

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

**Date: Wednesday, September 8, 2010**

**Time: 2:00 p.m. – Arrival/Networking  
2:30 p.m. – Convene Meeting  
4:30 p.m. – Adjourn Meeting**

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

## **Meeting Notes**

### **1. Call to Order and Announcements**

#### Announcements

- National Preparedness Months Highlights – Merni Fitzgerald, Chair R-ESF 15  
Merni Fitzgerald discussed National Preparedness Month (September) activities. Based on a national Red Cross survey in 2009, 87% of the population thought that it is important to prepare for disasters, but only 57% had taken steps to prepare for a disaster.

The EPC Chairman, Frank Principi was on NBC4's Viewpoint talk show, and among other things, talked about National Preparedness Month. The Governors, Mayors and Chairman have prepared and issued proclamations recognizing National Preparedness Month. Public Information Officers are working with the media to get out the word that this is National Preparedness Month. Information on National Preparedness Month is available on social media sites. R-ESF 15 has developed a calendar of activities and incorporated them into a year-round preparedness information and education program for all hazards with a focus on individual basis this year. Individuals and families need to be prepared and have emergency plans.

The office of National Capital Region Coordination, FEMA is providing a National Preparedness Road show to federal departments and agencies on a request basis. FEMA recently announced the winners of the 2010 National Citizen Corps Achievement Award and the volunteer immigration award is going to the District of Columbia Citizen Corps Council.

- It was proposed that the EPC November 10 meeting be rescheduled because the EPC SLS is being held on November 8, 2010. After discussion, the EPC voted and agreed that the November 10<sup>th</sup> date for the next EPC meeting will remain the same.
- The meeting minutes from the previous EPC meeting were approved by the EPC.

### **2. Approval of NCR Homeland Security Plan Update**

### Description from Agenda:

The Emergency Preparedness Council received the Draft Strategic Plan from the Senior Policy Group and Chief Administrative Officers Homeland Security Executive Committee on August 2 requesting final comments and approval. This document updates the Strategic Plan first adopted in 2006, reflecting the EPC's guidance over the last 18 months to develop a Plan that prioritizes the capabilities that the National Capital Region will address collaboratively. The Plan reflects input from the EPC Workshop in May and has been vetted by first responders, health experts, local and state technology officers, chief administrative officers, emergency managers, homeland security advisors, and many others. Ms. Coyner and Chairman Principi will review the updated plan. The recommended action is to approve the updated NCR Homeland Security Strategic Plan.

### Summary of Discussion:

Chair Principi began the discussion by stating that he recommended approval of the 2010 NCR Homeland Security Strategic Plan. He reminded everyone that this is an update of the 2006 Strategic Plan and it includes 4 primary goals, 16 very specific objectives and 37 very discrete initiatives. He noted that the document had been emailed to all members. Mr. Principi indicated that several hundred people had fingerprints on this plan, that feedback from the breakout sessions from the last EPC meeting where the Draft Strategic Plan was reviewed was very positive, and that recommendations from those sessions have been incorporated into the Strategic Plan.

Kelley Coyner noted that subsequent to the last EPC meeting, the Senior Policy Group and the CAOs reviewed the draft Strategic Plan and provided comments. In some cases, subject matter experts were contacted to provide more detail to address comments. There were basically two groups of changes to the Strategic Plan between May and September. The first group of changes were related to Goal 2 and the specifics of how the associated issues were addressed. It was necessary to rework the structure of that goal and make it more communicable and easier to understand by outside and inside parties. The second group of changes included the need to be further condensed from the large number of initiatives down to the 37 that are now incorporated into the Strategic Plan.

Implementation of the Strategic Plan was discussed to include the setting of priorities, implementation programs to include Investment Plans, and assessing progress through a performance management plan. A copy of the Strategic Plan timeline and a draft copy of the Strategic Plan was included in the handout package.

A motion was made and seconded and the updated Strategic Plan was approved by the EPC.

### **3. UASI Funding Updates**

#### Description from Agenda:

The EPC has requested that it receive updates at each meeting on all current and prior year Urban Area Security Initiative (UASI) grants. Mr. Fitzsimmons will provide an update on current and projected expenditures associated with FY07 (closeout), FY08 and FY09 UASI grants. He will update the EPC on the projected timeline for receipt of FY10 UASI funding, approved projects, and award of grants to R-ESFs, RPWGs and others. The recommended action is to receive funding updates.

#### Summary of Discussion:

Tim Fitzsimmons reported that the FY07 UASI period of performance expired June 30, 2010 and that the Liquidation is to be completed by September 30, 2010. The FY07 UASI award was for \$61.65M and currently the FY07 grant is 97% expended. The remaining amounts will be taken care of in final liquidation (primarily DC agency close-out). No new requests for reimbursement will be considered. All sub-grantees have been notified. The SSA is processing sub-grant close-out paperwork for all FY07 sub-grantees. The FY07 UASI spending status is 0% on order, 3% obligated, 5% invoiced and 92% completed.

He reported that the FY08 UASI period of performance expires August 31, 2011. The FY08 UASI award was for \$59.8M and it is currently 33% expended. The original period of performance (internal) for FY08 sub-grants expired August 31, 2010. Sub-grant expenditure plans are now in NCRGMS. The FY08 UASI spending status is 3% on order, 3% invoiced, 64% obligated and 30% completed.

Mr. Fitzsimmons noted that the period of performance for the FY09 UASI grant goes from August 01, 2008 through July 31, 2012. The FY08 UASI award was for \$58,006,500. Sub-grantees received a period of performance of two full years from the date of award provided that their PMP's were submitted on time. The FY08 UASI grant is 3% expended. Since August 01, 2010, the SAA has processed approximately \$650,000 of FY09 reimbursement requests. FY09 UASI spending status is 12% on order, 1% invoiced, 85% obligated and 2% completed.

He indicated that the FY10 UASI grant allocation was for \$59,392,477. The SAA expects to receive the FY 2010 UASI award in mid-September 2010. All project funds have already been allocated, and all prospective sub-grantees have already submitted Project Management Plans to the SAA. The SAA will issue sub-grant awards no later than 45 days after receiving the award letter from FEMA, but the goal is to have all sub-grants issued much sooner.

#### **4. Summer Storms and Hurricane Season Updates**

##### Description from Agenda:

Chris Strong will provide an update on the severe summer storms that have impacted the National Capital Region and the forecast for the remainder of the summer. He will also provide an update on hurricane season to-date, along with the forecast for the remainder of hurricane season. Chuck Crisostomo will provide an update on the summer storms that impacted the National Capital Region especially Montgomery County. The recommended action is to receive storm and hurricane season updates.

##### Summary of Discussion:

Chris Strong and Chuck Crisostomo reported that Montgomery County encountered a severe thunderstorm on July 25, 2010 with straight line winds estimated at 60-70 mph. The 15 minute storm affected the entire county and included extensive tree damage. The tree damage caused electrical power outages to 79% of PEPCO customers and 270 traffic signals. Many businesses remained closed on Monday, July 26, 2010 because of a lack of electrical power. The most significant concern was the extensive loss of electrical power for critical infrastructure. The Montgomery County Emergency Operations Center was activated to Level II at 5:00 a.m. on Monday, July 26<sup>th</sup> and remained activated for three days. The county agencies responded

immediately or at least within 12 hours but some of the 239,000 utility customers remained without electrical power for up to five days. The after action report for the Summer Storm that impacted Montgomery County will address the following areas:

- The need for PEPCO to better protect their electrical power delivery infrastructure;
- The need for improved coordination between electrical power utility and county debris clearing crews;
- The need to review the damage assessment procedures when the majority of physical damage is to a private utility agency that results in secondary losses during prolonged outages; and
- The need for better situational awareness between utilities and government that can be shared through the use of GIS.

The 2010 hurricane season is forecast to be active for the Atlantic Ocean. This increases the odds of remnant storms impacting the National Capital Region. The region should be prepared for tropical storms that may result in the following conditions:

- Rain resulting in flooding – typically the biggest threat;
- Tidal flooding;
- Winds – mainly for storms that make landfall nearby with a path near the NCR; and
- Tornados.

Hurricane Earl was a Category 4 Hurricane and it was the first major tropical storm threat of 2010 for the region. The core of hurricane season for the region is mid August to mid October. Although Hurricane Earl was 100 miles east of the Atlantic coastline at its closest point, it battered the coast with waves and erosion. There will likely be more tropical events for the NCR this year and everyone should have a reliable source of information so that they respond as necessary to any storm that may impact the region.

## **5. NCR Regional Emergency Coordinate Plan Update**

### Description from Agenda:

The NCR Emergency Preparedness Council (EPC) included an update of the Regional Emergency Coordination Plan (RECP) in its 2010 Work Plan. The RECP was approved on September 11, 2002 and has not been updated since that time. The EPC requested that the Emergency Managers Committee complete a limited update of the document this year. The Emergency Managers Committee assigned the task to Jack Brown, Chair of the Emergency Managers Planning Subcommittee. Mr. Brown will brief the Chief Administrative Officers on the status of the update of the Regional Emergency Coordination Plan. The recommended action is to receive the briefing by Jack Brown on the updating of the NCR Regional Emergency Coordination Plan and to provide additional guidance as deemed appropriate.

### Summary of Discussion:

Jack Brown briefed the EPC on the update of the Regional Emergency Coordination Plan (RECP) which was initially approved by EPC on September 11, 2002. He noted that the RECP remains basically the same as the original document. Highlights of the update of the RECP focused on the items provided below:

- Emphasis on coordination not command; Terminology updated to reflect the National Response Framework ;
- Technology reflecting current systems and practices;

- First Hour checklist added to the base plan;
- Base plan condensed and duplicated language eliminated;
- 16 RESFs – same structure, minor revisions made to reflect current practices;
- Annexes – detailed information on specific topics to include business continuity;
- Credentialing, and evacuation; and
- Appendices – definitions and acronyms, agreements, authorities, references liability and indemnification.

Chairman Principi and others expressed their appreciation and thanked Mr. Brown and the Emergency Managers Committee for updating the RECP. They were very supportive of the collaborative effort that involved all the R-ESFs. Mr. Brown noted that the RECP update is complete with the exception of a couple of the R-ESF updates. Mr. Brown requested that the RECP be approved as a living document so that final and future updates can be made by the Emergency Managers Committee and they can inform the EPC of such updates. Mr. Principi requested and received a motion.

A motion was made and seconded and the updated RECP was approved by the EPC as a living document.

## **6. ADJOURNMENT**

Chair Principi asked the membership if there were any further topics for discussion. There were none. He requested and received a motion to adjourn the meeting. A motion was made seconded and approved and the meeting was adjourned at approximately 4:15 p.m.

**The next scheduled meeting date is November 10, 2010**

**NATIONAL CAPITAL REGION EMERGENCY PREPAREDNESS COUNCIL  
MEMBERSHIP ROSTER - 2010**

<u>NAME</u>	<u>JURISDICTION/AGENCY</u>	<u>Y/N</u>	<u>ALTERNATE</u>	<u>Y/N</u>
<b><i>Elected Officials</i></b>				
Phil Mendelson	District of Columbia	N		
VACANT	District of Columbia			
Phil Andrews, <b>Vice Chair</b>	Montgomery County	Y		
Camille Exum	Prince George's County	N		
Michael Knapp	Montgomery County	N		
Bruce Williams	City of Takoma Park	Y		
Mary Hynes	Arlington County	Y		
Frank Principi, <b>Chair</b>	Prince William County	Y		
John Foust	Fairfax County	Y		
<b><i>Committee Representatives</i></b>				
David Snyder	Transportation Planning Board	N		
Anthony H. Griffin	CAOs Committee	Y		
Stephen MacIsaac	Attorney's Committee	N		
Earl Lewis	R-ESF 1: Transportation	Y		
Mark Miller (Co-chairs)		N		
Dale Spangenberg	R-ESF 2: Communications	N	Tanya Gott	N
Chuck Murray	R-ESF 3: Public Works/Eng.	N		
Kevin McGee	R-ESF 4, 9 & 10: Firefighting, MMRS	N	Jim Schwartz	Y
Mark Penn	R-ESF 5: Emer. Management	N	Jack Brown	Y
Linda Mathes	R-ESF 6: Mass Care	Y	Russell Gardner	N
Cathy Muse	R-ESF 7: Logistics Mgmt. & Resources Support	N		
Pierre Vigilance	R-ESF 8: Public Health	N	Vacant	
Linda Mathes	R-ESF 11: Food & Agriculture	Y	Russell Gardner	N
Jim Gorby	R-ESF 12: Energy	N		
Stephen Holl	R-ESF 13: Law Enforcement	Y	David Rohrer	N
Vacant	R-ESF 14: Long Term Recovery	Y		
Merni Fitzgerald	R-ESF 15: External Affairs	Y		
Mary Foley and Regina Moran (Co-chairs)	R-ESF 16: Volunteer & Donation Management	Y		
		N		
<b><i>Regional Program Working Group</i></b>				
Kevin Wood	RPWG-CIP	N		
Paul Hajek	RPWG-ETOP	Y		
John Donohue	RPWG-Health	Y	Zachary Corrigan Michael Peters	N N
Chuck Bean	RPWG-Human Services	N		
John Green and Ray Lehr (co-chairs)	RPWG-Interoperability	N N		
<b><i>State/Senior Policy Group</i></b>				
Yi-Ru Chen	District of Columbia	N		
Millicent West		Y		
Andrew Lauland	State of Maryland	N		
Richard Muth		N		
Terrie L Suit	Commonwealth of Virginia	Y		
Michael Cline		Y		
Steward Beckham	The Office of NCRC	Y	Ken Wall	Y

**NATIONAL CAPITAL REGION EMERGENCY PREPAREDNESS COUNCIL  
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<i>Departments of Transportation</i>				
Gabe Klein	DDOT	N	Natalie Jones-Best	N
Michael Fischer	MDOT	Y		
Mary Lynn Tischer	VDOT	N		
<i>Federal Government</i>				
Robert Young	US Capitol Police	Y		
CAPT. Mark P. O'Malley	U.S. Coast Guard	Y	Lt. Thomas P. Hrynyshyn	N
Dean Hunter	OPM	N	Dwayne Butler	Y
Kathy Montgomery	GSA	N	Janice Arnold	N
Robert Welch	FEMA Region III	N		
MG Karl E. Horst	Joint Force Command/NCR	N	Egon Hawrylak Arnaldo Claudio	Y Y
<i>Other Stakeholders</i>				
Chuck Bean	Non-Profit Roundtable	N		
John B. Childers	Consortium of Universities	N		
Mike Maxwell	PEPCO	N	George Gascer	N
Libby Garvey	Wash. Area Boards of Education	N		
Robert Malson	D.C. Hospital Association	N		
Terri Freeman	Community Foundation	N		
Linda Mathes	Red Cross	Y	Joseph Sciuto	Y
Jim Dinegar	GWBOT	N		
Richard Sarles (Acting GM)	WMATA	N	Steve Kral	N
Elmer Tippet, Jr.	MWAA	N		
Arthur Gosling	Wash. Area School Super.	Y		
William Hanbury	United Way	N		
David Robertson	MWCOG	Y	Dave McMillion	Y

Last Updated: September 8, 2010

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 Training Center (1st Floor)

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