**METROPOLITAN WASHINGTON COUNCIL OF GOVERNMENTS**

**National Capital Region Emergency Preparedness Council**

**Date: Wednesday, September 11, 2013**

**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**

**Meeting Minutes**

**1. Welcome, Announcements, Introductions and Approval of Minutes**

**Announcements and Reports**

1.1Chairman Paul Quander provided welcome remarks and reviewed the agenda.

1.2 Chairman Quander presented a plaque to Kelley Coyner, former Chief of Staff of the Senior Policy Group and now the Executive Director, Northern Virginia Transportation Commission and thanked her for her support of the National Capital Region, the Emergency Preparedness Council, and for all her work on the NCR Homeland Security Strategic Plan.

1.3 Chairman Quander introduced and welcomed Kim Kadesch, Acting Director, FEMA Office of National Capital Region Coordination (NCRC) who replaced Steward Beckham.

1.4 Chairman Quander introduced and welcomed Major General Jeffrey Buchanan, Commander, Joint Forces Headquarters (JFHQ)-National Capital Region (NCR)/USAMDW. His Bio was provided to everyone in the meeting packets.

1.5 Chairman Quander invited everyone’s attention to the testimony that was included in packets from the Congressional Hearing on July 31, 2013. He noted that the testimony was provided by Chris Geldart, Director of DC HSEMA, Ken Mallette, Director of MEMA, Barbara Donnellan, Chair of the CAO Homeland Security Executive Committee and Chief Jim Schwartz, Fire Chief from Arlington County. Chair Quander recognized Chief Jim Schwartz, Fire Chief, Arlington County to provide a brief overview of the presentation that he had provided earlier to the COG Board of Directors on the state of preparedness of the NCR. Ken Mallette and Linda Mathis, Chief Executive Officer of the American Red Cross in the National Capital Region updated the EPC on the improvements that have been made in the region in the past twelve years and gave some examples of the accomplishments of regional collaboration.

1.6 The May 8, 2013 Minutes were approved.

**2. UASI Grant Update**

2.1 Charles Madden, Deputy Chief, Grants Management Division, DC Homeland Security and Emergency Management Agency provided a UASI Grants update. He noted that FEMA awarded the NCR $52M in the UASI grant for FY2013, the same amount that was awarded last year. The period of performance for the grant has been reduced to 24 months and will end in August of 2015. Mr. Madden reported that the DC HSEMA Grants Management Division will begin issuing sub-grants next week and that most of the grants will end on May 31, 2015.

2.2 Mr. Madden reported that UASI grants from FY2011 and FY2012 have underspent by approximately $9M and that they issued a call for reprogramming project proposals in early August that were due by the end of the month. Project proposals were required to follow normal criteria that include being in support of the NCR Strategic Plan Initiatives, being consistent with all NCR policies, and being allowable under the UASI grant program. Projects that were deferred during the 2013 application process were allowable but those marked red were rejected and considered ineligible.

2.3 They received 36 reprogramming project proposals that totaled approximately $39M well over the available $9M. It is anticipated that the UASI Advisory Board will meet on September 26, 2013 to identify projects that they will recommend for funding to the CAO HSEC and SPG. Once projects are approved, sub-grants will be issued with an end date of May 31, 2014.

2.4 The 2010 UASI grant ended in July and the Grants Management Division has 90 days to liquidate all funds. They have processed 93% of the grant and the remainder is in various stages of the liquidation process. Mr. Madden expressed confidence that they will expend the entire 2010 UASI grant as they have with UASI grants in past years.

2.5 The 2011 UASI award is a 3 year grant and it is now approximately half expended. The 2012 UASI award is for 2 year grant and it ends on the same day as the 2011 UASI award. They are currently experiencing significant spending on the 2012 UASI projects. The $9M in reprogramming funds comes from under spending on 2011 and 2012 UASI projects.

**3. NCR Homeland Security Strategic Plan Update**

3.1 Sue Snider, State Program Manager for Virginia is leading a team effort to update the 2010 NCR Homeland Security Strategic Plan. She provided a briefing on the process and progress made to date.

3.2 The Department of Homeland Security (DHS) issued a requirement in 2005 that required all regions receiving UASI funds including the NCR to have a Homeland Security Strategic Plan. The NCR finalized its first Strategic Plan in 2006 and the EPC became the official owner of the Plan as it is the designated Urban Area Working Group for the NCR. DHS requires the Strategic Plan be refreshed every 5 years.. Kelly Coyner led a rewrite of the NCR Strategic Plan in 2010. The update of the Strategic Plan took place this summer and it will be in effect until September 2015.

3.3 Ms. Snider noted that the purpose of the Strategic Plan is to guide preparedness activities across the region. It provides priorities for the 5 year period beginning in 2010 and ending in 2015. It provides for citizen’s preparedness and protection against all hazards. It is also a requirement for UASI funding but it is not an operational plan for the region.

3.4 Ms. Snider reported that the main purpose of the refresh of the Strategic Plan this summer is to reflect the maturity of the effort that the region has undertaken. There have been significant efforts since 2010 and the refresh will reflect those efforts. The Strategic Plan update will be focused on what the first responders and the subject matter experts and their partners want to accomplish in the next two years. They also want to address the findings mentioned in the GAO report reflecting that the 2010 version of the plan did not contain any metrics. Without metrics, it unclear if gaps identified in the Strategic Plan have been closed.

3.5 Ms. Snider noted that she and the team working on the update of the Strategic Plan had obtained approval for the methodology being used from the Senior Policy Group and the 2013 UASI Advisory Board. The Advisory Board was created by the Senior Policy Group and the Chief Administrative Officers to shepherd the 2013 UASI process. The Advisory Board had several meetings and Ms. Snider or a member of the team reported back to them at each meeting. She and the team sent notices to COG SMEs across the region asking them to turn their attention to the update of the Strategic Plan and asked for time on RESF and RPWG meeting schedules. They took the information gathered from the meetings and from last year’s management review process and compiled the comments into the first working draft of the Strategic Plan update.

3.6 The first working draft was circulated and Sue Snider and the team working on the update of the Strategic Plan participated in a number of the COG group meetings to include some where the only item on the agenda was the Strategic Plan. Some of these groups requested follow-up meetings, conference calls, and/or private conversations. Two WebEx’s were set up for individuals unable to attend the meetings and they were able to provide their comments.

3.7 Based on comments and recommendations, Sue Snider and the Strategic Plan team generated additional proposed draft language and circulated it throughout the region requesting any additional feedback. They are now in the process of receiving the additional feedback before they begin developing the work plan for each of the ESFs and RPWGs. They plan to finalize the work plan language with the SMEs and come back for the November 13, 2013 EPC meeting to seek approval of the updated Strategic Plan

3.8 On methodology, Sue Snider and the Strategic Plan team had three main questions they asked the SMEs and committee members: what is important, what do they need to do about it and how will they do it? The answer to what is important was a fairly consistent commitment to the 4 goals that currently exist in the Strategic Plan.

3.9 When asked how to accomplish these goals the answer was through the objectives.

The objectives are viewed as groups or clusters of projects necessary to accomplish this goal.

If they accomplish all of the objectives they have obtained that goal. How they accomplished the objectives would be through the work plans.

3.10 Highlights of the inputs they received are as follow:

Goal I Interoperable Communication - change the 2010 language response partners to NCR partners.

Goal 2 Information Sharing and Situational Awareness - they received a request to address the full spectrum of activities. The previous language referred to information-sharing but the SMEs did not feel that language did justice to all of the activities necessary in terms of gathering and analysis of information before the text was presented to the decision makers across the region. They were also asked to acknowledge a new effort for regional collaboration with the 9-1-1 Directors. The 9-1-1 Directors will meet quarterly and at least once a year at COG.

Goal 3 Critical Infrastructure Protection - the language changed significantly to reflect changes in the national program with emphasis on the difference between publicly held and privately held critical infrastructure. The NCR Homeland Strategic Plan is for the local and state governments of the NCR and as local and state governments they own certain aspects of the critical infrastructure. There is a big difference in what they can accomplish when they own the assets as compared to when they do not.

Goal 4 Regional Core Capabilities - they received the request to ensure it was focused on regional capabilities. Also the need to address the legal and procedural issues across the region was identified.

3.12 Ms. Snider and the Strategic Plan team are now requesting EPC members, as the owners of the plan, provide input. They have a document showing a side by side comparison of the old versus the new language. COG will be sending the document to EPC members and they will request comments.

3.13 Ms. Snider and the Strategic Plan team will start making the rounds with all committees. They have already reserved time on their September, October and November agendas to work with the committees to develop their work plans based on their projects and their priorities and initiatives that are in the previous plan.

**4. Increased Personal Preparedness through Workplace based Initiatives**

4.1 Nicole Chapple, Senior Policy Director, DC Homeland Security and Emergency Management discussed increased personal preparedness through workplace based initiatives and the next steps needed to achieve the initiative.This has been a priority for the region for some time in terms of working with employees and how to better prepare people. It is also a priority on the 2013 EPC Work Focus.

4.2 The regional transportation evacuation plans were completed this year. The NCR has not developed a plan to exercise those plans. DC HSEMA thought it would be best to combine the employee preparedness exercise with an exercise of the newly completed evacuation plans. The combination exercise would increase employee preparedness and educate the public on what the cities and localities of the NCR would do if an evacuation needs to occur.

4.3 DC HSEMA has had some preliminary conversations with OPM, NCRC and others in the area to lay the groundwork for this exercise. The objective would be to increase personal preparedness by focusing on federal employees, local government employees and private sector employees. The Departments of Transportation have worked on the evacuation plans and should be good partners for the exercise. The NCR governments, federal employees through the Chief Human Capital Officers, the Greater Washington Board of Trade, and WMATA have indicated to DC HSEMA that they would like to participate in such an exercise. The proposed timeline to engage employers throughout the NCR is from **October 2013 to September 2014**.

4.4 Next steps include engagement of the Emergency Managers and Planners to verify and establish a Working Group to do effort.

4.5 Between **October 2013 and January 2014**, the Region’s Planners and Emergency Managers will be working with NCRC to modify the preparedness training course that they developed for federal employees last year to add an evacuation transportation plan component. The course will include preparedness steps that all employees should be taking. Once the modified training course comes available, the Region will make it available to employers throughout the NCR.

4.6 The Working Group would work with large employers on the communications piece. Next steps would be to engage ETOP and the DC Department of Transportation in the process. The Office of Personnel Management has offered to have DC HSEMA make a presentation to the Chief Human Capital Officers to see if they would promote the modified training course. The Working Group would work with the FEMA, Office of the National Capital Region on how the modification of the course.

4.7 The Working Group would plan a series of exercises between **January and March 2014.** Some of the exercises will be table top exercises focusing on areas or clusters of buildings having to evacuate. The exercise will be conducted in different parts of the city and different parts of the NCR. They are in the preliminary stages of planning these exercises.

4.8 Between **April and June 2014**, the Working Group would conduct functional exercises with local, state, and federal emergency operations centers focusing on how to communicate information to the public and employers. They will conduct full-scale exercises that would have the Departments of Transportation taking the action they would have to take to evacuate people to include issuing messages to the public.

**5. Update on UASI 2013 Process and Timetables for Decision Making**

5.1 Stuart Freudberg provided an update on the 2013 UASI process and timetable for decision making to include the 2013 Advisory Board, Program Management Office initiative, and the scheduled Joint CAO-HSEC and SPG meeting.

5.2 Mr. Freudberg recognized Chris Geldart, Barbara Donnellan, Andy Lauland and Chief Schwartz for being prime movers and major players in the UASI process. He noted that last year the SPG and the CAO’s implemented a Management Review Process to improve accountability, oversight, and metrics. Senior management officials still had to engage in time-consuming processes. In February and March 2013, the SPG and CAOs decided to take a new approach and create a 2013 UASI Advisory Board and a Supporting Staff Team to analyze 2013 UASI grant proposals and make recommendations to the SPG and CAO on projects to be funded.

5.3 The Advisory Board consists of three representatives from the SPG, three representatives from the CAOs, seven subject matter experts from RESFs and RPWGs. These individuals were selected in such a manner to provide a regional balance and a regional strategic focus. They created a staff team led by Stuart Freudberg. Dave McMillion and Steve Bieber from COG, Marcus Rauschecker, Nicole Chapple, Brendan Armbruster, and Sue Snider from the SPG Staff, Tim Fitzsimmons and Charles Madden from the SAA Staff are on the staff team supporting the Advisory Board.

5.4 The UASI Advisory Board met in April and May using facilitation. They developed a project rating system of green, yellow, orange and red to use in forwarding projects to the CAOs and SPG for decisions. The UASI Advisory Board recommended that the NCR go forward with the idea of creating a Program Management Office and have engaged a consultant firm called The Clearing. Dan Laredo is the lead consultant for the project. The project began in July 2013 and they estimate completion in October 2013.

5.5 They have a state and local project team in which Brendan Armbruster, Nicole Chapple, and Chris Voss will assist with decisions on the Project Management Office. The goal is to implement the Project Management Office (PMO) concept by the end of October 2013. A PMO is an entity or office created to support decision makers, strategy management programs, executing projects, and help plan programs. Three PMO examples that were looked at by the Consultant are:

* The Bay Area
* COG Transportation Planning Board
* Northern Virginia Emergency Response System

The goals of the PMO are to have a single dedicated entity to support decision makers and subject matter experts with strategy-based programs and to meet their critical needs to implement the Homeland Security Strategic Plan. The PMO will be assigned a task of establishing metric accountability standards, promoting cross functional communications, and increasing efficiency. The Consultant has gone through analysis and alignment, produced draft deliverables in August, and are now putting the final design together which will stretch into October 2013.

5.6 The consultant has had several consultations with key players about how the PMO should work, what it should do, what they should fix and what they are trying to make better, what it should look like, where it should be housed and how do they implement it. The 4 options for where it will be are:

* COG
* DCHSEMA
* Another existing non-profit organization
* A completely new non-profit organization

The final decision has not been made. They will try to make the PMO work within the existing funding. The consultant has been tasked and they will be coming forward with a recommendation on the governance model for the PMO and where it will be housed. Staffing will be considered at the Sept 24, 2013 UASI Advisory Board meeting. The SPG and CAOs are scheduled to meet on October 2, 2013 to consider the recommendations regarding the PMO.

**6. Senior Leaders Seminar 2013**

6.1 Chairman Quander provided an overview of the 2013 EPC Senior Leader Seminar. He also provided a handout in the meeting packet that provided highlights of the SLS.

6.2 The SLS will take place on November 1, 2013 at the Convention Center from 9:00 am to 2:00 pm. The area of concentration will be Cyber Security. The EPC will be receiving a detailed e-mail invitation with more details.

**7. New Business**

7.1 Major General Buchanan discussed the Capital Shield Exercise and invited members of the EPC to participate in VIP day for the exercise on October 1, 2013 at Fort McNair starting at 12:30 p.m. General Buchanan provided a handout regarding the Capital Shield Exercise and indicated that he was pleased to be a member of the EPC.

7.2 Chairman Quander invited members to share information in their areas of responsibility that may be of interest to others and recommended topics for the next meeting. None were received.

**8. Adjournment**

8.1 Chairman Quander requested and received a motion to adjourn.

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**EPC Senior Leader Seminar: November 1, 2013 from 9:00 a.m. to 2:00 p.m. at DC Convention Center**

**NEXT EPC Meeting: November 13, 2013**