

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

Date: Wednesday, February 8, 2012

**Time: 2:00pm – Arrival/Networking
2:30pm – Convene Meeting
4:30pm – Adjourn Meeting**

**Location: Training Center, Lobby Level
777 North Capitol Street, NE
Washington, DC 20002**

Meeting Notes

1. Welcome, Announcements, Introductions and Approval of Minutes

1.1 Chairman Foust welcomed the returning and new members and asked the new members to introduce themselves. He presented a plaque to Montgomery County Councilmember Phil Andrews for his outstanding service as Chair of the EPC in 2011. Chairman Foust reviewed the EPC meeting schedule for 2012 and the date of the Senior Leaders Seminar. He noted that the EPC 101 document provided as a handout explains how all the pieces come together at the EPC and asked anyone with questions to contact the COG staff. Kelley Coyner, Chief of Staff, Senior Policy Group reported on recent Senate Testimony and the upcoming GAO Report. Chairman Foust recognized Prince George's County Councilman Mel Franklin who has been selected by the COG Board to be the new Vice Chair of the EPC. A motion was made and the November 9, 2011 minutes were approved.

ADMINISTRATIVE REPORTS

2. EPC Focus, 2012 Priorities

Dave McMillion, Director, COG DPSH made the presentation and provided handouts titled, "Work Focus and Programs for Calendar Year 2011, Priorities and Accomplishments" and "Work Focus and Program for Calendar Year 2012". In the work focus and program for 2011 they had five priorities as noted below.

Calendar Year 2011

2.1 Priority 1: National Capital Region Strategic Plan for Preparedness

The EPC is the custodian for this particular document. They continue to monitor, work with and in partnership with the CAOs and SPGs to implement the plan. The details were provided in the handout.

2.2 Priority 2: Update of Local Emergency Operations Plans and the Regional Emergency Coordination Plan (RECP) Annexes

The NCR has 20 plus contract planners who are working in the jurisdictions and states to update plans. At each EPC meeting, the planners provide a report on their accomplishments. Today they are on the agenda to provide an update on evacuation planning.

2.3 Priority 3: Senior Leader Seminar 2011

The Senior Leader Seminar was deferred from 2011 to April 26, 2012 due to scheduling conflicts.

2.4 Priority 4: Community Awareness, Alert and Public Information

Merni Fitzgerald, Chair of RESF-15 and the members of the group have made significant progress in the last year and recently established a Virtual Joint Information Center (V-JIC) for the NCR. It is website where individuals can go to find out what is happening in the region.

2.5 Priority 5: Urban Area Work Group and Regional Coordination to Include Issues Associated with January 26, 2011 Ice/Snow Storm

The EPC serves as the UASI Work Group for the NCR and oversees the millions of dollars the NCR receives from DHS each year. Mr. McMillion noted that last year's EPC Chair, The Honorable Phil Andrews, was also the Chair of the IMR Steering Committee that issued a report on November 9, 2012 and that he will update the committee later in the meeting.

Calendar 2012

Dave McMillion provided a handout and highlighted the recommended priorities for the EPC for 2012. The handout included the EPC background, membership, priorities and schedule.

2.6 Priority 1: Support the National Capital Region Homeland security Strategic Plan and Urban Area Work Group

The EPC serves as custodian of NCR Homeland Security Strategic Plan. The EPC requests the SPG and CAO-HSEC to provide leadership to groups in addressing the goals in the Strategic Plan. Focus on the goals in the Strategic Plan has been continuous through the NCR FY12 UASI process that began in the fall. RESFs, RPWGs, and subject matter experts have been engaged to insure that focus. Mr. McMillion noted that the committee will see this later as documents are produced as part of the FY12 UASI process.

2.7 Priority 2: Update and Strengthen Local Operational and Response Plans in Collaboration with Regional Emergency Coordination Plan

The EPC will request that the SPG and the CAOs provide quarterly in-progress reviews of Planning Projects to include a report on plans completed to date. The EPC with the support of the SPG and CAOs will also request that the Emergency Manager's Committee utilize the planning subcommittee with the support of COG staff to complete the update of the annexes to the Regional Emergency Coordination Plan (RECP). The basic RECP was updated previously by the planning subcommittee.

2.8 Priority 3: Sponsor 2012 Senior Leader Seminar and Support Integration of After Action Reports

The EPC will provide guidance to plan and conduct the Senior Leaders Seminar scheduled for April 26, 2012, at the Fort McNair Officer's Club. The SLS will work with the Board of Trade to develop and clarify the Private Sector role and identify decisions that the regional officials may need to make regarding major disasters. An After Action Report/Corrective Action Plan will be prepared subsequent to the Senior Seminar 2012.

2.9 Priority 4: Promote Stronger Business Community and Public Engagement and Personal Preparedness of Area Workers

This priority promotes stronger business community and public engagement which is a step forward for them and will involve some of the things that came out of the plan from last year. During the discussion it was recommended that R-ESF 16 be included with R-ESF 5.

3. UASI Grant Administration Update

3.1 Tim Fitzsimmons, Chief Grants Management Division, DC HSEMA presented the history of UASI funding for the region and an update on FY2009 through FY2012 UASI funding. Since 2003 the District of Columbia has received more than \$500M in UASI funds on behalf of the NCR. The two areas where the NCR has invested the most UASI funds are communications and public information and information sharing.

3.1 The period of performance for 2009 UASI grant is from August 1, 2009 to July 31, 2012. The award is for \$58M. Currently the grant is 53% expended with 46% fully reimbursed to sub-grantees. Extensions were issued on a case by case basis as far out as April 30, 2012. The SAA will use the time after April 30th to process final reimbursements and close out the grant.

3.2 The period of performance for the 2010 UASI grant is from August 2, 2010 to July 31, 2012. The award is for \$59M. Currently, this grant is 24% expended with 20% fully reimbursed to sub-grantees. Original sub-grant period of performance was August 1, 2010 to October 30, 2012. Extensions will be considered for projects in spring 2012.

3.3 The period of performance for the 2011 UASI grant is from September 1, 2011 to August 31, 2012. The award is for \$59M. Sub-grantees have not commenced spending the FY2011 grant. Original sub-grant period of performance is September 1, 2011 to October 31, 2013. Sub-grant extensions may be granted for up to an additional 9 months or funds may be reprogrammed.

3.4 Congress passed the FY2012 budget to include \$1.3B for FEMA preparedness grants to state and local programs. After removing required funding for other listed programs there is a little over \$950M remaining for preparedness grants. That is 55% of what was appropriated in FY2011. The Secretary of DHS has been given discretion to allocate funds from that to the preparedness grant programs. A minimum of \$100M must be allocated for the UASI program.

3.5 FEMA will be issuing grant guidance on or about February 17, 2012. The grant application period will open February 17, 2012. SPG/CAOs have already held sessions to review current capabilities and needs for goals in the Strategic Plan. The SAA will send out a project application template to all ESFs/RPWGs on February 21, 2012. All project proposals are due to the SAA by March 15th. Project selection for the grant application must be completed by April 12, 2012. The SAA will submit grant applications to FEMA by May 1, 2012 and it is likely that the NCR will receive a grant award by September 30, 2012.

COMMITTEE/PROGRAM REPORTS

4. Incident Management and Response Report Implementation

4.1 Chair Phil Andrews, Chair of Incident Management and Response Oversight Committee briefed the EPC on the report and recognized other members of the committee and COG staff support.

4.2 Chair Andrews noted that the group was tasked by the COG Board of Directors last year subsequent to the January 26, 2011 snow/ice storm to develop recommendations with broad applicability for emergency response for the region. The group was asked to focus on four areas:

- Improve real-time information or situational awareness among local, state, and federal government agencies with operational authority or responsibilities.
- Improve real-time information to the media and the public
- Improve regional coordination

- Strengthen and focus decision making

4.3 Chairman Andrews highlighted the following key recommendations in the IMR report:

- Establish a Virtual Joint Information Center that supports the rapid release of real-time information to the media and the public during a storm or other major events. For information on the status you can visit the website at www.CapitalRegionUpdates.gov
- Expand operational support and provide more consistent funding for the MATOC program. The status is underway for integrating MATOC information automatically into WebEOC and bringing MATOC to 24/7 capacity.
- Improve release and stay put policies for employers, both in the public and private sectors. Status is partially complete. OPM has revised its policies affecting hundreds of thousands of employees directly as well as indirectly influencing decisions of other employers.
- Establish a Regional Incident Coordination (RIC) program to improve regional incident management coordination and response by drawing on new and existing tools. UASI funding for RIC is pending and a RFQ has been developed and is available to send out upon receipt of funding authorization.

4.4 The IMR Oversight Committee will continue to meet in 2012 to oversee progress of the recommendations in the IMR Report. The Honorable Phil Andrews has agreed to Chair the committee. The IMR Oversight Committee will report back to the COG Board of Directors regularly on progress.

5. EPC Senior Leader Seminar 2012

5.1 The purpose of the outreach seminar is to enhance the capabilities of participants to successfully address the Homeland Security challenges of the NCR. The Core capabilities are:

- Planning
- Individual preparedness
- NCR situational awareness
- Public information and warning
- Operational communications
- Restoration of lifelines.

5.2 It is anticipated that the scenario will be a transportation/weather event, demonstrating the new OPM Early Release Procedures, MATOC, V-JIC, back-up power for traffic signals and the Regional Incident Coordination Program. The objectives are to prepare to examine, define and meet the challenges that homeland security poses for jurisdictions and the region; to provide opportunities for seminar participants to engage in strategic planning, policy development and organizational design through facilitated discussion; and to identify the critical homeland security issues facing their jurisdictions.

5.3 The targeted audience will be the Senior Policy Group consisting of the DC Mayor, Maryland and Virginia governors, local jurisdictions consisting of the CAOs, senior elected leaders, private sector leaders and non-profit leaders and observers such as the State Administrative Agent (SAA), COG, EPC and all local emergency managers in the NCR. The location as Dave Robertson mentioned will be at the Ft. McNair Officer's Club. The hold-the-date notices and the formal letters of invitation will go out very shortly.

6. Update on Evacuation Planning

6.1 Virgil Gray provided a report from the Commonwealth of Virginia that included information on its goals, partners, current emphasis, mass transportation evacuation, mass care and sheltering, walk out evacuation support, potential pedestrian routes for Potomac River crossing, law enforcement planning and coordination, RITIS Platform, as well as the Commonwealth's road ahead and end state.

6.2 The goals include development of coordinated and integrated plans for housing on common platforms, sharing of GIS databases, facilitating near real time situational awareness to support operational decision making/makers, enhance transportation management and information sharing capabilities.

6.3 Current emphasis on evacuation planning includes the following:

- Mass Transportation Evacuation Preparedness Plans
- Mass Care and Sheltering
- DC Evacuation Walkout Management Preparedness Plans
- Law Enforcement – Traffic Control and Coordination
- Coordinated Public Information and Messaging (V- JIC)
- EPC-Directed Actions: RIC, OPM procedures, MATOC and V- JIC
- Evacuation Training and Exercise (VERTEX 12)
 - July 24: No VA evacuation Drill – Facilitated Staff Ride Key leaders
 - July 26: No VA RDD FE – Focus on Local EOC & VECO Management
 - Sept 12: Inauguration Workshop – Contingency Plans for 2013

6.4 Northern Virginia has identified traffic control points and 19 state managed shelters to include colleges and universities, state fairgrounds, two shelters in the NoVA region such as GMU Fairfax and NOVA CC in Annandale. The next steps are to reach out to other stakeholders to include federal agencies and coordinate evacuation plans.

OTHER

7. New Business

7.1 Chairman Foust invited members to share information in their areas of responsibility that may be of interest to others and/or recommended topics for the next meeting.

8. Adjournment

Chairman Foust adjourned the meeting at approximately 4:15 p.m.

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NEXT MEETING ON MAY 9, 2012

**NATIONAL CAPITAL REGION EMERGENCY PREPAREDNESS COUNCIL
MEMBERSHIP ROSTER – 2012 February 8, 2012**

NAME	JURISDICTION/AGENCY	Y/N	ALTERNATE	Y/N
<i>Elected Officials</i>				
Phil Mendelson	District of Columbia	Y		
VACANT	District of Columbia			
Phil Andrews	Montgomery County	Y		
Judith Davis	City of Greenbelt	N		
Mel Franklin	Prince George's County	Y		
Bruce Williams	City of Takoma Park	Y		
John Foust, Chair	Fairfax County	Y		
Mary Hynes	Arlington County	Y		
Frank Principi	Prince William County	N		
<i>Committee Representatives</i>				
David Snyder	Transportation Planning Board	N		
Barbara Donnellan	CAOs Committee	N	Jack Brown	Y
Stephen MacIsaac	Attorney's Committee	N		
Earl Lewis Mark Miller (Co-chairs)	R-ESF 1: Transportation			
Gail Bohan	R-ESF 2: Communications	Y		
Chuck Murray	R-ESF 3: Public Works/Eng.	N	Jonathan Reeves	Y
Richard Bowers	R-ESF 4, 9 & 10: Firefighting, MMRS		Jim Schwartz	
Tony Alexiou	R-ESF 5: Emer. Management	N	Jack Brown	Y
Linda Mathes	R-ESF 6: Mass Care	Y	Russell Gardner	
Cathy Muse	R-ESF 7: Logistics Mgmt. & Resources Support			
Dr. Mohommad Akhter	R-ESF 8: Public Health	Y	Vacant	
Linda Mathes	R-ESF 11: Food & Agriculture	Y	Russell Gardner	N
Taresa Lawrence	R-ESF 12: Energy	N	Caroline Molivadas	Y
Stephen Holl	R-ESF 13: Law Enforcement	Y	David Rohrer	N
Vacant	R-ESF 14: Long Term Recovery			
Merni Fitzgerald	R-ESF 15: External Affairs		Brian Worthy	
Mary Foley	R-ESF 16: Volunteer & Donation Management		Calvin Hawkins (PG) Patricia Evans (DC)	
<i>Regional Program Working Group</i>				
Kevin Wood	RPWG-CIP			
Don Willis	RPWG-ETOP	Y		
John Donohue	RPWG-Health		Zachary Corrigan Michael Peters	
Chuck Bean	RPWG-Human Services			
John Green and Ray Lehr (co-chairs)	RPWG-Interoperability			
<i>State/Senior Policy Group</i>				
Yi-Ru Chen	District of Columbia			
Jennifer Greene	District of Columbia	Y	Czarina Biton	Y
Andrew Lauland	State of Maryland	N	David McDonough	Y
Richard Muth		N	John Reginaldi	Y
Terrie L Suit	Commonwealth of Virginia	N	Mike McAllister	Y
Michael Cline		Y	Sue Snider	Y
Steward Beckham	The Office of NCRC	Y	Ken Wall	N

**NATIONAL CAPITAL REGION EMERGENCY PREPAREDNESS COUNCIL
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<i>Departments of Transportation</i>				
Terry Bellamy	DDOT		Natalie Jones-Best	Y
Mike Zezeski	MDOT	Y		
Mary Lynn Tischer	VDOT			
<i>Federal Government</i>				
Robert Young	US Capitol Police			
CAPT. Mark P. O'Malley	U.S. Coast Guard			
Dean Hunter	OPM		Dwayne Butler Brian R. Gibney	Y Y
Kathy Montgomery	GSA		Janice Arnold	
Mary Ann Tierney	FEMA Region III		Robert Welch	
MG Michael S. Linnington	Joint Force Command/NCR		Egon Hawrylak Arnaldo Claudio William Hegedusich	
<i>Other Stakeholders</i>				
Chuck Bean	Non-Profit Roundtable			
John B. Childers	Consortium of Universities	Y		
Kelley Coyner	SPG Member	Y		
Caryn L. Bacon	PEPCO	N	Pete Petersen	Y
Tim Fitzsimmons	DCHSEMA-SAA	Y		
Charles Madden	DCHSEMA-SAA	Y		
Libby Garvey	Wash. Area Boards of Education			
Robert Malson	D.C. Hospital Association			
Terri Freeman	Community Foundation			
Paul A. Quander, Jr.	Deputy Mayor of Public Safety & Justice (District of Columbia)	N		
Gitana Stewart-Ponder	Office of the Deputy Mayor of Public Safety & Justice (DC)	Y		
Linda Mathes	The American Red Cross-NCA	Y	Paul Carden	Y
Jim Dinegar	GWBOT	Y		
Richard Sarles	WMATA	N	Steve Kral	Y
Michael Stallings	SPG Assistant of K. Coyner	Y		
Elmer Tippet, Jr.	MWAA	Y		
Arthur Gosling	Wash. Area School Super.	Y		
Mary Ann Floto	United Way			
David Robertson	MWCOG	Y	Dave McMillion	Y

ADDITIONAL ATTENDEES - PLEASE PRINT YOUR NAME

**Scott Wollik, ARC
Emil Smith
Virgil Gray**

**Don Willis
Tom Jacobs
Tom Trend**

**Brian Amy
Chuck Crisostomo
Mike Taborn**