y/N** |
| ***Elected Officials*** |  |  |  |  |
| Phil Mendelson | District of Columbia | N |  |  |
| VACANT | District of Columbia |  |  |  |
| Phil Andrews | Montgomery County | Y |  |  |
| Camille Exum | Prince George’s County |  |  |  |
| Michael Knapp, Chair | Montgomery County | Y |  |  |
| Bruce Williams | City of Takoma Park | Y |  |  |
| Jay Fisette | Arlington County | Y |  |  |
| Frank Principi, Vice Chair | Prince William County | Y |  |  |
| John Foust | Fairfax County | Y |  |  |
| *Committee Representatives* |  |  |  |  |
| David Snyder | Transportation Planning Board |  |  |  |
| Anthony H. Griffin | CAOs Committee |  |  |  |
| Stephen MacIsaac | Attorney’s Committee |  |  |  |
| Earl Lewis  Mark Miller (Co-chairs) | R-ESF 1: Transportation |  |  |  |
| Gail A. Bohan | R-ESF 2: Communications |  | Tanya Gott |  |
| Chuck Murray | R-ESF 3: Public Works/Eng. |  |  |  |
| Kevin McGee | R-ESF 4, 9 & 10: Firefighting, MMRS |  | Jim Schwartz |  |
| Mark Penn | R-ESF 5: Emer. Management | Y | Jack Brown | Y |
| Linda Mathes | R-ESF 6: Mass Care | Y | Russell Gardner |  |
| Lisa Kaplowitz | R-ESF 8: Public Health | Y | John Donohue  Zachary Corrigan |  |
| Linda Mathes | R-ESF 11: Food & Agriculture | Y | Russell Gardner |  |
| Jim Gorby | R-ESF 12: Energy | Y |  |  |
| David Rohrer | R-ESF 13: Law Enforcement |  |  |  |
| Vacant | R-ESF 14: Long Term Recovery |  |  |  |
| Merni Fitzgerald | R-ESF 15: External Affairs | Y |  |  |
| Mary Foley, Teresa Gardner-Williams, Amy Ward (Tri-chairs) | R-ESF 16: Volunteer & Donation Management | Y |  |  |
| ***Regional Program Working Group*** |  |  |  |  |
| Kevin Wood | RPWG-CIP |  |  |  |
| Bill Clift | RPWG-ETOP | Y |  |  |
| Lisa Kaplowitz | RPWG-Health |  | John Donohue  Zachary Corrigan |  |
| Chuck Bean | RPWG-Human Services |  |  |  |
| Constance McGeorge (co-chair) | RPWG-Interoperability |  |  |  |
| *State/Senior Policy Group* |  |  |  |  |
| Neil Albert  Darrell Darnell | District of Columbia |  |  |  |
| Andrew Lauland  Richard Muth | State of Maryland |  |  |  |
| Robert Crouch  Janet Clements | Commonwealth of Virginia | Y |  |  |
| Ken Wall | The Office of NCRC | Y |  |  |
| *Departments of Transportation* |  |  |  |  |
| Natalie Jones-Best | DDOT |  |  |  |
| Michael Fischer | MDOT |  |  |  |
| Mary Lynn Tischer | VDOT |  | Richard Steeg |  |
| ***Federal Government*** |  |  |  |  |
| Phillip Morse | US Capitol Police |  |  |  |
| Dean Hunter | OPM |  |  |  |
| Kathy Montgomery | GSA |  | Janice Arnold |  |
| Jonathan Sarubbi | FEMA |  |  |  |
| BG Karl E. Horst | Joint Force Command/NCR |  | Egon Hawrylak |  |
| ***Other Stakeholders*** |  |  |  |  |
| Chuck Bean | Non-Profit Roundtable | Y |  |  |
| John B. Childers | Consortium of Universities |  |  |  |
| Mike Maxwell | PEPCO |  | George Gascer |  |
| Libby Garvey | Wash. Area Boards of Education | Y |  |  |
| Robert Malson | D.C. Hospital Association |  |  |  |
| Terri Freeman | Community Foundation |  |  |  |
| Linda Mathes | Red Cross | Y | Joseph Sciuto |  |
| Jim Dinegar | GWBOT |  |  |  |
| John Catoe | WMATA |  | Mark Miller | Y |
| Elmer Tippett, Jr. | MWAA |  |  |  |
| Arthur Gosling | Wash. Area School Super. |  |  |  |
| David Robertson | MWCOG |  | Dave McMillion |  |

Last Updated: 9/1/2009 3:07 PM