



Regional Performance Incentive Program

Pursuant to Public Act 07-239, Section 8

Proposal for Joint Provision of Service(s) to be filed with the Secretary of the Office of Policy and Management no later than December 1, 2007.

Submit to: Office of Policy and Management, 450 Capitol Ave. MS #54 SLP,
Hartford, CT 06108-1379, Att: RPI Program

Regional Emergency Operations Coordination Center

Regional Planning Organization(RPO)(s):	
Name	Capitol Region Council of Governments
Address	241 Main Street, 4 th Floor
City/State/Zip	Hartford, CT 06106
RPO Contact Person(s):	
Name	Lyle D. Wray
Title	Executive Director
Telephone	(860) 522-2217
Fax	(860) 724-1274
E-mail	lwray@crcog.org
Amount of Regional Performance Incentive Funding Requested: \$515,000	
Short Descriptive Title of Project: Regional Emergency Operations Coordination Center	
REQUIRED PROPOSAL ELEMENTS Items (1) through (10) :	
(1) <u>Proposed Shared Service(s):</u> Describe at least one service currently provided by a municipality or municipalities within the region, but not currently provided on a regional basis, for which this proposal is being submitted (attach additional pages as necessary):	
<p>Most municipalities have designated an Emergency Operations Center, or a space that can serve as an Emergency Operations Center during an emergency event. These are typically multi-purpose facilities (i.e. not specifically designed or exclusively used for emergency response purposes) and lacking the capacity to respond to incidents that have a regional, state or federal impact. In an emergency incident affecting multiple jurisdictions, coordination is often carried out of an existing local facility or mobile unit, both of which are more suited for singular incidents.</p> <p>The Regional Emergency Deployment Plan (RED Plan), developed several years ago, takes a regional approach to emergency events that exceed the capabilities of individual local jurisdictions. As part of the regional response approach, the Town of Manchester has been designated one of three Regional Coordination Centers (RCC) for 42 municipalities that make up</p>	

Area 3 of the State Department of Emergency Management and Homeland Security. This designation was made through the Capital Region Emergency Planning Committee and was intended to provide for sustainable coordination points for managing public safety resources in the event of a regional emergency incident. In addition, Manchester was designated the primary location of the three RCCs. These are among the first attempts in the state at creating regional emergency operations centers.

Manchester currently utilizes the hearing room in one of its multi-purpose facilities (Lincoln Center) as its emergency operation center. The facility does not meet the design, decision support, and telecommunication capabilities necessary to provide sustainable operations management required for a RCC.

This funding request is to implement the RCC concept as developed in the RED Plan by renovating the second floor of the Manchester Public Works building which will be the site of the RCC. The total project cost is \$750,000. A grant through CRCOG has made \$250,000 available for equipment purchases. Federal assistance has been requested but not yet approved by Congress, and may also be limited to purchasing equipment. Therefore, this funding request is in the amount of \$500,000. The renovation work will include space reconfiguration to accommodate:

- Communications and Operations Rooms
- Meeting rooms
- Mechanical/Electrical Switch Rooms
- Accessible restrooms & shower facilities
- Upgraded/additional electrical wiring
- Dormitory space
- Office space
- Kitchen/Break Room and storage areas

In the event of a large scale disaster or emergency, the RCC will ensure the effective direction, control and coordination of multiple emergency response efforts.

The proposed RCC will provide the following operational capabilities: flexibility, including the ability to scale operations, adapt operational space and satisfy mission requirements; sustainability, with the capability to support operations for extended periods without interruptions; security, permitting the town to protect operations and guard against potential risks; survivability, since its location away from the central Town Hall complex enables Manchester to sustain the effects of a realized threat and continue operations; and interoperability, since the site can be configured to share information with other EOC response teams at or near an incident site.

(2) Describe how such service will be delivered on a regional basis, the entity that would be responsible for the service and how the population would continue to be served (attach additional pages as necessary):

Manchester will serve as one of three Regional Coordination Centers in the event of a multi-jurisdictional emergency incident in the 42-municipality region. As described in the RED Plan, the RCC will be the location where representatives of Regional Emergency Support Functions (RESFs) assemble for extended operations, analysis, recommendations and decision-making. The RCC will carry out the standard management, operational, planning, and logistical functions required under the National Incident Management System/Incident Command System.

During an incident, the local jurisdiction will initially utilize its own and any mutual aid resources available. In an incident too large or complex requiring multi-agency or multi-jurisdictional resources, the local agency will activate the RED Plan in order to obtain the additional resources needed to respond to the incident. The management and deployment of the additional resources would be coordinated through the RCC in Manchester.

The RED Plan is designed to be a sustainable response plan that can be activated at any time.

(3) Describe the amount and manner in which the service will achieve economies of scale, and the amount and manner in which each municipality will reduce its mill rate as a result of the savings realized by regionalizing the service (attach additional pages as necessary):

Thus far, a total of \$400,000 has been allocated within Region 3 to develop three functioning Regional Coordination Centers in New Britain, Windsor Locks and Manchester. Windsor Locks utilized \$100,000 and New Britain \$50,000 to equip their facilities for a regional response. The remaining \$250,000 was allocated to Manchester to fund an estimated \$750,000 project that would upgrade a Town facility to serve as a RCC. The total cost of providing three RCCs in Region 3 therefore is estimated at \$900,000. Serving a population of approximately 1,080,000, this equates to \$0.83 per capita.

Were individual municipalities to develop Emergency Operations Centers equipped to respond to major incidents lasting for an extended duration, the cost would clearly be much higher. At \$160/square foot, even a modest sized EOC of 600-800 square feet serving a community with a relatively small population would cost between \$96,000 and \$128,000 for renovations and equipment. For a small community with a population of 15,000, this translates to a cost in the range of \$6.40 to \$8.53 per capita. For a medium-large sized community of 40,000 constructing and equipping a facility between 1,000 and 1,500 square feet, the cost would be between \$160,000 and \$240,000, or \$4.00 and \$6.00 per capita. It is likely that many communities simply do not have space available for conversion to a single-purpose EOC or would simply decide to not undertake such a project for financial reasons.

Minimum Potential Savings and Potential Mill Rate Reduction by Town:

Name of Town	Size (small or medium-large)	Individual Cost	Regional Cost	Savings	Potential Mill Rate Reduction
Avon	small	\$ 96,000.00	\$ 22,727.00	\$ 73,273.00	0.033
Bloomfield	small	\$ 96,000.00	\$ 22,727.00	\$ 73,273.00	0.043
Bolton	small	\$ 96,000.00	\$ 22,727.00	\$ 73,273.00	0.185
Canton	small	\$ 96,000.00	\$ 22,727.00	\$ 73,273.00	0.082
East Granby	small	\$ 96,000.00	\$ 22,727.00	\$ 73,273.00	0.150
East Hartford	medium-large	\$ 160,000.00	\$ 22,727.00	\$ 137,273.00	0.053
East Windsor	small	\$ 96,000.00	\$ 22,727.00	\$ 73,273.00	0.094
Enfield	small	\$ 96,000.00	\$ 22,727.00	\$ 73,273.00	0.050
Farmington	small	\$ 96,000.00	\$ 22,727.00	\$ 73,273.00	0.027
Glastonbury	small	\$ 96,000.00	\$ 22,727.00	\$ 73,273.00	0.024
Granby	small	\$ 96,000.00	\$ 22,727.00	\$ 73,273.00	0.091
Hartford	medium-large	\$ 160,000.00	\$ 22,727.00	\$ 137,273.00	0.036
Manchester	medium-large	\$ 160,000.00	\$ 22,727.00	\$ 137,273.00	0.041
Newington	medium-large	\$ 160,000.00	\$ 22,727.00	\$ 137,273.00	0.055
Rocky Hill	small	\$ 96,000.00	\$ 22,727.00	\$ 73,273.00	0.046
Simsbury	small	\$ 96,000.00	\$ 22,727.00	\$ 73,273.00	0.037
South Windsor	small	\$ 96,000.00	\$ 22,727.00	\$ 73,273.00	0.035
Suffield	small	\$ 96,000.00	\$ 22,727.00	\$ 73,273.00	0.067
Vernon	small	\$ 96,000.00	\$ 22,727.00	\$ 73,273.00	0.081
West Hartford	medium-large	\$ 160,000.00	\$ 22,727.00	\$ 137,273.00	0.031
Windsor	small	\$ 96,000.00	\$ 22,727.00	\$ 73,273.00	0.031
Windsor Locks	small	\$ 96,000.00	\$ 22,727.00	\$ 73,273.00	0.090

(4) Provide a cost benefit analysis for the provision of such regional service by each participating municipality and by the RPO (attach additional pages as necessary):

As previously discussed, this funding will complete the implementation of the three RCCs in Region 3 in a way that is more cost-efficient than creating numerous single-purpose emergency operations centers throughout the region.

The proposed Regional Command Center would provide a single-purpose dedicated emergency operations center available to serve all of Region 3. In a major event, the facility could be in operation with little or no lead or prep time. The facility would be capable of serving as a command center for an extended period of time and equipped with a full complement of communications and computer equipment. Because of its attributes, the facility would be the lead RCC in Region 3. The RCCs are a critical element to activating the RED Plan.

The costs to the host communities will be to continue to maintain the physical structures. For Manchester the incremental cost of maintaining the facility is minimal because the location will be one dedicated portion of an existing public works facility which is already maintained by the town.

(5) Set out a plan of implementation for such regional service, include an approximate date for the beginning of the regional service and how the service will continue to be funded once service is established and grant funds are expended (attach additional pages as necessary):

Design and engineering for the facility could be completed within two months of notice of funding award. The bidding process would require an additional two months. Construction is expected to require six months. The total time necessary between notice of award and completion of the facility is expected to be ten months.

Ongoing maintenance and upkeep of the facility will be the responsibility of the Town of Manchester and funded through the Town's annual operating budget.

(6) List the municipalities participating in the proposed shared service and estimate the savings to be realized by each municipality participating in the regionalized service.

Municipality	Savings
Avon	\$ 73,273.00
Bloomfield	\$ 73,273.00
Bolton	\$ 73,273.00
Canton	\$ 73,273.00
East Granby	\$ 73,273.00
East Hartford	\$ 137,273.00
East Windsor	\$ 73,273.00
Enfield	\$ 73,273.00
Farmington	\$ 73,273.00

Glastonbury	\$ 73,273.00
Granby	\$ 73,273.00
Hartford	\$ 137,273.00
Manchester	\$ 137,273.00
Newington	\$ 137,273.00
Rocky Hill	\$ 73,273.00
Simsbury	\$ 73,273.00
South Windsor	\$ 73,273.00
Suffield	\$ 73,273.00
Vernon	\$ 73,273.00
West Hartford	\$ 137,273.00
Windsor	\$ 73,273.00
Windsor Locks	\$ 73,273.00
Per cent of municipalities, in the RPO, participating in the proposed regional service(s): 76%	
(7) Attach hereto the following documents from participating municipalities:	
(A) A resolution by the legislative body of each municipality affected by the proposal endorsing such proposal.	
(B) Certification by each municipality that there are no legal obstacles to provision of services in the manner described in the proposal including, but not limited to binding arbitration.	
(8) Attach the following material:	
1. A site location map (if applicable)	
2. Proposed Project Schedule (Outline the Proposed Project timeline)	
3. Project cost estimates supporting the request for funding	
4. List of necessary local/state/federal permits and approvals required for the project.	
(9) Has a copy of the proposal been sent to legislators representing the participating municipalities? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> *** To be mailed the week of Dec. 3, 2007.	
If YES, please attach copies of cover letters.	
(10) Certification by the Chairman of the Regional Planning Organization(s):	
I do hereby certify that the information contained herein is true and accurate to the best of my knowledge.	
Signature:	
Name: David Kilbon	
Title: Chair, Capitol Region Council of Governments; First Selectman, Town of East Granby	
Date:	
(Please use following certification if more than one RPO is participating.)	
(10) Certification by the Chairman of the Regional Planning Organization(s):	
I do hereby certify that the information contained herein is true and accurate to the best of my knowledge.	
Signature:	
Name:	
Title:	

Date:

Attachments

Item 8-2. Proposed Project Timeline

January 2008 – Notice of Funding

January – February, 2008 – Design and Engineering

March – April, 2008 – Bid and Contract

May – October, 2008 – Construction

Item 8-3. Project Cost Estimate

Construction Renovation	\$700,000
Equipment	<u>\$50,000</u>
TOTAL	\$750,000

Funded Through Other Sources	\$250,000
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Balance of Funding Required	\$500,000
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CRCOG Grant Administration (3%)	\$15,000
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TOTAL REQUEST:	\$515,000
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