**METROPOLITAN WASHINGTON COUNCIL OF GOVERNMENTS**

**National Capital Region Emergency Preparedness Council**

**Wednesday February 12, 2014**

**2:00 p.m. – Arrival/Networking**

**2:30 p.m. – Convene Meeting**

**4:30 p.m. – Adjourn Meeting**

**Training Center, Lobby Level**

**777 North Capitol Street, NE, Suite 300**

**Washington, DC 20002**

**Meeting Notes**

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

**Announcements and Reports**

* Chairman Paul Quander was not available so Vice-Chair Phil Andrews served as Chair for the EPC meeting.
* Vice-Chair Phil Andrews provided opening remarks, reviewed the agenda, and gave individuals an opportunity to do self-introductions.
* Vice-Chair Andrews noted that he and Vice-Chair Frank Principi had made themselves available to serve as Vice-Chairs of the EPC for another year. He asked if there were any other nominations for Vice-Chair and there were none. Vice-Chair Andrews requested and received a motion to reappoint Vice-Chair Frank Principi and Vice-Chair Phil Andrews of the EPC for 2014 and the motion was approved.
* Vice-Chairman Andrews – Reviewed 2014 Meeting Schedule and Work Focus and requested approval and they were approved.
* Abby Raphael, Chair Arlington County School Board reported that members of the Regional Divisional School Boards met with COG Regional Planners Subcommittee to discuss their plans for the regional schools Emergency Preparedness Seminars. The meeting identified a need to better understand the current practices of communications among school boards, local governments, law enforcement agencies and emergency management agencies, school security officials, and communications with families. It was noted that COG Regional Planners Subcommittee had developed a seminar to address those needs. The dates and time of the seminars are from 8:00 a.m. to 4:00 p.m. for DC Schools at George Washington University on March 12, 2014, MD Schools at Silver Spring Civic Center on March 25, 2014 and VA Schools at George Mason University on April 30, 2014. Each public, private, and independent school is encouraged to send at least one representative responsible for emergency preparedness to one of the Emergency Preparedness Seminars. Also, local and state level emergency management agencies, school superintendents, principals/assistant principals and school safety and security personnel are encouraged to attend one of the seminars. A flyer for the seminars was provided that included an e-mail address to register.
* Stuart Freudberg, Senior Director, Environment, Public Safety, and Health MWCOG gave an update on the Charleston, West Virginia Chemical Spill. Mr. Freudberg thanked Lisa Reagan, the Consultant that went to West Virginia and he acknowledged Steve Bieber and his staff for playing a major role in the water security and putting together the update. A handout, to include a map of the counties affected, was presented detailing the spill that occurred in the Elk River near Charleston West Virginia on January 9, 2014.

West Virginia American Water is a private company that treats and distributes water to 300,000 people in nine counties in West Virginia. The Elk River watershed is independent and separate from the NCR water supply. Reports of a licorice odor were detected by people first. This initiated an investigation. The contaminant spilled was 4 methyl cyclohexane methanol used in processing coal and a second chemical PPH. The contaminant leaked from a storage tank owned by Freedom Industries. Water use was allowed for reasons other than ingesting. A do not use notice was issued to nine counties and President Obama declared a state of emergency on January 10th enabling support from FEMA, National Guard units, Small Business Administration and other federal agencies.

Bulk packaged water was distributed to the nine affected counties from the Red Cross and the National Guard units. Unified command was established consisting of West Virginia DEP, EPA, USCG and Freedom Industries. The West Virginia National Guard led most of the response as a cooperating agency. The DC National Guard and other Civil Support Team units provided laboratory and water sampling support. The CDC set a MCHM safety level of 1.0 ppm and an odor threshold of 0.1 ppm.

Their approach for lifting the Do Not Use order is that West Virginia American Water partnering with the National Guard began an aggressive flushing program. Hospital zones were the highest priority, a residential flushing protocol followed when the area was cleared and the Do Not Use order was lifted by pressure zone beginning January 13th. All zones were cleared on January 18th. The CDC advised pregnant women to use an alternative water supply until further notice.

The Freedom Industry spill site is being dismantled under the direction of the Department of Environment Protection. The CDC has stated that the water was acceptable for use by all residents and does not anticipate long term health effects. Due to continued licorice odor residents continue to be concerned.

The question now: is the NCR preparation for a water contamination event? Water systems in the NCR have resources in infrastructure, training and planning to prepare for low probability and high consequence events. Possible events in the NCR that have occurred and are planned for are train or truck related spills; petroleum pipelines; wastewater treatment upsets and contaminated animal feeding operations. The regional water sector, including state and federal agencies and ICPRB, regularly conduct training exercises to include spill scenarios. Additional exercises are being planned in 2014.

* Vice Chair Andrews asked for a motion to approve the Work Focus Program for 2014 and it was approved.
* The September 11, 2013 Minutes were approved.

**2. UASI Grant Update**

2.1 Charles Madden covered the FY2014 UASI Grant Process and the status on the FY 2011, FY 2012 and FY2013 grants. A PowerPoint presentation was provided detailing the UASI grant updates. He noted that Congress had passed an Appropriations Act in January 2014 for the FY2014 grant. The grant included a nationwide appropriation of $587,000,000 which is a 5% increase from last year. FEMA is required to publish the grant application guidance within 60 days - around mid-March 2014. Once they publish the grant application guidance, applications are due to FEMA no later than 80 days, estimated date is early June.

2.2 The State Administrative Agent (SAA) required RESF/RPWG Chairs to submit Project Management Plans (PMPs) for FY2014 by January 31, 2014. Over 130 individual projects proposals were submitted. The total project cost was $71,383,155 to address items in the 4 goals in the strategic plan as noted below:

• Goal 1: 14 projects for $9.2M

• Goal 2: 25 projects for 25.6M

• Goal 3: 10 projects for 4.2M

• Goal 4: 40 projects for $32M

During February and March of 2014, various groups will be reviewing the PMPs and identifying priorities. RESFs/RPWGs will be required to submit their recommendations to the SAA by March 28, 2014.

2.3 At meetings in April and May, the SPG and CAO HSEC will review RESF/RPWG recommendations and identify final project recommendations for FY2014. The SAA will include these projects in the FY2014 UASI application to FEMA. The SAA will issue sub-grant awards in September 2014. These dates are based on FEMA’s projected timeline.

2.4 Mr. Madden provided a summary of the open grants. The FY2011 grant is a three year grant and the performance period ends on August 31, 2014. The award amount is $59M and final sub grantee expenditures should be completed by May 31, 2014. Currently, the grant is 67% expended with 56% fully reimbursed to sub grantees.

2.5 The FY 2012 is a two year grant and the performance period ends on August 31, 2014; grant amount is $51M. It is currently 38% expended with 24% fully reimbursed to sub grantees. Grants end on May 31, 2014. Final reimbursement request should be submitted by July 1, 2012 for payment. There is still much work to be done.

2.6 FY 2013 award is for $51M. The SAA issued awards in September and October 2013. The period of performance for sub grantees is from September 1, 2013 to May 31, 2015. Less than $1M has been expended to date.

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

3.1 Sue Snider lead the team effort to update the 2010 NCR Homeland Security Strategic Plan. She provided the EPC with three handouts: NCR Homeland Security Strategic Plan, Work Plans, and a Goals and Objectives Update. The Strategic Plan is a 2005 DHS requirement owned by EPC. The current plan is dated 2010 and DHS requires an update every five years. Ms. Snider and the team began the refresh effort in the fall of 2012 and were overcome by events. They restarted the update again last summer using the data they collected in 2012 as the starting point.

3.2 The Strategic Plan is already in use and is guiding the FY2014 grant process to improve preparedness in the region. It is a plan to ensure citizens preparedness and protection from all hazards but it is not an operational plan. The Strategic Plan builds on the efforts that are underway to reflect maturity of effort on what the region has undertaken in the previous two or three years. Ms. Snider and the team were requested to use clear and simplified language and to address the GAO findings based on the 2010 version of the plan that did not include metrics. They just had to keep the goals and objectives and replace the initiatives with the Work Plans. It was noted that this will provide a solid starting point for the new PMO.

3.3 Ms. Snider and the team compiled their first draft to request comments based on their input from the previous year and gave a short turn around to RESFs, RPWGs, and others to review these comments. They met with every group and the response across the region was very positive. They put together a second draft based on the comments.

3.4 Ms. Snider noted that the four goals are important. The four goals are Interoperable Communications, Info Sharing/Situational Awareness, Critical Infrastructure Planning and Resiliency, and Regional Core Capabilities. The objectives identify the concerns that need to be addressed in each of these areas and the projects that need to be completed to accomplish the goals. The outcomes listed in the Work Plans need to be completed to address the objectives.

3.5 The RESFs/RPWGs requested that the language in the Strategic Plan be more encumbering and more strategic. Also they wanted to ensure: Goal 1: NCR partners have the ability to transmit and receive voice, data, and video communications. Goal 2: To collect, analyze and share information covering the entire spectrum of information needed by decision makers and the public. Goal 3: Enhance the protection and resilience of public and private critical infrastructure and plan for the loss of critical infrastructure to reduce the impact on the public, state and local governments in the NCR. This entire goal was rewritten. Goal 4: Develop and maintain regional core capabilities for prevention, preparedness, response, and recovery to threats and hazards that may impact the NCR.

3.6 A motion was made to approve the NCR Homeland Security Strategic Plan as presented and it was approved.

**4. Presentation on Proposed Office of National Capital Coordination Operations Plan**

4.1 Kim Kadesh, FEMA, presented a proposed plan for moving the Office of the NCR Coordination (ONCRC), FEMA forward in a more positive direction. He highlighted the organizational diagram in his handout and noted that this is only a concept and he is looking for suggestions on how to improve it. Mr. Kadesh noted that they have been engaged in discussions with local emergency managers, federal partners and others to determine what the new ONCRC should look like. The current ONCRC structure is based on a 2013 plan that the agency submitted to reorganize and realign the office under FEMA Region III.

* 1. At the direction of Congress, FEMA took a step back and used this opportunity to do a thorough review of the ONCRC and in so doing they engaged a wide range of stakeholders as noted above. They want to improve the focus, structure, and processes of the ONCRC so that it will result in improved readiness throughout the region.

4.3 Vice Chair Andrews thanked Mr. Kadesh for his presentation; expressed his appreciation for the new plan and direction for ONCRC; and asked the EPC to vote to recommend endorsement of the plan by the COG Board of Directors at its March 14, 2014. A recommendation was made and approved by the EPC.

**5. Increased Personal Preparedness through Workplace Based Initiatives**

5.1 This is one of the EPC initiatives for the workplace for the coming year. The EPC wants to engage the stakeholders such as the federal, state, local and private workforce providers in the NCR to improve regional preparedness. Several exercises are being planned in the NCR for coming year and some will involve an evacuation component. Employees and employers need to be educated on what they should do if officials order an evacuation.

5.2 Chris Geldart noted that he and other officials in key leadership positions are planning to develop a series of table top exercises. He indicated that he had briefed federal departments and agencies to include OPM representatives on this proposal and they are engaged. Director Geldart noted that they are in the process of pulling together all the necessary resources to push a timeline to provide training to the work force at the end of winter. A table top exercise is envisioned for the spring. A functional exercise is envisioned for early summer. A full scale exercise is being scheduled in the fall or early winter of 2014. None of the dates are firm because they are still coordinating with the other two branches of government. Once the dates are firm they will be pushing out the schedule.

**6. Senior Leader Seminar 2013**

6.1 The EPC NCR Senior Leader Seminar for 2013 was held at the Walter E. Washington Convention Center in Washington, DC on November 1, 2013. The purpose of this year’s seminar was to raise awareness of cyber and cyber risk management, intelligence sharing, and other issues related to cyber incident prevention, protection, mitigation and response, and to identify key points of a Strategic NCR Cyber Coordination Framework.

6.2 The first module focused on the detection of the cyber-attack happening and how it would occur. People were placed in breakout rooms by jurisdictions to promote conversations with the local government and their state and federal agencies on how this might happen.

6.3 The second module focused more on the response to the attack and mitigating the consequences of it. Two areas that require work by the region are information sharing and coordination and the development of standard protocols and procedures for coordination and communication for a regional event versus a local event.

6.5 Steve Bieber noted that the region has the capacity to conduct jurisdictional assessments of cyber security. Upon specific request, a team from Obsidian Analysis Inc. is available to review individual jurisdiction security management programs. The regional CIO and CISO committees are working with others to develop a Cyber Annex to the NCR Regional Emergency Coordination Plan. This document should be ready in May 2014.

6.6 Steve reported that funding has been allocated for a regional cyber security exercise in 2014. This event will exercise the regional cyber security framework under development. It will improve regional risk reduction, help insure business continuity and foster broader adoption and deployment of strong cyber security tools and techniques. There will also be a seminar to educate people on what the key issues are.

**7. Update on Establishment of UASI Project Management Office**

7.1 Barbara Donnellan and Stuart Freudberg provided an update on the status of the establishment of the UASI Project Management Office (PMO) at COG. A handout was provided. The goal is to have the PMO located at COG and, if the UASI funding goes away, the PMO will be so important that local governments will fully fund and support it. This will be an essential long term investment for the region. A consulting firm has been hired to recruit for this position and they are now accepting applications. They have already received more than 100 applications. Barbara Donnellan, Chris Geldart and a representative from Maryland will be on the panel interviewing the applicants. The closing date for applications is next Tuesday, February 18, 2014.

**8. Update on Incident Management and Response (IMR) Report Implementation**

8.1 Brian Baker gave an update on the recommendation from the 2011 IMR Report to establish a **Regional Incident Coordination (RIC) Program**. He noted that two years ago a RIC Program Manager was hired and co-located with the DC Homeland Security and Emergency Management Agency. After a period of one year, the RIC did not appear to be meeting the needs of the region so the RIC was placed on hold for six months to determine how it can provide better information and coordination for the NCR. The COG Emergency Managers Committee met and looked at what they needed in terms of a regional coordination entity. They agreed that it needed to stay at HSEMA but it needed more structure.

8.2 The RIC has been renamed the Regional Incident Communications and Coordination Center (IC3), and it is being located at the DC HSEMA 24/7 EOC. Dave Hunt has been contracted to manage the program and he was present at the EPC meeting. Mr. Baker provided a presentation of the IC3 initial milestones, deliverables and timeline. They are currently working on some of the initial milestone and deliverables.

8.3 The first milestone is to update the work plan, and develop the protocol for IC3. The second milestone will be to develop the protocol for compiling and providing the regional picture to regional leadership during major emergencies. A Steering Committee has been established to supervise and guide the design of the IC3. The committee is made up of Directors of Emergency Management in various jurisdictions. The third milestone is to define the metrics for IC3 that will be used to evaluate the performance of IC3 within 60 days of any major regional event. The EPC will be provided a status update at its next meeting.

8.4 Andy Meese provided the **MATOC** update on behalf of Mr. Hutchinson. Mr. Meese provided a memorandum from Mr. Hutchinson to the EPC dated February 12, 2014. He noted that MATOC is a collaborative effort between major transportation agencies in the Washington region that began in 2008. MATOC was established to conduct real time information sharing and interagency coordinated transportation management. For extensive information on MATOC background Mr. Meese directed the committee to the website at [www.matoc.org](http://www.matoc.org).

8.5 The oversight committee had a number of recommendations that touched upon MATOC activities. The first is strengthening Emergency Management Agencies and Transportation Monitoring Protocols to improve collaboration between them. MATOC has a robust RSAN messaging system, the same as the RICCS uses. It is used by MATOC to exchange information among agencies and to provide information to key officials. It is under strict guidance to provide important transportation related RICCS pages to key officials.

8.6 The message exchange that MATOC maintains improves the accuracy of information regarding traffic incidents. Information is available through the regional emergency website at [www.capitalregionupdates.gov](http://www.capitalregionupdates.gov) and MATOC at [www.trafficview.org](http://www.trafficview.org).

8.7 MATOC’s focus is on the interagency communications but there are things that impact public information as well. MATOC also established a Severe Weather Working Group to improve regional communications before, during and after significant weather events. The group meets regularly between September and April. The MATOC program committees meet on a monthly basis to continually improve coordination among its member agencies and to explore additional improvement and enhancements to the RITIS information sharing platform.

8.8 The second recommendation is to support funding for the MATOC program and the Regional Integrated Transportation Information System (RITIS). MATOC received full funding support for core activities in the MATOC annual work program for FY13 and FY14.

8.9 MATOC operations facility moved July 2013 from Greenbelt, MD to University of Maryland, College Park. The move is anticipated to provide cost savings in the long run. Operation hours are 4:30 a.m. to 8:00 p.m. but they have the ability to operate 24/7 on an on-call basis. Recent events include support for 2013 Presidential Inauguration, Fourth of July celebrations, 50th Anniversary March on Washington and winter weather events December 9-10, 2013 and January 21-22, 2014.

8.10 Andy Meese also gave the update on COG Incident Management and Response Action Plan Recommendations: **Back-up Power for Traffic Signals**. He provided a memorandum to the EPC dated February 12, 2014.

8.11 The IMR Report requested that responsible parties in the region install power back-up for traffic signals. The Transportation Planning Staff has been trying to track this topic area since they received the recommendation. They have undertaken 4 surveys to identify the number and type of traffic signal back-up power systems in the region. The last survey was June 30, 2013 and they have adopted an annual cycle to continue to gather this information and track it.

**9. New Business**

9.1 Vice Chair Andrews invited members to share information in their areas of responsibility that may be of interest to others and recommended topics for the next meeting.

9.2 Jim Dinegar, President and CEO Greater Washington Board of Trade noted that in 2024 it would have been 30 years since the U.S. hosted the Olympics. He reported that the Greater Washington Region is under serious consideration for hosting the **Olympics in 2024** and that it is already on the short list of cities with San Francisco, Boston, and Dallas. The U.S. will pick their city in 2015 and in 2017 the international community will make their pick. If the Washington Region is the U.S. pick in 2015, they would like to go to the 2016 Olympics and to the 2020 Olympics if they are the international pick to learn lessons from those hosts. They have already begun to put together a small but high powered committee. Mr. Dinegar indicated that he would keep the EPC informed.

**10. Adjournment**

10.1 Vice Chair Andrews requested and received a motion to adjourn.

10.2 Next meeting time/date for the EPC is from 2:00 p.m. to 4:30 p.m. on May 14, 2014.