**METROPOLITAN WASHINGTON COUNCIL OF GOVERNMENTS**

**National Capital Region Emergency Preparedness Council**

**Wednesday May 14, 2014**

**2:00 p.m. – Arrival/Networking**

**2:30 p.m. – Convene Meeting**

**3:30 p.m. – Adjourn Meeting**

**Training Center, Lobby Level**

**777 North Capitol Street, NE**

**Washington, DC 20002**

**Meeting Notes**

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

**Announcements and Reports**

* Chairman Quander welcomed the EPC Committee members and reviewed the Agenda.
* Abby Raphael, Chair Arlington County School Board provided a very positive report on the NCR Regional Planners School Preparedness Seminarsthat we conducted in Maryland, Virginia, and the District of Columbia. She reported that more than 500 individuals attended the training. Those who attended ranged from public and private school principals and administrators to members of law enforcement and emergency management.

The seminars included panel presentations and question and answer segments following each presentation. The seminars discussed preparedness concepts from the federal, state and local level. George Roberts, Principal of Perry Hall High School was the keynote speaker at all three seminars. Principal Roberts discussed the Perry Hall High School shooting occurring on the first day of school in August 2012. Principal Roberts also discussed his communication and response of his staff during and after the event. Other speakers’ at all three seminars had presentations on topics including active shooter, behavioral health and psychological first aid, federal guidance, and homeland security initiatives for school safety.

The NCR Regional Planners are evaluating the feedback from participants, evaluator notes, training needs, and improvements needed to plans to address the challenges of school preparedness. A final after action report will be prepared that will be aligned with established objectives and provide a synopsis of the discussions in each seminar.

* Chairman Quander welcomed new Senior Policy Group members from Virginia that included Adam Thiel, Deputy Secretary, Public Safety & Homeland Security Department and Jeff Stern, State Coordinator, Virginia Department of Emergency Management.
* Chairman Quander requested and received a motion to approve the February 12, 2014 Meeting Notes from the last meeting and they were approved.

**2. PROJECT MANAGEMENT OFFICE (PMO) UPDATE**

2.1 Stuart Freudberg welcomed Mary Anne McKown, Managing Director of the NCR Program Management Office (PMO). Ms. McKown joined the meeting by telephone. She thanked Mr. Freudberg and informed everyone that she was extremely happy to be the new Managing Director of the NCR PMO. Ms. McKown provided information on her background and an update on her activities since assuming her position on April 14, 2014.

2.2 Ms. McKown reported that she had been very busy since her arrival and that she had led a staff presentation at the Joint SPG/CAO meeting on May 7, 2014 where projects were approved for FY14 Urban Area Security Initiative (UASI) funding. She expressed her appreciation to everyone who played a role in the FY14 UASI process.

2.3 Ms. McKown noted that the Program Management Office is a consolidated staff team that will support the EPC, CAOs, SPG, RESFs, and the RPWGs and provide a programmatic oversight for UASI Homeland Security work in the National Capital Region. Next, she highlighted some of her short term goals for the PMO.

2.3 The first short term goal is to establish a governance structure for the PMO that will include a Steering Committee and a Board of Directors that the PMO will report to directly. She noted that it is critical to have a small group of senior leaders to provide oversight and to review recommendations before bringing them to the larger group of leaders. Ms. McKown plans to have a draft charter and bi-laws in the next couple of weeks.

2.4 The second goal is to develop the staffing organization for the PMO. Ms. McKown noted that she has been framing ideas and that she will be developing a resource plan for the coming months.

2.5 The third goal she mentioned was the development of policies for the region. She noted that the first policy that she will undertake will be PPE policy for the region.

2.5 Ms. McKown stated that she will be working with the SPG, CAOs, and SAA to develop more structured and transparent process for the FY15 UASI process and moving forward. She noted that she looked forward to being present at the next EPC meeting and to have the opportunity to meet everyone in person.

**3. UASI GRANT UPDATE**

3.1 Charles Madden, Acting Chief, Grants Management Division, DC Homeland Security and Emergency Management Agency provided a handout and an update on the 2014 NCR Application process to include a summary of the projects selected by the SPG and CAOs for FY14 funding.

3.2 Mr. Madden noted that the 2014 process started at the end of December 2013 and that FEMA issued grant guidance in the middle of March 2014. The SPG/CAOs approved the list of projects for funding at their May 7, 2014 meeting.

3.3 The period of performance for the FY2014 grant will be from September 1, 2014 to August 31, 2016, a 24 month period of performance. The amount of the award will be $53M and they expect to receive the grant in August 2014.

3.4 The FY 2011 grant is a 3 year grant and it expires on August 31, 2014. It is a $59M grant and currently it is 77% expended with 69% fully reimbursed to sub-grantees. Final expenditures should be completed by sub-grantees by the end of May. Final reimbursement requests should be submitted to the SAA by the end of June.

3.5 The FY 2012 grant ends at the same time as the FY 2011 grant. This is the first 24 month grant the NCR received. The award amount is $51.8M. Currently the grant is 64% expended with 46% fully reimbursed to sub-grantees.

3.6 For FY2013 the period of performance is September 1, 2013 to August 31, 2015 and they have only received $2.2M in reimbursement requests from sub-grantees. The UASI award is for $51.8M.

**4. NCR ALERT SYSTEMS TRANISITION TO EVERBRIDGE**

4.1 The NCR went through an open procurement process last year and early this year. The region selected Everbridge to replace Roam Secure Network to provide alert systems for the NCR. Sulayman Brown, Project Manager & EOC Manager, Fairfax County Office of Emergency Management briefed the EPC on the transition to Everbridge.

4.2 Two years ago the Emergency Manager’s Committee looked at the current technology that is available in the market place that would provide more functionality and different features to the alert system in the NCR. Fairfax County who has the UASI contract for the region was requested to take the lead for this initiative and they had 26 vendors to submit their technology for consideration. Based on a review of the technologies, the committee recommended that the Emergency Managers Committee moved forward to the RFP process.

4.3 The RFP process started in February 2013. The Selection and Technical Advisory Committee received twelve responses. Four of the responses were moved forward to demonstrations. The top two - Cooper Enterprises and Everbridge - of the four were moved forward to negotiations. Negotiations were conducted and a decision was made to award the contract to Everbridge.

4.4 Sulayman Brown became the Project Manager for the NCR and worked individually with each jurisdiction to prepare them for the implementation. Implementation started in late March and is expected to be completed by the end of May 2014. The systems will be built to a certain point and the administrator within that jurisdiction will need to go in and build the system with Everbridge. By July 1, 2014, all 18 NCR jurisdictions will be prepared to send out messages using the Everbridge system

**5. UPDATE ON PROPOSED OFFICE OF NATIONAL CAPITAL REGIONAL COORDINATION OPERATIONS PLAN**

5.1 Mr. Kim Kadesch, Acting Director, Office of National Capital Region Coordination (FEMA) provided an update on the status of the reorganization plan concept briefed to the EPC at the last meeting. Mr. Kadesch thanked members of the EPC for their endorsement of the plan last month. He also noted that the COG Board of Directors approved a Resolution endorsing the plan. As a result they are now in the process of turning a power point briefing into reality.

5.2 The first step in that process is to submit the report required by the Appropriation Act. The report has been submitted to the U.S. Department of Homeland Security (DHS) and they provided comments two days ago. Mr. Kadesch and his staff are now addressing those comments.

5.3 Mr. Kadesch reported that his office is already reporting to the FEMA Administrator. They are transforming their watch desk operations; they are integrating it with the regional information and collaboration center; and they are coordinating with the Project Management Office (PMO). Further, Mr. Kadesch stated that they are hiring permanent staff to replace the contractors.

5.4 Mr. Kadesch reported that they are now focusing on response and recovery activities. They are already linked with FEMA Region III and they are planning for the execution of National Special Security Events. Mr. Kadesch has been pre-designated as a federal coordinating officer for the next National Special Security Event.

5.5 Mr. Kadesch stated that they have a contractor working on a draft operations document and milestones that should be available in the next couple of weeks. Once that is completed, they will be working on a revision of the Joint Federal Committee plan.

**6. PRESENTATION ON NCR CYBER SECURITY FRAMEWORK**

6.1 Steve Bieber, Chief, Urban Watershed Programs and Homeland Security, COG summarized ongoing work to develop an NCR Cyber Security Framework. Mr. Bieber stated that the Cyber Security Framework Project has four main components.

* NCRnet Program Review. NCRnet policies are currently under review, and a security assessment is being conducted by another contractor. Unfortunately, those assessments are not going to be completed in time to allow for a full program review of the NCR’s Interoperability Communications Infrastructure (ICI) and the NCRnet under this project.
* Cyber Security Voluntary Jurisdictional Assessments. Confidential assessments help departments and agencies understand their level of maturity in cyber security planning based upon the NIST Cybersecurity Framework for reducing risks to cyber infrastructure. The final report includes recommendations for closing identified security gaps and improving resiliency. Assessments have been completed or are nearing completion for six local governments, two state agencies, two large critical infrastructure owners and COG. They are in the process of offering additional technical assistance to those jurisdictions that completed the online assessment.

COG will continue to develop the Cyber Annex to the Regional Emergency Coordination Plan. A draft Cyber Annex was provided to the following COG committees for review and comment: Chief Information Officer, Chief Information Security Officers and Emergency Managers. Further, a workshop was conducted on May 5, 2014 to gain additional feedback and comments.

* Cyber Annex to the Regional Emergency Coordination Plan. COG will continue to develop the Cyber Annex to the Regional Emergency Coordination Plan.
* Cyber-Protection Implementation Guide. COG is developing an implementation guide with best practices and recommendations for regional Chief Officers (CIOs) and Chief Information Security Officers (CISOs). The guide will be practical and actionable and will provide tools to improve Cyber Security capabilities, incident response, and regional communications about the cyber risk and threat intelligence. A time line for the completion of the Annex and Implementation Guide is available.

6.2 Next Steps will include providing technical assistance to NCR jurisdictions as requested, prioritizing identified needs, and identifying courses of action to close security gaps. A Tabletop Exercise is being planned to test and validate the RECP Cyber Annex in late 2014 or early 2015.

**7. JOINT FORCE HEADQUARTERS NATIONAL CAPITAL REGION**

7.1 The NCR is the only location where a Joint Force Headquarters has been established as noted by Egon Hawrylak, Deputy Commander, US Army Military District of Washington and Joint Force Headquarters NCR who provided the briefing to the EPC on behalf of the Commander, Major General Buchanan who was not available. As the Commander of the US Army Military District of Washington, Major General Buchanan reports to the Chief of Staff with the Army. He is responsible for five installations and has multiple other responsibilities.

7.2 As the Commander of Joint Force Headquarters NCR Major General Buchanan reports to NORAD / USNORTHCOM located in Colorado Springs, Colorado. Their focus is on providing support to civil authorities and homeland defense. Joint Force Headquarters NCR is prepared to provide the NCR with an active duty headquarters that could support the region in a major man-made or natural disaster.

7.3 Major General Buchanan has organizations under his command locally that can provide support in the event of a natural or man-made disaster. Those resources include fixed wing aircraft, helicopters, and an engineer rescue unit.

7.4 The Joint Force Headquarters NCR also has the 3rd US Infantry Regiment and the US Army Band located at Joint Base Henderson Hall in Arlington, Virginia. The 3rd US Infantry Regiment has 1,600 infantrymen that can provide support, command and control if something were to go wrong in the NCR.

7.5 Major General Buchanan is also the Department of Defense, Executive Agent for all ceremonial activities that take place in the NCR. The command has special plans for state funerals and the inauguration. The responsibility includes both ceremonial and security responsibilities. Mr. Hawrylak provided a brochure for the Twilight Tattoo Ceremony that is held each Wednesday at 7:00 p.m. at Joint Base Henderson Hall through the end of August. This is part of their public outreach.

7.6 The Joint Forces Headquarters NCR was established in 2003 after the attack on the World Trade Center and the Pentagon on September 11, 2001. When the Pentagon and the World Trade Center were attacked, there was no command and control structure for DOD and no one was appointed to be in charge. In 2011 the Pentagon was operated by the US Army. Today it has the Washington Headquarters Services organization that includes the Pentagon Force Protection Agency. It is a much more robust organization than the security organization that was on the morning of 9-11.

7.8 The Joint Force Headquarters NCR is more than just a planning headquarters. It maintains 24/7 situational awareness through their Joint Operations Center and has a robust exercise program to insure they are prepared to respond to any threat. They have two exercises each year with US Northern Command as well as their own annual exercise - Capital Shield – in which many of the intra-agency partners participate. Interagency coordination happens every day in the NCR. Joint Forces Headquarters is the only command in the lower 48 that has a geographic footprint defined as the NCR in USC Title 40. Mr. Hawrylak ended his presentation with an 8 minute video titled “Guardian of the Nation’s Capital” and provided a website for individuals to submit questions - [www.mdw.army.mil](http://www.mdw.army.mil).

**8. NEW BUSINESS**

8.1 Jamie Quarrelles provided an update on the planning for the 2014 EPC Senior Leadership Seminar. The 2014 EPC Senior Leader Seminar Planning Team will be exercising plans that determine how senior leaders coordinate their efforts when there is a major incident in their jurisdiction or the National Capital Region. The 2014 EPC Senior Leader Seminar is being planned for October/November 2014, and it will be a facilitated discussion. The venue will be determined by 2014 EPC Senior Leader Seminar Planning Team and will be briefed to the EPC at the September 2014 meeting.

8.2 The approach this year will be to start by reviewing after action reports from previous year Senior Leader Seminars, the Multi-Year Training and Exercise Plan, and any other needs identified by RESFs/RPWGs. Scenarios in the past have been varied and have focused on such things as cyber security, multiple explosions throughout the region, and weather events. We want to take advantage of the after action plans from previous EPC Senior Leader Seminars.

8.3 The 2014 EPC Senior Leader Seminar Planning Team will meet monthly or more often if needed. The Planning Team plans to hold its first meeting Tuesday in June 3, 2014 after the ETOP meeting. They will identify the venue and begin the development of a Request for Proposal (RFP) to obtain the services of a contractor to support the development and conduct of the exercise and for the development of the After Action Report and Improvement Plan. ETOP has budgeted $100k for the EPC Senior Leader Seminar

**9. ADJOURNMENT**

9.1 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. There were none.

9.2 Chairman Quander requested and received a motion to adjourn and it was approved.