

# Approved at 6/20/2019 Meeting

## Statewide Citizen Corps Advisory Council Meeting

March 21, 2019

### Meeting Minutes

DESPP Headquarters, Room 323

1111 Country Club Road

Middletown, CT 06457

#### Voting Members In Attendance:

##### In Person:

Don Davis (Region 3 REPT)

Don Janelle (CEMA)

Eric Scoville (CCP Planner)

Harley Graime (Region 3 REPT)

Mark Amatrudo (Co-Chair)

Robert Kenny (Co-Chair)

Norma Peterson (Region 1 REPT)

Robert Freeman (Region 2 REPT)

##### Via Phone:

Jim Larkin (Region 4 REPT)

Paul Gibb (Region 1 REPT)

Joanna Rogalski (Region 5 REPT)

Katherine McCormack (CT MRC)

Mike Caplet, (DEMHS Region 5)

#### Voting Members Absent:

Joel Severance, (Region 2 REPT), John Field, (DEMHS Region 5), Michelle Deluca (Region 1 REPT), Robert Kenny (DEMHS Region 1), Vacant, (DEMHS Region 2), Vacant, (Region 4 REPT)

Quorum Present: Yes

#### Others In Attendance (Person/Phone):

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

#### **II. Opening & Public Comments:**

#### **III. Approval of January 17, 2019 Meeting Minutes:**

A motion to accept the minutes made by Don Janelle, seconded by Harley Graime, motion carried.

#### **IV. DESPP/DEMHS Grants and Financial Reports:**

Eric Scoville, on behalf of Rita Stewart, provided an update on Citizen Corps grant approvals and the current financial status of the of the CCP allocation of funds from the Homeland Security Grant Program (HSGP). A copy of these reports are attached to these minutes.

A motion to accept these reports was made by Norma Peterson, seconded by Robert Freeman, motion carried.

#### **V. 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. See attachments for submitted reports.

## **VI. Old Business:**

### **Bylaw Changes and 2019 Meeting Schedule**

The SCCC Bylaws have been updated and approved by DEMHS leadership and are attached to these minutes.

### **Annual Training Day**

The annual training day has been discussed, this training will likely be held in late summer or fall. Coordination should occur with John Warren and/or Operations, Training and Exercise Staff.

#### **Discussion Highlights:**

- Breakout rooms may be helpful.
- There is the potential for two training days, one in the northern part of the state and one in the southern part of the state.
- Registration and Certificates of Completion should be discussed to streamline the process; the new Eventzilla calendar on the DEMHS website may have increased capabilities over the old calendar.

### **2018 Annual Activity Report Feedback and 2019 Activity Report Planning**

Activity reports were submitted by the majority of CERT teams across the state, they were sent to EMDs and CEOs for compilation with submission due by Jan 31, 2019. The newly updated form was simple and straightforward, feedback is appreciated for next year's report, Survey Monkey is available if needed.

#### **Discussion Highlights:**

- Create a regional questionnaire
- Send report to all COG's and/or RPO's
- Distribute guidance on who is required to fill out the form and submit the data.
- The following data should also be gathered:
  - Total recognized teams
  - Total active teams
  - Number of individuals trained
- Local EMDs are required to maintain Title 28 training and Loyalty Oath records
- Next year's report will be released in December.

### **Backpacks-Inventory Status**

Follow-up with training to see where we stand on CERT backpack stockpile.

A motion was made to authorize the purchase the appropriate number of backpacks to be determined by the DEMHS SPCP and CRCOG. This purchase should be consistent with previous purchases. Motion made by Don Janelle and Seconded by Don Davis. Motion Carried.

## **Creation of Standing Committees**

Standing working groups were established to assist the SCCC in key policy areas which include training, strategic planning, and best practices/outreach. The official list of these working groups is attached to these minutes.

It is expected that these working groups will meet in the off months to ensure CCP related planning activities continue in between SCCC meetings. These committees will report back to the SCCC.

A motion was made to establish working groups and to run these proposed groups by DEMHS leadership by Don Davis, seconded by Don Janelle. Motion Carried.

## **VII. New Business/Roundtable:**

### **Status of 2018 Annual Activity Report Submissions**

Results from the 2018 activity report are attached to these minutes, see executive summary for a high level summary.

Highlights:

- MRC units reported approx. 2,000 more hours this year over last year likely representing a better reporting outcome.
- Over 50,000 volunteer hours have been reported.
- We did not receive reports from some teams, some of these teams may be inactive. The goal is to determine if these teams are in fact still active.
- Final summary report will be distributed before the next SCCC meeting

### **CERT ID badging was discussed as teams have reported difficulty in obtain new CERT ID badges.**

Highlights:

- West Hartford was traditionally the team that provided this service for all CERT teams across the state.
- Salamander machines located with municipalities may be regional assets purchased with HSGP funds, thusly there should be individuals at the regional REPT level who may be able to handle this for teams within in their regions.
- Identify where these HSGP purchased regional assets are and determine if they can be used for this purpose. Is there any language in the MOU with each municipality that would ensure these assets can be used?

Credentialing and badging standards should be discussed in one of the new working groups as there are a lot of facets.

### **Update of Listing of CERT Team and MRC Unit Leadership Contacts**

We are working to update contact information spreadsheet. The goal is to compile a draft and send out to the committee for review and approval.

### **Roundtable Discussion**

Highlights:

- Update on MRC Activation SOP is needed. This SOP is currently in process, a meeting should be established to help finalize this (Katherine McCormack).
- Guidance for medical training and activities for CERT members (Stop the Bleed and Narcan administration training) is needed (Bob Freeman).

**VIII. Adjournment- (3:05 PM) Motion made by Harley Graime, Seconded by Don Davis. Motion Carried unanimously.**

## Application Approvals by DEMHS Prior to January 17, 2019 meeting

Applications approved by DEMHS since the last meeting of SCCC (9/20/2018)

<b>Training Applications</b> (Category A & B)							
CAT	Applicant	Approval Date	Amount	Project Start date:	# of students	Backpacks Y or N	Notes
A	CRCOG/Tolland (18-42)	9/25/2018	\$1,200	10/2018	35	Y	
A	CRCOG/So. Windsor (18-43)	9/25/2018	\$1,200	10/2018	35	Y	
A	New Canaan (18-45)	10/16/2018	50	10/24/2018	12	Y	
A	New Fairfield (18-46)	11/07/2018	\$1,200	1/2019	10-35	Y	
A	CRCOG/Tolland	11/20/2018	\$12,00	2/20-19			
A	Milford (18-50)	12/19/2018	1,192	1/16/2019	20	Y	
A	CRCOG/E. Hartford (19-04)	1/15/2019	\$1,000	1/23/2019	35	Y	
B	CRCOG/Canton (18-44)	10/10/2018	\$1,000	October	18	n/a	Advanced First Aid

<b>Planning</b> (Category C)			
Applicant	Approval date	Amount	Planning Period
NVCOG (19-01)	1/02/2019	\$2,000	1/01/2019-6/30/2019
NECCOG(19-02)	1/04/2019	\$2,000	1/01/2019-6/30/2019
NWCOG (19-903)	1/11/2019	\$2,000	1/01/2019-6/30/2019

<b>Equipment Applications</b> (Category D)				
Applicant	Approval Date	Amount	Description	Notes
CRCOG/Canton	11/20/2018	\$1,000	ID apparel	CERT Shirts
CRCOG/Tolland (18-49)	11/20/2018	\$1,000	ID apparel	Gloves and CERT Jackets

## Citizen Corps. Council Meeting March 21, 2019

FFY 2016 Allocation	9/01/2016-8/31/2019	\$80,909	increased by HS Working Group
FFY 2017	9/01/2017-8/431/2020	\$85,500	
Current balance on FFY 2016 (less pending ) <sup>1</sup>			\$6,104

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	CRCOG	7/01/2018-12/30/2018
	\$2,000	NECCOG	7/01/2018-12/30/2018
	\$2,000	NVCOG	1/01/2019-6/30/2019
	\$2,000	NECCOG	1/01/2019-6/30/2019
	\$2,000	NW Hills COG	1/01/2019-6/30/2019
	\$2,000	RiverCOG	1/1/2019 - 6/30/2019
	\$2,000	CRCOG	1/1/2019 - 6/30/2019
Training	\$1,200	CRCOG Bristol	approved 2/01/2018
	\$1,000	Newtown	approved 7/24/2018
	\$1,000	Wallingford	approved 7/27/2018
	\$1,200	New Milford	approved 9/05/2018
	\$1,200	CRCOG/So Windsor	approved 9/25/2018
	\$1,000	CRCOG/Canton	approved 10/10/2018
	\$1,200	New Fairfield	approved 11/07/2018
	\$1,200	CRCOG/Tolland	approved 11/20/2018
	\$1,192	Milford	approved 12/19/2018
	\$1,000	CRCOG/E. Hartford	approved 1/15/2019
	\$1,000	Hamden	approved 1/17/2019
	\$1,200	Fairfield	approved 1/24/2019
	\$1,200	CRCOG/Farmington	approved 1/22/2019
	\$1,000	CRCOG/Vernon	approved 1/22/2019
	\$1,000	CRCOG/Manchester	approved 1/22/2019
\$1,200	CRCOG/Marlborough	approved 1/24/2019	
\$1,200	Ridgefield	approved 3/10/2019	
Equipment			
	\$1,000	Hamden	approved 7/24/2018
	\$1,000	CRCOG/Vernon	approved 8/23/2018
	\$1,000	Naugatuck	approved 1/18/2019
	\$300	CRCOG/Farmington	approved 3/14 /2019
\$1,000	CRCOG/Stafford	approved 2/4/2019	

* if all approved applications come in for full amount -			(\$31,188)
FY 2016 (9/01/2016-8/31/2019)	\$0.00		
FY 2017 (9/01/2017-8/31/2020)	\$79,792.56	\$48,604.71	
FY 2018 (9/01/2018-8/31/2021)	\$88,500.00		

<sup>1</sup> pending applications have been received and are in process but are not included in the spreadsheet balance

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-patch	Completion Form on File	# of students trained	Amount Procured	Fiscal Year Code (req. #)	Date of OPS33	FY	Notes
18-01	C	MECCOG		\$1,000.00	Yes	1/10/2018	planning	planning 1/10/2018-6/30/2018	N/A	Yes		748.67	8001		2016	
18-02	C	MECCOG		\$2,000.00	Yes	1/17/2018	planning	planning 1/10/2018-6/30/2018	N/A	Yes		1,800		8/20/2018	2016	
18-03	A	Fairfield		\$1,200.00	Yes	1/18/2018	basic training	basic training start on 2/24/2018	Y	Yes		\$1,153.00	6483	6/14/2018	2016	
18-04	A	Hamden		\$1,200.00	Yes	1/19/2018	basic training	starting 2/08/2018	Y	Yes		\$1,098.87	8294	2/4/2019	2016	
18-05	A	Hamden		\$1,200.00	Yes	2/1/2018	teen cert	starting 3/05/2018	Y	Yes		\$1,117.83	6447	5/14/2018	2016	
18-06	A	CHCOG	E Hamden	\$1,200.00	Yes	2/1/2018	basic training	starting 2/15/2018	Y	Yes		\$959.05	6447	5/10/2018	2016	
18-07	A	CHCOG	Vernon	\$1,200.00	Yes	2/1/2018	basic training	starting 2/20/2018	Y	Yes					2016	
18-08	A	CHCOG	Brid	\$1,200.00	Yes	2/1/2018	basic training	starting	Y	Yes					2016	
18-09	A	Proper		\$1,200.00	Yes	3/19/2018	basic training	basic training on begin 4/25	Y	Yes		\$1,000.00	7971	12/27/2018	2016	max of \$1,000
18-10	B	DAAT/Durham		\$1,000.00	Yes	3/16/2018	equipment	waiting to start 4/2	N	Yes		\$1,000.00	6478	6/14/2018	2016	
18-11	D	Torrington		\$1,000.00	Yes	3/16/2018	equipment	waiting to start 4/2	N/A	Yes		\$988.26	6382	7/9/2018	2016	
18-12	A	Moore		\$1,200.00	Yes	3/16/2018	waiting	waiting beginning 4/27/2018	Y	Yes		\$1,200.00			2016	
18-13	A	New Milford		\$0.00	Yes	3/14/2018	basic training	begin on 4/1 no funds or Dept	N	Yes		\$844.72	7483	10/24/	2016	
18-14	D	CHCOG	E Hamden	\$1,000.00	Yes	3/22/2018	equipment/vd	CERT D repair of back pack items	N/A	Yes					2016	
18-15	D	Lebanon		\$1,000.00	Yes	3/27/2018	equipment	CERT D repair of back pack items	N/A	Yes					2016	
18-16	D	Durham - Westtown		\$1,000.00	Yes	4/1/2018	pending	DAAT/E equipment	N/A	Yes		\$800.00			2016	
18-17	A	Bridgeport		\$0.00	Yes	4/1/2018	starting 4/10	see below	Y	Yes					2016	
18-18	A	Reading, con.		\$0.00	Yes	4/10/2018	starting 4/21	no funds or back packs	Y	Yes					2016	
18-19	D	CHCOG	Westerlocks	\$1,000.00	Yes	4/18/2018	equipment	cert etc	N/A	Yes		\$922.30	6489	6/14/2018	2016	
18-20	D	Durham/Durham		\$1,000.00	Yes	4/27/2018	equipment	first light	N/A	Yes		\$1,000.00	6478	6/19/2018	2016	
18-21	A	New Fairfield		\$	Yes	5/10/2018	starting May/June	cert w conditions	Y	Yes		\$939.07	7483	10/24/2018	2016	cancelled.
18-22	D	CHCOG	Ferrington	\$1,000.00	Yes	5/10/2018	equipment	just back packs - class up to 53	Y	Yes					2016	
18-23	A	Bridgeport supplement		\$0.00	Yes	5/14/2018									2016	
18-24	A	CHCOG	Middletown	\$1,200.00	Yes	5/24/2018	basic training	class starting 5/29	Y	2 parts		\$1,200.00		3/18/2019	2016	
18-25	C	CHCOG		\$2,000.00	Yes	5/29/2018	planning	planning 7/01/2018-12/1/2018	N/A	Yes		\$2,000.00	8288	2/4/2019	2016	
18-26	C	MECCOG		\$2,000.00	Yes	7/6/2018	planning	planning 7/01/2018-12/1/2018	N/A	Yes		\$2,000.00	8338	2/13/2019	2017	
18-27	C	MECCOG		\$2,000.00	Yes	7/6/2018	planning	planning 7/01/2018-12/1/2018	N/A	Yes		\$2,000.00	8338	2/13/2019	2017	
18-28	A	Torrington		\$1,200.00	Yes	7/6/2018	basic training	class starting 7/19	Y	partial					2016	
18-29	C	MECCOG		\$2,000.00	Yes	7/11/2018	planning	planning 7/01/2018-12/1/2018	Y	partial					2016	set up per full
18-30	C	MECCOG		\$2,000.00	Yes	7/16/2018	planning	planning 7/01/2018-12/1/2018	N/A	Yes					2016	
18-31	A	Hamden		\$1,200.00	Yes	7/24/2018	basic training	start date 9/6/2018	Yes	Yes		\$1,000.00	8294	2/4/2019	2016	
18-32	D	Hamden		\$1,000.00	Yes	7/24/2018	CERT D	start date 9/6/2018	Yes	Yes					2016	
18-33	B	Newtown		\$1,000.00	Yes	7/24/2018	adv training	September 8 & 15	N/A	Yes					2016	
18-34	A	Wallingford		\$1,000.00	Yes	7/27/2018	basic training	Start date 9/13/2018	Yes	Yes		\$156.44	8223	1/17/2019	2016	
18-35	A	Trenton		\$1,200.00	Yes	8/23/2018	basic training	Start date 10/1/2018	Yes	Yes					2016	
18-36	D	CHCOG	Vernon	\$1,000.00	Yes	8/23/2018	id acquired	September 2018	N/A	Yes		1,000	8244	2/4/2019	2016	
18-37	B	Hamden		\$1,000.00	Yes	8/24/2018	mental in first aid	start date - 8/29/2018	N/A	Yes		830.74	7974	12/19/2018	2016	
18-38	D	Bassett Falls		\$1,000.00	Yes	8/21/2018	id acquired	September	N/A	Yes					2016	
18-39	A	MECCOG	training at UHM	\$0.00	Yes	8/29/2018	basic training	start date 9/25/2018	Yes - 4	Yes		707.44		2/19/2019	2017	
18-40	A	New Milford		\$1,200.00	Yes	9/5/2018	basic training	class starting 10/2018	Yes	Yes					2016	
18-41	A	Keelworth		\$800.00	Yes	9/9/18	basic training	class starting 10/2018	Yes	Yes					2016	
18-42	A	CHCOG	Tolland	\$1,200.00	Yes	9/25/2018	basic training	class starting in Sep/Oct 2018	Yes	Yes		\$197.67		3/18/2019	2016	
18-43	A	CHCOG	Sr Windsor	\$1,200.00	Yes	9/25/2018	basic training	class starting in Oct 2018	Yes	Yes					2016	
18-44	B	CHCOG	Carson	\$1,000.00	Yes	10/10/2018	adv training	class starting in October 2018	N/A	Yes					2016	
18-45	A	New Canaan		\$0.00	Yes	10/16/2018	basic training	class starting 10/24	Yes	Yes					2016	
18-46	A	New Fairfield		\$1,200.00	Yes	11/7/2018	basic training	class starting in January 2019	Yes	Yes		\$1,000.00		3/18/2019	2016	
18-47	D	CHCOG	Carson	\$1,000.00	Yes	11/29/2018	equipment/vd app.	upon approval	N/A	Yes	N/A				2016	

cancelled      while processed or no funds requested

No.	Category	Name of Applicant	Organization Requested for	Requested	Approved	Date of Approval	Project Activities	Other approval details	bank- packs	Completion Form on file	# of students trained	Amount Proceed	Fiscal Year Code (req. #)	Date of OY 533	FY	Notes
18-48	A	CHDOG	Toland	\$1,200.00	Yes	11/20/2018	bank training	class training in Feb 2019	Yes	Yes	n/a	\$1,000.00		3/18/2019	2016	
18-49	D	CHDOG	Toland	\$1,000.00	Yes	11/20/2018	equi6/6 approved	upen approval	Yes	Yes	n/a	\$1,000.00				
18-50	A	Melrod		\$1,100.00	Yes	12/19/2018	bank training	class training on Jan. 16	Yes	Yes	n/a	\$1,000.00		3/18/2019	2016	



**Citizen Corps Program - 2019 applications and approvals**

No.	Category	Name of Applicant	Organization Requested for	Requested	Approved	Date of Approval	Project Activities	other approval details	back-picks	Completed Form on File	# of students trained	Amount Processed	reimb. program	Date of DPS 33	FFY	Notes
													Fiscal Ref Code (Req. #)			
19-01	A	Hamden		\$1,000.00	Yes	1/17/2019	basic training		Yes							
19-02	D	CRCOG	Stafford	\$1,000.00	Yes	2/4/2019	radio/traffic wards	class starting on 2/21/2019	n/a							
19-03	C	NWCOG		\$2,000.00	Yes	1/2/2019	planning	planning 1/01/2019 - 6/30/2019	n/a							
19-04	C	NECCOG		\$2,000.00	Yes	1/4/2019	planning	planning 1/01/2019 - 6/30/2019	n/a							
19-05	C	NWCOG		\$2,000.00	Yes	1/21/2019	planning	planning 1/01/2019 - 6/30/2019	n/a							
19-06	A	CRCOG	E. Hartford	\$1,000.00	Yes	1/15/2019	base training	beginning on 1/23/2019	Yes							
<b>January 17, 2019 meeting of SOCC</b>																
19-07	A	Hamden		\$1,000.00	Yes	1/17/2019	basic training	class starting on 2/21/2019	Yes							
19-08	D	Naugatuck		\$1,000.00	Yes	1/18/2019	cert id app.	cert id apparel	n/a							
19-09	C	RiverCOG		\$2,000.00	Yes	1/18/2019	planning	planning 1/01/2019 - 6/30/2019	n/a							
19-10	A	Fairfield		\$1,200.00	Yes	1/24/2019	basic training	training beginning on 3-2-2019	Yes							
19-11	A	CRCOG	Farmington	\$1,000.00	Yes	1/22/2019	basic training	training beginning on 2-5-2019	Yes							
19-12	A	CRCOG	Vernon	\$1,000.00	Yes	1/22/2019	basic training	training beginning on 4/01/2019	Yes							
19-13	C	CRCOG		\$2,000.00	Yes	1/22/2019	planning	planning 1/01/2019 - 6/30/2019	Yes							
19-14	A	CRCOG	Manchester	\$1,200.00	Yes	1/24/2019	basic training	training beginning on 3/18/2019	Yes							
19-15	A	CRCOG	Marlborough	\$1,200.00	Yes	2/19/2019	basic training	training beginning on 2/24/2019	Yes							verifying trainer
19-16	D	Ridgefield	Farmington	\$1,200.00	Yes	3/10/2019	basic training	training (for ACC) beginning on	Yes							
19-17	A	CRCOG		\$300.00	Yes	3/14/2019	cert equipment	cert equipment	N/A							
19-18	A	CRCOG	Westyan	\$0.00	Yes		training	backpacks only.	Yes							

## 3/21/2019 SCCC Meeting Regional Reports Hard Copy Submission Status (Reports Attached)

Report		Report Received/Attached to Mins.
<b>DEMHS Region 1</b>	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
<b>DEMHS Region 2</b>	Vacant- 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 Provided by B. Freeman in absentia
	Robert Freeman-Region 2 REPT (RiverCOG)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>DEMHS Region 3</b>	William Turley- DEMHS Region 3 Coordinator	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	Harley Graime- Region 3 REPT (CRCOG)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	Don Davis- Region 3 REPT (CRCOG)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>DEMHS Region 4</b>	John Field, 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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>DEMHS Region 5</b>	John field- 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
<b>CEMA</b>	Don Janelle	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>MRC</b>	Katherine McCormack	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

State CCC Report Region 1 – 3/21/19

Below are some representative activities of the Region 1 CERTs. The list is not all inclusive.

**NORMA  
PETERSON**

Fairfield

CPR/AED Training for CERT members

Basic Training Class started and will be completed March 30<sup>th</sup>

Monroe

A shelter training exercise will be held with Trumbull CERT

A program similar to Stop the Bleed as well as First Aid refresher for CERT members

Basic Training Class planned for April and May

New Canaan

CERT members attended SART Training in Wilton

Road closure assistance provided

Basic Training planned for May

Traffic Training and EOC Training planned for CERT members. The EOC function would deal with mapping incidents and is being taught by town IT

Stamford

Graduated members of Public Safety Academy which includes the entire CERT program plus additional information.

Plan to participate in training related to a potential train incident

Trumbull

Planning shelter training with Monroe CERT

Stop the Bleed training for CERT members

CERT members attended ARC Shelter Manager class

Inventory and cot cleaning event

Presentation at meeting of "how to communicate with hearing disabled"

Wilton

Emergency activations for car accident and downed wires to aid in traffic control

Annual meeting was held with speaker of organization "Voices of 911"

Wilton CERT now reports to the Wilton Police Chief who is now the EMD

Participated in Active Assailant Training as victims

Norma Peterson

Region 1

REGION 2  
CERT MONTHLY REPORT  
MARCH, 2019

Bob Freeman  
Joel Severance

We, in Region 2, were up in 2018 activities by 12.3%.

A "GOOD JOB CERTers" message was sent out to the R2CERTteams.

Since our last (February) ReportOUT, things have been quiet in Region 2.

#### **DART**

So far DART has only had its Jan/Feb/Mar Meetings.

#### **Hamden**

Hamden CERT was activated for two house fires in February. On Feb. 2nd for a total of 18.5 man hours assisting with firefighter rehab, preparing paperwork for displaced residence for turn over to Red Cross and on Feb. 25th for a total of 11 man hours with firefighter rehab., assisted animal control officer with removal of deceased dog with minimal exposure to public.

Started our 15th CERT Basic Training class on Feb. 21st

#### **OrangeCERT**

Moving into their new digs on Wednesday

They are working on a way to notify all the members of other Public Safety Agency activations and other CERT related issues

#### **UofNHCERT**

Due to weather the UNH CERT training was delayed, they have two classes rescheduled before a scheduled exercise and graduation

No activations at UNH.

#### **VSCERT**

On 2/25/19 seven CERT members attending CTSART training in Durham for a total of 21 hours

They also had two members attend the ARC shelter management training in East Haddam for a total of 7 hours.

Jim Larkin

**Statewide Citizen Corps Advisory Council Meeting  
March 12, 2019: Eversource Work Center, Danielson CT**

**Region 4 Update Summary  
Jim Larkin/NECCOG/NCEMC**

- EVERSOURCE presentation on Enhanced Tree Trimming (ETT)
- Uncas Health District/ Medical reserve Corps (MRC) presentation on CT VOST (Virtual Operations Support Team) monitor social media sites to increase situational awareness.
- MRC developing a Medical Aid Station Team (MAST) training May/19 in Scotland  
The Region 4 Medical Aid Station Team is a group of trained and qualified Medical Reserve Corps volunteers whose mission is to provide support to first responders during mass gatherings such as festivals, concerts, sporting events and races
- Sky Warn class offered in Eastford May 13th
- Annual Red Cross Training Institute coming up end of May in Region 4, offering many disaster courses. Region 4 Red Cross has been working to train and qualify at least 3 managers for each of the ten Multijurisdictional Shelters identified in Region 4.

Joanna Rogalski

Scoville, Eric

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**From:** Joanna Rogalski <JRogalski@nvcogct.org>  
**Sent:** Thursday, March 21, 2019 12:15 PM  
**To:** Scoville, Eric  
**Subject:** NVCOG report to SCCC for 21MAR19 mtg

Hello Eric

During the timeframe from January 17, 2019 to March 21, 2019, there has been the following CERT activity in the NVCOG region:

Seymour CERT – was activated on January 21, 2019 for a warming/charging station after power loss townwide  
Wolcott CERT – two (2) CERT members participated in planning meetings  
Naugatuck CERT – submitted completion report for CERT jackets

Kind regards

**Joanna B. Rogalski**  
Senior Regional Planner



**NAUGATUCK VALLEY  
COUNCIL of GOVERNMENTS**

49 Leavenworth Street, 3rd Floor, Waterbury CT, 06702  
t: 203.489.0373 | e: [jrogalski@nvcogct.org](mailto:jrogalski@nvcogct.org) | w: [www.nvcogct.org](http://www.nvcogct.org)

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**Scoville, Eric**

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*Paul Gibb*

**From:** paulgibb@optonline.net  
**Sent:** Thursday, March 21, 2019 1:26 PM  
**To:** Scoville, Eric  
**Subject:** Report of the NHCCC for the March 21, 2019 Citizen Corps Meeting

Hi Eric -

Here is the NHCCC Report for the March 21, 2019 Citizen Corps Meeting

1. The Annual Citizen Corps Activity Report for the NHCCC area was completed submitted to the Statewide CCC.
2. There will be a social event for the Torrington CERT later this month at the Regional Fire Training School in Burrville. The event will be hosted by the Torrington EMD/Fire Chief and the Torrington Fire Department which will provide refreshments. There will be some short presentations about the mission of the CERT followed by open and informal discussions about future training, operations, equipment needs and any other subjects the CERT members would like to discuss.
3. Portable radios purchased for use by CERT members will be updated with a new channel lineup to reflect changes in amateur radio repeaters and to add several new interop channels (i.e. VTAC frequencies) so the radios can be used over the portable VHF repeater carried by the Region 5 MCV. The new channel lineup has been developed and is ready to be installed in the radios.

Best Regards,

Paul Gibb  
Special Projects Coordinator for the  
Region 5 REPT  
860-459-6801



Katherine  
McCormack



## Connecticut MRC Program March 2019

There are 23 officially recognized MRC units in CT.

MRC Unit leaders continue to participate in monthly MRC Well Check conference calls. The February 2019 Well Check was dedicated to the topic of recruitment and retention of MRC volunteers.

Katherine McCormack continues to participate in the CT Citizen Corps Council representing Connecticut's MRC program.

East Shore/Shoreline MRC Coordinator, Daisy Hernandez, chaired the Region 2 MRC meeting on February 18, 2019 at the Naugatuck Valley Health District office. Region 2 MRC will continue bi-monthly meetings.

Kelley Meier, Stratford Trumbull Monroe MRC Coordinator, chaired the January 7, 2019 Region 1 MRC meeting in the Bridgeport EOC; however, the February 4 meeting was canceled due to weather.

Allyson Schulz will chair the Region 4 bi-monthly on February 21, 2019 meeting scheduled from 12-1:30 PM at the Uncas Health District office.

Pomperaug Health District was host to the Region 5 MRC meeting in Southbury on February 5, 2019. Region 5 meetings are held quarterly.

The CR-MRC continues to meet monthly in East Hartford. The March training was workplace security presented by MRC Trainer, Carmine Centrella.

Katherine submitted CT MRC Annual Reports to Chief Amatrudo prior to the end of January.

The CT Department of Public Health contracted with Leadership of Greater Hartford for a statewide MRC Strategic Plan. Stephanie McGuire is the Strategic Planning Coordinator for the Medical Reserve Corp and with Ted Carroll, LGH, hosted a follow-up meeting on March 12, 2019.

Several CT MRC leaders participated in the FEMA 'Shop Talk' on March 14, 2019. Arleen Magoon continues to include CT in discussions regarding activities and volunteers.

Katherine McCormack, CT MRC Liaison, and Jennifer Frenette, Region 1 MRC Liaison, hosted the first "Office Hours" session on March 13, 2019. Office Hours is intended to allow unit leaders to get answers and to express opinions.

The Preparedness Summit 2019 is taking place next week, March 26-29 in St. Louis Missouri. CT will be well represented by local, regional, and state leaders/partners.

# 3/21/2019 SCCC Meeting Motion Log

Motion Number:	Motion Made By:	Description:	Seconded:	Result:
3-19-1	Don Janelle	Accept 1/2019 meeting minutes	Joel Severance	Motion carried.
3-19-2	Norma Peterson	Accepts grants/financial reports	Robert Freeman	Motion Carried.
3-19-3	Don Janelle	Purchase backpacks in amount consistent with previous purchases and based on need.	Don Davis	Motion Carried.
3-19-4	Don Davis	Motion to establish working groups and run by DEMHS Leadership prior to finalization.	Don Janelle	Motion Carried.
3-19-5	Harley Graime	Motion to adjourn at 3:05 PM	Don Davis	Motion Carried.

# 3/21/2019 SCCC Meeting Post Meeting Actions/Follow Up

Item Needing Action:	POC
MRC SOP / follow up meeting needed	Discuss with Brenda Bergeron and Rita Stewart
Resend CCP Activity summary to the group and activity report form.	Eric Scoville
Guidance regarding medical activities under Title 28 for CERT teams	Follow up with Brenda Bergeron and Rita Stewart
Send out bylaws and ensure they are posted on the DEMHS SCCC meeting page.	Eric Scoville
Planning funding cap, has it been increased?	Rita Stewart
Planning funds for newly appointed members of the SCCC committee by the REPT, how does one go about getting the funds for their COG? Bob Freeman asked question as newly appointed by the REPT.	Rita Stewart/Brenda Bergeron



STATE OF CONNECTICUT  
 DEPARTMENT OF EMERGENCY SERVICES & PUBLIC PROTECTION  
 DIVISION OF EMERGENCY MANAGEMENT & HOMELAND SECURITY



DECISION MEMO

**TO:** Regina Y. Rush-Kittle, Deputy Commissioner *MP*

**THROUGH:** William J. Hackett, State Emergency Management Director *MP*

**THROUGH:** Brenda Bergeron, Principal Attorney *BMB*

**FROM:** Rita Stewart, Emergency Management Program Supervisor *RWS*  
 Eric Scoville, Emergency Management Program Specialist *ES*

**DATE:** February 21, 2019

**RE:** Revision of Bylaws and application documents for the Statewide Citizen Corps Advisory Council (SCCC)

*I will give DC set of bylaws to sign w/o highlights*

*Also, Bob Kenny has agreed to serve as co-chair.*

Discussion was held at the last Statewide Citizen Corps Advisory Council meeting about changing the meeting schedule. Currently, the Council meets every other month on the third Thursday of the month. The Council voted to support the move to a quarterly schedule, meeting on the third Thursday of the quarter (March, June, September, and December). This schedule will also allow the Chairs to provide timely updates to the Advisory Council which meets quarterly (January, April, July, October).

The attached documents have been modified to reflect the change in the meeting schedule:

- Statewide Citizen Corps Council Bylaws (these have been reviewed by Brenda Bergeron)
- CCP Planning application (Regional Citizen Corps Councils receive planning funds for completing deliverables one of which is attending SSCC Meetings)
- CCP Completion (Reimbursement) Form for Planning

With approval of this decision memo:

- The revised Bylaws will be signed by the Deputy Commissioner and distributed to SCCC Members.
- The new Meeting schedule for 2019 will be filed with the Secretary of State.
- The Planning application and completion report will be revised, posted on the website and sent to the SCCC members.

Approved *MP 02/22/2019*

Disapproved



**State of Connecticut**  
**Department of Emergency Services and Public Protection**  
**Division of Emergency Management & Homeland Security**  
**Strategic Planning & Grant Administration Unit**



**Application for Citizen Corps Planning Funds (Cat. C)**

(Revised: May, 2016)

Please refer to the Connecticut Statewide Citizen Corps Program Handbook for application and program guidance

1. Date of application:
2. Name, title and address of eligible applicant:
3. Federal Employer Identification Number (FEIN):
4. Eligible applicant telephone number and email:
5. Name and email address of person completing application:
6. Planning period: \_\_\_\_\_ to \_\_\_\_\_
7. Category C Planning Funds based on completion of deliverables. Maximum funding for 6 month period is \$2,000.

<b>Deliverables during 6 month planning period</b>	<b>Deliverable Amount \$</b>
a. <b>Participation of Regional Appointees</b> at Statewide Citizen Corps Council (SCCC) Regular and Special Meetings Although the conference call line is available at least one meeting must be attended in person to meet this deliverable.	\$600.00 550.00
b. <b>Summary of Regional Activities</b> provided at SCCC Regular Meetings	\$250.00
c. <b>Other Regional CERT Activities – (Demonstrate 7 CERT activities to meet this deliverable)</b> (CERT Activities can vary by Region, and are not limited to the list below) <ul style="list-style-type: none"> <li>• Outreach/ Recruitment to CERT Teams</li> <li>• Attendance at Regional CERT Council meetings</li> <li>• Town assistance with CERT applications/completion reports</li> <li>• Developing, organizing training sessions</li> <li>• Participation in SCCC subcommittees</li> <li>• Review and Signature on CERT Team Applications by Regional Council or Representative</li> <li>• Annual Report Prep (annually)</li> </ul>	\$900.00 \$1,000.00
<b>Update by Regional appointees</b> to the Regional Emergency Planning Team (REPT) and/or Steering Committee on SCCC and CERT Activities	\$250.00 200.00
<b>Total Deliverables</b>	<b>\$2,000.00</b>

8. Amount of Citizen Corps Program funding being requested: \$

_____	_____
Signature of Applicant	Date
_____	_____
Name (Print)	Title (Print)

**Scan/e-mail application to [demhs.citizencorps@ct.gov](mailto:demhs.citizencorps@ct.gov). Please mail application with original signatures to: Grants Unit, 3<sup>rd</sup> Floor North, 1111 Country Club Road, Middletown, CT 06457**



**State of Connecticut**  
**Department of Emergency Services and Public Protection**  
**Division of Emergency Management & Homeland Security**  
**Strategic Planning & Grant Administration Unit**



**Completion Report for Planning - Citizen Corps Program Funding**  
**Planning (Cat. C)**  
 (Revised: May, 2016)

Please refer to the Connecticut Statewide Citizen Corps Program Handbook for application and program guidance

1. Name, title and address of eligible applicant:
2. Federal Employer Identification Number (FEIN):
3. Eligible applicant telephone number and email:
4. Name and email address of person completing form:
5. Project title:
6. Date completion report submitted:

Approval Date:  
 (DEMHS email approval)

7. Deliverables during 6 month planning period _____ to _____	Deliverable Amount \$	Documentation (attach and label a,b,c, d)	Check off	Funds requested
a. Participation of Regional Appointees at Statewide Citizen Corps Council (SCCC) Regular and Special Meetings <small>At least one meeting must be attended by a person to meet this deliverable</small>	<del>-\$600.00</del> \$550.00	Copies of meeting minutes, sign in sheets	<input type="checkbox"/>	
b. Summary of Regional Activities provided at SCCC Regular Meetings	\$250.00	Brief written reports	<input type="checkbox"/>	
c. Other Regional CERT Activities Demonstrate 5 activities to meet this deliverable) 7 (CERT Activities can vary by Region, and are not limited to the list below) • Outreach/ Recruitment to CERT Teams • Attendance at Regional CERT Council meetings • Town assistance with CERT applications/completion reports • Developing, organizing training sessions • Participation in SCCC subcommittees • Review and Signature on CERT Team Applications by Regional Council or Representative • Annual Report Prep (annually)	<del>\$900.00</del> \$1,000.00	Examples of 7 or more: • Outreach/recruitment/ assistance emails • Subcommittee participation emails or minutes • Advertisements prepared for classes • Meeting minutes from Regional Council meetings • Emails to/from towns on grant assistance • Copies of applications reviewed and signed etc.	<input type="checkbox"/>	
d. Update by Regional appointees to the Regional Emergency Planning Team (REPT) and/or Steering Committee on SCCC and CERT Activities	<del>-\$250.00</del> \$200.00	• Copies of minutes	<input type="checkbox"/>	
<b>Total Deliverables</b>	<b>\$2,000.00</b>			

*\$ with power*



8. Amount of Citizen Corps Program funding being requested:

9. Attachments:

Attach documentation for each deliverable (see chart for details)

*I hereby certify that the project outlays shown have been made in accordance with the applicable grant terms and conditions of the Citizen Corps Program funding (Homeland Security Grant Program).*

\_\_\_\_\_  
Signature of Eligible Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Title (Print)

**Please mail the completion report with original signatures to: Grants Unit, 3<sup>rd</sup> Floor North, 1111 Country Club Road, Middletown, CT 06457. Please send a copy of this request to your local or regional Citizen Corps Council.**

**THE BYLAWS  
OF  
STATEWIDE CITIZEN CORPS ADVISORY COUNCIL/  
AN ESF-5 VOLUNTEER MANAGEMENT WORKING GROUP  
OF THE  
DEMHS STATE-WIDE EMERGENCY MANAGEMENT AND  
HOMELAND SECURITY ADVISORY COUNCIL  
*February 15, 2019***

**ARTICLE I  
NAME & PURPOSE**

**1.1 Name, Authority and Purpose.** The name of this subcommittee of the DEMHS State-wide Emergency Management and Homeland Security Advisory Council (Advisory Council) shall be the Statewide Citizen Corps Advisory Council (SCCC.) The SCCC shall be an ESF-5 volunteer management working group of the Advisory Council. The SCCC's authority derives from various state and federal statutes, including but not limited to: Connecticut General Statutes Titles 28 and 29, including Conn. Gen. Stat. §§28-1b(4) and 28-1a(c)(2) and other provisions dealing with the Division of Emergency Management and Homeland Security (DEMHS) of the Department of Emergency Services and Public Protection (DESPP). Its primary purpose is to make recommendations to the Advisory Council and to the Deputy Commissioner and State Emergency Management Director of DESPP/DEMHS with regard to the implementation of statewide strategic planning for the Connecticut Citizen Corps Program, created pursuant to Presidential Executive Order 13254 of January 29, 2002, which established USA Freedom Corps, the umbrella program of Citizen Corps. Such SCCC recommendations may include but not be limited to the following:

- Assessment of current resources;
- Development of guidance on allocations, including recommendations on deliverables for authorized regional Citizen Corps Councils;
- Development of project funding recommendations to DESPP/DEMHS;
- Recruitment of first responders for the various Connecticut Citizen Corps Programs;
- Training instructors for delivery of various programs;
- Development and implementation of public education and specialized programs such as public health, animal rescue efforts and special needs citizens;
- Encouragement of collaboration among first responders, emergency management community stakeholders, volunteer groups and others;
- Encouragement of support and implementation of local emergency response teams and regional administration of all programs.
- Establishment and/or amendment of administrative procedures of the SCCC.

For purposes of these bylaws, if the position of Deputy Commissioner of DESPP/DEMHS is vacant or if the Deputy Commissioner chooses to delegate this authority, then all references to the Deputy Commissioner, including all responsibilities of the Deputy Commissioner, shall be assumed by the State Emergency Management Director within DESPP/DEMHS.

## **ARTICLE II MEMBERS**

For purposes of this Article, the term member, unless otherwise specified, refers to both voting and non-voting members.

**2.1 Number, Election and Qualification.** The SCCC shall have two classes of members - voting members and non-voting members. The initial voting members will be selected and/or approved by the Deputy Commissioner of DESPP/DEMHS, in consultation with the agency or organization represented. New members may be added at annual, special, or regular meetings, subject to the approval of the Deputy Commissioner of DESPP/DEMHS. A voting member may send a designee to serve in his/her capacity at a meeting, provided that the member notifies the Co-chairs of the designation by email prior to the meeting.

**Voting Members.** Voting members shall consist of the following:

- One DEMHS Regional Coordinator selected by the DESPP/DEMHS Deputy Commissioner, who shall serve as Co-Chair;
- One local official with Community Emergency Response Team responsibilities selected by the DESPP/DEMHS Deputy Commissioner, who shall serve as Co-Chair and also represent the SCCC on the DEMHS Advisory Council;
- Two representatives from each DEMHS region, chosen annually by the region's Regional Emergency Planning Team (REPT), who are active in one or more Citizen Corps programs in that region. In consultation with the DEMHS Regional Coordinator from that region, one representative from each region may be a CERT leader or member;
- One representative from the Connecticut Emergency Management Association (CEMA);
- One representative active in the administration or operations of one or more Medical Reserve Corps teams in the state;
- The remaining four DEMHS Regional Coordinators;
- A DEMHS Emergency Management Program Specialist;
- A DEMHS Trainer.

In voting on any issue, the individual must identify himself/herself and the agency which he or she represents. Voting members may not vote on issues involving their personal financial interests, or the financial interests of any of their immediate family members, as defined in Conn. Gen. Stat. §1-79.

**Non-Voting Members.** Non-voting members are all others interested in furthering the goals of Citizen Corps, and may include, but not be limited to, one representative from the Department of Public Health, and one representative each from the American Legion or other organizations associated with Citizen Corps.

**2.2 Tenure.** In general, each member shall hold membership from the date of acceptance until resignation, removal, or end of term.

**2.3 Power and Rights.** In addition to such powers and rights as are vested in them by law, or these bylaws, the members shall have such other powers and rights as the Deputy Commissioner of DESPP/DEMHS may determine.

**2.4 Suspension, Removal.** A representative may be suspended or removed by the Deputy Commissioner of DESPP/DEMHS for cause, after consultation with the agency represented. Failure to participate in at least half of the SCCC meetings within a calendar year may be a specific cause for removal.

**2.5 Resignation.** A member may resign by delivering a written resignation to the Deputy Commissioner of DESPP/DEMHS, a Co-Chair of the SCCC or a meeting of the members.

**2.6 Regular Meetings.** Unless otherwise noticed, the regular meetings of the SCCC shall be held quarterly (March, June, September, and December) on the third Thursday of the month at a pre-determined location. Any change in location will be posted on the DESPP/DEMHS web site and announced to the SCCC members as soon as possible after the location change, but in any event, no less than 24 hours before the meeting. Each year, the SCCC will file a notice of its schedule of regular meetings with the Secretary of the State's Office.

In addition to notifying its members, the SCCC will provide a notice of its meetings, where practicable, at least 1 week prior to the meeting date, to any other person who has made a written request.

The SCCC will make available its agenda for each regular meeting at least 24 hours before the meeting to which it refers. New business not on the agenda may be considered and acted on only on a 2/3 vote of the members of the SCCC. The SCCC will also make its draft minutes of the previous meeting available at least 24 hours prior to the meeting at which said minutes are scheduled to be reviewed for approval.

Whenever possible, phone or video conference access to the meetings will be provided.

- 2.7 Special Meetings.** Special meetings of the SCCC may be called up to 24 hours (excluding weekends, holidays, and days on which the Office of the Secretary of the State is closed) before the time set for the meeting. A special meeting is called by filing with the Secretary of the State a notice stating the time, place and business to be transacted. No other business may be considered by the SCCC at a special meeting.
- 2.8 Emergency Meetings.** An emergency meeting of the SCCC may be held without complying with the notice requirements in sections 2.6 and 2.7, provided that the SCCC files its minutes of the meeting, including the reason for the emergency, within 72 hours (excluding weekends and holidays) of the meeting with the Secretary of the State. The holding of any emergency meeting must be pre-approved by the Deputy Commissioner of DESPP/DEMHS.
- 2.9 Call and Notice.**
- A. Reasonable notice of the time and place of special meetings of the members shall be given to each member.
  - B. Except as otherwise expressly provided, it shall be reasonable and sufficient notice to a member to send notice by mail at least seven days (7) or by e-mail or facsimile at least seven days (7) before the meeting, addressed to such member at his or her usual or last known business address, or, to give notice to such member in person or by telephone at least seven days (7) before the meeting.
- 2.10 Quorum.** At any meeting of the members, a Co-Chair and a minimum of seven (7) other voting members shall constitute a quorum.
- 2.11 Action by Vote.** Each voting member shall have one vote. When a quorum is present at any meeting, a majority of the votes properly cast by voting members present shall decide any question, including election to any office, unless otherwise provided by law or these bylaws. The presiding Chair will cast a vote only in the case of a tie.

### **ARTICLE III OFFICERS AND AGENTS**

- 3.1 Number and qualification.** The officers of the SCCC shall be two Co-Chairs, selected by the Deputy Commissioner of DESPP/DEMHS, a Secretary, who shall be a DEMHS planner, and such other officers, if any, as the Deputy Commissioner of DESPP/DEMHS may determine. All officers must be voting members of the SCCC.
- 3.2 Tenure.** Each officer shall each hold office until his or her successor, if any, is chosen or in each case until s/he resigns, is removed or becomes disqualified.
- 3.3 Co-Chairs.** The Co-Chairs shall be the chief executive officers of the SCCC and shall have general charge and supervision of the operation of the SCCC. One or both of the Co-Chairs shall preside at all meetings of the SCCC.

**3.4 Suspension or Removal.** An officer may be removed at any time by the Deputy Commissioner of DESPP/DEMHS.

**3.5 Resignation.** An officer may resign by delivering his or her written resignation to the Deputy Commissioner of DESPP/DEMHS and shall be effective upon receipt (unless specified to be effective at some other time). Acceptance of the resignation shall not be necessary to make it effective unless it so states.

**3.6 Vacancies.** If any office of the SCCC becomes vacant, the Deputy Commissioner of DESPP/DEMHS shall appoint a new officer within fourteen days of the vacancy.

#### **ARTICLE IV STEERING COMMITTEE**

**4.1 Steering Committee Membership.** There shall be Steering Committee of the SCCC, whose members are appointed by the Deputy Commissioner of DESPP/DEMHS. Members shall include: the two SCCC Co-Chairs; at least one DESPP fiscal/grants representative; the DEMHS Emergency Management Program Specialist who is serving as Secretary, and; at least two municipal representatives active in or familiar with the administration or operations of one or more Citizen Corps Program. The purpose of the Steering Committee is to provide support to the SCCC to accomplish its activities as outlined in Article I, above.

#### **ARTICLE V WORKING GROUPS**

**5.1 Working Groups; Ex-Officio Working Group Membership.** The SCCC may from time to time convene working groups, whose members shall be appointed by the co-Chairs, subject to the approval of the Deputy Commissioner of DESPP/DEMHS. The Co-Chairs shall be Ex-Officio members of all working groups. The purpose of a working group will be solely to advise and make recommendations to the SCCC. The Co-Chairs will assign topics to a working group at a meeting of the SCCC; the working group will research and discuss the topics and report back to the SCCC the results of its research. The Co-Chairs of the SCCC will appoint a Chair for each working group, who will preside at that working group's meetings and will report the status and nature of the working group's activities to the SCCC at each meeting of the SCCC.

#### **ARTICLE VI AMENDMENTS**

**6.1** These bylaws may be altered, amended or repealed in whole or in part solely by the Deputy Commissioner of DESPP/DEMHS, acting either: (1) after notice of the proposed change to the SCCC, or; (2) upon the recommendation of the two-thirds of the SCCC voting members present. Ten-day prior written notice of the intent to change these bylaws will be provided to all SCCC members.

**ARTICLE VII  
DISSOLUTION**

7.1 This SCCC may be dissolved by the Deputy Commissioner of DESPP/DEMHS, in consultation with the SCCC and the DEMHS Advisory Council.

**ARTICLE VIII  
RULES OF PROCEDURES**

8.1 The conduct of SCCC meetings including without limitation, debate and voting, shall be governed by the most current edition of ROBERT'S RULES OF ORDER, NEWLY REVISED.

*Revised bylaws recommended by SCCC for approval: January 17, 2019*

*Bylaws approved by Deputy Commissioner:*



Regina Y. Rush-Kittle

Deputy Commissioner

Division of Emergency Management and Homeland Security

Department of Emergency Services and Public Protection