

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

Date: Wednesday, March 10, 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**

DRAFT AGENDA

1. Call to Order and Announcements

Announcements

- Introduction of New Members. Chair Principi asked the EPC member to introduce themselves and to give their organization.
- Revised 2010 Meeting Schedule. Chair Principi discussed the revised EPC meeting schedule for the remainder of the year. There are three remaining meetings for the EPC, May 12, September 8 and November 10, 2010. The EPC Annual Senior Leaders Seminar is tentatively scheduled for October. The date and location will be determined at a later date.
- Regional Haiti Response. Linda Mathes, President of National Capital Area American Red Cross reported that the relief effort was ongoing. She indicated that donations for the Haiti relief response had been significant and that she would be happy to provide more details to anyone interested after the meeting.

2. National Capital Region Emergency Preparedness Council

Description from Agenda:

Because of its structure and composition, the Emergency Preparedness Council (EPC) experiences periodic turnover among its members. Chairman Principi has recommended staff lead a “101” discussion on the roles and responsibilities of the EPC and associated organizations as well as the Regional Emergency Support Functions (R-ESFs) and Regional Program Working Groups (RPWGs) that will result in a better informed membership.

Summary of Discussion:

David Robertson lead a “101” discussion on the roles and responsibilities of the EPC and other organizations in the region that was provided to all members in a handout. The EPC is made up of elected officials two each from the District of Columbia, the State of Maryland, and the

Commonwealth of Virginia, COG professional and technical committee chairs of CAO, Regional Emergency Support Functions and Regional Program Working Groups to include police chiefs, public health officers, emergency management administrators and representatives of homeland security, emergency management services, transportation and non profit and business communities. The EPC is an NCR advisory body that focuses on emergency planning, preparedness, response and recovery. It is an excellent forum for information exchange, advocacy and policy guidance to public and private sector stakeholders and first-responder agencies.

3. EPC Focus and Priorities for 2010

Description from Agenda:

PRIORITY 1: National Capital Region Homeland Security Strategic Plan

PRIORITY 2: Update of Local Plans and the Regional Emergency Coordination Plan

PRIORITY 3: Emergency Preparedness Council Senior Leader Seminar 2010

PRIORITY 4: Community Awareness, Alert and Public Information

PRIORITY 5: Urban Area Work Group and Regional Coordination

Staff will highlight EPC accomplishments for 2009 and recommended priorities for 2010. Chairman Principi will invite comments and additional suggestions from EPC members.

Summary of Discussion:

Priority 1: National Capital Region Homeland Security Strategic Plan.

The EPC approved the strategic plan on September 13, 2006 and since the approval the CAO and the Senior Policy Group have been working to address the 30 initiatives in the plan. In 2009 the SPG and CAO HSEC identified funding to update the NCR Homeland Security Strategic Plan. A contract was awarded to the University of Maryland to support the SPG and CAO HSEC in updating the plan. The update is currently in process.

As the custodian of the strategic plan, the EPC will continue to guide, review and oversee the process for completing the initiatives in the plan. The SPG and CAO HSEC will continue to provide updates on the completion of the 30 initiatives using the dashboard. One update of the strategic plan dashboard is required for 2010. The EPC has requested that the SPG and the CAO HSEC provide leadership for the strategic plan update and provide quarterly reports until its completion. The plan should reflect the region's updated priorities, be capabilities-based and reflect the gaps in the NCR as identified in the region's FY 2010 UASI priority setting process. The update to the plan will be reviewed by the R-ESFs, RPWGs, SPG, CAO HSEC and the EPC.

Priority 2: Update of Local Plans and the Regional Emergency Coordination Plan.

During FY06 the Emergency Managers Committee identified the need for funding to update local emergency operations plans including RECP. The RECP is outdated and does not adequately address communications and coordination challenges regionally. The EPC requested the SPG and the CAOs provide quarterly in process reviews of the planning project that included a review of what has been completed to date against the timeline, what is planned for the next quarter and the timeline for completing the remaining tasks.

The EPC, SPG and the CAOs requested the Emergency Managers Committee to use the planning funds available to hire a consultant to update and revise the RECP to address the observations

found during the 2009 Senior Leaders Seminar. The EPC will provide guidance for additional training and preparedness exercises. ETOP is requested to provide the EPC with a briefing on regional training and exercise activities at least every six months. The EPC requested COG to continue to work with partners in the NCR to ensure RICCS availability 24 hours a day. COG is also requested to periodically test, review activations and address any reported concerns of RICCS.

Priority 3: Emergency Preparedness Council Senior Leaders Seminar 2010.

The EPC provided guidance to ETOP to plan, conduct and evaluate the result of Senior Leaders Seminar 2010 tentatively scheduled for October. The date and location will be determined at a later date. The Senior Leader Seminar 2010 should further develop and clarify the private sector role. This should include necessary coordination with the State of Maryland, the Commonwealth of Virginia, and the District of Columbia, as well as the Federal Emergency Management Agency. The seminar should also demonstrate how the region develops a common message and communicates with the public and media in recovering from a disaster using a consistent message. The focus will be on the coordination in place to ensure one message with many voices. An after action report/corrective action plan will be prepared subsequent to the Senior Leaders Seminar 2010 highlighting lessons learned and the recommendations to correct any shortcomings. The EPC should be briefed quarterly on the Senior Leaders Seminar for 2010.

Priority 4: Community Awareness, Alert and Public Information

The joint information plan for the region should include monitoring social media channels and updating communication skills to utilize social media channels. Partners will be encouraged to develop additional disaster preparedness techniques.

R-ESFs 15 and 5 will work closely to condense pertinent information into readable and friendly language using risk communication methods to provide to individuals registered to receive NCR text alert systems. They will develop an improved alert and warning capability for localities in the NCR. The four key element in creating a quality Alert and Warning Capability are collaboration and consensus, existing infrastructure assessment, interoperability and integration, and education and awareness.

Priority 5: Urban Area Work Group and Regional Coordination

The EPC will continue to work closely with the SPG, the CAO and the NCR to oversee preparedness while strengthening the process to enhance regional coordination by advocating for additional resources. The EPC will work with NCRC, the JFHQ-NCR, the NCR congressional delegation and senior representatives of federal agencies to improve federal regional coordination during emergency preparedness, response and recovery.

A motion was made for approval of the 2010 Priorities. It was seconded and approved.

4. 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, FY08 and FY09 UASI grants. He will update the EPC on the NCR application to include projected time line for FY10 UASI funding.

Summary of Discussion:

Mr. Tim Fitzsimmons, Chief, DC HSEMA Grants Management Office used a handout that he provided to update the EPC on UASI funding. The NCR was awarded \$61.65M in FY07 UASI funds and the period of performance ends on June 30, 2010. The grant is currently 68% expended. The NCR has \$18M to be expended before the grant ends on June 30, 2010. This is similar to last year condition for the FY06 UASI funds in which 70% of the expenditure occurred in the last year of the grant. FY04 through FY07 the SAA returned less than 1% of UASI awards as unexpended and they anticipate the same expenditure level for FY07. The SAA staff is contacting project managers to determine if they have any unspent balances, and if so, that they will be returning them so that they can be reprogrammed for other project expenditures. Sub-grantees are being requested to submit reimbursement requests in a timely manner so the SAA can process them.

The NCR was awarded \$59.8M in UASI funds for FY08 and the period of performance ends on August 31, 2011. The FY08 grant is 15% expended. Past history shows that at the end of project year two (SPG/CAOs internal suspense) which is in August, approximately 30% of the year is expended. The NCR appears to be on target. The SAA anticipates that several extensions of sub-grants will be requested to the SPG/CAOs internal suspense. Request for extensions for sub-grants is coordinated with the SPG/CAOs to ensure a uniform process. At risk projects will be identified and the SAA will follow up.

The NCR was awarded \$58,006,500 for FY09 UASI funds and the period of performance ends on July 31, 2012. Sub-grantees are being given two years from the date of award or until July 31, 2011. No significant expenditures have taken place to date. Projects are in development and procurement. The second quarterly status reports for FY09 are due April 10, 2010. Projects will be evaluated at that time for progress and risks.

The NCR has received a grant allocation of \$59,962,323 in FY2010 UASI funds. The application is due to FEMA by April 19, 2010. The process to develop projects for 2010 is being led by Chief Schwartz, Fire Chief of Arlington County. Chief Schwartz led a group of subject matter experts that developed recommended priorities that were submitted to the SPG and the CAOs. The SPG and the CAO met last Wednesday where they agreed to move forward with the recommendations that were presented by Chief Schwartz and the group of subject matter experts. They are currently writing up investment justifications for recommended priority projects that will be submitted to the DC HSEMA Grants Management Office so they can meet the April 19, 2010 deadline established by FEMA. The grant timeline is:

- Grant application due to FEMA on April 19, 2010
- FEMA has 90 days to make announcement awards (estimated to be around July)
- FEMA issues award letters to the SAA (estimated to be around August)
- SAA estimates that they will issue sub grant awards in early September

5. NCR Homeland Security Strategic Plan Update

Description from Agenda:

The development of the current Strategic Plan began in 2004 and was approved by the EPC on September 13, 2006 for the period of 2007 through 2009. The EPC serves as the “custodian” of

the Strategic Plan and approved the update as part of its 2009 work plan. Funding has been approved to review and update the Homeland Security Strategic Plan. Chairman Principi and Ms. Coyner will brief the EPC on the status of the update of the National Capital Region Homeland Security Strategic Plan. Chairman Principi will recommend a Leadership Team comprised of representatives from the EPC, the Chief Administrative Officers Committee and the Senior Policy Group be appointed to oversee staff and consultant work prior to presenting a draft Strategic Plan to the EPC in July 2010. The Leadership Team will develop a work plan and timetable for this activity.

Summary of Discussion:

The EPC continues to be the custodian of the Strategic Plan. When the strategic plan was adopted under the EPC, they specified that the goal would be to re-examine the Strategic Plan Goals, Objectives and Initiatives periodically and update them as necessary. Last summer the SPG and CAOs authorized UASI funding to obtain the services of the University of Maryland to assist them in updating the NCR Homeland Security Strategic Plan. The University of Maryland first looked into an environmental scan. Next they looked the structure needed to provide the input for the update of the Strategic Plan. They spent time with the EPC and had conversations with businesses. The University of Maryland gave all stakeholders in the NCR an opportunity to submit comments on the Strategic Plan update electronically. They met with each R-ESF and RPWG to collect comments. The SPG and CAOs have now requested the team at the University of Maryland look at the recommended priorities that Chief Schwartz and the subject matter experts developed and submitted as part of the FY10 UASIU process and consider that as input for the update of the NCR Homeland Security Strategic Plan.

6. Review 2009 EPC Senior Leaders Seminar After Action Report

Description from Agenda:

The EPC Senior Leaders Seminar was conducted on November 2, 2009 and almost 125 key officials from the NCR participated in the seminar. Initial reports from participants were very positive. Mr. Clift and Mr. Brown will provide the EPC with a brief review of the final After Action Report. A copy of the After Action Report for the 2009 EPC Senior Leaders Seminar will be provided to the EPC.

Summary of Discussion:

The EPC Senior Leaders Seminar was conducted on November 2, 2009. The seminar was designed to support the following objectives:

- Objective 1: Validate the principles and concepts of the Regional Emergency Coordination Plan (RECP) for use in coordinating a regional event.
- Objective 2: Examine current NCR practices to identify changes required in the RECP with a focus on senior level coordination, communication, situational awareness, decision making, and the First Hour Checklist for Regional Emergencies.
- Objective 3: Create awareness for representatives of the Regional Emergency Support Functions (R-ESFs) and Regional Programmatic Working Groups (RPWGs), appointed officials, elected officials and Federal representatives regarding requirements for

intergovernmental planning, preparedness, coordination and communication of policy decisions in anticipation of a regional event.

- Objective 4: Engage the private sector in problem solving during a regional event.

The EPC, SPG, CAOs, R-ESFs, RPWGs and numerous other private and nonprofit organizations participated in the seminar. The After Action Report presented the findings and recommendations that can be used to update and revise the RECP. The report is used to develop corrective actions as referenced in the improvement plan. The overarching themes and findings are:

- Participants identified the need to continue with the RECP or support for updating the document.
- The group agreed that the principles and concepts of the RECP are sound and should be preserved.
- Participants recommended that the updated RECP be signed by all member jurisdictions to show commitment and their support for this action.
- Participants supported operationalizing the RECP and the conformance with target capabilities list linking four key capabilities which are planning, communications, critical resources logistics and distribution and emergency public information and warning.

The NCR, EPC, and SLS successfully met the seminar goals and objectives established by the planning team. The After Action Report presented the recommendations identified during the workshop and seminar that can be used to update the RECP. The After Action Conference held in December 2009 also gave participants the opportunity to review the findings in the report and to develop the corrective actions for the Improvement Plan. The R-ESFs responsible for implementing corrective actions will report their progress once over the next year to the EPC.

7. New Business

Chairman Principi invited members to share information in their areas of responsibility that may be of interest to others and to recommend topics for the next meeting. Several members highlighted events and activities in their jurisdictions that were of interest to other members of the EPC.

8. Adjournment

Chair Principi requested and received a motion to adjourn the meeting. The motion was approved and the meeting was adjourned at 4:15 p.m.

The next scheduled meeting date is May 12, 2010

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

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

**NATIONAL CAPITAL REGION EMERGENCY PREPAREDNESS COUNCIL
MEMBERSHIP ROSTER - 2009**

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

Last Updated: 5/6/2010 7:57 AM