

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

Meeting Minutes

Date: Wednesday, July 11, 2007

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

Introduction and welcome – Major General Richard J. Rowe Jr. took command of Joint Force Headquarters National Capital Region and the U.S. Army Military District of Washington on June 5, 2007

Introduction and welcome – Chris Geldart became Director of the Office of the National Region Coordination on April 16, 2007

Recommended Action: *Approve April 11, 2007 minutes*

Summary of Discussion:

Chair Connolly called the meeting to order at 2:15pm. He welcomed everyone and thanked everyone for their participation on the EPC. Chair Connolly recognized Major General Rowe who replaced MG Swan and Chris Geldart (conference phone) who replaced Tom Lockwood. He provided all members of the EPC an opportunity to do self introductions. Following the self introductions, Chair Connolly asked for and received a motion to approve the EPC minutes from the April 11, 2007 meeting. The motion was approved unanemously by members of the EPC.

2. Urban Area Work Group – Status of FY 05 UASI Grant Closeout; Update On FY07 UASI Grant Scheduled to be released on July 5, 2007 and NCR Project Plan Prioritization

Description from Agenda:

Steve Kral will provide a status report on the close out of the FY05 UASI grant from DHS. He will provide an update on the FY07 UASI grant that is scheduled to be awarded in early July 2007. Mr. Kral will provide a prioritized listing of NCR Project Plans approved for FY07 UASI funding by the Senior Policy Group (SPG) and the Chief Administrative Officer's (CAO's) Committee.

Recommended Action: *Receive briefing.*

Summary of Discussion:

Steve Kral thanked Chair Connolly for giving him the opportunity to come before the EPC and update members on UASI matters. He stated that the FY07 UASI funding that was scheduled to be released by DHS on July 5, 2007 had been delayed and that he did not know the amount of UASI funding that the NCR would be receiving for FY07. Mr. Kral noted that the region had submitted eight Investments to DHS for funding that totaled more than \$140M. He was complimentary to COG, the R-ESFs, RPWGs, and his staff for their work on the FY07 Investments. He also reported that the CAO's and the SPG had met separately and together to identify project plans for funding in FY07. Mr. Kral stated that no final decisions had been made on any of the project plans and that, once the FY07 funding allocation is announced by DHS, the CAO's and SPG will be meeting to identify project plans for funding in FY07. Mr. Kral reported that his office plans to close out all FY05 UASI projects by September 30, 2007. He noted that this is several months ahead of the May 31, 2008 deadline established by DHS. Mr. Kral was most complementary of COG, the R-ESFs, RPWGs, and his staff for work on the FY05 projects and for completing all projects prior to the DHS deadline.

3. Quarterly Strategic Plan Review and DHS Target Capabilities and Discussion of Possible Strategic Plan Update

Description from Agenda:

The EPC adopted the National Capital Region Homeland Security Strategic Plan in late 2006 and agreed to review the plan quarterly to measure progress on implementation. DHS requires the NCR to track its level of readiness in regard to the 37 Target Capabilities. Mr. Kral will brief the EPC on plan implementation, including the 30 approved initiatives and readiness standards in regard to the DHS Target Capabilities List using "dashboards" that have been developed to track each of these items.

Recommended Action: *Review Strategic Plan and DHS Target Capabilities List implementation and consider Possible Update of Strategic Plan*

Summary of Discussion:

Steve Kral reported that leads had been identified for each of the 30 Initiatives in the NCR Homeland Security Strategic Plan and that they are working to address each of the Initiatives as resources are made available. He stated that a Booz, Allen, Hamilton aide, who is under contract to provide support for his office, had coordinated with each of the Initiative leads to compile the update that has been provided as a handout regarding the status of the NCR Homeland Security Strategic Plan. The handout provided several items of information, including the original milestones from the strategic plan, the updated milestones and an analysis of each component of the plan. The target dates for completion and the progress-to-date for each component of the plan were cited in the updated milestones. Mr. Kral responded to a couple of questions from member of the EPC and then informed members that if they had further questions regarding the NCR Homeland Security Strategic Plan update at a later date that they could contact him. Chair Connolly thanked Mr. Kral for updating the EPC on the NCR Homeland Security Strategic Plan and indicated that he looked forward to seeing improvements in the update at future meetings.

4. Senior Leaders Seminar in Progress Review

Description from Agenda:

Dave McMillion will introduce Bob Fletcher representing Beck Disaster Recovery, the contractor selected to develop and conduct the Senior Leader Seminar (SLS). He will provide an in progress review. The Exercise and Training Operations Panel (ETOP) approved \$100,000 for the SLS and requested COG administrator the contract. The date for the SLS is September 20, 2007 and it is being scheduled to be conducted in the COG Board Room. Mr. Fletcher will brief the EPC on the proposed scenario and time line for the SLS.

Recommended Action: *Receive SLS in progress review and approve the proposed scenario and time line for the SLS as proposed by the contractor.*

Summary of Discussion:

Dave McMillion, COG staff, provided a brief background on the Senior Leader Seminar (SLS) and introduced Bob Fletcher of the Readiness Consulting Services to lead the discussion. Mr. Connolly asked the question: who are the senior leaders for which the seminar is being conducted? Mr. Fletcher responded that the seminar is being conducted for the EPC whose members are considered senior leaders. Mr. Fletcher stated that the SLS is a six hour facilitated scenario based policy forum focusing on high level decision-making and the policy development process in a regional context. He noted that it is tentatively scheduled from 9:00am to 3:00pm on September 20, 2007 in the COG Board Room. A continental breakfast will be available starting at 8:30am. All EPC members are encouraged to attend and participate. Members of the SLS are Chairs of Regional Program Working Group, Chairs of the CAO, Fire Chiefs and Police Chiefs. The Goal of the SLS is for participants to build a mutual understanding and appreciation of respective roles and to focus on regional policy issue discussions. The anticipated outcome is enhanced coordination unified operations and identification of needed updates of the RECP. Chair Connolly indicated that six hours was too long for EPC members and that the time should be reduced to no more than three or four hours. Mr. Fletcher indicated that the Planning Team would consider his recommendation to reduce the time for the seminar.

Mr. Fletcher reviewed the objectives of the SLS: to develop an understanding among the EPC members of what an event of regional significance is and highlight what is found in the HIRA; identify and review the authorities; reach an agreement on fundamental operational decision process; enhance coordination; and identify issues that may impede effective response and recovery. Darrell Darnell informed Mr. Fletcher that he was concerned regarding the number of objectives identified for the SLS. Mr. Fletcher indicated that the Planning Team would go back and take another look at the objectives and that they would appreciate input from Mr. Darnell. In closing, Mr. Fletcher noted that the Planning Team is in the initial stages of planning this seminar with the consultant and that each state and the district have one or more members on the Planning Team. The Planning Team looks forward to receiving further comments from Mr. Darnell and others on the EPC regarding the SLS at the earliest possible date. Mr. Darnell indicated that he looked forward to providing additional input regarding the seminar.

5. Planned Activities for Emergency Preparedness Month, September 2007**Description from Agenda:**

September 2007 has been designated Emergency Preparedness Month by the U.S. Department of Homeland Security. They are scheduling a number of activities throughout the country and they

are encouraging regions, states, and local jurisdictions, private and nonprofit organizations to do the same. Merni Fitzgerald, member of R-ESF#15, and others are scheduling a number of activities in the National Capital Region during Emergency Preparedness Month. Ms. Fitzgerald will discuss activities being planned for September 2007 and encourage others to plan and conduct activities during Emergency Preparedness Month.

Recommended Action: *Receive briefing*

Summary of Discussion:

Merni Fitzgerald provided a handout and led the discussion on National Preparedness Month. She noted that the NCR goal is to present common messages with many voices. She stated that the messages will need to highlight common preparedness methods. The four common methods to get prepared are to get a family emergency supply kit, make a family emergency plan, be informed about different threats, and get involved in preparing your community. She reminded everyone that DHS has declared the month of September National Preparedness Month. She stated that the NCR will highlight various areas of preparedness to include children and back to school preparedness during the first week of September, business preparedness during the second week, multicultural preparedness during the third week, home and family preparedness, including pets, older Americans and individuals with disabilities and special needs during the last week of September. Ms. Fitzgerald reported that so far there are 900 organizations registered to participate in National Preparedness Month through dhs@ready.gov. DHS has a goal of getting 1,500 to 1,600 organizations signed up by September. She noted that the Ready Campaign is finalizing its national strategy.

Ms. Fitzgerald reported that R-ESF 15 is monitoring all of the DHS conference calls to make sure that they stay informed of National Preparedness Month activities throughout the country. For example, the Ad Council is a part of this campaign and they are partnering with Radio Disney in a mall tour. Unfortunately, the closest mall to the NCR where they will be stopping is in the Richmond area. The National Disney Radio Ad Council will not be coming to the District of Columbia or Maryland. Ms. Fitzgerald noted that they are continuing to give out the Z cards that were developed as part of the “Be Ready. Make a Plan” campaign. She stated that they have to constantly give out the information because people change residences and are unaware of what was given out two years ago. R-ESF 15 has limited UASI funds and will be used to support the September National Preparedness Month. They have \$100,000.00 to extend the “Be Ready. Make a Plan” campaign in September because they will get more for their money that way. They will be incorporating Alert Notifications Systems in the campaign later this year. Most local jurisdictions are doing some of their own promotions to encourage residents to sign up for the alert notification systems. R-ESF 15 will be marketing the Alert Notification systems as part of an extension of the “Be Ready. Make a Plan” campaign.

R-ESF 15 also has a www.makeaplan.org website that was due to expire this month but has been extended until 2012. The “Be Ready. Make a Plan” web site has been located in DC since the campaign ended. They are now in the process of migrating out to Fairfax County and where they will be able to keep the content current and make sure all the links are correct. This web site will provide one stop shopping. Chair Connolly is holding a Business Preparedness Summit on July 20th. Businesses will be informed of what to do in case of an emergency. During past exercises, Fairfax County has sent out messages to jurisdictions as part of the exercises. They did not send them out to businesses and the media did not become a part of the exercises. When September comes, Fairfax County plans to provide preparedness messages to everyone. They want equal

access to information. Later, they will check to see what jurisdictions have done to improve their preparedness.

6. New Business

Description from Agenda:

Chair Connolly invited members to provide information and recommend topics for the next meeting to David Robertson, COG Executive Director. The next meeting is scheduled to be held on October 10, 2007 here at COG.

Chair Connolly introduced Major General (MG) Richard J. Rowe Jr. who on June 5, 2007 assumed command of the Joint Force Headquarters National Capital Region and the U.S. Army Military District of Washington. MG Rowe stated that he is very excited to join the NCR community. He provided brief comments on the qualifications of his incoming team and stated that they will build upon what his predecessor MG Swan and other commanders had done in previous years. He provided favorable comments regarding the EPC meeting. MG Rowe reported that Egan Hawrylak has been identified to be a Senior Executive Service member and that he has been selected to be his new Deputy Commander. He noted that this gives him twice the capability to attend meetings with senior representatives. MG Rowe stated that his new operations officer was the Defense Coordinating Officer during the hurricanes in Florida in 2004 and during Katrina in Mississippi in 2005. He noted that he is very fortunate to have individuals being assigned to the NCR who have Department of Defense experience working as part of a federal response in support of local communities in other areas of the country. MG Rowe closed by stating that he sees his role as being “in support of NCR civilian communities” in any emergency or disaster situation.

7. Adjournment

Chair Connolly reminded everyone of the EPC Senior Leader Seminar being held on September 20, 2007 and the next meeting on October 10, 2007. He noted that both events will be held here at COG.

Mr. Connolly asked if there were any additional matters to come before the EPC at this time. There were none. He requested and received a motion to adjourn the meeting at approximately 4:00 PM.