

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

**Meeting Minutes**

**Date: Wednesday, February 11, 2009**

**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 and Announcements**

Description from Agenda:

- Recognition of Chris Geldart former Director Office of National Capital Region Coordination, FEMA, DHS
- Introduction of New Members
- Adoption of Revised 2009 Meeting Schedule

Summary of Discussion:

Chair Knapp, newly appointed Chair, began the meeting by introducing himself and the new members and thanking everyone for their participation and commitment to serve on the EPC. Penny Gross, COG Board Chair, was recognized. Ms. Gross thanked Michael Knapp for assuming the EPC leadership role and provided a brief welcome to all EPC members. Chair Knapp recognized Chris Geldart for the exceptional leadership he demonstrated while serving as the Director, Office of National Capital Region and for his time commitment to the EPC. Dave Robertson, COG Executive Director recognized Janet Clemmons for many years of service and commitment to the EPC.

**2. EPC Focus for 2009**

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

Priority 4: Citizen Engagement on Preparedness

Priority 5: Urban Area Work Group and Regional Coordination

Staff will highlight EPC accomplishments for 2008 and recommended priorities for 2009. Chairman Knapp will invite comments from the Senior Policy Group representative and other EPC members.

Summary of Discussion:

The 2008 EPC accomplishments were highlighted. Dave Robertson and Dave McMillion reviewed the recommended priorities included in the 2009 Work Plan. The EPC is requesting that the SPG and CAO HSEC develop a plan and identify funding for updating the NCR Homeland Security Strategic Plan. The EPC will continue to serve as the custodian of the NCR Homeland Security Strategic Plan and keep key stakeholders informed on the status of implementation of the Initiatives in the plan.

During the FY06 UASI process the Emergency Managers Committee identified the need for funding to update emergency operations plans in the NCR. Funds were not available in FY06 but in FY07 the CAO HSEC and the SPG made \$7M available to the Emergency Managers Committee to update all local emergency plans in the region. The Emergency Managers Committee have made progress in updating

local emergency operation plans over the last two years and are now requesting \$7M in additional funds in FY09 to complete the update of local emergency operation plans over the next two years.

The EPC in partnership with the SPG and CAO's will request ETOP conduct an EPC SLS in the fall of 2009. This will be done in coordination with local jurisdictions, states, the federal government, the Private Sector, and volunteer organizations. The scenario will be determined based on the results of NCR Training and Exercise Workshop being conducted in the spring of 2009.

Another priority identified by the EPC for 2009 is to improve the process for the development and dissemination of clear region wide emergency preparedness messages to keep the public informed prior to, during, and after emergencies.

Further, the NCR continues to receive Urban Area Security Initiative (UASI) funding annually for planning, training, exercises and equipment to improve readiness in the region. The EPC serves as the Urban Area Work Group for UASI.

The EPC will hold four meetings and an EPC Senior Leader Seminar possibly in October 2009. The dates of the four full meetings are the February 11<sup>th</sup>, June 10<sup>th</sup>, September 9<sup>th</sup> and November 12<sup>th</sup>. The meetings will follow COG Board meetings on the second Wednesday from 2:30pm to 4:30pm.

### **3. Funding Updates for FY06, FY07 and FY08 and a Brief Update on the NCR Grant Application for FY 09 UASI Funds**

#### Description from Agenda:

The EPC has requested that Matthew Fullerton provide updates at each meeting on all current and prior year Urban Area Security Initiative (UASI) grants. Mr. Fullerton will provide an update on current and projected expenditures associated with FY 06, 07 and 08 UASI grants. He will update the EPC on the NCR application to include projected time line for FY09 UASI funding.

#### Summary of Discussion:

Mathew Fullerton, Chief DC HSEMA Grants Management Office provided an update on all current and prior year UASI grants. He also provided a projected time line for the FY09 UASI process.

Mr. Fullerton stated that the period of performance for FY06 UASI funds will expire on June 30, 2009. The FY06 UASI award is now at the five month countdown point and it is 57% fully expended and reimbursed. When compared to FY04 & 05, the 05 UASI grants was 96% expended at the five month mark and the FY04 UASI grants was 30% expended at the five month mark. During the next five months for the FY06 UASI grant, the SAA will be closely monitoring the expenditures and invoice progress for the remaining grant funds.

On June 30, 2010 the performance period for the FY07 UASI grant will expire. The FY07 UASI grants are 13% expended and reimbursed at the 17th month countdown. The FY08 funds have been allocated to projects. Most subgrants have been fully issued. The NCR leadership identified four main priority areas for FY09 UASI grant funds. On February 4, the Chief Administrative Officers and the Senior Policy Group selected project concepts that will be included in the FY09 application. The total application for FY09 UASI will be for \$63.8 million and will be submitted to DHS no later than March 20, 2009.

### **4. Update on the NCR Inauguration After Action Report.**

#### Description from agenda:

On January 20, 2009, Washington DC hosted the Presidential inaugural and dozens of associated activities and events. Federal, state and local authorities and many private sector and non-profit

organizations expended considerable effort to insure that the region was prepared for this event. The SPG and the CAO HSEC requested COG award a contract to have regional After Action Report completed for the inauguration. Darrell Darnell will provide an update on the After Action Report.

Summary of Discussion:

Darrell Darnell, Director, DC Homeland Security & Emergency Management Agency provided a handout on the NCR Inauguration After Action Report and a brief synopsis of the Inauguration. His report provided details on the development of a regionally focused, Homeland Security Exercise and Evaluation Program (HSEEP) compliant After Action Report (AAR). He provided a timeline for deliverables and an overview of what has been completed and what is underway and what needs to be completed. Mr. Darnell stated that initial data collection has been completed; follow-on data collection is underway; and after action analysis will be completed in the future.

The NCR AAR Contractor Team deployed 28 observers to 11 regional locations covering the District of Columbia, Maryland and Virginia to observe and collect data on regional inauguration-related operation. The NCR AAR Contractor Team conducted a regional hotwash with participants from over 50 regional agencies. Initial observations were: regional planning activities set the stage for a cooperative approach to managing inauguration activities; regional governments performed an important role in operations throughout the inaugural period; regional partners dedicated significant resources during inaugural planning and operations regardless of whether they would be reimbursed; regional public-private partnerships and relationships strengthened inaugural planning and operations; and maintaining a strategic level, regional wide common operating picture presented unique challenges.

Observations from the transportation and crowd management perspective included managing the arrival and departure of attendees. From the opening ceremonies, the inauguration presented some significant challenges for regional governments that included confusion over the closing of bridges, the use of tunnels, dangers to citizens and crowd management. Public information and external affairs provided key information to visitors and residents; public information on inauguration day was not coordinated or successful in adapting to changes on the ground. The Presidential Inauguration has resulted in a strong culture of formal and informal regional coordination and communication; effective use of public-private partnerships; a common regional focus; and lessons learned that are directly applicable to future large scale events. Mr. Darnell indicated that in the future regional partners will be included earlier in the process.

## **5. Review EPC 2008 Senior Leader Seminar Report**

Description from agenda:

The EPC Senior Leaders Seminar was conducted on October 21, 2008 and approximately 100 key officials from the NCR participated in the seminar. Initial reports from participants were very positive. Jamie Quarrelles, a Member of ETOP, will provide the EPC with a brief review of the final After Action Report. A copy of the After Action Report for the 2008 EPC Senior Leader Seminar will be provided to the EPC.

Summary of Discussion:

Jamie Quarrelles, a Member ETOP, gave a brief review of the Senior Leader Seminar and provided a handout that included the After Action Report. The report covered the seminar objectives and the overarching themes. The major strengths were: the Senior Leadership Group demonstrated strong leadership, communication and coordination skills and there was consistent coordination in accordance with Pandemic Influenza Plans. The areas needing improvement were: mutual aid, health and medical pandemic funding, pre-declaration protocols, prophylaxis distribution, telecommuting, and maintaining workers to perform essential tasks. An After Action Report Improvement Plan (AAR/IP) was developed

as a result of the 2008 EPC Senior Leaders Seminar. The next steps will be to distribute the AAR/IP to appropriate RES-F's, RPWGs, and others to plan and track completion of corrective actions. Periodic status reports will be provided to the EPC. ETOP will incorporate outcomes from the 2008 SLS into the NCR Training and Exercise Planning Workshop. Planning and scenario development for 2009 EPC SLS will be based on the NCR Training and Exercise Planning Workshop being conducted in the spring.

**6. Adjournment**

**THE NEXT SCHEDULED MEETING IS JUNE 10, 2009**

**NATIONAL CAPITAL REGION EMERGENCY PREPAREDNESS COUNCIL  
ATTENDANCE ROSTER – FEBRUARY 11, 2009**

<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			
VACANT	District of Columbia			
Phil Andrews	Montgomery County	X		
Camille Exum	Prince George's County			
Michael Knapp, <b>Chair</b>	Montgomery County	X		
Bruce Williams	City of Takoma Park	X		
Jay Fisette	Arlington County	X		
Frank Principi, <b>Vice Chair</b>	Prince William County	X		
John Foust	Fairfax County	X		
<b><i>Committee Representatives</i></b>				
David Snyder	Transportation Planning Board	X		
Anthony H. Griffin	CAOs Committee			
Stephen MacIsaac	Attorney's Committee			
Earl Lewis	R-ESF 1: Transportation			
Mark Miller (Co-chairs)				
Steven Emanuel	R-ESF 2: Communications	X		
Chuck Murray	R-ESF 3: Public Works/Eng.			
Kevin McGee	R-ESF 4, 9 & 10: Firefighting, MMRS			
Jack Markey	R-ESF 5: Emer. Management			
Linda Mathes	R-ESF 6: Mass Care			
Beverly Pritchett	R-ESF 8: Public Health			
Linda Mathes	R-ESF 11: Food & Agriculture			
Jim Gorby	R-ESF 12: Energy			
David Rohrer	R-ESF 13: Law Enforcement	X		
Miguel Ascarrunz	R-ESF 14: Long Term Recovery			
Merni Fitzgerald	R-ESF 15: External Affairs	X		
<b>Mary Foley</b> , Teresa Gardner-Williams, Amy Ward (Tri-chairs)	R-ESF 16: Volunteer & Donation Management	X		
<b><i>Regional Program Working Group</i></b>				
Mike McAllister	RPWG-CIP			
Christina Crue	RPWG-ETOP			
Beverly Pritchett	RPWG-Health			
Chuck Bean	RPWG-Human Services			
John Contestabile	RPWG-Interoperability			
Constance McGeorge (co-chairs)				
<b><i>State/Senior Policy Group</i></b>				
Dan Tangherlini	District of Columbia			
Darrell Darnell				
Andrew Laland	State of Maryland			
Richard Muth				
<b>Robert Crouch</b>	Commonwealth of Virginia	X		
Janet Clements				
Ken Wall	ONCRC	X		

<b>Departments of Transportation</b>				
Natalie Jones-Best	DDOT			
Michael Fischer	MDOT	X		
Mary Lynn Tischer	VDOT		Richard Steeg	
<b>Federal Government</b>				
Phillip Morse	US Capitol Police			
Dean Hunter	OPM			
Kathy Montgomery	GSA		Janice Arnold	
Jonathan Sarubbi	FEMA			
MG Richard Rowe	Joint Force Command/NCR	x	Egon Hawrylak	X
<b>Other Stakeholders</b>				
Chuck Bean	Non-Profit Roundtable		Miguel Ascarranz	
John B. Childers	Consortium of Universities			
Mike Maxwell	PEPCO		George Gascer	
Libby Garvey	Wash. Area Boards of Education			
Robert Malson	D.C. Hospital Association	X		
Terri Freeman	Community Foundation			
Linda Mathes	Red Cross		Phillip Terry	
Jim Dinegar	GWBOT			
John Catoe	WMATA		Mark Miller <b>Matt Greenwald</b>	X
Elmer Tippet, Jr.	MWAA	X		
Arthur Gosling	Wash. Area School Super.			
David Robertson	MWCOG	X	Dave McMillion	X

Last Updated: 6/8/2009 3:15 PM