

# METROPOLITAN WASHINGTON COUNCIL OF GOVERNMENTS

## National Capital Region Emergency Preparedness Council

**Date:** Thursday, July 8, 2004  
**Location:** COG Board Room-Third Floor  
777 North Capitol Street, NE  
Washington, DC 20002

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### MINUTES

- 1. Welcome, Introductions, and Approval of Minutes:** Chair Carol Schwartz convened the July meeting of the National Capitol Region Emergency Preparedness Council at approximately 2:10 p.m. and welcomed everyone. The Chair expressed her pleasure with the booklet developed by COG titled "Partners in Preparedness" that highlighted the completion of The Regional Coordination Plan and other preparedness activities from September 2001 to December 2003. Copies of the booklet were provided to members of the EPC. The Chair expressed her displeasure with the June 27, 2004 article in the Washington Post that included negative comments regarding preparedness in the NCR from a recent GAO Report. She indicated that Phil Mendelson, COG Board Chair, wrote a letter to the editor of the Washington Post (published) highlighting how federal funds were used to improve preparedness in the NCR. The Chair gave everyone an opportunity to do self introductions.

**Upon motion made and seconded, the minutes of the May 6, 2004 meeting were approved as amended.**

- 2. Program Administration Update:** David Robertson, COG Executive Director thanked the Chair and others for their support in the development of The Regional Emergency Coordination Plan (RECP) and the "Partners in Preparedness" booklet. He indicated additional copies of the document will be available on CD shortly.
  - Quarterly Meeting Calendar:** Mr. Robinson indicated that everyone had been provided a copy of the Quarterly Meeting Calendar and that it is available on the COG web site. He encouraged everyone to provide items for the calendar that impact the NCR.
  - Solid Waste/Debris Annex:** Mr. Robertson provided highlights of the Solid Waste/Debris Annex to the RECP and indicated that completion is expected in August or September.
  - Mutual Aid Legislation:** Lee Ruck reported that he and COG/EPC representatives have had recent discussions with Congressman Tom Davis and Congressional staff regarding the proposed mutual aid legislation. Congressman Davis has indicated a willingness to sponsor the legislation.

Mr. Ruck anticipates that the legislation will be introduced in the near future.

- **Private Sector Update:** Chip Akridge and Caroline Cunningham reported that they are working on a communications protocol to connect the private sector with government. They anticipate that the draft protocol will be released in August. Further, they are doing outreach to various groups. Attempts were made to contact Robert Browning, R-ESF#2 but he has not returned their telephone calls. Another contact was provided for R-ESF#2. Chip Akridge reported that the Secret Service was hostile at a recent after action review of activities associated with the World War II Memorial Dedication and the Reagan Funeral. Others expressed concerns regarding the Secret Service and their apparent unwillingness to work cooperatively with other federal partners and the District of Columbia in the past. George Forsman recommended that the Chair send a letter to Secretary Ridge in reference to expressed concerns regarding cooperation and coordination among federal partners with an information copy of the letter going to Tom Lockwood. It was also recommended that DHS be requested to provide a report at the next EPC meeting regarding coordination of federal departments/agencies in support of the NCR. David Snyder noted that emergency preparedness was commendable during the dedication of the World War II Memorial. Tom Lockwood indicated that this was the first time that an after action review was held for all the players of such an event and that lessons learned were used to improve communications during the July 4, 2004 Capitol Celebration.

**The EPC approved the Chair sending a letter to Secretary Ridge in reference to the expressed concerns regarding an apparent lack of cooperation and coordination among federal partners. Also, the EPC will request DHS provide a report at the next meeting regarding the coordination of federal departments/agencies in support of the NCR.**

### **3. GAO Report/UASI Procurement Updates:**

- **GAO Report:** George Foresman indicated that the GAO report was quite good and that the newspaper article did not correctly reflect the contents of the report. He gave high marks to the GAO for their report. Mr. Forsman indicated that funds are provided on a reimbursable basis from the federal government and that the draw down of federal funds is not a good indication of progress. He stated that this is an evolutionary process and that the facilitated meeting held the previous day with three levels of government participating is an indication of the progress made in the NCR. Finally, Mr. Forsman indicated that everyone needed to work to get the preparedness story out and that DHS has scheduled Emergency Preparedness Week beginning September 9, 2004.
- **UASI Procurement Updates:** Steve Kral stated that his office is responsible for project and grant administration. He reviewed a handout

that provided an update on all FY03 UASI funding initiatives. The spending period for FY03 UASI funds is from June 2003 through May 2005. Mr. Kral indicated that his office follows the DC contracting policies and procedures as well as ODP guidance. He stated that approximately \$20M of the FY04 UASI funds have been allocated by the CAO's/SPG and approximately \$8M remained to be allocated. Finally, Mr. Kral indicated that he will be providing more specific program information in the future. The Chair advised Mr. Kral that she would like to have a report from him at each EPC meeting.

**The EPC commended George Forsman on his GAO Report and for clarifying comments from the hearing. The Chair indicated that she would like to be more proactive with Congress in the future and that members should go to any future hearings and talk about the progress that we have made in the NCR. The Chair will ask for a place at the "table".**

- 4. Briefing on the Outcomes of Senior Leader Seminar:** John Cosgrove stated that the Exercise Design Team was lead by Mark Penn and that it included representatives from all three levels of government. He indicated that the exercise was coordinated within DHS and with other key representatives. Six issues were identified for improvement in Draft After-Action Report provided to the EPC.
- **Issue 1:** Complete a Systems Analysis of NCR Preparedness
  - **Issue 2:** Enhancing and Validating Regional Plans
  - **Issue 3:** Multi-Jurisdictional Unified Command
  - **Issue 4:** Streamlining and Improving Conference Calls
  - **Issue 5:** Enhancing Regional Communications
  - **Issue 6:** Recognizing Federal Response Priorities and Constraints

**The Senior Leader Seminar was the first of four major exercises to be conducted in the NCR this year. A Command Post Exercise is scheduled for September 15, 2004 and all federal, state, and federal government organizations with emergency operations centers have been invited to participate. A Table Top Exercise is being planned for early December 2004 followed by a Full Scale Exercise in April/May 2005. The goal is to have these four exercises conducted annually in the NCR.**

- 5. Briefing on the Results of CAO's UASI Advance:** Tony Griffin reported that the CAO's conducted a UASI Advance in collaboration with the SPG on July 7, 2004. During the meeting the CAO's reviewed the Strategic Objectives for Homeland Security and the Eight Commitments to action and accepted them without any recommended changes. Mr. Griffin indicated that they had requested the top five UASI priorities from local jurisdictions, states, and seven key COG committees. The facilitator grouped these items into 27 priorities areas. The

CAO's identified six additional priority areas for a total of 33 priority areas. From the 33 priority areas, the CAO's selected the top twelve priorities provided to the EPC in a handout. The goal will be to request proposals to address these priority areas in the future. Mr. Griffin advised the EPC that the CAO's plan to provide an unsolicited report to Congress just prior to the week of September 9, 2004, designated by DHS as Emergency Preparedness Week. He indicated that this could be a joint report with the EPC. Finally, Mr. Griffin reported that the CAO's participated in the Senior Leader Seminar on June 17, 2004.

**This was an information briefing from the CAO's and no further action is required regarding this item.**

- 6. WMATA Proposed Security Initiatives:** Richard White provided a slide presentation to the EPC. He indicated that WMATA had enhanced security capabilities prior to 9/11 and had made numerous security upgrades since 9/11. Mr. White stated that chemical/biological/radiological detection capabilities were some of the best in the world. He indicated that WMATA has 103 miles of track, 80 Metro stations, and 1500 buses. An automatic location system has been installed on all buses and trains. WMATA has 19 trained canine teams. Trash containers have been removed from the platforms. WMATA has a 24/7 training facility and many of the first responders in this area have participated in training at that site. An "Is that your bag?" initiative has been ongoing. A continuity of operations plan is in place at WMATA. "METRO Matters" is expected to cost \$1.5B over the next few years and \$150M in security costs are unfunded. An Office of Domestic Preparedness vulnerability assessment is in progress at METRO. Single points of failure have been identified by WAMATA and the need for a new operations center is the highest priority. Mr. White indicated that \$3.5M in FY03 funding and \$2.8M in FY04 have been identified but additional funding is needed for the emergency operations center and other areas.

**This was an information briefing from the WMATA to highlight the progress that has been made in the emergency preparedness area and to highlight additional security needs.**

- 7. Implementation of Citizen Education Campaign:** Merni Fitzgerald advised the EPC that the project management contract had been awarded to Fairfax County with COG as a partner. She indicated that the Request for Proposal should be released in the next few weeks with 30 day suspense and that that the project management team will provide oversight for the contract. Further, the project management team will provide liaison between the contractor and the EPC and will work to insure that the work products are delivered on time. The goal of the contract is to increase preparedness among citizens to 50%. Ms. Fitzgerald indicated that the initiative will be coordinated with appropriate R-ESF's and others. She assured the EPC that the campaign plan would be reviewed by the EPC and the states before it begins. Once the plan is initiated monthly status reports will be provided. They will be taking advantage of media opportunities

with COMCAST, local TV stations, talk shows, local government cable stations, and other media outlets as well as events such as Emergency Preparedness Week, Fairfax County EOC dedication, Arlington Prepares, emergency preparedness linked to school preparedness, Ready.gov, and press releases. Caroline Cunningham indicated that they would have grass roots efforts with public information officers and that they would be building a data base of leaders to carry the message forward. A discussion followed regarding protective actions, the drafting of the regional message, and the method of getting the message out when there is no electricity.

**Upon selection of the contractor, Merni Fitzgerald and the management team will work with the contractor to develop the campaign plan that will include the regional message. She will brief the EPC on the plan and receive appropriate input before moving forward with the plan.**

- 8. Next Meeting/Adjournment:** The next meeting is Tuesday, September 14, 2004, 2:00 p.m. The Meeting was adjourned at approximately 4:00p.m.