Capitol Region Council of Governments (CRCOG)  
241 Main Street, Hartford, CT  
Region 3 UAWG and MMRS Steering Committee  
Quarterly Meeting Minutes  
September 29, 2010

Call to order

The meeting was called to order by Urban Area Working Group (UAWG) Chair William Austin at 1000 hours.  
(Note: Chairman Austin had to leave meeting 1115 hours, along with Chairman Austin RESF-19 Chair Stephen Thal also left. Meeting turned over to UAWG Vice Chairs Dan Vindigni and Peter Vernesoni).

Review/Approval of Minutes from the May 26, 2010 meeting

John Shaw, seconded by Peter Vernesoni, moved to accept the May 26, 2010 minutes as submitted. All in favor so voted.

Administrative Remarks

The agenda for the meeting was reviewed. Dan Scace announced that although not on this meeting’s agenda the 2010 UASI budget is ready for discussion / acceptance.

Review of UASI grant implementation

Spending Summary 2008 and 2009

Dan Scace did a walkthrough of the UASI budget and spending plan documents.

2008 UASI spending plan status: As of September 14, 2010 $973,134.14 has been obligated or spent out of $1.997M award. UAWG reminded that the performance period for the 08 UASI grant is September 2011 unless extended and it is the intent to meet that performance period. The UAWG reviewed the status of the MMRS Electronic Patient Tracking and Citizen Preparedness RFPs. The LETP portion of spending plan is on track. We must continue to push spending the 08 UASI grant funds.

2010 UASI: The FY 2010 grant was different in that it required identifying what Target Capabilities were being funded and by what amount. The 2010 budget was further broken down by POETE and by the project. Dan Scace presented a draft 2010 budget outlining the spending plan by Common Operating Picture, Citizen Preparedness, Regional Coordination, Mass Care, CBRNE/WMD Response, Training and Exercises with LETP credit identified. This will allow CRCOG to track spending by capability, specific project, POETE and how much is allotted to LETP. M&A for 2010 was 2.5% each for CRCOG and DEMHS compared with 1.5% from previous years. Question by Ed Lescoe; Can CRCOG move money within like POETE categories w/o UAWG approval, e.g.
shortfall in an Equipment line item can be funded from other Equipment line items? After some discussion, the answer is yes by Chair and group. However moving funds from one POETE category to another will be brought to UAWG for approval. Dan Scace advised that his commitment is to advise the UAWG any time money is spent (or not spent) on a line item the UAWG established even though the grant may not require such details. The Chair requested a motion to accept the proposed 2010 UASI budget. So moved by Ed Lescoe, seconded by Brian Rykowski; motion carried unanimously.

2009 UASI: The UAWG reviewed the original budget. Dan Scace is structuring the budget similarly to 2010 to allow tracking consistently, particularly to indicate how they align with Target Capabilities to match 2010 UASI budget structure. The original Performance Period is through 9/2012. Questions were posed about future funding eligibility. There are no guaranties but inference can be logically made that UASI funds will continue for those stronger “regionally” oriented programs.

**Urban Area Security Strategy (UASS)**

Review of Goal Champion Recommendations: The review/revision of Goal 7 is complete. Discussion held regarding Goal 7 serving as the Regional Sheltering work plan not only for the Region but may prove beneficial to the Statewide Mass Care Workgroup. Motion requested to accept Goal 7 as submitted: So moved by Dan Dube, seconded by John Shaw; motion carried unanimously. Goal 8 is still being refined with input from RESF-14 Long Term Recovery for consideration at future UAWG meeting.

Review of the CREPC – The Road Ahead report as it pertains to one overall Regional strategy, and how “The Road Ahead” aligns with the Urban Area Security Strategy.
- The UASS component provides the strategy for capability building
- CREPC components include strategies to address LEPC and REPT concerns, and sustainment plans

Discussion led by Mark Sirois regarding the need to make sure that we have a single integrated strategy and vision moving forward. The question remains how to meld both strategies. A suggestion was made to establish a workgroup from UAWG/CREPC on identifying a singular Regional strategy. Carmine Centrella suggested as a first step the UAWG should “formally” adopt the CREPC – The Road Ahead report for action as CREPC did. So moved by Dan Vindigni, seconded by John Shaw; motion carried unanimously. As the work plan for The Road Ahead develops the UAWG will continue to be involved and it will be an agenda item for all future meetings until completed.

**The Annual Grant Cycle**
The UAWG reviewed a revised Region 3 specific cycle proposed by Dan Scace. It tracks key grant cycle activities by time (months), process (planning, exercises, etc), and product. Motion requested to accept the submitted document as the Regional Grant Cycle planning document. So moved by John Shaw, seconded by Mark Sirois; motion carried unanimously.
In terms of looking forward, all items identified in the Cycle are on track. Dan Scace reviewed upcoming events related to the Cycle. The Capitol Regional Pre-Disaster Natural Hazard Mitigation Plan project is being reworked by CRCOG. We should attempt to integrate this FEMA Natural Hazard Mitigation planning process and Regional Hazardous Materials planning and develop a Hazard Vulnerability Assessment (HVA) for all hazards. It was suggested that flooding of the Connecticut River is a big concern for the Region and we should work together as a region to fully identify the hazards and build a sound Regional mitigation strategy. The grant cycle should also include a reassessment of Regional Capabilities 12-18 months from now.

CREPC Going Forward

No further discussion as this was already covered.

MMRS Steering Committee

Old Business:
John Shaw presented an update on the status of National MMRS Program and National directorate issues.

MMRS Visit to the White House
Key MMRS stakeholders met with Richard Reed from the White House. Discussion included lack of accountability. DHS is not in favor of moving back to “contracted” program vs. grant program while MMRS jurisdictions like the contract program approach due to tying deliverables to accountability.

Report on CRADA Project with USMA
This information and resource management system project is currently behind schedule but work being done to develop what the system should be capable of. This will lead to a Request For Information (RFI) based on our determined needs.

MMRS New Business:
Approval of Steering Committee Standard Operating Procedure
John Shaw presented a newly developed MMRS Standard Operating Policy for review and discussion. This fills a governance gap, “formalizes” processes and better defines the MMRS Steering Committee structure, responsibilities and functions. Motion requested to accept MMRS Steering Committee document. So move by Don Janelle, seconded by Mark Sirois

Discussion: No problems to date have been identified with the Steering Committee, but the document needed to align and define roles and responsibilities better and include greater medical involvement. Also the MMRS directorate requires such governance documents. The suggested committee make up was questioned as to whether it added any value to overall UAWG process or does it provide a distraction due to adding RESF-8 Section Heads into the Steering Committee (currently the MMRS Steering Committee and UAWG are represented by the same individuals). A friendly amendment was offered by Don Janelle to remove from consideration the membership section for future action but to accept the remaining SOP sections.
Motion accepted as amended.
**UAWG New Business**

*Funding for National AHIMT Training and Education Conference*

$10,000.00 will be used from 2008 UASI IMT Training line item to cover costs of sending IMT members to the conference for information gathering, networking and training. Funds remain in this line item due to defraying some of the costs with other training funds. No approval needed – adopted earlier w/acceptance of 2008 UASI spending plan.

*Russell-Phillips Contract Extension - Long Term Care Mutual Aid Plan*

Motion requested to accept contract extension and associated costs; so moved by Don Janelle, seconded by Katherine McCormack.

Discussion – If program moves statewide would Region 3 UASI be required to cover those costs? No – that would be up to DPH or other REPTs to fund. Further discussion held regarding whether contract extension is performance period based or until approved funds are expended. This project is driven by objective not by time. Extension was developed to meet those objectives. Going forward LTC facilities will be required to maintain / sustain these costs.

Motion carried unanimously.

*Tetra Tech Contract Extension - Regional Exercise Series*

There is more than $150,000.00 set aside in the 2009 and 2010 UASI budgets. We conducted an AAR for the last exercise series with Tetra Tech and CRCOG representatives. Even though the original intent of the Autumn Storm series was to build a self sustaining capability to conduct and document exercises decision made by CRCOG and exercise support staff that we can’t produce the same quality product as Tetra Tech and do not have the necessary time to build a solid program without contractor support.

The earmarked funds will fund the next exercise cycle as determined by the Region 3 Training and Exercise Planning Workgroup. Motion requested to accept contract extension with Tetra Tech EM, Inc. So moved by John Shaw, seconded by Don Janelle

Discussion: Overall the Region is happy with the product and process from Tetra Tech. Motion carries unanimously.

*Next meeting (Quarterly)* – Quarter 4, CY 2010, November 10, 2010, 10:00 a.m. at CRCOG

*Adjournment*

There being no other business, on a motion by Don Janelle, seconded by Ed Lescoe the meeting adjourned at 1152 hours.