

**Region 3 Training and Exercise Planning Workgroup  
December 15, 2009 Meeting Minutes  
CREPC Conference Room, 241 Main Street, Hartford, Connecticut**

**1. Call to Order**

- a. The meeting was opened at 9:32 a.m. by Chairperson Laurie Ann Scotti.
- b. Fifteen members were present. Attendance sign-in sheets were retained at the CRCOG offices

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

- a. The minutes of September 24, 2009 were accepted for filing.

**3. Unfinished Business**

- a. Form: "Notification of Drill or Exercise."
  - An internal meeting has yet to be held at DEMHS to discuss the shared use of this form. There are several items that need to be combined and DEMHS will contact CREPC staff to identify these.
  - At DPH, Jon Bergeson has moved to the position overseeing the National Disaster Medical Stockpile program and his former position will not be filled.
  - DEMHS has not received any of their forms requesting approval for exercises. When received, they will be forwarded to the CREPC staff.
  - Melanie at DEMHS has requested a copy of the current version of the revised form to be e-mailed to her. Laurie agreed to do this, and will coordinate with both DPH and DEMHS to move this project along.
- b. Autumn Storm Exercise (FE)
  - The full scale exercise (FSE) has been postponed until several identified issues were worked out.
  - Several items in the After Action Report / Improvement Plan (AAR/IP) need to be resolved before proceeding. Otherwise the FSE will only re-discover the problems already identified.
  - It was decided to proceed with the following:
    - Pick a week for the FSE and work backward starting.
    - The Concept of Operations document was approved by CREPC at the last meeting
    - At the next CREPC meeting, the RESP plan will be approved
    - The contract with TETRA TECH will be renewed.
    - The expected players for the FSE will be re-identified and their commitments will be solicited
    - The goals and objectives will be established
    - It was decided to keep the title "Autumn Storm" intact but to modify this for a spring event with the location still based in Enfield.
    - The intent remains to make this a regional exercise with any community who wants to play setting up their EOC and actively communicating. Resources and scene management will be limited to the town of Enfield.

- The role of other local EOCs needs to be decided. How long do they need to remain open? Are they expected to communicate resource information to the RCC?
- c. Autumn Storm Exercise (FSE) - definition of goals and objectives:
- Mr. Centrella identified the need for a small group of people to develop goals and objectives, the extent of play and the involvement of TETRA TECH.
  - A workshop will be scheduled for early February to launch this renewed program.
  - One goal of this workshop would be to present the multi-year Training and Exercise Plan for 2010 through 2012.
- d. Improvement Planning Process
- Using a PowerPoint presentation, Mr. Scace discussed the draft Multi-Year Training and Exercise Plan 2010-2012 document. Mr. Scace kept detailed notes that reflected the motion that was made, seconded and approved to include the wording (page 4) defining the three program priorities, as well as the policy statements numbered 4, 7 and 8 on pages 16-17.
  - It was recommended to add discussion on MMRS and Citizen Corps program, and to add to the HSEEP discussion the whole section that outlines our regional process.
  - It was also agreed to add the diagram that describes the whole cycle.
- e. Training Recommendations
- The Workgroup reviewed, line by line, the TICP training recommendations. Mr. Scace noted the committee comments related to Corrective Actions, Responsibilities, etc, and will send out an updated spreadsheet.
  - The group will work with ESF-2 to coordinate the EM training effort.
  - Keith Victor reported there were 5 people trained. Position-specific task books require activity in the field to be completed
  - Melanie reported that DEMHS is beginning to coordinate ICS Emergency Management training and they are looking for funding for equipment and training
  - Eight people have signed up for courses in January.
  - Mr. Scace briefed the Workgroup that he will draft an invitation to the Training and Exercise Workshop that will be sent to all CEOs, police, fire and EMS agencies, EMDs, State agencies, RESF chairs, regional organizations (such as CRCOPA) and any other identified key players.
- f. Autumn Storm FE AAR Review
- The Workgroup tabled the line by line review of the Autumn Storm AAR items due to time constraints, but Mr. Scace requested everyone to forward their specific comments and he will incorporate them, as well as any general comments that were raised during the meeting.

#### 4. New Business

a. DEMHS Report:

- Tom Gavaghan reported that two communities in Region 3 are planning to conduct full scale exercises outside of the regional Autumn Storm: Simsbury and Granby.
- The state program establishing region distribution points has not been looked at in 2 years and might be considered for this upcoming exercise/
- He raised the issue of debriefing local and outside management activities – he raised the question: “how will this be done?”

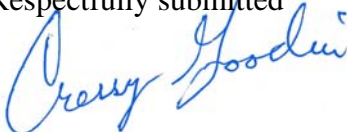
b. Report by Jay Gonzalez

- Jay Gonzalez briefed the committee on two projects he is completing for his MEP certification program, a TTX and an FE. The TTX is designed to evaluate CREPC ESF-5 Duty Officers up to the RESP activation process, and the FE is designed to evaluate set up of the RCC once the RESP is activated to the level requiring RCC activation. The committee advised that an “Intent to Exercise” form be completed for each exercise to incorporate them as a regional exercise. CRCOG will provide support for copying any documents needed to facilitate the exercises, and further committee review will be needed to determine additional levels of support and funding needed.

#### 5. Adjournment.

- Their being no other business the T&EPW meeting adjourned at 1135.  
Motion by John Shaw, seconded by Brian Rykowski.

Respectfully submitted



Cressy Goodwin Recorder