

**Region 3 Training and Exercise Planning Workgroup  
September 24, 2009 Meeting Minutes  
Hartford EOC, 550 Main Street, Hartford, Connecticut**

**1. Call to Order**

- a. The meeting was opened by Co-Chairperson Jay Gonzalez at 1335.
- b. The following members were present: Jay Gonzalez, Dan Scace, Carmine Centrella, Stephen Thal, John Shaw, Gordon Harris, Brian Rykowski and Betty Morris.

**2. Review / Approval of last meeting minutes**

- a. The minutes of May 29, 2009 were accepted for filing.

**3. Unfinished Business**

- a. The Committee discussed the consolidated form drafted by Laurie Ann Scotti for **Connecticut – Notification of Drill or Exercise.**
  - i) This form would replace the two different paper and pencil forms now required by DPH and DEMHS. It is developed in a .pdf format that allows electronic fill-in of data fields and easy transmission to agencies as required. This will allow collecting data into a database to facilitate summary reports, making queries and other administrative purposes.
  - ii) Mr. Scace informed the Committee he had inquired with the DEMHS and DPH leads on this if they had made any decisions on incorporating this form. No feedback had been received and we will remove the item from the agenda. (NOTE: Later discussion regarding interaction with State agencies and the training and exercise process indicated there is significant benefit to continuing the efforts. The form will likely become part of another on-going initiative.)
- b. Region 3 outreach program
  - i) Mr. Scace reported that this effort will be included in the Citizen Preparedness initiative. The RFP for this effort should be sent out around the end of the year.
- c. Exercise planning
  - i) Autumn Storm - Mr. Centrella updated the Committee on the AAR/IP for the July 15 Autumn Storm functional exercise and the schedule for the Full Scale Exercise. The Committee discussed hospital involvement in the regional exercise program and Dr. Shaw indicated the hospital group from RESF 8 was eager to continue to play in regional exercises.
  - ii) Mr. Scace presented a draft “Lesson Learned” from the Middletown Safe Haven Full Scale Exercise regarding regional support to local exercises. The Committee expressed a need to strengthen the language regarding designation of lead evaluator and controller roles and their training/orientation. Mr. Scace will revise the document and send to the TEPW for review/approval.

- (1) The Committee discussed ways to “roll out” lessons learned and other policy items from the Committee. Dr. Shaw suggested it be part of a larger document that contains other pertinent training and exercise guidelines, principles and information that is helpful to the region’s jurisdictions.
  - (2) The Committee discussed the roles of evaluators during exercise as being only in the evaluation mode, not in the training or feedback mode. The concept of a hybrid type of exercise that incorporates both evaluation and training on an as needed basis was discussed.
  - (3) The Committee discussed ways to stay “in the loop” and make an impact on regional exercises.
  - (4) One concern is that there is no central schedule indicating all exercises in the Region. Mr. Scace explained that we have a regional schedule, but not everyone provides input to the schedule.
  - (5) Another issue is that even when an exercise is known, such as the upcoming Bradley International Airport FSE, sometimes a conscious decision to participate is made by regional leaders and sometimes there is no decision, recommendation or involvement in the planning. Mr. Scace indicated this typically is because the sponsor does not need support, does not know what is needed for support. There is no guidance on this, and only when requests are made will exercise participation on a regional basis be reviewed for participation.
- iii) The current Region 3 Training and Exercise Schedule was reviewed. The schedule only contains known events and more accurately is a listing of training and exercises that have been conducted. Mr. Scace advised he would continue to update the schedule to document accomplishments.

#### 4. New Business

- a. The Autumn Storm After Action Report/Improvement Plan was discussed and a review of a list of consolidated action items from the TTX and FE was begun by the Committee. After briefly reviewing a couple of items on the document, the Committee realized that as a sub-committee of the REPT they had no authority to direct any of the identified “Responsible Party/Agencies” to complete the corrective actions identified, and, in general, resources are very limited to complete the work necessary to follow up and/or complete the action items. While items are often RESF specific, RESFs often have limited or no resources to complete the necessary work. A good example is the TICP AAR action items which were once again called out in the Autumn Storm AARs. These items, if corrected, would eliminate many of the problems identified. After considerable discussion, the Committee decided to review the list and make specific recommendations regarding how to approach the corrective actions at a later meeting.
- b. The Committee further developed the following recommendation:

***The Training and Exercise Planning Work Group, as a sub-committee to the REPT Steering Committee, recommends that an assessment be conducted of the project management and work requirements to complete grant management and execution. Progress towards correcting identified deficiencies, implementing new programs, and sustaining existing programs is severely hampered by the lack of manpower.***

- c. The Committee discussed having a summit with State agency participation to further develop the necessary relationships and policies to have an effective exercise planning cycle/program.
- d. Stephen Thal raised a question about establishing a RESF 19 CERT team. Mr. Scace explained that a local jurisdiction normally needs to sanction a team and request the training, but he would work on the issue due to the recognized contributions of RESF 19 and the usefulness of CERT training for their RESF.

**5. Next meeting**

- a. The next meeting is to be determined.

**6. Adjournment**

- a. The meeting adjourned at 15:35 p.m.

Respectfully submitted

Daniel R. Scace  
Training Coordinator