

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

Date: Wednesday, October 11, 2006

Time 2:00pm – 4:15 pm

**Place: Metropolitan Washington Council of Governments
Training Center, Lobby Level
777 North Capitol Street, NE
Washington, DC 20002**

1. Call to Order and Announcements

Description from Agenda:

- Introduction and Administrative Issues
- Strategic Plan Follow-up
- Urban Area Security Initiative Funding
- After-Action Report on London Bombings
- Training and Exercise Program
- Non-Government Stakeholders Roundtable
- New Business
- Adjournment

Summary of Discussion:

The meeting began at 2:15 PM and Chair Connolly made a motion to approve the previous minutes. The minutes were approved.

Chair Connolly explained that this was the regularly scheduled EPC meeting and that the special meeting last month was held to adopt the NCR Homeland Security Strategic Plan. The Strategic Plan was not adopted at the last regularly scheduled meeting because the members needed time to review it. Dave Robertson asked committee members to identify the most important items and determine if they had been completed in 2006 or if they still need work in 2007. The four goals the EPC identified for 2006 were: the strategic plan, a communications plan, training and exercises, and a commitment to update the RECP. In addition, he indicated a desire to discuss the organization of the work program at the next meeting. Mr. Robertson also asked for feedback from the group on the proposed schedule of meetings for 2007. It was suggested and approved that the EPC would continue to meet quarterly and additionally as needed.

2. Strategic Plan Follow-up

Description from Agenda:

The EPC adopted the NCR Homeland Security Strategic Plan at a special September 13, 2006 meeting. Completion of the Strategic Plan was one of the EPC's four priorities for 2006. The previous draft of the Strategic Plan received criticism from Members of Congress as well as the U.S. government Accountability Office staff. Mr. Griffin will summarize feedback from a recent Senate hearing on the Strategic Plan and a GAO evaluation. Staff will brief the EPC on its proposed oversight role for the Strategic Plan.

Summary of Discussion:

Mr. Griffin reported on the Subcommittee on Oversight of Government Management, the Federal Work Force and the District of Columbia, U.S. Senate Committee on Homeland Security and Governmental Affairs hearing on September 28, 2006 in which he and the Senior Policy Group participated. He stated that the Subcommittee members' comments on the Strategic Plan were very positive, and a wide ranging discussion took place regarding preparedness in the region. Mr. Griffin noted that at the last congressional hearing, the GAO was critical of the Strategic Plan and noted that the plan metrics could be improved and made more precise. This time they noted the improvements that had been made.

Chair Connolly suggested that the EPC ask the SPG to put a timeline on the Strategic Plan to include a refinement of the metrics. He asked for it to be put on the January 2007 EPC meeting agenda. Chair Connolly indicated a need to follow through on the ability of the region to implement the plan. It was noted that FY05 and FY06 UASI funds are already committed and recommended that FY 07 UASI funds be tied to implementing the Strategic Plan. Chair Connolly asked that at future meetings the staff display a matrix of the 30 Initiatives, with goals and objectives, so everyone could monitor the progress. Mr. Griffin stated that copies of all the formally submitted comments are available on the COG web site. Chair Connolly suggested the addition of phone numbers and e-mail addresses to the roster.

3. After-action report on London Bombings

Description from Agenda:

London experienced terrorist bombings on its rail and bus transportation system in July 2005. The British government completed an after- action report in September 2006 that may hold valuable lessons for the National Capital Region. The NCR sent a delegation to London in November 2005 to study the London incident and response. The delegation lead, Major Denton Rourke of Prince George's County, will brief the EPC on lessons learned from the London Fire Brigade and specific steps that the COG Fire Chiefs Committee has taken to incorporate the lessons learned into its Metro Subway Security Initiative funded by a FY06 UASI grant. The EPC will also discuss how the London study and

other after-action reports are to be incorporated into ongoing planning in the National Capital Region.

Summary of Discussion:

Major Denton Rourke, Co-Chair of the Fire Passenger Rail Sub-Committee, reported that, after the London bombings, a subway tunnel workgroup was established to bring together all subject-matter experts from fire and EMS to plan how this region would deal with a similar experience. Major Rourke provided some useful background and comparison information about the London metro and Washington D.C. metro system. One observation of note that he emphasized was the lack of modern safety features in the London mass transit system. In the U.S., since the September 11 attacks, training has been extensive. In the London event, there were problems with cellular communications—ambulances and others lost cell capacity. The NCR work group is reaching out to public health officials to take advantage of the lessons learned and will continue to work with authorities in London.

Chair Connolly pointed out that one of the advantages of London's system that this region lacks is the dual track capacity. Here an attack would shut down our system. One of the advantages of London's mass transit system is that they have facial recognition software. David Snyder asked how London organized behind the scenes to communicate with the public, how the London strategic coordination center worked, and how the NCR can function as one jurisdiction during such an event. Mr. Griffin pointed out that we need to take advantage of the lessons learned from the sniper incidents regarding communications. Mr. Connolly suggested that the CAOs or Police Chiefs be asked to examine it. Chief Newhart emphasized valuable lessons were learned during the sniper incidents. It was stated that localities will be relying on the state level for support when our needs exceed our capacity. Chair Connolly suggested considering if our capacity issues can be addressed by using UASI funds. Linda Mathes inquired about the special needs issues in London. She was informed that it was identified as a problem area and is outlined in the after action report.

4. Training and Exercise Program

Description from Agenda:

The Senior Policy Group (SPG) and the Chief Administrative Officers (CAOs) have provided funding to the Exercise and Training Operations Panel (ETOP) to support training and exercise initiatives submitted by Regional Emergency Support Functions (R-ESFs) and Regional Program Working Groups (RPWGs). Chris Voss will provide a summary of training and exercise activities supported by ETOP over the past year and projected activities for the next several months. Mr. Voss will also briefly review the Emergency Management "Pocket Guide"

that is being developed for National Capital Region Officials by ETOP in coordination with the SPG and the CAOs.

Summary of Discussion:

Chris Voss described ETOP as an eight-member group established two years ago to organize and coordinate training and exercises. ETOP is planning a large functional exercise for the spring of 2007.

Chair Connolly requested that congressional staff always be invited training exercises. Mr. Voss explained that one of the goals in the five-year plan is to overlap with DOD and DHS objectives for trainings and exercises. Mr. Robertson pointed out that of the EPC's four goals, exercises and trainings a top priority. He asked how to get more top level leaders in the region to participate. Chair Connolly said there is a need for elected officials to buy in without being an impediment to getting the job done. George Vradenburg asked about coordination with the federal officials. Doug Bass stated that the Top-Off IV Exercise conducted earlier this year was a good example of coordination between federal and local officials. Mr. Voss pointed out that when issues are identified during exercises, they are provided to the responsible parties for corrective action. A continuing concern was expressed regarding coordination among the federal agencies as well as with the state and local players. Chair Connolly requested that the training schedule be shared with the EPC.

5. Non-Government Stakeholders Roundtable

Description from Agenda:

Business, non-profit, civic and educational stakeholders have played significant roles on emergency preparedness and response in the National Capital Region. Stakeholder representatives will be invited to make brief (2 to 3 minute) presentations on significant regional or local achievements that warrant attention or follow up by the EPC.

Summary of Discussion:

Chuck Bean reported that the non-profit world is looking at efforts to create greater visibility for members, and for better understanding on the part of R-ESF Chairs. He also requested that anyone knowing of additional non-profit partners to please contact him. Jim Dinigar of the Board of Trade expressed concern about vacancies in regional representation slots.

6. Urban Area Security Initiative Funding

Description from Agenda:

Urban Area Security Initiative (UASI) grants awarded by the U.S. Department of Homeland Security to the National Capital Region have funded many regional and local priorities and have leveraged additional local, state, and federal resources. Staff will summarize the status of previously awarded funds, approved 2006 grants, and the work plan and schedule for the FY07 grant cycle. Staff will also respond to congressional requests to broaden tracking of UASI funds to include other local, state, and federal resources targeted to homeland security in the National Capital Region.

Summary of Discussion

Twyla Garrett reported on behalf of the SAA. Ms. Garrett indicated that DHS will award slightly more funds for Urban Area Security Initiatives across the country in FY07 than it did in FY06. She reported that UASI for FY04 is closed at 100% expended. It was necessary to flip approximately \$3M with FY05 funds to close. The \$77 million in FY05 UASI funds that the NCR received is scheduled to close on March 31, 2007. All sub-grantees awarded FY05 UASI funds are being required to produce signed contracts, detailed schedules, and other verification documentation to the SAA for review to insure expenditure of funds by March 31, 2007. FY05 UASI funds associated with projects not performing will be considered for immediate reprogramming.

She stated that Steve Kral has been meeting with DHS to discuss the UASI application guidelines and process for FY07 and they are not expected to change much from FY06. Small committees of R-ESF and RPWG leaders will be assembled to develop proposed projects based on the priority list that will be developed by the SPG and CAOs. Ms. Garrett reported that the SAA has purchased SPARS, web-based software, to assist in tracking UASI funds.

Chair Connolly suggested bringing in elected representatives to help make decisions on initiatives. Once guidance is received from DHS for the FY07 UASI process, members of the EPC would like to be provided access to the information on the COG web site. It was recommended that the EPC, R-ESFs, and RPWGs be given a chance to comment on the package before it is approved by the CAOs/SPG and submitted to DHS. On November 18, DHS announces guidelines for FY07 UASI. There will be 90 days to prepare and submit the application to DHS. On November 9 the SPG/CAO will meet to set priorities. The application will be reviewed during the month of January before it is submitted to DHS by February 15, 2007. The timeline is subject to change.

7. Adjournment

Chair Connolly adjourned the meeting at approximately 4:15 p.m.

**NATIONAL CAPITAL REGION EMERGENCY PREPAREDNESS COUNCIL
ATTENDANCE SHEET – 10/11/06**

| <u>NAME</u> | <u>JURISDICTION/AGENCY</u> | <u>Y/N</u> | <u>ALTERNATE</u> | <u>Y/N</u> |
|---|-------------------------------|------------|---------------------|------------|
| <i>Elected Officials</i> | | | | |
| Phil Mendelson | District of Columbia | Y | | |
| Carol Schwartz | District of Columbia | N | | |
| Camille Exum | Prince George's County | Y | | |
| Robert E. Dorsey | City of Rockville | Y | | |
| Michael Knapp | Montgomery County | N | | |
| Bruce Williams | City of Takoma Park | Y | | |
| G.N. Jay Fiset | Arlington County | Y | | |
| Gerald E. Connolly, Chair | Fairfax County | Y | | |
| Joan DuBois | Fairfax County | Y | | |
| <i>COG Committee Representatives</i> | | | | |
| David Snyder | Transportation Planning Board | Y | | |
| Anthony H. Griffin | CAOs Committee | Y | Gordon Aoyagi | N |
| Stephen MacIsaac | Attorney's Committee | N | | |
| Natalie Jones Best | R-ESF 1: Transportation | N | | |
| Wanda Gibson | R-ESF 2: Communications | N | | |
| Chuck Murray | R-ESF 3: Public Works/Eng. | N | | |
| Michael Neuhard | R-ESF 4: Firefighting | Y | | |
| C. Douglas Bass | R-ESF 5: Emer. Management | Y | | |
| Linda Mathes | R-ESF 6: Mass Care | Y | | |
| Gregg Pane | R-ESF 8: Public Health | N | | |
| Jim Gorby | R-ESF 12: Energy | Y | | |
| Polly Hanson | R-ESF 13: Public Safety | N | | |
| Merni Fitzgerald | R-ESF 15: External Affairs | N | | |
| <i>State/Senior Policy Group</i> | | | | |
| Ed Reiskin | District of Columbia | Y | Barbara Childs-Pair | N |
| Dennis Schrader | State of Maryland | Y | | |
| Robert Crouch | Commonwealth of Virginia | Y | Janet Clements | N |
| <i>Departments of Transportation</i> | | | | |
| Michelle Pourciau | DDOT | Y | | |
| John Contestabile | MDOT | N | | |
| Mary Lynn Tischer | VDOT | N | | |
| <i>Federal Government</i> | | | | |
| Thomas Lockwood | DHS/NCRC | N | Ken Wall | Y |
| Vacant | US Capitol Police | | | |
| Tom Foreman | OPM | N | | |
| Vacant | GSA | | Janice Arnold | N |

| | | | | |
|----------------------------------|--------------------------------|---|---------------------------------|--------|
| Vacant | FEMA | | | |
| MG Guy Swan | Joint Force Command/NCR | Y | COL Claudio | N |
| <i>Other Stakeholders</i> | | | | |
| Chuck Bean | Non-Profit Roundtable | Y | Terry Gainer | N |
| John B. Childers | Consortium of Universities | N | | |
| Mike Maxwell | PEPCO | N | Kate Elliott | N |
| Libby Garvey | Wash. Area Boards of Education | Y | | |
| Robert Malson | D.C. Hospital Association | N | Jeff Elting | Y |
| Terri Freeman | Community Foundation | Y | | |
| Linda Mathes | Red Cross | Y | | |
| Jim Dinegar | GWBOT | Y | George Vradenburg Nancy Reed | N Y |
| Dan Tangherlini | WMATA | Y | Debbie Lipman | Y |
| Elmer Tippet, Jr. | MWAA | Y | | |
| Vacant | Citizen Corps | | | |
| Arthur Gosling | Wash. Area School Super. | N | | |
| David Robertson | MWCOG | Y | | |