

DRAFT

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

Meeting Minutes

Date: Thursday, November 12, 2009

Time 2:00pm – 4:30pm

Place: Metropolitan Washington Council of Governments

Training Center, Lobby Level

777 North Capitol Street, NE

Washington, DC 20002

1. Welcome, Introductions and Approval of Minutes

Announcements:

- Welcome Mr. Steward Beckham – Director, Office of National Capital Region Coordination, Federal Emergency Management Agency, U.S. Department of Homeland Security
- Other membership and administrative updates

2. UASI FUNDING

Description from Agenda:

The EPC has requested that staff provide updates at each meeting on all current and prior year Urban Area Security Initiative (UASI) grants. Mr. Madden will provide an update on current and projected expenditures associated with FY06, FY07 and FY08 UASI grants. He will update the EPC on the award of UASI grants to fund R-ESF and RPWG Project Management Plans approved by the Chief Administrative Officers and the Senior Policy Group for FY09 UASI funding. The list of approved projects was provided to the EPC earlier by e-mail.

Summary of Discussion:

The UASI grants update discussion covered the FY06 UASI grant liquidation, FY07 through FY09 grant status and the FY10 UASI grant application process. The FY06 period of performance expired June 30, 2009. The SAA completed the final liquidation of all FY06 expenses on September 30, 2009 and liquidation was completed at 99%.

The FY07 award was for \$61.65 million and the period of performance expires June 30, 2010. Currently the grant is 48% expended. The SAA will provide each jurisdiction with a detailed update for its project spending status on a quarterly basis, highlighting any projects of concern. The SAA staff will contact project managers to determine if the unspent balance will be returned to be reprogrammed for other project expenditures.

The FY08 award was for \$59.8 million and the period of performance expires on August 31, 2011. FY08 grants are 4.6% completely expended and reimbursed. The original period of performance for sub-grants established by the CAOs and SPG expires on June 30, 2010. The DHS expiration date is June 30, 2011 and the SAA anticipates that there will be several project extensions of the CAO SPG suspense dates requested.

DHS issued the NCR UASI grant award for FY09 on August 21, 2009 in the amount of \$58,006,500. The SAA has issued all FY09 sub-grant awards for projects approved by the CAOs and SPG. Sub-grantees received two full years for the period of performance from the date of

award, assuming Project Management Plans are submitted on time. The first Quarterly Status Report for Oct-Dec 2009 quarter for FY09 projects will be due on January 10, 2010.

FEMA has indicated that they will issue FY10 UASI grant guidance by the end of November 2009. The grant application timeline is as follows:

- Assessment of needs and project development – November to February
- Drafting of grant application – February and March
- Application submitted to FEMA by the end of March (Projection based on experience)
- Grant award announcement is estimated to be July 2010
- Final allocation of funds to projects is estimated for August 2010
- The estimated time for FEMA to issue the FY10 grant award is October 2010

The CAOs and SPG will determine the priority areas for FY2010. It is anticipated that they will include the following:

- Emergency Response
- Emergency Management
- Planning, exercise, training, evaluation and corrective actions
- Recovery and mass care, evacuation and sheltering
- Interoperable communications
- Critical Infrastructure Protection
- Intelligence Sharing/Terrorism Prevention and
- Health and medical capabilities

3. H1N1 IMPACT AND VACCINE SUPPLIES AND DISTRIBUTION

Description from Agenda:

Dr. Kaplowitz, the Chair of the Health and Medical Regional Program Working Group, will provide a brief update on H1N1 (Swine Flu) experience to date in the National Capital Region. She will also provide an update on the availability and priority for providing H1N1 immunization vaccine supplies and the latest CDC school closure policy. EPC members will discuss this experience with H1N1 response and vaccine delivery.

Summary of Discussion:

Dr. Kaplowitz, Health Director, City of Alexandria, MWCOG Health and Medical RPWG Committee Chair discussed the continuous outbreak of H1N1 influenza and provided a handout with the important facts on the public health and emergency management departments in each jurisdiction and on the H1N1 effect on school attendance. The Center for Disease Control, the state health departments and the local health departments in the NCR continue to closely monitor the outbreak of the H1N1 and are responding to the spreading of the virus. They continue to see more cases of H1N1 in the NCR. Influenza activity continues to be widespread and is in 48 states including Maryland and Virginia. There has been a slight decrease in visits to emergency rooms for influenza in the past week but hospitalization continues to remain high. Almost all influenza viruses identified are still H1N1 and the symptoms are similar to the symptoms of the seasonal flu. Dr. Kaplowitz's further discussed specific symptoms reported by people infected by H1N1 and the severe illnesses and deaths that have occurred as result of H1N1. She noted that vaccine production has been slower than anticipated and that has resulted in delayed distribution of the vaccine. The decision to distribute the vaccine in states is determined by the state health departments. Each jurisdiction's health department has prioritized high risk populations to receive the vaccine even though the approaches in providing the vaccine may vary among jurisdictions.

Health officials will continue to consult with hospitals, doctors and other providers regarding H1N1 to include testing and treatment options. They will also work with hospitals on surge plans and establish unified commands for H1N1 that include public safety colleagues. Health officials are continuing to see increasing absenteeism in schools. Public Health and local government will continue to respond to the current situation and prepare should the situation worsen. The information that health officials are collecting and maintaining includes the following:

- School absenteeism rates
- Emergency room visits for influenza like illnesses as well as hospitalizations for influenza related illness
- Deaths related to influenza and H1N1
- Predominant strain of influenza in the community
- Information on vaccine administered as well as vaccine related adverse events

4. NCR HOMELAND SECURITY STRATEGIC PLAN DASHBOARD

Description from agenda:

Ken Wall will provide an update on the NCR Homeland Security Strategic Plan Dashboard. The dashboard provides a gauge of progress against the current strategic plan and one tool for refining priorities for the 2010 funding cycle.

Summary of Discussion:

Ken Wall, Deputy Director, FEMA Office of National Capital Region Coordination, provided a NCR Dashboard handout. The Dashboard measures the NCR progress in fulfilling the goals, objectives, and initiatives in the NCR Homeland Security Strategic Plan that includes all UASI funded projects through FY08. The historical timeline for the Dashboard is as follows:

- 2007 – First Dashboard completed
- 2008 – Update to seven select initiatives completed, and
- 2009 – Complete Dashboard updated

The purpose of the update is to provide a status report on the completion of the goals and objectives in the NCR Homeland Security Strategic Plan and to inform the SPG, CAOs and others as they establish priorities for FY10 UASI funding. Changes implemented for the 2009 Dashboard are as follows:

- A new ranking system was established and rankings should not be compared to the last update of the Dashboard.
- The comments/recommendations from the two previous updates of the Dashboard have been used to refine the process of gathering data.
- The Dashboard has been reformatted to improve consistency.
- NCR Homeland Security Strategic Plan Initiative Milestones were tracked using a discreet rating scale of 0 to 4, replacing the previous estimated completion percentage.
- A standard worksheet was sent by e-mail to initiative owners to collect data.
- An aggregated rating created an overall project completion metric for each initiative.

The limitations of the Dashboard are that the NCR Homeland Security Strategic Plan milestones are not consistent and that the performance measures are weak. Further, the Strategic Plan Initiatives do not align neatly with UASI funded projects. For example, for the 2009 Dashboard, the periods of performance for FY 2007 and 2008 UASI funded projects are still in progress and the FY09 UASI funded projects have not begun. The four columns in the Dashboard are as follows:

- Column 1: The initiative number with its description
- Column 2: The total number of projects being mapped to the initiative

- Column 3: The total funding for all UASI projects associated with the initiative
- Column 4: The aggregate of ratings for all milestones associated with the initiative
The ratings for the milestones are from 0 to 4 with 0 indicating that the work has not started on the project. The rating of 1 through 3 indicates that work has been initiated with limited, partial and substantial progress being made toward completion. The rating of 4 indicates the project's completion.

5. 2009-2010 UPDATE OF THE NATIONAL CAPITAL REGION HOMELAND SECURITY STRATEGIC PLAN

Description from agenda:

Frank Principi and Kelley Coyner will brief the EPC on the status of the 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 EPC on September 13, 2006 for the period of 2007 through 2009. Funding has been approved to review and update the Homeland Security Strategic Plan. The EPC serves as the “custodian” of the Strategic Plan and approved the update as part of its 2009 work plan.

Summary of Discussion:

A handout of the NCR Homeland Security Strategic Plan update was provided to the EPC. It was stated that the NCR is working to update the Strategic Plan. The desire is for the updated document to be used to assist in identifying priorities for the FY10 UASI grant application. The update of the Strategic Plan was requested by the EPC and supported by the CAOs and SPG. This initiative is being supported by the University of Maryland Center for Health and Homeland Security (CHHS). The CHHS team has had discussions with the stakeholders in the NCR who have been requested to provide input through an electronic survey. Information provided will be used to assist in establishing/updating priorities for the NCR.

The CHHS team met with most of the R-ESFs and the RPWGs between July and mid October 2009 and collected substantial feedback from the NCR stakeholders through these meetings and the electronic survey they are using to identify NCR priorities for the FY10 UASI grant cycle and for updating the Strategic Plan. The CHHS, COG and the SPG staff will follow up with the remaining groups.

During the surveys, stakeholders recommended improving communications, education and implementation strategy in regard to the Strategic Plan. The stakeholders' responses to the survey conducted in conjunction with the Strategic Plan update indicate that the largest perceived NCR hazards and threats are as follow:

- Biological disease outbreak and pandemic influenza are 31%
- Natural disaster and hurricane are 24%,
- Explosives attack and bombing using IED are 15%

Current Homeland Security and Emergency Management priorities are as follow:

- Planning, training, testing and exercises 31%
- Communications collaboration and information and intelligence sharing 27%
- Large organizational and operating issues 17%

Recommended priority additions to the Strategic Plan are as follow:

- Consistent regional plans for all major disasters or events
- Intelligence and information sharing
- Risk assessment and prevention.

The 2010 grant priorities that require funding during the 2010 grant cycle are as follow:

- Training and exercises 78%

- Planning 72%
- Information sharing 53%
- Medical surge and mass care 65%
- Citizen preparedness 56%
- Critical infrastructure protection 58%
- Communications interoperability 48%
- Intelligence gathering fusion 38%

Areas where funding was not required this cycle but remain a high priority such as terrorism prevention and protection are as follow:

- Information sharing 50%
- Recovery 37%
- Resiliency 36%
- CBRNE response 60%
- NMS integration 58%
- Mass transit incidents 48%
- Intelligence gathering and fusion 41%
- Volunteer mobilization integration 40%

The next steps in the update of the Strategic Plan will be to complete final stakeholder meetings in the next couple of weeks. The survey will remain available at <http://tinyurl.com/NCRStrategicPlan>. The current Strategic Plan will be marked up to reflect the comments received to date. A working group of EPC, SPG and CAO members will be formed at the end of the year to guide the update of the Strategic Plan. They will be provided a draft update and be briefed on the two options for updating the Strategic Plan. The draft update will be provided to all stakeholders.

6. SENIOR LEADER SEMINAR PRELIMINARY OUTCOMES

Description from agenda:

The National Capital Region held its annual Senior Leaders Seminar on November 2, 2009. This activity is also included in the EPC's 2009 work plan. 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. Funding has been approved to review and update the Homeland Security Strategic Plan. The EPC serves as the "custodian" of the Strategic Plan and approved the update as part of its 2009 work plan.

Summary of Discussion:

Bill Clift, ETOP Chair, provided a handout of the 2009 Senior Leaders Seminar and a Quick Look After-Action Report. He noted that the EPC Senior Leadership Seminar was held on Monday, November 2, 2009 and there were 115 participants and 73 participating organizations. The goals achieved from the seminar were to identify gaps in the Regional Emergency Coordination Plan (RECP). The principles and concepts of the RECP were validated for use in coordinating the regional event. Additional objectives achieved are as follow:

- Examining current NCR practices and identify changes required in the RECP with a focus on senior-level coordination, communication, situational awareness, decision making and the First Hour Checklist for regional emergencies.
- Created awareness for R-ESFs, RPWGs, appointed officials, elected officials and Federal representatives on inter-governmental planning, preparedness, coordination and communication policy necessary for the next regional event and
- Engage the private sector in problem solving during a Regional event.

Comments provided were that the RECP should be updated to reflect the changes and comments recommended by the SLS participants and should include the First Hour Checklist for regional emergencies; incorporate new NCR elements that have been formed or developed since 2002 when the RECP was published; reflect changes in Federal guidance such as the National Response Framework; Joint Information Systems (JIS) and regional public messaging should be more fully addressed in the next iteration of the RECP; and consider making the RECP more operational for R-ESFs. The RECP should be updated prior to the 2010 EPC SLS. The Stakeholders affirmed the principles and concepts of the RECP and valued the First Hour Checklist as a functional guide for SPG, CAOs and Emergency Managers in the NCR.

The key issues for follow up are:

- The RECP may not include all necessary stakeholders.
- The scope of the RECP may hinder implementation during a real world response.
- There is no process model for regional coordination and communications.
- Prioritization of resource distribution and allocation is not adequately addressed in the RECP.
- The RECP does not clearly delineate the concept of coordination and the process for developing and disseminating a consistent regional message.

There were 20 participant feedback forms received. The most successful part of the exercise consisted of awareness, having everyone in the same room thinking together and facilitated discussion across a wide variety of stakeholders. Some of the areas of concern were the uncertainty regarding the outcomes and if the outcomes of the SLS would drive actions for the following year and the limited engagement of the private sector. The next steps are as follow:

- Draft After Action Report due on November 17, 2009
- After Action Conference scheduled for December 8, 2009 in the COG Board Room
- Final AAR is due on December 15, 2009 and will be posted on the SLS website.

7. EPC ACCOMPLISHMENTS FOR 2009 AND THE FOCUS FOR 2010

Description from agenda:

Chairman Knapp and Vice Chairman Principi will briefly review the priorities in the EPC Work Plan for 2009 and receive member input on priorities for the 2010 EPC Work Plan.

Priority 1: National Capital Region Homeland Security Strategic Plan

Priority 2: Update of Local Plans and the Regional Emergency Coordination Plan

Priority 3: Emergency Preparedness Council Senior Leader Seminar

Priority 4: Citizen Engagement on Preparedness

Priority 5: Urban Area Work Group and Regional Coordination

Summary of Discussion:

Chairman Knapp and Vice Chairman Principi referred to the priorities in the 2009 Work Plan that was provided to members of the EPC. They briefly reviewed the accomplishments regarding each of the priorities for 2009.

- **Priority 1:** National Capital Region Homeland Security Strategic Plan
Chairman Knapp noted that Vice Chairman Principi and Kelley Coyner had just provided a report to the EPC on the update of the Strategic Plan and it was noted that this is very much a work in progress and that it will need be continued in the 2010 Work Plan. He was most appreciative of the funding that the SPG and CAOs had provided to move this

initiative forward. It is anticipated that Strategic Plan update will be completed by July 2010.

- **Priority 2:** Update of Local Plans and the Regional Emergency Coordination Plan
Chairman Knapp reported that the SPG and CAOs had provided considerable FY07 UASI funding to the Emergency Managers Committee for the update of local plans; that the Emergency Managers Committee had formed a Planning Subcommittee that was guiding the effort; the Chair had provided a report to the EPC on products, outcomes and deliverables at a previous EPC meeting; and that the Emergency Managers Committee was requesting FY09 UASI funding from the SPG and CAOs to continue the planning initiative. Again, both the “Update of Local Plans and the Regional Emergency Coordination Plan” are very much works in progress and they will need to be continued in the 2010 Work Plan.
- **Priority 3:** Emergency Preparedness Council Senior Leader Seminar
Chairman Knapp stated that he along with many other leaders from the NCR attended the EPC SLS and that it was very successful and conducted in a most professional manner. It was noted that one of the objectives of the EPC SLS was to examine current NCR practices and identify changes required in the RECP with a focus on senior-level coordination, communication, situational awareness, decision making and the First Hour Checklist for regional emergencies. The Stakeholders affirmed the principles and concepts of the RECP and valued the First Hour Checklist as a functional guide for SPG, CAOs and Emergency Managers in the NCR. The next steps are to draft the After Action Report by November 17, 2009; conduct the After Action Conference on December 8, 2009; and complete the After Action Report by December 15, 2009. It was recommended that the findings from the EPC SLS be used to complete the update of the Regional Emergency Coordination Plan by June 30, 2010 so the updated document can be used in the conduct of the EPC SLS 2010.
- **Priority 4:** Citizen Engagement on Preparedness
Chairman Knapp indicated that Merni Fitzgerald, Chair, R-ESF and Director, Public Affairs, Fairfax County was not available for the meeting today. She had provided a report to the EPC at the June on the best practices for jurisdictions to use social networking in emergency management. Ms. Fitzgerald had stated that social networking connects people and that it has changed the way we communicate. Social networking tools most commonly used are web sites, news releases, hotlines, news conferences, and brochures. Ms. Fitzgerald indicated that with the new social media tools, people can spread information to their networks using Youtube, FaceBook and Twitter. Social media tools can be used effectively to implement a communications strategy once one is developed. Ms. Fitzgerald encourages 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; and RESF-15 will share new social media best practices and ideas. She also provided similar reports to the COG Board, Chief Administrative Officers, and at the COG Retreat. Ms. Fitzgerald contributed greatly to the success of the EPC in achieving its “Citizen Engagement on Preparedness” priority for 2009.
- **Priority 5:** Urban Area Work Group and Regional Coordination
Chairman Knapp noted that the NCR continues to receive Urban Area Security Initiative (UASI) funding annually for planning, training, exercises and equipment to improve readiness in the region. The EPC has the broadest base of any group in the region (Elected and appointed officials from MD, VA and DC, Chairs of all R-ESFs and RPWGs, military, private and non-profit organizations) and it serves as the Urban Area Work Group for the National Capital Region. Quarterly, the State Administrative Agent briefs the EPC on all open UASI grants and the status of the current year grant process.

All projects for which UASI funding has been approved by the CAOs and SPG are provided to the SPG for review before the request is submitted to the Federal Emergency Management Agency. The goal is for the region to utilize 100% of the UASI funds allocated to address the highest priority emergency preparedness needs in the region to improve readiness and the region has been making use of 99%+ of those funds. The EPC has been very successful in achieving its Urban Area Work Group mission.

8. New Business

Chairman Knapp invited members to share items of interest in their areas of responsibility that may be of interest to others and/or recommend topics for the next meeting.

Summary of Discussion:

Individuals shared items of interest in their own specific areas of responsibility that were of interest to the Council. Further, members recommended that the EPC continue to focus on items included in the 2009 Work Plan.

9. Adjournment

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

THE NEXT SCHEDULED MEETING IS FEBRUARY 10, 2010

NATIONAL CAPITAL REGION EMERGENCY PREPAREDNESS COUNCIL
Attendance Sheet – November 12, 2009

<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			
VACANT	District of Columbia			
Phil Andrews	Montgomery County		Minna Davidson	Y
Camille Exum	Prince George's County			
Michael Knapp, Chair	Montgomery County	Y		
Bruce Williams	City of Takoma Park	Y		
Mary Hynes	Arlington County			
Frank Principi, Vice Chair	Prince William County	Y		
John Foust	Fairfax County	Y		
<i>Committee Representatives</i>				
David Snyder	Transportation Planning Board			
Anthony H. Griffin	CAOs Committee	Y		
Stephen MacIsaac	Attorney's Committee			
Earl Lewis Mark Miller (Co-chairs)	R-ESF 1: Transportation			
Gail A. Bohan	R-ESF 2: Communications	Y	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		Jack Brown	
Linda Mathes	R-ESF 6: Mass Care		Russell Gardner	
Lisa Kaplowitz	R-ESF 8: Public Health	Y	John Donohue Zachary Corrigan	
Linda Mathes	R-ESF 11: Food & Agriculture		Russell Gardner	
Jim Gorby	R-ESF 12: Energy	Y		
David Rohrer	R-ESF 13: Law Enforcement	Y		
Vacant	R-ESF 14: Long Term Recovery			
Merni Fitzgerald	R-ESF 15: External Affairs			
Mary Foley and Amy Ward (Co-chairs)	R-ESF 16: Volunteer & Donation Management	Y		
<i>Regional Program Working Group</i>				
Kevin Wood	RPWG-CIP			
Bill Clift	RPWG-ETOP			
Lisa Kaplowitz	RPWG-Health	Y	John Donohue Zachary Corrigan	
Chuck Bean	RPWG-Human Services			
Constance McGeorge (co- chair)	RPWG-Interoperability			
<i>State/Senior Policy Group</i>				
Neil Albert	District of Columbia			

Darrell Darnell				
Andrew Lauland Richard Muth	State of Maryland			
Robert Crouch Janet Clements	Commonwealth of Virginia			
Steward Beckham	The Office of NCRC	Y	Ken Wall	Y
<i>Departments of Transportation</i>				
Natalie Jones-Best	DDOT			
Michael Fischer	MDOT			
Mary Lynn Tischer	VDOT		Richard Steeg	
<i>Federal Government</i>				
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	
<i>Other Stakeholders</i>				
Chuck Bean	Non-Profit Roundtable			
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	Y		
Terri Freeman	Community Foundation		Ayann Johnson	
Linda Mathes	Red Cross		Joseph Sciuto	
Jim Dinegar	GWBOT	Y		
John Catoe	WMATA		Mark Miller	
Elmer Tippet, Jr.	MWAA	Y		
Arthur Gosling	Wash. Area School Super.			
David Robertson	MWCOG	Y	Dave McMillion	Y

NCR-EPC MEETING

Thursday, November 12, 2009, 2:00 pm - 4:30 pm
 Metropolitan Washington Council of Governments
 777 North Capitol Street, NE

Suite 300
 Washington, DC 20002 - www.mwcoag.org
 Training Center (1st Floor)

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NCR-REPC MEETING

Thursday, November 12, 2009, 2:00 pm - 4:30 pm
 Metropolitan Washington Council of Governments
 777 North Capital Street, NE
 Suite 300

Washington, DC 20002 - www.mwccog.org
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NCR-EPC MEETING

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