

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

Meeting Minutes

Date: Wednesday, June 11, 2008

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:

- Summer schedule for CAO HSEC and EPC
- EPC appreciation to Gordon Aoyagi for his exceptional service in the NCR

Recommended Action: *Approve May 14, 2008 minutes*

Summary of Discussion:

Bruce Williams called the meeting to order in Chair Connolly's absence and new members introduced themselves. Dave Robertson, COG Executive Director gave an update on schedules and noted that the next EPC meeting is scheduled for September 10, 2008. He stated that R-ESF 15 will be brief the EPC on activities planned throughout the NCR for National Preparedness Month at the next meeting. Mr. Robertson also noted that the Emergency Preparedness Council Senior Leaders Seminar will be held on October 21, 2008 and that the last EPC meeting of the year is scheduled for November 12, 2008.

It was reported that the CAO Homeland Security Homeland Security Executive Committee (HSEC) and the Senior Policy Group (SPG) have held several meetings over the past several months and have others scheduled to identify projects for FY08 UASI funding. It is anticipated that the US Department of Homeland Security will announce the level of funding for the NCR in late July 2008. Mr. Williams also congratulated Mr. Aoyagi on his departure from Montgomery County and gave information on his celebration event and noted that everyone was invited. The May 14, 2008 minutes were approved. Next, Mr. Williams introduced the first speaker, Tony Griffin, to discuss the briefing on NCR Governance Study completed by SAIC.

2. Briefing on NCR Governance Study Completed by SAIC

Description from Agenda:

Mr. Griffin will briefly review highlights and key recommendations in the governance study for the EPC. The SPG and CAO HSEC commissioned a governance study to examine ways to improve the efficiency and effectiveness of homeland security planning and coordination activities funded through the Urban Area Security Initiative grant program.

Recommended Action: *Receive briefing on the NCR governance study and provide additional guidance to CAO HSEC and SPG.*

Summary of Discussion:

Tony Griffin, CAO, Fairfax County and Chair, CAOs Committee briefed the committee on the NCR Governance Study completed by the SAIC. This is a study that the Senior Policy Group and the CAO HSEC commissioned to look at how the two entities could better communicate and coordinate among those involved with the Urban Area Security Initiative (UASI) process and to see where they could streamline and enhance efficiency and continue to maintain the effectiveness achieved to date. The study also looked at how the State Administrative Agent (SAA) supported UASI programs, how COG is staffed to support the CAO HSEC, the various committees to include all R-ESFs, and the EPC, and how they can ensure that activities are as efficient as possible.

Science Applications International Corporation (SAIC), an international consulting firm, was awarded the contract and conducted individual and group interviews to fulfill their contractual obligation. A number of recommendations were made and considered by the SPG and the CAO HSEC. Based on the results of the study, an agreement was reached between the SPG and CAO HSEC to provide continued UASI funding to COG for Secretariat Support. Mr. Griffin noted that the study was helpful but there were recommendations that would add more layers to the current structure and that the SPG and CAO HSEC were not in favor of adding another layer. They felt it was counter productive but found the report very useful in focusing on the things where improvements could be made.

Darrell Darnell with the Senior Policy Group and the SAA gave his comment and observations and agreed that the study was useful and thanked the participants. He believes this will enhance their operation and improve their collaboration with other organizations. To smooth out the UASI process they are pre-positioning themselves to ensure they can anticipate what will be needed in the UASI process in future years. Councilman David Snyder from Falls Church asked if a copy of the study and recommendations could be found on the website and Mr. Griffin replied that the orientation of the study was for the SPG and the CAOs but not intended for wide dissemination. Mr. Snyder stated that the EPC has an interest in the recommendations and should be provided a copy of the report. Further, he requested that the EPC have further discussions on the recommendations in the report and that the EPC members be provided a copy of the report.

3. Proposed Homeland Security Strategic Plan Update and FY05, 06, 07 and 08 UASI Funding Updates

Description from Agenda:

A. An update of the NCR Homeland Security Strategic Plan is included in the 2008 EPC Work Plan. Chris Geldart has funding for the update of the NCR Homeland Security Strategic Plan included in the ONCRC budget and he would like to work with COG to identify a Management Team to include representatives from the EPC, CAOs, SPG, ONCRC, and COG to lead the update. Mr. Geldart would like approval from the EPC to move forward with COG on the update of the NCR Homeland Security Strategic Plan.

B. The EPC has requested that Charles Madden provide a quarterly update of all current and prior year Urban Area Security Initiative (UASI) grants. He provides an update on current and projected expenditures associated with FY 05, 06, and 07 UASI grants. Mr. Madden will also

review the time line for obtaining CAO and SPG approval for FY08 Project Concepts, for R-ESFs, RPWGs, and others developing them into Project Management Plans, and the award of FY08 UASI funding for approved projects.

Recommended Action: *Approve proposed update of the NCR Homeland Security Strategic Plan; receive briefing on UASI funding and time line for FY08 UASI funding process.*

Summary of Discussion:

Chris Geldart, Director Office of National Capital Region Coordination briefed the committee on the update of the NCR Homeland Security Strategic Plan and provided a handout. He reminded everyone that at the last EPC meeting he used the dashboard to show the progress the region has made in completing the work to the Strategic Plan and noted that the NCR is half way through the time allotted for the three year Strategic Plan. Mr. Geldart stated that the dashboard reflected the structure, some of the strengths, and some gaps in completing the Initiates in the Strategic Plan. He recommended that the EPC update the governance in conjunction with the re-write the current Strategic Plan. Mr. Geldart recommended that there be an NCR Strategic Plan Steering Committee established and that it be made up of a senior level group of individuals from the EPC, SPG, and CAO (possibly others) to make decisions and keep the larger groups informed of any decisions they make.

Mr. Geldart recommended that NCR Strategic Plan Work Group be identified to do the detail planning and work needed to update the Strategic Plan. He recommended that these individuals come from the Chairs of R-ESFs, RPWGs, COG, SPG Chief of Staff and the SAA. These were recommendations made to the EPC on the methodology to be used in updating the NCR Strategic Plan. Mr. Geldart noted that his office has limited budgeted resources that can be used to support the NCR Strategic Plan update. Further, he noted that needs be a discussion regarding the amount this would cost and who would provide the additional resources.

Mr. Geldart also recommended that the EPC and the NCR Strategic Plan Steering Committee identify a date when they would like Strategic Plan updated so the NCR Strategic Plan Work Group will a goal to work towards. He also requested any guidance from the EPC on forming the governance and moving forward with the update of the Strategic Plan. He suggested that the EPC provide its concurrence and any guidance the Strategic Plan update. Mr. Geldart stated that the CAO HSEC and the SPG will discuss funding for the Strategic Plan and governance at the joint CAO HSEC and SPG meeting in the next couple of weeks.

Dave Robertson, Executive Director, COG, stated that there is a high level summary document under the current Strategic Plan that should be an immediate next step. Mr. Robertson suggested providing that document to the EPC immediately. He also suggested that the NCR Strategic Plan Steering Committee include non-government representatives as well as representatives from the EPC, CAO HSEC and the SPG. He believes non-government representatives will provide a critical voice for the Steering Committee. Further, Mr. Robertson recommended that everyone familiarize themselves with the current NCR Homeland Security Strategic Plan that can be found in the EPC section of the COG website. He recommends that in the next few weeks or so the EPC, CAO HSEC, and the SPG/Steering Committee begin to outline a straw man governance to get started. The NCR Strategic Plan Work Group can develop a recommended time frame and the level of update needed to the Strategic Plan in September.

Charles Madden, Acting Chief, DC HSEMA Grants Management Office presentation focused on an update on the FY 06 and 07 UASI spending. His other focus was on the FY08 UASI grant

process. The grant process for 2008 began on February 1, 2008 when the guidelines were released by the US Department of Homeland Security (DHS). A deadline of May 1, 2008 was established by DHS to submit the application and the NCR met that deadline. In early August 2008, DHS will be making the determination on how much funding each urban area will receive. The target date for announcement of the award is August 6, 2008 and it will be a public announcement. Mr. Madden anticipates receiving the award letter in early September 2008. The CAO HSEC and the SPG will be identifying and approving projects for FY08 UASI funding. In May and June 2008 the CAO HSEC and the SPG will be reviewing the project separately to decide their recommended priorities. The first joint meeting with the CAO HSEC and SPG will be held on July 2, 2008 to discuss priorities and to determine if there are commonalities or differences. Another meeting of the CAO HSEC and the SPG is set for August 13, 2008.

4. Update on 2008 Citizen Engagement Work Plan to Include Plans for Preparedness Month - September

Description from Agenda:

Merni Fitzgerald will update the EPC on the completion status on the 2008 Citizen Engagement Work Plan on Preparedness. The EPC directed R-ESF 15 External Affairs to continue its focus on citizen outreach; incorporate preparedness message in Alert Notification Systems; continue discussions with journalists and media executives on processes for sharing information; continue to maintain Outreach Campaign web site; and develop a web portal through which members can share information.

Recommended Action: *Receive update on 2008 Citizen Engagement Work Plan to include plans for Preparedness Month and provide guidance to R-ESF 15.*

Summary of Discussion:

Merni Fitzgerald, Chair R-ESF 15 External Affairs briefed the committee on the completion status of the 2008 Citizen Engagement Work Plan on Preparedness and provided a handout for the committee. In addition to working on the Work Plan, they have been working on two initiatives that R-ESF 15 has taken the lead on that includes the initiative for the development and sustainment of a multi-year campaign to provide the public with all the information on preparedness and the initiative to identify and develop opportunities and resources for stakeholder partnership to broaden participation in public disaster preparedness.

Next Ms. Fitzgerald discussed Citizen Outreach and National Preparedness Month in September. R-ESF 15 will be compiling information on activities occurring in the NCR during National Preparedness Month. R-ESF 15 will be coordinating emergency preparedness advertising campaigns detailed in the handout. The handout also included the ad that they ran on television, radio, and internet banner ads last year. This year R-ESF 15 commissioned a new preparedness poll that was completed through a telephone survey. They will compile that information by late summer and make it available to everyone. The next part of the Work Plan is to continue to maintain and update the "Make a Plan" website. Ms. Fitzgerald stated that they are also working with R-ESF 12 to develop energy related messages when they have power outages.

5. Briefing on the Washington Metropolitan Area Transportation Operations Coordination (MATOC) Program

Description from Agenda:

The MATOC Program was established in 2007 to strengthen regional transportation operation coordination and information sharing. The establishment of the MATOC Program follows from the region's previous discussion of "CapCom" (the name was changed to MATOC due to potential trademark conflicts) as well as ongoing Capital Wireless Information Network (CapWIN). It is overseen and supported by the District of Columbia Department of Transportation (DDOT), the Maryland Department of transportation (MDOT), the Virginia Department of Transportation (VDOT), and the Washington Metropolitan Area Transit Authority (WMATA). Mr. Steeg of VDOT, the recently elected Chair of the MATOC Steering Committee, will provide a status report on the program implementation, with focus on upcoming activities.

Recommended Action: *Receive briefing and provide guidance on MATOC structure and roles.*

Summary of Discussion:

Richard W. Steeg, PE, MATOC Chair, VDOT Regional Operations Center Director briefed the committee on the MATOC program structure and role. Mr. Steeg gave the history of MATOC was originally named CapCom and the name was changed due to trademark conflicts. Mr. Steeg provided a status report on the program implementation with focus on upcoming activities.

Mr. Steeg noted that they are continuing with the development of MATOC. In 2007 a Memorandum of Understanding was developed and executed by VDOT, MDOT, WMATA and DDOT giving MATOC an official entity. They also have a funding agreement that was executed by the parties and that has allowed them to move forward. Four agencies, working with their Attorneys General, come together and had people appointed to the committee. These individuals will be finalizing the concept of operations. They will bring in a consultant for guidance and assistance.

On March 27, 2008 the entities met and transitioned from an ad hoc group of representatives to a formal organization. On May 6, 2008 they met to discuss the objectives for the organization. Mr. Steeg also read the vision statement of the organization that was provided in a handout. He also discussed the guiding principles.

6. Adjournment

NEXT MEETING SEPTEMBER 10, 2008