

**Region 3 Training and Exercise Planning Workgroup
November 19, 2008 Meeting Minutes**

1. Call to Order

Meeting convened at 0915:

Attendees: D. Scace, C. Centrella, J. Shaw, K McCormack, J. Gonzalez, L.A. Scotti, G. Harris, T. Gavaghan, G. Dunn, C. Marvin, J. Bergeson, M. Custer

2. Review/Approve October 21, 2008 Minutes

Motion by George Dunn, seconded by Jay Gonzalez, approved by consensus.

3. Report on Action Items

a. Development of one statewide intent to exercise form.

Bob Christ for DEMHS and Jon Bergeson for DPH were to work on developing one intent to exercise form working from the DEMHS and DPH forms. Bob Christ is currently out on medical leave and this was not accomplished. However, DEMHS has committed to completing this process with DPH and will assign an individual to work with DPH. Laurie Ann Scotti volunteered to work with DEMHS and DPH to convert agreed upon form to a writable PDF which can be exported to Excel spreadsheets to better track the Region 3 exercises.

b. Develop concept paper for Region 3 outreach.

Dan Scace presented concept paper he developed for discussion. Consensus to alter the suggested program outline to reflect a working breakfast and capabilities discussion (8:00 AM-10:00AM) given the expected participation of Chief Executive Officers from the Region 3 municipalities. The second half of the program (10:00 AM-12:00 PM) would include the "Regional Response Show and Tell". Discussion and consensus to include an offering for appropriate NIMS training (700), and RED Plan training. This would be scheduled in the first segment of the program with a shorter capabilities discussion.

c. Develop RFP for contracted exercise support.

John Shaw developed the framework for a Scenario-Based Incident Exercise RFP working from sample documents from multiple MMRS jurisdictions. Carmine Centrella then revised document to reflect CRCOG requirements. Carmine presented the document and the follow up of an addendum as a response to vendor questions. The RFP review / selection board will consist of DEMHS representation, Jon Bergeson from DPH, John Shaw as ESF-8 Chair, and Bob Falaguerra as ESF-8 Hospital Section Chair. Carmine will serve as lead for this project.

Discussion held on designating an Exercise Planning team for this exercise cycle. Consensus reached that the core group will come from the T&EPW, but each community planning on participating in the exercise cycle should be solicited to provide a planning liaison. Specific core planning team members mentioned include Laurie Scotti to build private participation, Stephen Thal to ensure special needs representation, RESFs-2, 5, 8 and 13, Jon Bergeson to represent DPH and Gordon Harris to represent DEMHS.

d. Draft Training & Exercise Planning Workgroup Charter.

Dan Scace presented the Charter for discussion. The Charter details the scope and mission of the T&EPW, and its authority derived from the Region 3 REPT Steering Committee. Consensus to alter the document as follows:

1. Sec. 3 Membership – CRCOG contractors will not serve as “voting” members on the workgroup.
2. Sec. 4 Organization and Workgroup Decisions – Include verbiage for accepting electronic voting or consensus.
3. Sec. 6 Meetings – Include verbiage for acceptable use of “virtual meeting” technology for workgroup meetings as necessary.
4. Sec. 7 Duties – CRCOG contractors or staff will not serve in leadership roles, but will obviously be heavily relied upon to provide support services to the workgroup and its leadership.
5. Sec. 9 Amendments to Charter- add verbiage acknowledging that it is a 2/3 majority vote of the Training & Exercise Planning Workgroup needed to amend this Charter.

4. Unfinished Business

Workgroup leadership – Katherine McCormack nominated Laurie Ann Scotti as the T&EPW Chair, 2nd by Gordon Harris, no other nominees. Consensus for Laurie Ann as Chair. George Dunn nominated Jay Gonzalez T&EPW Vice Chair, 2nd by Chris Marvin, no other nominees. Consensus for Jay as Vice Chair.

Dan Scace revisited the conversation started at last meeting to seek out opportunities for Region to participate in the National level exercises especially for information and intelligence sharing perspectives and objectives. No investment needed other than time and coordination. Consensus to move forward and seek out these opportunities.

This discussion served as a segue for the Region to seek out participation in large scale “planned” events as a mechanism not only to market Regional capabilities but as a training opportunity for ICS, and information sharing. This could include guidance from DEMHS that communities planning for large events use WEB EOC or other Situational Awareness platforms as an opportunity to train on technology and information sharing. These events could also be used for deployment of Regional resources if participation is invited and appropriate.

5. New Business

Communications and Marketing Plan – Dan Scace and Carmine Centrella will work on drafting a plan for Communications and Marketing of Regional capabilities to the Region 3 communities.

Dan Scace did a quick review of an evacuation TTX in New Britain on 11-18-08 for the Hospital for Special Care. New Britain EMS reports exercise was a success in meeting the needs of patients and transfers.

Carmine Centrella and Chris Marvin commented on the Region 3 TIC-P TTX AAR held on 11-18-08 and the recommendations. The ICTAP contractors included an Improvement Plan for action which will be key and used to aid in the training and exercise building blocks.

6. Next Meeting – Even though the Charter speaks to quarterly meetings the group recognized the need to meet monthly. No specific meeting date was established but the Workgroup can expect the next meeting to be coordinated for the second or third week in January.

7. Meeting Adjourned at approximately 1120.

Respectfully Submitted,
Carmine Centrella and Dan Scace
CRCOG Support Team