

Approved Meeting Minutes

Statewide Citizen Corps Advisory Council Meeting

May 17, 2018

Meeting Minutes

DESPP Headquarters, Room 349

1111 Country Club Road

Middletown, CT 06457

Voting Members In Attendance:

In Person:

Don Davis (Region 3 REPT)

Don Janelle (CEMA)

Eric Scoville (Planner)

Harley Graime (Region 3 REPT)

Joel Severance (Region 2 REPT)

Mark Amatrudo (Co-Chair)

Norma Peterson (Region 1 REPT)

Via Phone:

Joanna Rogalski (Region 5 REPT)

Katherine McCormack (CT MRC)

Voting Members Absent:

Jean Davies (Region 2 REPT), Jim Larkin (Region 4 REPT), John Field (DEMHS Region 2),

Michelle Deluca (Region 1 REPT), Mike Caplet (DEMHS Region 4), Paul Gibb (Region 5

REPT), Robert Kenny (DEMHS Region 1), Thomas Vannini (DEMHS Region 5), William

Turley (DEMHS Region 3)

Quorum Present: Yes

Others In Attendance (Person/Phone): Bob Freeman (Hamden OEM)

I. Call to Order & Pledge of Allegiance (1:30)

II. Opening & Public Comments:

A motion made to approve April 23, 2018 Meeting Minutes. Motion made by Don Janelle, seconded by Joel Severance, Motion Carried.

III. DESPP/DEMHS Grants Report:

Financial Report See attached financial report compiled by Rita Stewart. The total budget for FFY 2016 is **\$75,000**. Of that amount, **\$35,500** has been obligated to pre-approved projects. A motion to accept the report made by Joel Severance, Seconded by Don Janelle, motion carries.

IV. Regional Council Updates/Reports:

Reports provided to the Council at the bi-monthly meeting are now attached to the meeting minutes, a summary of reports received is below. Funding may be tied to the delivery of this report, please be sure to deliver this report.

| Report | | Report Received/Attached to Mins. | |
|-----------------------|--|---|--|
| DEMHS Region 1 | Robert Kenny- DEMHS Region 4 Coordinator | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| | Michelle Deluca- Region 1 REPT | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| | Norma Peterson- Region 1 REPT (MetroCOG) | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| DEMHS Region 2 | John Field- DEMHS Region 2 Coordinator | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| | Joel Severance- Region 2 REPT (RiverCOG) | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| | Jeanne Davies-Region 2 REPT (RiverCOG) | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| DEMHS Region 3 | William Turley- DEMHS Region 3 Coordinator | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| | Harley Graime- Region 3 REPT (CRCOG) | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| | Don Davis- Region 3 REPT (CRCOG) | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| DEMHS Region 4 | Mike Caplet, DEMHS Region 4 Coordinator | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| | Vacant | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| | Jim Larkin- Region 4 REPT (NECOG) | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| DEMHS Region 5 | Tom Vannini- Region 5 Coordinator | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| | Joanna Rogalski- Region 5 REPT (NVCOG) | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| | Paul Gibb- Region 5 REPT (NHCOG) | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| CEMA | Don Janelle | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| MRC | Katherine McCormack | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |

V. Old Business:

Status of Backpacks and Purchases

The actual cost of backpacks exceeded the authorized amount of \$25,000 approved at April SCCC meeting. A motion was made to accept the increased amount and authorize the purchase of additional CERT backpacks by Don Janelle, Seconded by Joel Severance. Motion Carries.

CERT Training Day

There was discussion on planning for CERT training day. A survey was sent out to gauge interest in certain training classes. A subcommittee meeting will be held a DESPP HQ on June 21st for all who are interested in attending

ICS Forms for CERT

There was a short presentation on using ICS forms for CERT purposes. This presentation is attached to these meeting minutes and will be posted on the DEMH CCP webpage.

Regional Council report Submission Status

The committee talked briefly about the CCP report submission requirement/deliverable for Category C Grants, Chief Amatrudo will follow up with those who have not consistently submitted their reports. A summary of report submission is attached to these minutes.

VI. New Business/Roundtable:

SCCC Goals & Priorities for 2018/2019

The committee at the direction of Chief Amatrudo will continue working to develop goals and objectives for the SCCC in 2018. The initial summary of findings is attached to these meeting minutes.

CERT/Citizen Corps Jeopardy Games

Don Janelle reviewed the CCP “Jeopardy” program. It is similar to what is included on the CERT basic training CD. Don will send it to anyone who requests it, just send him an email to Don.Janelle@ct.gov.

Roundtable Discussion

VII. Adjournment- (3:30 PM) Motion made by Norma Peterson, Seconded by Don Janelle. Motion Carried unanimously.

Citizen Corps Regular Meeting May 17 , 2018

| | | | | |
|--|---------------------|----------|-----------------|----------|
| FFY 2015 Allocation | 9/01/2015-8/31/2018 | \$75,000 | *fully expended | \$0.00 |
| FFY 2016 Allocation | 9/01/2016-8/31/2019 | \$75,000 | see below | |
| Current balance on FFY 2016 (less pending) ¹ | | | | \$53,987 |

| Pending submission of completion report | | (for approved applications) | | |
|---|---------------|------------------------------|--------------------------|----------|
| <u>category</u> | <u>amount</u> | <u>applicant</u> | <u>description</u> | |
| | | | <u>total by category</u> | |
| Planning | \$2,000 | RiverCOG | 1/01/2018-6/30/2018 | |
| | \$2,000 | NVCOG | 1/01/2018-6/30/2018 | |
| | \$2,000 | CRCOG | 1/01/2018-6/30/2018 | |
| | \$2,000 | NECCOG | 1/01/2018-6/30/2018 | |
| | \$2,000 | NW Hills COG | 1/01/2018-6/30/2018 | |
| | | | 10,000 | |
| Training | | | 19,500 | |
| | \$1,200 | Bridgeport (pending info) | approved 4/07/2017 | |
| | \$1,200 | CRCOG/Southington | approved 5/09/2017 | |
| | \$1,200 | CRCOG/Canton | approved 10/30/2017 | |
| | \$1,000 | New Canaan/Wilton | approved 10/17/2017 | |
| | \$1,200 | CRCOG/Tolland | approved 11/22/2017 | |
| | \$500 | Norwich | approved 12/01/2017 | |
| | \$1,200 | CRCOG/So. Windsor | approved 12/7/2017 | |
| | \$1,200 | Durham | approved 12/07/2107 | |
| | \$800 | Killingworth | approved 12/7/2017 | |
| | \$1,200 | No. Haven | approved 12/7/2017 | |
| | \$1,200 | Fairfield | approved 1/18/2018 | |
| | \$1,000 | Hamden - Teen | approved 2/01/2018 | |
| | \$1,200 | CRCOG Bristol | approved 2/01/2018 | |
| | \$1,200 | Prospect | approved 3/19/2018 | |
| | \$1,000 | DART/Durham Cat B | approved 3/16/2018 | |
| | \$1,200 | Monroe | approved 3/09/2018 | |
| | \$0 | New Milford - no funds | approved 3/14/2018 | |
| | \$0 | Redding - only backpacks | approved 4/10/2018 | |
| | \$800 | Bridgeport | approved 4/07/2018 | |
| | \$1,200 | New Fairfield | approved 5/10/2018 | |
| | \$0 | Bridgeport (Extra backpacks) | approved 5/14/2018 | |
| Equipment | | | 6,000 | |
| | \$1,000 | Torrington | approved 3/09/2018 | |
| | \$1,000 | CRCOG/E Haddam | approved 3/22/2018 | |
| | \$1,000 | Litchfield | approved 3/27/2018 | |
| | \$1,000 | CRCOG/Windsor Locks | approved 4/4/2018 | |
| | \$1,000 | DART | approved 4/27/2018 | |
| | \$1,000 | CRCOG/Farmington | approved 5/10/2018 | |
| ** pending back pack order approved at Sp. Meeting | | | | |
| Remaining Balance (if all of the approved applications are submitted for full amount) | | | | \$35,500 |

¹ pending includes completion reports that have been received and are in process. currently \$21,013 is being processed under 2016 - this includes completion reports as well as \$13000 of the last back pack order (remainder was paid with 2015 funds)

Citizen Corps Program - 2017 applications and approvals

| No. | Category | Name of Applicant | Organization Requested for | Requested | Approved | Date of Approval | Project Activities | other approval details | back-packs | Completion Form on File | # of students trained | Amount Processed | cancelled | reimb. processed or no funds requested | | | Notes |
|---|----------|-------------------|----------------------------|------------|----------|------------------|---------------------|------------------------------------|------------|-------------------------|-----------------------|------------------|--------------------------|--|------|----------------------------|-------|
| | | | | | | | | | | | | | Fiscal Ref Code (DPS 33) | Date of DPS 33 | FFY | | |
| approved by DEMHS prior to January 2017 meeting | | | | | | | | | | | | | | | | | |
| 16-45 | A | CRCOG | Tolland | \$1,200.00 | yes | 11/18/2016 | basic training | 11/21/2016 | Y | Yes | | \$1,000.00 | | 8/7/2017 | 2015 | | |
| 16-46 | A | CRCOG | Manchester | \$1,200.00 | yes | 11/18/2016 | basic training | 2/1/2017 | Y | Yes | | \$1,000.00 | | 8/7/2017 | 2015 | | |
| 16-47 | A | Bridgeport | | \$1,200.00 | yes | 12/15/2016 | basic training | 12/15/2016 | Y | yes | | | | | | pending info | |
| 16-48 | C | Northwest Hills | | \$2,000.00 | yes | 1/3/2017 | planning | 1/01/2017-6/30/2017 | | yes | | \$1,750.00 | | 8/8/2017 | 2015 | | |
| 16-49 | C | NVCOG | | \$2,000.00 | yes | 1/17/2017 | planning | 1/01/2017-6/30/2017 | | yes | | \$1,750.00 | | 8/8/2017 | 2015 | | |
| 16-50 | C | RiverCOG | | \$2,000.00 | yes | 1/17/2017 | planning | 1/01/2017-6/30/2017 | Y | yes | n/a | \$1,000.00 | 442622 | 5/10/2017 | 2015 | 2nd payment | |
| 16-51 | A | Fairfield | | \$1,200.00 | yes | 1/17/2017 | training | 3/04/2017 start | Y | yes | 21 | \$1,015.41 | 442521 | 5/10/2017 | 2015 | | |
| 16-52 | A | Hamden | | \$1,000.00 | yes | 1/17/2017 | training | 4/6/2017 | Y | yes | 11 | \$1,000.00 | 442669 | 5/26/2017 | 2015 | DPS total 2,000 | |
| approved by DEMHS prior to March 2017 meeting | | | | | | | | | | | | | | | | | |
| 17-1 | C | CRCOG | | \$2,000.00 | yes | 1/18/2017 | planning | 1/1/2017-6/30/2017 | | yes | | | | | | | |
| 17-2 | C | NECCOG | | \$2,000.00 | yes | 1/25/2017 | planning | 1/1/2017-6/30/2017 | | yes | | | | | | | |
| 17-3 | A | Windham | | \$1,200.00 | yes | 2/1/2017 | basic training | 2/2/2017 start | Y | yes | | \$620.00 | 5000 | | 2015 | | |
| 17-4 | A | CRCOG | So. Windsor | \$1,200.00 | yes | 2/3/2017 | basic training | 2/06/2017 start | N | yes | | \$500.00 | | 8/7/2017 | 2015 | | |
| 17-5 | A | Hamden | | \$1,000.00 | yes | 2/3/2017 | Teen basic training | 3/6/2017 start | Y | yes | 9 | \$1,000.00 | 442669 | 5/26/2017 | 2015 | DPS w 16-52 | |
| 17-6 | A | Northwest Hills | | \$300.00 | yes | 2/22/2017 | basic training | 3/22/2017 start | Y | no | | | | | | | |
| approved by DEMHS prior to May 2017 meeting | | | | | | | | | | | | | | | | | |
| 17-7 | A | Monroe | | \$1,200.00 | yes | 3/9/2017 | basic training | 4/21/2017 | Y | yes | 9 | \$1,198.00 | | 9/15/2017 | 2015 | req | |
| 17-8 | D | Litchfield | | \$1,000.00 | yes | 3/24/2017 | equipment/app | rain gear | | yes | | \$1,000.00 | req | 8/7/2017 | 2015 | | |
| 17-9 | A | CRCOG | Vernon | \$1,200.00 | yes | 3/28/2017 | basic training | 4/8/2017 start | Y | yes | | | | | | | |
| | D | CRCOG | Vernon | \$1,000.00 | no | | | | | | | | | | | withdrawn | |
| 17-10 | A | CRCOG | Vernon | \$1,200.00 | yes | 3/31/2017 | basic training-2 | 4/19/2017 | Y | yes | 15 | \$1,199.20 | req | 8/21/2017 | 2015 | | |
| 17-11 | A | Ridgefield | | \$1,200.00 | yes | 4/3/2017 | basic training | 5/12/2017 | Y | no | | | | | | cancelled. | |
| 17-12 | A | Bridgeport | | \$1,200.00 | yes | 4/7/2017 | basic training | 4/15/2017 start | Y | yes | | | | | | pending doc. | |
| 17-13 | A | CRCOG | Southington | \$1,200.00 | yes | 5/9/2017 | basic training | 10-May-17 | Y | no | | | | | | | |
| 17-14 | A | CRCOG | Middletown | \$1,200.00 | yes | 5/12/2017 | basic training | June, 2017 start | Y | yes | | \$1,199.60 | 5424 | 2/1/2018 | 2015 | | |
| 17-15 | C | RiverCOG | | \$2,000.00 | yes | 5/15/2017 | planning | 7/01/2017-12/31/2017 | | yes | | 2000 | | | 2015 | | |
| approved by DEMHS prior to July 2017 meeting | | | | | | | | | | | | | | | | | |
| 17-16 | D | CRCOG | Bristol | \$1,000.00 | yes | 5/23/2017 | equipment/app | flashlights | | yes | | \$999.00 | requ | 11/13/2017 | 2015 | last D was 2014 | |
| 17-17 | D | CRCOG | Manchester | \$1,000.00 | yes | 5/23/2017 | equipment/app | flashlights | | yes | | \$999.00 | requ | 11/13/2017 | 2015 | | |
| 17-18 | D | CRCOG | Newington | \$1,000.00 | yes | 5/23/2017 | equipment/app | flashlights | | yes | | \$999.00 | requ | 11/13/2017 | 2015 | | |
| 17-19 | D | CRCOG | So. Windsor | \$1,000.00 | yes | 5/23/2017 | equipment/app | flashlights | | yes | | \$999.00 | requ | 11/13/2017 | 2015 | | |
| 17-20 | A | Hamden | | \$1,000.00 | yes | 6/20/2017 | basic training | 9/21/2017 start | Y | yes | 25 | \$1,000.00 | | 12/7/2017 | 2015 | | |
| 17-21 | A | Wallingford | | \$1,200.00 | yes | 6/20/2017 | basic training | 10/21/2017 start | Y | yes | 15 | | | | | no funds requested | |
| 17-22 | C | Northwest Hills | | \$2,000.00 | yes | 6/29/2017 | planning | 7/01/2017- 12/31/2017 | | yes | | | | | | | |
| 17-23 | C | NVCOG | | \$2,000.00 | yes | 6/29/2017 | planning | 7/01/2017- 12/31/2017 | Y | yes | | \$2,000.00 | requ | 1/10/2018 | 2015 | | |
| 17-24 | D | Hamden | | \$1,000.00 | yes | 7/18/2017 | equipment | 7/31/2017 | | yes | | \$1,000.00 | | | | | |
| approved by DEMHS prior to Sept 2017 meeting | | | | | | | | | | | | | | | | | |
| 17-25 | A | Bridgeport | | \$1,200.00 | yes | 9/18/2017 | training | 9/27/2017 | Y | | 30 | | | | | resched- new appl | |
| 17-26 | D | CRCOG | Portland | \$1,000.00 | yes | 9/21/2017 | equipment/app | | y | Yes | | 425.75 | 5424 | 2/1/2018 | 2015 | w Middletown | |
| 17-27 | C | CRCOG | | \$2,000.00 | yes | 9/20/2017 | planning | 7/01/2017-12/31/2017 | | Yes | | | | 5/14/2018 | 2015 | | |
| 17-28 | D | CRCOG | Ellington | \$1,000.00 | yes | 9/21/2017 | equipment | flashlights | | yes | | \$999.00 | requ | 11/13/2017 | 2015 | | |
| 17-29 | A | Naugatuck | | \$0.00 | yes | 9/26/2017 | training | backs, manuals, cert. only, 10/17 | Y | | | | | | | | |
| 17-30 | A | CRCOG | Canton | \$1,200.00 | yes | 10/30/2017 | training | backpacks, | Y | | 25 | | | | | | |
| 17-31 | A | New Canaan | New C/Wilton | \$0.00 | yes | 9/27/2017 | training | | y | | | | | | | resubmitted | |
| 17-32 | A | Wilton/ New C | | \$1,000.00 | yes | 10/17/2017 | apparell | backpackstoo | y | | | | | | | | |
| 17-33 | D | Wilton | | \$1,000.00 | yes | 10/17/2017 | equip | port lights | | yes | | | | 5/14/2018 | | | |
| 17-34 | C | NECCOG | | \$2,000.00 | yes | 10/17/2017 | planning | 7/01/2017-12/31/2017 | | yes | | | | | 2016 | pending verfic of one item | |
| 17-35 | A | New Milford | | \$0.00 | | n/a | training | Fall CERT class - 9/19/17 | N | | | | | | | | |
| 17-36 | C | RiverCOG | | \$2,000.00 | yes | 11/13/2017 | planning | 1/01/2018-6/30/2018 | | | | | | | | | |
| 17-37 | D | CRCOG | Vernon | \$1,000.00 | yes | 11/22/2017 | equipment | 0 | N | yes | | 968.05 | 0 | 5/10/2018 | 2016 | | |
| 17-38 | A | CRCOG | Tolland | \$1,200.00 | yes | 11/22/2017 | training | basic training starting 11/27 | N | | | | | | | | |
| 17-39 | A | Norwich | | \$500.00 | yes | 12/1/2017 | training | basic training starting 12/10/2017 | Y | | | | | | | | |

Citizen Corps Program - 2018 applications and approvals

| No. | Category | Name of Applicant | Organization Requested for | Requested | Approved | Date of Approval | Project Activities | other approval details | back-packs | Completion Form on File | # of students trained | Amount Processed | cancelled | reimb. processed or no funds requested | | | |
|-------|----------|-------------------------|----------------------------|------------|----------|------------------|--------------------|-----------------------------------|------------|-------------------------|-----------------------|------------------|--------------------------|--|------|-------|---------------|
| | | | | | | | | | | | | | Fiscal Ref Code (DPS 33) | Date of DPS 33 | FFY | Notes | |
| 18-01 | C | NECCOG | | \$2,000.00 | yes | 1/10/2018 | planning | planning 1/01/2018-6/30/2018 | | | | | | | | | |
| 18-02 | C | NW Hills COG | | \$2,000.00 | yes | 1/17/2018 | planning | planning 1/01/2018-6/30/2018 | | | | | | | | | |
| 18-03 | A | Fairfield | | \$1,200.00 | yes | 1/18/2018 | basic training | basic training start on 2/24/2018 | | | | | | | | | |
| 18-04 | A | Hamden | | \$1,200.00 | yes | 1/19/2018 | basic training | starting 2/08/2018 | Y | Yes | | 1098.87 | | 5/12/2018 | 2016 | | |
| 18-05 | A | Hamden | | \$1,200.00 | | 2/1/2018 | teen cert | starting 3/05/2018 | Y | | | | | | | | |
| 18-06 | A | CRCOG | E Haddam | \$1,200.00 | yes | 2/1/2018 | basic training | starting 2/15/2018 | Y | Yes | | 1117.83 | | 5/14/2018 | 2016 | | |
| 18-07 | A | CRCOG | Vernon | \$1,200.00 | yes | 2/1/2018 | basic training | starting 2/10/2018 | Y | Yes | | | | | | | under review |
| 18-08 | A | CRCOG | Bristol | \$1,200.00 | yes | 2/1/2018 | basic training | starting | Y | | | | | | | | |
| 18-09 | A | Prospect | | \$1,200.00 | yes | 3/19/2018 | basic training | basic training to begin 4/25 | Y | | | | | | | | sent to NVCOG |
| 18-10 | B | DART / Durham | | \$1,000.00 | yes | 3/16/2018 | | training to start 4/2 | N | | | | | | | | |
| 18-11 | D | Torrington | | \$1,000.00 | yes | 3/9/2018 | equipemnt | CERT ID Apparel | N/A | | | | | | | | |
| 18-12 | A | Monroe | | \$1,200.00 | yes | 3/9/2018 | training | training beginning 4/27/2018 | Y | | | | | | | | |
| 18-13 | A | New Milford | | \$0.00 | yes | 3/14/2018 | basic training | begins on 4/3 no funds or bkpks | N | | | | | | | | |
| 18-14 | D | CRCOG | E Haddam | \$1,000.00 | yes | 3/22/2018 | equipment/id | CERT ID apparel, back pack items | N/A | | | | | | | | |
| 18-15 | D | Litchfield | | \$1,000.00 | yes | 3/27/2018 | equipment ID | CERT ID apparel, back pack items | N/A | | | | | | | | |
| 18-16 | D | Durham - withdrawn | | \$1,000.00 | yes | pending | equipment | DART Equipment | N/A | | | | | | | | |
| 18-17 | A | Bridgeport | | 800 | yes | 4/9/2018 | starting 4/10 | see below | Y | | | | | | | | |
| 18-18 | A | Redding -rev. | | \$0.00 | yes | 4/10/2018 | starting 4/21 | no funds only backpacks | Y | | | | | | | | |
| 18-19 | D | CRCOG | Windsor Locks | \$1,000.00 | yes | 4/4/2018 | equipment ID | cert id etc. | N/A | | | | | | | | |
| 18-20 | D | Durham DART -resubm | | \$1,000.00 | yes | 4/27/2018 | | flash lights | | | | | | | | | |
| 18-21 | A | New Fairfield | | \$1,200.00 | yes | 5/10/2018 | starting May/June | | Y | | | | | | | | |
| 18-22 | D | CRCOG | Farmington | \$1,000.00 | yes | 5/10/2018 | equipment | canteen w conditions | | | | | | | | | |
| 18-23 | A | Bridgeport supplemental | | \$0.00 | yes | 5/14/2018 | | just back packs - class up to 53 | | | | | | | | | |

NORMA Peterson
Reg 1

Scoville, Eric

From: NORMA PETERSON <njp1061@optonline.net>
Sent: Wednesday, May 16, 2018 2:12 PM
To: Scoville, Eric
Subject: RE: Statewide Citizen Corps Advisory Council Meeting - Region 1 Report

Eric,
My computer recovered a bit more. See Region 1 Report below.
Norma

Report for Region 1 - May 17, 2018
Submitted by Norma Peterson

The Region 1 training scheduled for April 21st proceeded. The training event focused on understanding both the Family Assistance Center and Family Reunification Center and some of the basic roles required in each. Approximately 65 members of Region 1 CERT and MRC participated from 10 Region 1 towns. Fairfield CERT hosted the event.

Brief Summary:

Support staff arrived at Fire School starting at 7:30 a.m. to set up registration and transport materials needed for the training into the building. Coffee was set-up in All Purpose Room. Participants starting arriving about 8 a.m. Program commenced slightly before 9 a.m.

Program consisted of:

- >Welcome
- >Building and General Instructions
- >Power Point Presentations and Discussion led by Mike Vincelli and Terron Jones
- >Practice of Roles
- >Debrief and Pizza

Although some of the role practice was cut short, the program maintained the time scheduled and the event was completed by 1 p.m. All found the program useful and informative and seemed to enjoy participating.

On Wed, May 16, 2018 at 01:39 PM, Scoville, Eric wrote:

Good Afternoon:

This is a reminder that the SCCC will be meeting at 1:30pm Tomorrow at DESPP HQ. I have attached the draft agenda and the draft meeting minutes for approval. Should you have any questions please let me know.

Best,

The Hamden and North Haven CER teams have been activated to assist in the storms this week

Durham CERT team initial training has been postponed. Will be coordinating with VSCERT

DART

Members were requested by Durham Fire to respond to an MVA with owner and dog injuries. Dog transported to Veterinary facility by DART members.

..

We did our Wildlife presentation to the public. DART member Tiffany Hesser a CT Licensed Wildlife Rehabilitator and A Place Called HOPE - a raptor rehabilitator, spoke to DART members and about 30 people from the public. (Community Outreach)

The Large Animal Rescue Training last week funded by cert category B, was a great success

10 members in attendance

2 local ACO's

2 CTSART members

1 Deep River EMS

1 Middletown Dept Emergency Management Trainer.

Upcoming Colander:

5/28 - Memorial Day Parade

6/23 - CATALES Cat Rescue - Walkathon - DART invited to be present and speak with the public

6/3 - DART Low Cost Rabies Clinic - open to anyone/any town

6/20 - DART member to speak at Deep River Fire/EMS - train them to use recently donated Oxygen Masks for pets

Last year we logged 192 volunteer hours.

This year, so far, we are at 190.

Wallingford CERT continues to support ongoing regional very popular Stop the Bleed Trainings

Citizen Corps Council

Don Davis E
Harley Braune
Reg 3

CRCOG/DEMHS Region 3 Meeting

RESF 6 (Volunteer Services Section)

Monday May 7, 2018

1. CERT Ambassador Program – No requests for our team
2. Funding Requests
 - a. Category A – No Requests
 - b. Category B – No Requests
 - c. Category D – Canton

All requests were approved and sent to the State Committee

3. Preparedness Committee – We are still working on our exercise to be held in October, however because our committee chair has taken a leave of absence we are looking for an interim chair. We will be meeting on Monday June 4, 2018 at 1800 hours in the CRCOG Offices in Hartford to appoint someone to that position. All teams in Region 3 will be notified of the meeting and an agenda will be provided. We are encouraging a representation from each meeting to attend.
4. RESF 6 – Mr. William Perkins from CRCOG is in contact with the TOWN OF AVON and working with the Region 3 IMT to create a plan for this event in Avon, they have already reached out to some of our teams for help.
5. Contacts and Capabilities List – The list has been corrected and sent to all the teams in the region. We now have a correct list. The new list has been sent to all the teams.
6. There will be an exercise on September 12, 2018 to test the Long Term Care Medical Aid Plan for Region 3. Volunteers from Region 3 Teams are encouraged to participate.
7. Most of the teams in the region will be busy over the Memorial Day Holiday Weekend participating in the community festivities.

Scoville, Eric

From: paulgibb@optonline.net
Sent: Friday, May 18, 2018 12:00 PM
To: DEMHS-DL Citizen Corps
Cc: Scoville, Eric; Stewart, Rita
Subject: NHCOG SCCC Report for 5-17-18

Hello Statewide Citizen Corps Council -

Sorry I could not be on the conference call yesterday.

The report for the Northwest Hills Citizen Corps Council is as follows:

- 1) An Active Shooter Awareness Training was conducted for area CERT teams by the CSP at the Torrington Fire Department on May 9, 2018. It was attended by 31 CERT team members from Torrington, Litchfield and Winchester.
- 2) The SCCC Survey and Training Recommendations forms were completed and returned to the SCCC
- 3) A meeting will be held in June with the Torrington Fire Department Training Officer and EMD to determine what training classes will be offered in the coming months. Other EMDs with CERT teams will be invited to attend as well. There is tentatively a commodities distribution training scheduled for June but it may be pushed to July because the Active Shooter Awareness Training was bumped from April to May and it is felt that training sessions should be spaced at two month intervals.

Best Regards,

Paul Gibb
Special Projects Coordinator for the
Region 5 REPT
Chairman, Northwest Hills Citizen Corps Council
860-459-6801

Paul Gibb

Joanna Rogalski
Reg 5

Scoville, Eric

From: Joanna Rogalski <JRogalski@nvcogct.org>
Sent: Thursday, May 17, 2018 12:04 PM
To: Scoville, Eric
Subject: NVCOG report for SCCC mtg May 17, 2018

Hello Eric

Below are items I will report on and address during the May 17, 2018 meeting of the Statewide Citizen Corps Council:

Naugatuck CERT list of upcoming training and events includes:

May 14, 2018 (yes, Last night) Training Class with NVMRC: Until Help Arrives

May 19, 2018: Naugatuck Downtown Spring Festival

May 28, 2018: Memorial Day Parade

June 3, 2018: Naugatuck Chamber Duck Race Day

June 9, 2018: Naugatuck Event Center Wing Fest

June 19, 2018: Monthly Meeting ICS Review

June 20, 2018: EPPI

June 21, 2018: NVHD hosting a POD exercise

July 3, 2018: Naugatuck Fireworks

July 17, 2018: Monthly Meeting Bloodborne /Airborne pathogen refresher

Questions:

1. Farmington CERT Emergency Canteen – are there any in the REPT 5 region? Is this shared statewide?
2. Has state mandated a bill regarding emergency contact information for special needs individuals?

Kind regards,

Katherine McCormack
MRC



Connecticut MRC Program May 2018

There are 23 officially recognized MRC units in CT.

The spring/summer 2018 issue of *Readiness Dispatch* will be out in July. If you'd like to be added to the mailing list, contact Katherine @ kmccor4040@aol.com. Readiness Dispatch is a great resource for knowing what MRC units across Connecticut are doing to keep their communities safe.

MRC Unit leaders continue to participate in monthly MRC Well Check conference calls.

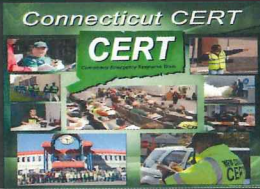
Katherine McCormack continues to participate in the CT Citizen Corps Council representing Connecticut's MRC program. CT MRC was pleased to be recognized with the CT Citizen Corps Program for this year's FEMA award.

Seven CT MRC units received a 2018 MRC Challenge Award from the National Association of County and City Health Officials (NACCHO). The projects cover opioid education and training, preparedness outreach, chronic disease prevention, and healthcare coalition partnership.

East Shore/Shoreline MRC is interviewing for an MRC coordinator replacing Briana Weller.

Many of the CT MRC unit leaders attended the Preparedness Summit in Atlanta, April 17-20, 2018. This year's theme was "Strengthening National Health Security: Mastering Ordinary Responses, Building Resilience for Extraordinary Events."

ICS & ICS Forms For CERT Operations



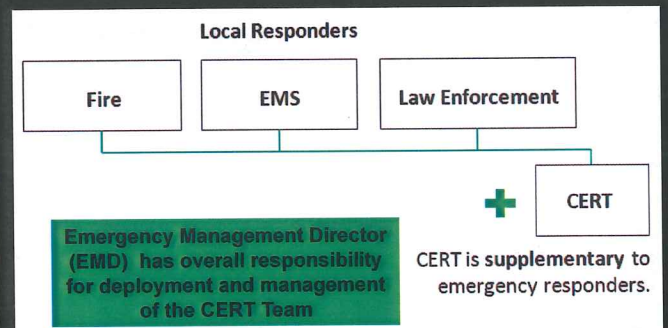
CERT Scene Management

- Maintain accountability for and safety of personnel
- Leadership and organizational structure
- Ensure effectiveness of efforts
- Develop and implement Incident Action Plan (IAP) – key item is the prioritization of actions
- Flexible, scalable and evolves during incident

Overview

1. Review of Initial CERT Training – Scene Management
2. Responses – Where Does CERT Fit In?
3. How Do You Manage Your Activities & Deployments?
4. Review of ICS & Command Structure
5. ICS vs. CERT Documentation Forms
6. Incident Action Plans

Where Does CERT Fit In?



How Are Your Operations Organized?

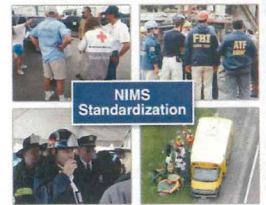
- Organization chart?
- Definition of “action levels” & implementation ?
- General sequence of actions and established timelines [Operational Period] before, during, and after the emergency ?
- Who coordinates directly with responders and how does that coordination take place?

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Why Required To Use NIMS/ICS?

Standardized organizational structures:

- Improve integration and connectivity among jurisdictions and disciplines.
- Allow those who adopt NIMS to work together.
- Foster cohesion among various response organizations.



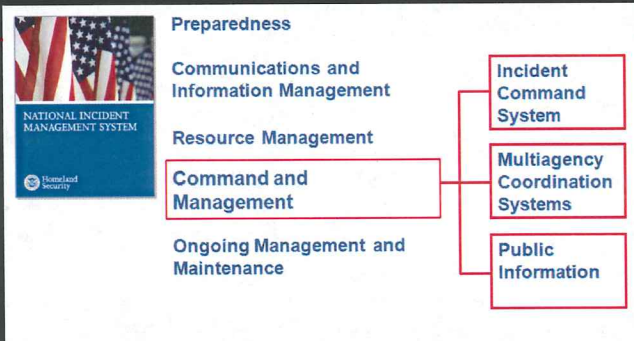
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Incident Management Systems Must Be

- Standardized Across All First Responders Under FEMA - ICS
- Provide Official Documentation of Incident Activities and Resource Allocations
- Allows “At-A-Glance” Review and Transfer of Command



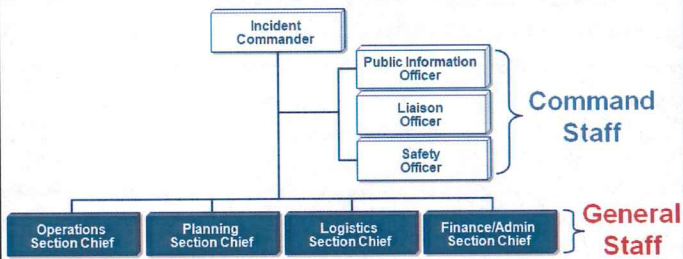
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Overall Command & General Staff Structure

Incident management personnel organized according to function and reporting to the Incident Commander.



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Initial ICS Command Structure

- First person who arrives on the scene will become the **Incident Commander**
- This can change depending on rank of the person from that agency
- Typically, the Team Leader will be the Incident Commander (**CERT IC**) reports to overall IC or Unified Command



Modular Organization

- As the incident expands, you may assign other personnel in each section to handle specific aspects of the response



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Incident or Unified Command



- **Command** – Directed by the Incident Commander (or Unified Command Group)
- Protects life and property
- Controls personnel and equipment resources
- Maintains accountability for responder and public safety as well as task accomplishment
- Establishes effective liaison with outside agencies including the Emergency Operations Center if open

Finance/Administration Section

- Critical for tracking incident costs and reimbursement accounting
- Costs and financial information must be carefully recorded and justified, reimbursement of costs can be challenging
- Best way to do so is through standardized forms

The People Who Track Costs



Documentation Forms

- Damage Assessment
- Personnel Resources Sign-In
- Incident/Assignment Tracking Log
- Briefing Assignment
- Survivor Treatment Area Record
- Communications Log
- Equipment Inventory
- General Message



CERT Basic Training
Unit 6: CERT Organization

6-14



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Documentation Flow



CERT Basic Training
Unit 8: CERT Organization

6-19



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Which Forms Should We Use?

- NIMS dictates that we implement ICS, doesn't that require use of the ICS Forms?
- FEMA and others "dictate" the format of ICS forms
- There are various versions of CERT Documentation Forms available online, can we use those?

| ICS Form | Version | File Size |
|--------------|---------|-----------|
| ICS Form 101 | 101.1 | 101.1 |
| ICS Form 102 | 102.1 | 102.1 |
| ICS Form 103 | 103.1 | 103.1 |
| ICS Form 104 | 104.1 | 104.1 |
| ICS Form 105 | 105.1 | 105.1 |
| ICS Form 106 | 106.1 | 106.1 |
| ICS Form 107 | 107.1 | 107.1 |
| ICS Form 108 | 108.1 | 108.1 |
| ICS Form 109 | 109.1 | 109.1 |
| ICS Form 110 | 110.1 | 110.1 |
| ICS Form 111 | 111.1 | 111.1 |
| ICS Form 112 | 112.1 | 112.1 |
| ICS Form 113 | 113.1 | 113.1 |
| ICS Form 114 | 114.1 | 114.1 |
| ICS Form 115 | 115.1 | 115.1 |
| ICS Form 116 | 116.1 | 116.1 |
| ICS Form 117 | 117.1 | 117.1 |
| ICS Form 118 | 118.1 | 118.1 |
| ICS Form 119 | 119.1 | 119.1 |
| ICS Form 120 | 120.1 | 120.1 |

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ICS 202 – Incident Objectives

The form is titled "INCIDENT OBJECTIVES ICS 202" and is organized into several sections:

- 1 Incident Name:** Includes fields for Incident Name, Location, Date, Time, and Day of Week.
- 2 Objectives:** A large text area for listing objectives.
- 3 Operational Period Command Structure:** A section for detailing command structure.
- 4 Safety Plan/Assignment:** A section for safety plans and assignments, including checkboxes for "No IDP", "No OJP", "No IOP", and "No COP".
- 5 Approved By:** Fields for Incident Commander, Date, Time, and Signature.

CERT Form 3 – Assignment Tracking Log

The form is titled "ASSIGNMENT TRACKING LOG" and is structured as follows:

- Assignment Information:** Includes fields for Assignment, Location, and Location.
- Team Information:** Includes fields for Team Name, Team Leader/Contact #, Team Leader/Contact #, and Team Leader/Contact #.
- Tracking Table:** A table with columns for "START TIME" and "END TIME" under four different assignment categories (I, II, III, IV).
- Objectives/Results:** A section for listing objectives and the results achieved for each assignment.
- Log Summary:** Includes "CERT INCIDENT NUMBER" and "FORM ID" fields.

CERT Form 4a – Briefing Assignment & Form 4b – Team Action Logs

Two forms are shown side-by-side:

- Form 4a (Briefing Assignment):** Contains sections for "INSTRUCTIONS TO TEAM", "REMARKS", and a "REPORT FROM RESPONDING TEAM" table with columns for Incident, Assignment, Location, Date, Time, Day of Week, and Status.
- Form 4b (Team Action Log):** A large table with columns for "TIME" and "ACTION" for recording team activities.

ICS 215A – Incident Action Plan Safety Analysis

The form is titled "INCIDENT ACTION PLAN SAFETY ANALYSIS ICS 215A" and includes:

- 1 Incident Name:** Fields for Incident Name, Location, Date, Time, and Day of Week.
- 2 Operational Period/Assignment:** Fields for Operational Period and Assignment.
- 3 Objectives:** A large text area for listing objectives.
- 4 Safety Analysis Table:** A table with multiple rows and columns for recording safety analysis details.
- 5 Approved By:** Fields for Incident Commander, Date, Time, and Signature.

Summary & Closing Comments

- Documentation is a necessity, not an option
- Permanent recording of incidents, events & deployments has become essential
- Needed for FEMA reimbursement (including \$35/hour for CERT)
- Implementation? - It is best to start using the basic forms at all incidents
- Questions?

| CCP Reports Submitted | | September, 2017 | November, 2017 | January, 2018 | April, 2018 |
|-----------------------|---|-----------------|----------------|---------------|-------------|
| DEMHS Region 1 | Robert Kenny- DEMHS Region 1 Coordinator | | | | |
| | Michelle Deluca- Region 1 REPT | | | | |
| | Norma Peterson- Region 1 REPT (MetroCOG) | X | X | X | X |
| DEMHS Region 2 | John Field- DEMHS Region 2 Coordinator | | | | |
| | Joel Severance- Region 2 REPT (RiverCOG) | X | X | X | X |
| | Jeanne Davies-Region 2 REPT (RiverCOG) | | | | |
| DEMHS Region 3 | William Turley- DEMHS Region 3 Coordinator | | | | |
| | Harley Graime- Region 3 REPT (CRCOG) | X | X | X | X |
| | Don Davis- Region 3 REPT (CRCOG) | X | X | X | X |
| DEMHS Region 4 | Mike Caplet, DEMHS Region 4 Coordinator | | | | |
| | Joe Sastre-Region 4 REPT (Vacant) | | X | | |
| | Jim Larkin- Region 4 REPT (NECOG) | X | | X | X |
| DEMHS Region 5 | Tom Vannini- Region 5 Coordinator | | | | |
| | Joanna Rogalski- Region 5 REPT (NVCOG) | X | X | X | X |
| | Paul Gibb- Region 5 REPT (NHCOG) | X | X | X | X |
| CEMA | Don Janelle | | | | |
| MRC | Katherine McCormack | X | X | X | |

Goals & Objectives Survey Results

| | Priority |
|---|----------|
| Assist teams/units in achieving NIMS/ICS compliance | High |
| Develop a CERT Ambassador type program and hand-off to units and teams | Low |
| Develop and distribute standardized training programs | Med |
| Develop a SWOT analysis for Citizen Corps in Connecticut and the prelude to the development of a long term strategic plan | High |
| Develop and provide multiple team/unit training programs and/or the Annual Training Day for all teams/units to attend | High |
| Development/support of Teen CERT and/or STEP type programs | Low |
| Development/support of VOST type programs | Low |
| Identify organizational best practices and distribute to all teams/units | High |
| Implementation of "Stop The Bleed" and/or "You Are Help Until Help Arrives" type programs | Med |
| Provide "mentoring" for new, inactive and/or low activity teams/units | Med |
| Recruiting & retention practices | High |
| Reinstate the process of recognizing teams/units for exemplary performance and/or accomplishments each year | Med |
| Review and further define the roles for each of the organizations/sub-organizations of Citizen Corps (i.e., CERT, MRC, SART, Teen CERT, Fire Corps, etc.) to minimize redundancies/confusion | Med |
| Create a "Lesson Plan" compendium of ideas for CERT meetings/activities that can be used by new CERT team coordinators to make meetings/ activities interesting and worthwhile, as well as to maintain engagement for members of teams which don't get activated very often. | High |
| Family Assistance Center Training | Med |
| Working with functional needs & vulnerable populations | Med |