

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

**Meeting Minutes**

**Date: Wednesday, April 11, 2007**

**Time 2:00 PM – 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, Introductions, Announcements and Approval of Minutes**

**Description from Agenda:**

**Announcements**

Meeting schedule for balance of 2007  
Mutual aid operations plans  
Outdoor warning systems pilot  
Planning for September 2007 Preparedness Month  
New Senior Policy Group representatives  
March/Mayor and Governors meeting outcomes  
DHS/ONCRC update

**Recommended Action: *Approve January 10, 2007 minutes***

**Summary of Discussion:**

Chair Connolly called the meeting to order and welcomed everyone. He requested and received a motion to approve the January 10, 2007 minutes. The motion was seconded and approved. He introduced the first speaker, Dr. Garrett, to discuss the NCR Hazard Identification and Risk Assessment (HIRA).

**2. NCR Hazard Identification and Risk Assessment**

**Description from Agenda:**

Dr. Garrett will brief the EPC on the Hazard Identification and Risk Assessment (HIRA) completed for the National Capital Region. The HIRA was identified in the Homeland Security Strategic Plan, Emergency Management Accreditation Program Assessment, and the DHS Plan Review. The HIRA is a strategic analysis of the hazards that have the potential to significantly impact regional continuity in the National Capital Region. It assesses the region's vulnerabilities to natural and human caused hazards, considers potential consequences for people and regional infrastructure and recommends strategies for dealing with them.

**Recommended Action: *Receive briefing and discuss next steps***

**Summary of Discussion:**

Dr. Twyla Garrett, Project Manager, DC Homeland Security and Emergency Management Agency stated that she was representing Steve Kral, Vernon Herron and the HIRA Team led by Bob Crouch. She stated that she will brief the committee on the deliverables provided based on the COG HIRA contract that was coordinated by Calvin Smith and COG Staff. The final set of deliverables has been provided to COG and you can e-mail Calvin at [csmith@mwkog.org](mailto:csmith@mwkog.org) for a copy of this "For Official Use Only" document. Dr. Garrett reviewed the road map for the development of the HIRA and the next steps. She provided a handout to the committee that included an outline of the HIRA and NCR CIP Strategy, and she briefly discussed the critical infrastructure protection strategy. Dr. Garrett noted that the final deliverable for the NCR was a little over 927 pages and it is available on CD. She stated that the EPC will be provided with copies of the Executive Summary and that the HIRA Team will be working with Mernie Fitzgerald who leads the R-ESF#15 to develop talking points to go along with the Executive Summary.

Dr. Garrett discussed the methodology used to develop the HIRA. She stated that they had planned to use spontaneous analysis but after meeting with DHS they learned that this was not possible. DHS did not have enough current data available for them to make a determination of what happens so they had to come up with another route. They ended up using an objective model that was approved by DHS. They have listed the critical assets. They have further narrowed them down to the top six most vulnerable assets. They completed a risk assessment for the region after defining regional continuity. Initially, people were stuck on that definition because they were looking at things from a jurisdictional perspective rather than a regional standpoint.

Dr. Garrett stated that the Executive Summary will be used to get all the people on the same page about what to do and what not to do. She noted that they provided an outline when they turned the deliverables over to the SPG and the CAOs on March 29, 2007. They had a facilitated session to review the results and to identify current and future actions. The HIRA was correlated to the NCR Homeland Security Strategic Plan because they wanted to make sure that the documents were mutually supporting. It was noted that the SPG and the CAOs were encouraged to consider a cross walk between the strengths and weaknesses in the Target Capabilities that were a priority last year and where they stand today. This will allow the SPG and the CAOs to close the gaps when they look at UASI funding for FY07. It will make sure that the SPG and CAOs have a mini GAP analysis prepared between now and when the decisions are made on the project plans for FY07 UASI in May and June.

Dr. Garrett stated that the SPG and the CAOs want to make sure that the HIRA is a living document and that it is updated periodically, something similar to the Strategic Plan that is updated every three years or more frequently as necessary. The Chair asked who is responsible for updating the document and Dr. Garrett responded that the document belongs to the SPG and the CAOs and that most likely the responsibility for updating the HIRA will come back to the SAA in coordination with COG. Dr. Garrett summarized by stating that the purpose of this project was to develop a HIRA, to develop a strategy outline to look at critical infrastructure, and to develop a data map.

Dr. Garrett stated that the HIRA and the data map have been delivered and the GIS and CIO's Committees are working to make sure that the data map is available to those who need it throughout the region. The strategy outline to look at critical infrastructure provided best

practices and complimented the HIRA by providing bench marking for what is happening in the District of Columbia, Maryland, and Virginia.

### **3. Quarterly Strategic Plan Review and DHS Target Capabilities**

#### **Description from Agenda:**

The EPC adopted the National Capital Region Homeland Security Strategic Plan in late 2006 and agreed to review the plan quarterly to measure progress on implementation. DHS requires the National Capital Region to track its level of readiness in regard to the 37 Target Capabilities. Mr. Boyer will brief the EPC on plan implementation, including the 30 approved initiatives and readiness in regard to the DHS Target Capabilities List using “dashboards” that have been developed to track each of these items.

**Recommended Action:** *Review strategic plan and DHS target capabilities list and provide additional direction on implementation*

#### **Summary of Discussion:**

Mark Boyer, Chief of Staff, Senior Policy Group led this discussion. He noted that the EPC adopted the plan last September and that they made a commitment to review the status of implementation at each meeting. Mr. Boyer stated the NCR had made a commitment to implement the Strategic Plan. He noted that we can anticipate a request from Congress for an update on the Strategic Plan in late spring or early summer and that we already have an invitation from the GAO to give them an update on June 6, 2007. The GAO is trying to answer several questions such as are we safer now that we were prior to September 11<sup>th</sup> and how are we doing on achieving our Strategic Plan initiatives. The NCR has contracted Booze Allen Hamilton (BAH) and they have been performing an assessment of how we are doing in achieving the criteria in the 37 DHS Target Capabilities and the 30 Initiatives in the Strategic Plan. They have developed a tool so we can see where we are in the region in regard to those two elements.

Mr. Boyer introduced Heather Balsley from BAH to lead the discussion on the Dashboard developed by BAH to provide snap shops in each area. Ms. Balsley used a spreadsheet to further explain the Dashboard. The purpose of the Dashboard is to provide more informed and objective assessments of the NCR’s emergency preparedness status. The Dashboard tracks the conditions of each of the 30 Initiatives in the NCR Homeland Security Strategic Plan and the 37 DHS Target Capabilities using several information sources such as preparedness and performance, risk assessment, EMAP assessment, and the nationwide plan review. The Dashboard has not been updated because they do not have the data to update it.

The next step is to update the milestones with the changes. It was noted that they have not had an opportunity to obtain the information to update the milestones. They have a meeting on Friday, April 13, 2007 to update the milestones. The chair stated that if this information is on the website at present, the EPC wanted a disclaimer on it explaining why it is not updated. The response was that only the Strategic Plan is on the website.

### **4. Urban Area Work Group – FY 2005 and 2006 UASI status and FY 2007 UASI Application**

#### **Description from Agenda:**

The EPC will be briefed on the status of the FY 2005 and 2006 UASI grants and the FY 2007 UASI grant application submitted to DHS. The FY 2005 UASI grant was scheduled to end on March 31, 2007. DHS recently extended the 2005 UASI grant for one year but the region has continued to focus on meeting the March 31, 2007 deadline to the maximum extent feasible. The FY 2007 UASI grant application was submitted to DHS April 5, 2007 following extensive review. The application included eight investments that totaled more than \$140 million.

**Recommended Action:** *Receive briefing and refer to R-ESF 15 for follow-up.*

**Summary of Discussion:**

Dr. Twyla Garrett, Project Manager, DC Homeland Security and Emergency Management Agency began the discussion by stating that the SAA recently submitted the UASI grant application to DHS for FY07 for a little over \$150M. She also discussed FY05 projects and noted that they had received a grant extension of one year for the FY05 UASI grant. Instead of the grant dying on March 31, 2007, it now dies on March 31, 2008. She noted that the grant extension was only given on a case by case basis. Most of the grantees were held to the March 31, 2007 schedule. The SAA has processed \$57 million in expenditures and has an additional \$4 million on hand to be processed. A total of \$61 million of the \$77 million has been expended. Dr. Garrett stated that there are some projects that will require extension based upon vendor circumstances. She noted that some vendors in Prince George's County are not cooperating but they are working through those issues. Dr. Garrett stated that grant extensions to September 30, 2007 will be issued for the \$16 million that has not been expended. She noted that they will need additional funding from FY05 to cover the additional cost needed for the HIRA. The SAA gave out 47 grants in FY 05 and only 11 are still outstanding. They are only allowing extensions of FY05 funds through September 30, 2007. At that time they will move into a liquidation period.

Last week, the SAA submitted \$150 million in project plans to DHS for FY07. The application included eight investments with one of them being a bonus project. Maintenance requests are included in the bonus project. The bonus project includes the police chief's lynx project that is being managed by Montgomery County. They had several meetings with the Police Chiefs in Baltimore and Hampton Roads on the lynx project and they mutually agreed to submit the bonus package. The bonus package will give the applicants a 5% bonus on their final application score to DHS. The bonus package that they submitted was for \$2.4 million and that will cover the cost of hardware and software for the lynx project from Baltimore to Hampton Roads. The NCR is requesting a little over \$6 million to finish the lynx project in the region.

In FY06, the NCR required a little more than \$6 million for maintenance costs. That number has almost doubled for FY07. This is based on a review of maintenance needs for projects that were completed last year. To maintain and sustain the capability that is currently being fielded in the NCR, it will cost approximately \$23 million for two years.

**5. NCPC Railroad Realignment Feasibility Study**

**Description from Agenda:**

The National Capital Planning Commission (NCPC) will brief the EPC on the results of the Railroad Realignment Feasibility Study identifying alternative corridors to transport hazardous materials by rail. NCPC is in the process of briefing various groups throughout the region on this study prior to considering next steps.

**Recommended Action:** *Receive briefing*

**Summary of Discussion:**

Bill Dowd, Director, Plan and Project Implementation, National Capital Planning Commission began the discussion by providing a handout of the Freight Railroad Realignment Feasibility Study-Draft Findings. He noted that IM, TPB, DC, MD, and VA supported the feasibility study and that it was funded by a FY05 UASI Grant. It was coordinated with key regional stakeholders and federal agencies by the consultant. The rail line issues are the potential security issues associated with hazardous materials traveling within close proximity to federal buildings and populated residential areas; the sharing of track between freight and passenger services that affects the flow of traffic where single tracking is required; and clearance limitations and single tracking through the Virginia Avenue Tunnel. Key findings of the study included removing freight from the railroad (monumental core) and that greatly reduced the security risks of transporting freight through the region. Viable alternative railroad alignments such as Eastern, Dahlgren, DC Tunnel and Eastern, and Indian Head were identified. They require further study. It was stated that realigning the freight rail would provide benefits to the transportation network in the region and east coast. The total benefits of realignment would be greater than the costs.

The next steps beyond the study are to develop a funding strategy that considers the complexities of each alternative including sharing public and private costs, capturing the benefits to offset the costs, identify availability of appropriate security and transportation funding. The remaining next step is to prepare an environmental impact statement and identify preferred alternatives including the identification of necessary mitigation for project related impacts.

**6. Senior Leader Seminar**

**Description from Agenda:**

The EPC requested that a Senior Leaders Seminar tabletop exercise be developed in accordance with the 2007 EPC work plan. Mr. Aoyagi and Mr. Voss will brief the EPC on the concept for the tabletop exercise proposed for September 2007. This would be one of the major events conducted in National Capital Region during National Preparedness Month. An exercise design team has been organized to work with the selected contractor to develop the tabletop exercise.

**Recommended Action:** *Receive briefing and approve proposed tabletop exercise.*

**Summary of Discussion:**

Chris Voss led this discussion on the EPC Exercise Briefing. He noted that the exercise team consisted of representatives from the EPC- Gordon Aoyagi, COG - Dave McMillion, ETOP/DC – Jamie Quarrelles, ETOP/MD – Christina Crue, ETOP/VA - Lucia Schmit, and ETOP/Fairfax – David DiCola. COG is supporting exercise logistics including location, registration, invitations and on-site audio/visual. Their goal is to engage all members in the exercise, to identify regional issues and to gain an understanding of the roles and responsibilities of the sectors represented in the EPC regarding response and recovery to a regional emergency. Mr. Aoyagi discussed the proposed Exercise Design and provided a handout. The exercise should be a large scale incident impacting an area outside the NCR causing an influx of people, a need for coordinated operations and public information to be disbursed. Game periods would include the response and recovery and the participants will discuss critical regional issues in breakout sessions for presentation to the larger group.

Their next steps are to create a task order, develop a project timeline including initial and final planning meetings, finalize an exercise date, scenario and exercise location.

#### 7. Information Sharing and New Business

Chairman Connolly invited members to share information or recommended topics for the next meeting. It was reported that Arlington County and the City of Alexandria now have the outdoor warning system pilot program in place. The horn design and mountings can be seen at the following locations: Arlington at Fort Meyer and Wilson Avenue, N. Moore Street and 19<sup>th</sup> Street, S. Hayes Street and 12<sup>th</sup> Street South, Clarendon Boulevard and Edgewood Street, Virginia Highlands Park – Pentagon, City/Aurora Hills, and 14<sup>th</sup> Street and N. Courthouse

#### 8. Adjournment

The EPC is scheduled to meet quarterly, with additional meetings on an as needed basis. The next scheduled meeting is July 11, 2007, 2:00 pm to 4:15 pm. Chairman Connolly adjourned the meeting at approximately 4:15 PM.

<u>NAME</u>	<u>JURISDICTION/AGENCY</u>	<u>Y/N</u>	<u>ALTERNATE</u>	<u>Y/N</u>
<i><b>Elected Officials</b></i>				
Phil Mendelson	District of Columbia			
Carol Schwartz	District of Columbia	X		
Camille Exum	Prince George's County			
Robert E. Dorsey	City of Rockville			
Michael Knapp	Montgomery County			
Bruce Williams	City of Takoma Park	X		
G.N. Jay Fiset	Arlington County	X		
Gerald E. Connolly, Chair	Fairfax County	X		
Joan DuBois	Fairfax County			
<i><b>COG Committee Representatives</b></i>				
David Snyder	Transportation Planning Board			
Anthony H. Griffin	CAOs Committee	X	Gordon Aoyagi	X
Stephen MacIsaac	Attorney's Committee	X		
Natalie Jones Best	R-ESF 1: Transportation			
Wanda Gibson	R-ESF 2: Communications	X		
Chuck Murray	R-ESF 3: Public Works/Eng.			
Jim Schwartz	R-ESF 4: Firefighting	X		
C. Douglas Bass	R-ESF 5: Emer. Management			
Linda Mathes	R-ESF 6: Mass Care			
Donald Shell	R-ESF 8: Public Health			
Jim Gorby	R-ESF 12: Energy	X		
Tom Manger	R-ESF 13: Law Enforcement			
Merni Fitzgerald	R-ESF 15: External Affairs	X		

<i>State/Senior Policy Group</i>				
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Last Updated: 7/2/2007 3:12 PM

NCR - EPC

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