

Training and Exercise Planning Workgroup Meeting
Tuesday, October 21, 2008
Meeting Minutes

Attendees: Katherine McCormack, John Shaw, Carmine Centrella, Dan Scace, Stephen Thal, Gordon Harris, Robert Christ, Jay Gonzalez, Mary Duley, George Dunn, Keith Victor and David Brown.

1. Dan Scace welcomed the group and reviewed the agenda.
2. Each member of Workgroup introduced themselves and identified their specific agency or RESF requirements related to training and exercise planning. Bob Christ (DEMHS Exercise Officer) identified the 3 year training and exercise plan as one desired item and advised the committee he was working to establish a state wide T&EPW meeting in January. Other DEMHS regions currently have workgroups functioning and this effort ensures consistency across regions and should lead to state-wide exercise collaboration. Other members indicated the desire and necessity for a sustainable, integrated, HSEEP consistent exercise program that included all stakeholders.
3. Dan Scace presented both the DPH “Notification of Drill or Exercise” form and the DEMHS “EXERCISE PLANNING FORM” and asked if we could develop a single form to meet both agencies’ needs. This would allow a single consistent process for all. Dave Brown of DEMHS and Mary Duley of DPH agreed this was do-able. Jon Bergeson of DPH and Bob Christ of DEMHS will get together to develop one form to serve the purpose for all agencies. Additional items the committee discussed for inclusion on the form is inclusion of Citizen Corp entities such as MRC and CERT, the level of detail required on the form (not down to the Target Capability level), and that the form include a provision for local CEO blessing to conduct exercises involving local resources.
 - 3.a. ACTION ITEM: Bob Christ and Jon Bergeson develop exercise intent form.
4. Dan Scace presented a Power Point presentation that provided an overview of the T&EPW process. The critical concept to understand is the Capabilities-Based Planning Process and how important exercising is in the process. It is how we validate capabilities.
5. The Workgroup then discussed challenges related to involving all communities in the Region as we began this process. George Dunn related experiences with these problems and how it was important to consider how we include incentives for local communities so all are engaged in the process. Carmine Centrella added that we cannot plan/conduct local exercises for jurisdictions, that it was a local requirement. The Workgroup discussed this at length, with ultimate consensus that we could assist, as a Workgroup, in reaching out to each Region 3 community to build a level of understanding that would support the program and yield greater region wide participation.
6. The Workgroup began the process of building the 3 year training and exercise plan. The first item added was a plan leading to a full scale regional exercise in September 2009 with a lead up

Table Top Exercise in May 09 (moved to April after discussion) and a Functional Exercise in June 09.

7. There was concern among the group regarding this schedule. The group recognized the schedule was somewhat aggressive, but also recognized that by use of a management by objective process we had the ability to complete the task.

8. The discussion again turned to involving all communities with the example that jurisdictions in Hartford County, Tolland County and Middlesex Counties do not all participate in regional collaboration to the same extent, and that it was important to take this process step by step to ensure the goal of region wide participation is met.

9. The group decided that an outreach program was needed and should consist of a team with representation from CREPC (Duty Officer), DPH, DEMHS, CRCOG, private business community, special needs, and Citizen Corps presenting to jurisdictions. Our build up to the 2009 FSE should include approximately 10 meetings conducted throughout local jurisdictions. Several neighboring towns would be invited to participate and learn first hand how this program supports the local jurisdiction develop capabilities and how jurisdictions, and agencies, can benefit from enhanced regional collaboration.

9.a. ACTION ITEM: Dan Scace to develop a concept paper for Region 3 outreach.

10. The group next discussed how developing and a conducting a full scale exercise could be completed and if local resources were adequate or a RFP to hire additional support was desirable. After considerable discussion, the group elaborated on several reasons why additional contract support was needed, including the independence of a contractor from local politics, the limited ability of people to devote the needed time to a full scale exercise (CREPC strategic planning pointed out how volunteerism was tapped out), the ability to learn from contacted support to better enable the region to conduct exercises in the future, and the level of expertise being better served via contracted exercise support. The group agreed that any contractor hired for this purpose would be provided guidance from this Workgroup.

10.a. ACTION ITEM: John Shaw and Dan Scace work with CRCOG to develop exercise RFP.

11. The Workgroup developed the following 3 year training and exercise plan.

Region 3 Training and Exercise Schedule		
2008	The R3 program for 2008 includes continuing to emphasize completion of NIMS required training for all jurisdictions, AHIMT training, offering HSEEP training, fully developing the R3 T&EPW, and planning for the 2009 FSE.	
2009	The R3 2009 program consists of a series of training/exercise events building toward a full scale exercise in the fall of 2009. Contracted support will be put in place to assist in planning and execution, ensure the desired level of expertise is available to develop a high quality exercise, and build the exercise portion of the Capabilities-Based Planning Process.	
09-Q1/2	Outreach	January-May 2009
		POC - Scace

09-Q2	2009-1A	TTX – April 2009	POC – Shaw/Scace
4/17/09	FSE	Middletown	POC - Dunn
09-Q2	2009-1B	FE – June 2009	POC – Shaw/Scace
09-Q3	2009-1C	FSE – September 2009	POC – Shaw/Scace
2010	The R3 2010 program consists of implementing the improvement plan from the 2009 exercise program, filling gaps in capabilities identified during the conduct of the Capabilities Assessment, and ensuring the T&EPW process is fully developed.		
2011	The R3 2011 program consists of a series of training/exercise events which culminate in a full scale exercise designed to test the capabilities developed over the last 2 years as UASI investments are made.		

12. The group identified the need to develop a charter. Bob Christ will provide an example of a charter from other regions and Keith Victor indicated he could provide a similar charter from the Command Post group.

12.a. ACTION ITEM: Dan Scace to draft a Workgroup Charter.

13. Carmine Centrella identified the need for a communications plan as we roll out this program. Action is deferred until the next meeting.

14. The group discussed the need for a place to put pertinent documents. Currently these items can be placed on the CRCOG website. As exercises get processed via the planning form they will also be entered into the National Exercise Program website. The group should consider using a collaborative software program or sharepoint. Action deferred until next meeting.

15. The next meeting of the Workgroup is scheduled for 0900, November 19, 2008 at CRCOG.

Respectfully Submitted,

Dan Scace
CRCOG Training Coordinator