

DRAFT

METROPOLITAN WASHINGTON COUNCIL OF GOVERNMENTS National Capital Region Emergency Preparedness Council

Date: Thursday, March 3, 2005
Location: COG Board Room-Third Floor
777 North Capitol Street, NE
Washington, DC 20002

MINUTES

- 1. Welcome, Introductions, and Approval of Minutes:** Chair Bruce Williams convened the March meeting of the National Capitol Region Emergency Preparedness Council (EPC) at approximately 2:10 PM. and welcomed everyone. Libby Garvey reported that she did not receive all the documents for the meeting and she requested that members be advised when documents are placed on the COG web site. David Robertson, COG Executive Director approved the request. Mr. Williams reviewed the agenda and expressed his appreciation for all the great work that had been being done throughout the NCR since 9/11. He reviewed several of the major accomplishments to include the development of the Regional Emergency Coordination Plan. Mr. Williams stated that he would like the EPC to take on a new focus with more emphasis on the “big picture” and its role as the Urban Area Work Group. He indicated that everyone had been provided a copy of the Work Plan that reflects this new focus and that **he would like any comments or recommended changes to the work plan be forwarded to the COG staff by March 24, 2005.** The Chair gave everyone an opportunity to do self introductions and recognized David Robertson, COG Executive Director for announcements and program administration updates. Mr. Robertson reported that the contract for the Citizens Education Campaign had been awarded and that everyone could expect a rollout of the project in the near future. He stated that Lee Ruck, COG Legal Council, is continuing to work with the COG Legal Committee to develop an implementation plan for the recently approved Mutual Aid legislation. Finally, Mr. Robertson indicated that COG staff was preparing a Statement of Work that will be looking at best practices of Outdoor Warning Systems in other areas; that input will be requested from both state and local emergency management; that he expected the report to be completed in July 2005; and that UASI funds would be used to cover the cost of the initiative. Jay Fishette stated that he would like to review and provide input to the statement of work. Others indicated that they would like the Statement of Work to cover all notifications systems. Michelle Pourciau also volunteered to provide assistance with the initiative.

Upon a motion being made and seconded, the minutes of the January 6, 2005 meeting were approved. COG will identify best practices of Outdoor Warning Systems by July 2005.

2. **Report of Nominations and Bylaws Committee:** Chair Williams reported that, in its January meeting, the EPC established a Nominations and Bylaws Committee to nominate three 2005 vice chairs, recommend new members, propose revisions to the EPC Bylaws to acknowledge its additional role as the Urban Area Work Group. He provided a Report of Nominations and Bylaws Committee that included revised EPC Bylaws. The Chair nominated and the EPC approved the following 2005 vice chairs: Gerry Connolly, Chairman, Fairfax County Board of Supervisors (Local Government Vice Chair); ED Reiskin, Deputy Mayor for Public Safety and Justice, District of Columbia (State Government Vice Chair); and Robert Peck, President, Greater Washington Board of Trade (Private Sector Vice Chair). Also, the Chair recommended and the EPC approved adding the following three member organizations: American Red Cross of the National Capital Area; Metropolitan Washington Airports Authority; and the Washington Area School Study Council (regional superintendents group). The proposed new EPC Bylaws increased the number of elected officials from six to nine and requires that two each be from DC, MD, and VA. It provides for a new Executive Committee as noted in Article V of the new Bylaws and recognizes the role of the EPC as the Urban Area Work Group. The importance of representation from the COG Board and TPB on EPC was recognized by the Chair. Article VIII of the proposed new Bylaws was changed to require majority of members of the EPC to approve a change in the Bylaws. Finally, the EPC name was changed to the National Capital Region Emergency Preparedness Council.

The National Capital Region Emergency Preparedness Council approved the three vice chairs for 2005; three new member organizations; and the Bylaws with modifications as noted above.

3. Federal Program Briefings

- a. **Urban Area Work Group Guidelines; Homeland Security Presidential Directives 5, 7, & 8; Draft National Preparedness Goal; and Office of National Capital Region Strategic Planning Process:** Mr. Lockwood, Director of the Office of National Capital Region Coordination, DHS provided a detailed briefing that covered these topics and more. In his briefing he noted the roll out of the new National Response Plan, the National Incident Management System (NIMS), the Draft National Preparedness Goal, and other DHS initiatives. Mr. Lockwood outlined the 2005 NCR Strategic Plan and his work with the CAO's Committee and others to make this document a reality in the coming months. A copy of his briefing was provided to all members of the EPC. Following Mr. Lockwood's presentation he entertained questions. It was pointed out that no role had been identified for the EPC or the private sector in the strategic planning process. Mr. Lockwood responded that this is a challenge that needs to be

addressed in the off-site strategic planning meeting being scheduled for May 2005 (target date). He indicated that Booz Allen is currently interviewing CAO's in preparation for that meeting. One member indicated that it was difficult to get the big picture (30,000 feet) from the UASI reports and recommended a scenario approach for future meetings. After discussion it was recommended that EPC members attend training exercises in local EOC's since local government should be the focus of preparedness activities.

The EPC agreed to participate in the strategic planning process that will result in the 2005 Strategic Plan. Also, the EPC recommended to Mr. Lockwood that he include the private sector in the process.

b. Urban Area Security Initiative Funding Update: Mr. Kral briefed the EPC on FY03 and FY04 UASI spending allocations and discussed progress to date regarding the FY05 process including the February 3 & 4 RESF Chairs vetting of Concept Papers for possible Request for Applications (RFA). He reported that some adjustments are being made between approved FY03 and FY04 initiatives to insure that funds are not lost and that the CAO's had recommended reallocation in some cases. Mr. Kral stated that a letter would be going to the SPG regarding the FY03 and FY04 adjustments and that the family reunification initiative is now moving forward. He also stated that the FY05 UASI process seems to be working well. Mr. Kral provided the EPC with handouts for FY03 and FY04 UASI initiatives and they requested that updated documents be provided to them at each meeting. A question was asked regarding the hospital surge bed initiative and Mr. Kral reported that the project is moving forward and will be completed in the next couple of months. Mr. Kral indicated that he anticipated about the same level of UASI funding for the NCR in FY06. A concern was voiced that the ESF structure does not include the private sector. It was noted that the role of government to finance private sector initiatives is questionable and that criteria is needed from DHS in this area.

The EPC thanked Mr. Kral for the briefing and handouts on the UASI. They requested Mr. Kral provide them with updated handouts for the UASI at all future meetings.

- 4. Proposed Major Issues to be Addressed by the Emergency Preparedness Council:** George Forsman, Director, Commonwealth Preparedness, Commonwealth of Virginia lead a discussion centered on the top priorities to impact the National Capital Region over the next 12 to 18 months such as performance goals, regional assessments, relationship between government and private sector, and issues facing the health and medical community such as surge capacity, disease surveillance, etc. He indicated that we need to determine how we can get more value from the EPC. He stated that the federal government had done a lot to improve readiness in the NCR in addition to what had been done through the use of UASI funds. Mr. Forsman stated that we need to separate the past from the future and focus on where we want to go with our efforts in the NCR. He

noted how Fairfax County had stepped forward to lead the Citizens Education Campaign. Mr. Forsman stated that the EPC mission has changed and we need to determine where we want to be in the next 12 to 18 months and that we need a structure to support the strategic plan. He indicated that he had seen numerous changes in DHS in the past three years, especially the past six months. Mr. Forsman stated that at every meeting of the EPC needs to look at where it is today and where it wants to be in 12 to 18 months down the road. He indicated that some areas are getting stronger and better and others are not. Mr. Forsman thinks that guidance should be provided to the R-ESFs to insure they know where they are going in the next 12 to 18 months. He stated that, based on Mr. Lockwood's briefing, the EPC needs to determine what it can do contribute more to homeland security and the strategic planning process for the NCR. Mr. Forsman reminded everyone that the NCR will be going through a Pilot Emergency Management Accreditation Program (EMAP) assessment in the next year and this process should identify shortcomings in the NCR that will need to be addressed. He indicated that we need to engage citizens, that people do not know what to do in disaster situations, that citizens are not aware of the improvements in readiness in the NCR, and that common messaging templates need to be developed for the region. Mr. Forsman stated that the Citizen Education Campaign should make a big difference in educating citizens so they know what to do in a disaster situation. It was noted that Arlington County has its own radio station and has requested a new frequency from the FCC. Chair Williams stated that the new EPC Executive Committee needs to meet before the next meeting to identify the major issues to be addressed by the EPC in the next 12 to 18 months.

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5. Private Sector Program Updates

a. Board of Trade: Caroline Cunningham, Vice President, Greater Washington Board of Trade reported that the Risk and Threat Analysis that they had been in progress for sometime had been completed and that she was working with the SPG on the release. She reported that the Asset Inventory is approximately 50% complete and that they now have approximately 120 organizations that have signed up to participate. Ms Cunningham thanked Chuck Bean for meeting with Montgomery County and assisting with the initiative. She also reported that the first Business Continuity Seminar was conducted in December 2004 and it was very successful. Ms Cunningham is working with other groups to schedule additional Business Continuity Seminars.

b. Nonprofit Coordination in Emergency Preparedness for the National Capital Region: Chuck Bean provided a report to all members of the EPC and expressed his appreciation to the states, George Bradenburg, and the Red Cross for their assistance. He indicated that 12 of the 14 objectives for the initiative

have been completed and the remaining two will be completed in the next 60 days. "Project Outcomes" include: better on-the-ground coordination between service providers; improved ability to mobilize and manage volunteer assistance; clearer standards for soliciting and handling monetary and in-kind donations; and stronger relationships with business and government. Mr. Bean reported that partnerships are much improved and that principals have signed memorandums of understanding (MOU). Northern Virginia Family Services, one of the five initiating agencies, reported that MOUs had been signed regarding the use of technology (Community Alert Network-CAN), care management model, standards of operation, and train the trainer model. Volunteer sector coordination reported that an MOU had been signed regarding communications protocols and that a needs assessment was needed and that a request has been submitted for FY05 UASI funds. The volunteer organizations want monetary donations and not merchandise. They want people to sign up to volunteer ahead of time rather than showing up at a disaster site and becoming a part of the problem.

c. American Red Cross, Disaster Education for Grades K-12: Linda Mathes, CEO, American Red Cross, of the NCR reported that 3200 kits had been distributed in the NCR. She provided a written report to all members of the EPC. Twenty two percent of schools have accepted the kits, 30% are pending acceptance, 12% have declined acceptance, and 36% are in the process of being contacted. Kits are also being offered to non-public schools. Fairfax County is integrating disaster education into the curriculum for the various grades. Ms Mathes indicated that the Red Cross had requested an extension of the UASI funds and, with approval of the extension and continued emphasis, the Red Cross should expend all UASI funds allocated to the project.

d. Discussion: Bob Peck indicated that he thought that the non-profits had done a good job identifying improvements in the various areas. Mr. Griffin reported that these efforts had provided net working opportunities for volunteer coordinators and they are now meeting monthly to address matters of mutual concern. It was reported that citizens can now ask questions by dialing 211 in Virginia and in Prince George's County (test) to get their personal services questions answered. A FY05 UASI initiative will allow connectivity between 211 systems if approved. The EPC agreed that a lot of progress has been in the NCR and they need to come up with a way to report it. Some indicated that once the 2005 NCR Strategic Plan is in place it will make it easier to report progress. It was stated that now we have something to talk about, we need to take credit for what we have been done. The EPC needs to tell people what has been done. People want to know and need to know how they fit into the progress in the NCR and the Citizen Education Campaign that will be initiated shortly should take care of that matter. Everyone agreed that many groups in the NCR have contributed to the improvement in readiness.

- 6. Wrap Up and Adjournment:** Chair Williams thanked everyone for their attendance and participation in the EPC meeting. He indicated that the EPC could

look forward to meetings with the new and improved format in the future and that the EPC would continue to have full agendas. Chair Williams indicated that the next EPC meeting is scheduled from 2:00 PM to 4:00 PM on May 5, 2005 in the COG Board Room.

The meeting was adjourned at approximately 4:00 PM.