

**THE BYLAWS
OF THE
DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION
DIVISION OF EMERGENCY MANAGEMENT AND HOMELAND SECURITY
REGION 2
REGIONAL EMERGENCY PLANNING TEAM
*Approved: November 15, 2019***

**ARTICLE I
NAME, AUTHORITY & MISSION**

- 1.1 NAME, AUTHORITY Name, Authority and Mission.** The name of this organization shall be the Department of Emergency Services and Public Protection, Division of Emergency Management and Homeland Security Region 2 Regional Emergency Planning Team (REPT). The REPT's authority derives from Connecticut General Statutes Title 28, including Conn. Gen. Stat. §§28-1b(a)(4) and (5) and other provisions dealing with the Department of Emergency Management and Homeland Security (DEMHS.) Its mission is to protect people and property in Region 2 from all types of natural and man-made disasters, fostering regional collaboration and mutual aid through research, collaborative plan development, resource sharing and coordination.

The primary contact for REPT business shall be the DEMHS Region 2 Coordinator, at (860) 685-8105. The Region 2 Office is located at 1111 Country Club Road, Middletown, CT 06457.

REPT members shall be the following municipalities:

Ansonia, Bethany, Branford, Cheshire, Chester, Clinton, Deep River, Derby, Durham, East Haven, Essex, Guilford, Haddam, Hamden, Killingworth, Madison, Meriden, Middlefield, Milford, New Haven, North Branford, North Haven, Old Saybrook, Orange, Seymour, Shelton, Wallingford, Westbrook, West Haven, and Woodbridge.

**ARTICLE II
GOALS**

2.1 Primary Goals:

- Foster regional collaboration through regional resource coordination.
- Assist DEMHS with the development and maintenance of a regional all-hazards emergency support plan (RESP).
- Coordinate regional resources to increase the operational readiness of the Region 2 municipal governments in handling all types of emergency incidents, including hazardous material incidents.

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- Provide Regional Emergency Support Function (RESF) designees to the DEMHS Region 2 Office as necessary to assist with the coordination of regional resources in major emergencies or serious disasters.
- Evaluate and make recommendations to DEMHS and/or member municipalities at least annually with regard to resources for plan development, maintenance, and implementation for all types of emergencies.

2.2 Secondary Goals:

- Coordinate with other municipalities on the update of Region 2 Local Emergency Operation Plans as needed.
- Consider mitigation efforts in dealing with all types of hazards in the region, including supporting long term recovery coordination.
- Work to increase the awareness and involvement of Region 2 municipal governments in the recognition of hazard threats in the region.
- Provide guidance as needed to designated Region 2 REPT Fiduciary(ies.)

ARTICLE III MEMBERS

3.1 Number, Election and Qualification.

The Chief Executive Officers of each of the thirty (30) municipalities within Region Two (2) shall constitute the voting members of the REPT. A Chief Executive Officer may designate an individual to represent him/her at a meeting of the REPT by providing a signed letter to that individual for inclusion in the minutes of that meeting. It is recommended that the designee be an individual who is familiar with emergency management within Region 2. Any individual so designated must keep his/her Chief Executive Officer informed of the activities of the REPT, and must consult with the Chief Executive Officer before voting on any REPT recommendation.

In voting upon any recommendation, the individual must identify himself/herself and the municipality 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.

3.2 Power and Rights.

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

ARTICLE IV MEETINGS

4.1 Regular Meetings.

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The regular meetings of the REPT shall be scheduled quarterly, and, as necessary, at the call of the Chair or the Deputy Commissioner of DEMHS, at various locations and times within Region 2, in order to ensure that all municipalities of Region 2 have the opportunity to participate in REPT functions.

Each year, the REPT shall file a notice of its schedule of regular meetings with the Secretary of the State's Office, and with each Town Clerk of each REPT municipality.

Any change in location will be posted on the DEMHS web site and announced to the REPT members as soon as possible after the location change.

The REPT will provide a notice of its meetings, where practicable, at least 1 week prior to the meeting date, to any person who has made a written request.

The REPT will make available its agenda for each regular meeting at least 24 hours before the meeting to which it refers. The agenda will be emailed or otherwise provided to the REPT members. New business not on the agenda may be considered and acted on only on a 2/3 vote of the REPT members present.

Prior to October 1st of each year, the REPT will conduct a meeting that includes an agenda item for the approval of a budget which includes projects that the REPT Steering Committee recommends to be funded by the federal Homeland Security Grant Program for the upcoming grant period.

4.2 Special Meetings.

Special meetings of the REPT may be called by the Chair, the Deputy Commissioner of DEMHS, or by a petition of a simple majority of the REPT members, 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 and with the Office of the Town Clerk of each member municipality, a notice stating the time, place and business to be transacted. No other business may be considered by the REPT at a special meeting.

4.3 Emergency Meetings.

An emergency meeting of the REPT may be held without complying with the notice requirements in sections 4.1 and 4.2, provided that the REPT 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, as well as with the Office of the Town Clerk for each member municipality.

4.4 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

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notice to such member in person or by telephone at least seven days (7) before the meeting.

4.5 Quorum.

At any meeting of the members, the presence of half the voting members plus one shall constitute a quorum.

4.6 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.

ARTICLE V OFFICERS AND AGENTS

5.1 Number and qualification.

The officers of the REPT shall be a Chair and a Vice-Chair. All officers shall be elected from the voting members of the REPT. The elections will be held every two years at the January meeting of the REPT.

5.2 Tenure.

The terms of office of the REPT Chair and Vice-Chair, the Chair and Vice-Chair of the REPT Steering Committee and RESF working group Chairs and Vice-Chairs, shall be two years, or until his/her successor, if any, is elected or in each case until s/he resigns, is removed or becomes disqualified.

5.3 Chair or Vice-Chair. Conduct of Meetings.

The Chair, or the Vice-Chair, shall preside at all meetings of the REPT. As necessary, the Region 2 Coordinator and other DEMHS staff will coordinate REPT meetings: duties may include but not be limited to the following: (1) acting as the Recording Secretary; (2) providing notices, agendas, and minutes (in conjunction with the Recording Secretary); (3) arranging or assisting in arranging meeting locations; and (4) research and writing. At the request of DEMHS, council of government (COG), regional planning organization or agency (RPO) staff may assist in some or all of these duties. RPO staff assisting in this manner will report to DEMHS on a regular basis regarding their assigned activities.

5.4 Recording Secretary.

The REPT shall designate a Recording Secretary, who may be a staff member of the REPT's fiduciary agent or other regular meeting participant, to take accurate notes. In the absence of the Recording Secretary, the DEMHS Region 2 Regional Coordinator or designee will: maintain the minutes of all meetings; give written notice of all meetings to members; and retain all documents pertinent to REPT operations. See section 5.3.

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5.5 Suspension or Removal.

The REPT Chair or Vice-Chair or the REPT Steering Committee Chair may be removed by a two-thirds vote of the REPT or REPT Steering Committee, or by the Deputy Commissioner of DEMHS. An RESF Working Group Chair may be suspended or removed by a two-thirds vote of the REPT Steering Committee.

5.6 Resignation.

Any officer may resign by delivering his or her written resignation to the REPT Chair, 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.

5.7 Vacancies.

If any office of the REPT becomes vacant, the Chair, in consultation with the Region 2 Coordinator, shall appoint a new acting officer within fourteen days of the vacancy. The REPT shall hold an election for the position within sixty days of the vacancy. If the REPT fails to appoint an acting officer within fourteen days of the vacancy, or fails to hold an election for the office within sixty days of the vacancy, the DEMHS Deputy Commissioner may appoint a new officer to a one-year term, or until the next general election of officers under Section 5.1.

ARTICLE VI REPT STEERING COMMITTEE

6.1 REPT Steering Committee.

The REPT shall establish an REPT Steering Committee whose mission shall be to meet on a regular basis to develop recommendations regarding the goals outlined in Section 2, to vote on these recommendations in a timely manner, and to present these recommendations for consideration at the meetings of the full REPT. The REPT Steering Committee shall solicit and welcome participation, comments and ideas regarding how to achieve the goals outlined in Section 2 from all jurisdictions and disciplines within Region 2. Those individuals who have previously participated in emergency planning in Region 2 are particularly encouraged to provide their input to the process. The REPT Steering Committee will adhere to the timelines established under the DEMHS grant process.

6.2 Members.

The voting members of the REPT Steering Committee shall be the following:

- The Executive Director, or his/her designee, of each of the regional planning organizations located in whole or in part in Region 2;
- Two Emergency Management Directors from the Valley Council of Governments

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- Three Emergency Management Directors from the South Central Region Council of Governments
- Two Emergency Management Directors total from the Lower CT River Council of Governments
- The Region 2 DEMHS Regional Coordinator;
- The Chair or Vice Chair of each RESF Working Group in Region 2 convened under Section 7.1 below;

All other individuals interested in furthering the goals of the REPT shall be considered non-voting members of the REPT Steering Committee.

The Emergency Management Directors serving as voting members on the REPT Steering Committee will be selected by the members of the regional planning organizations represented. The members of the REPT Steering Committee will convene meetings in accordance with the requirements of Article IV, above, except that the quorum of the REPT Steering Committee shall be seven members. The REPT Steering Committee meetings will be run by a Chair elected by the members of the Steering Committee, in consultation with the DEMHS Regional Coordinator. The terms of Article V, above, shall apply as noted.

6.3 Meeting Agenda.

The REPT Steering Committee meeting agenda structure will be in accordance with Article XI.

6.4 Re-Allocation of federal Homeland Security Grant Program (HSGP) Funds.

The Steering Committee is granted the authority to recommend the reallocation of up to \$20,000 between the line items for projects that have been pre-approved by the REPT and DEMHS, with notification to the RESF Chairs involved as well as to the appropriate DEMHS program manager. If the REPT identifies an immediate critical need that is not currently on the list of pre-approved projects, the Steering Committee is granted the authority to recommend a reallocation to fund the identified critical need, provided: (1) the request is made by an RESF Chair; (2) the DEMHS program manager indicates that the critical item(s) is an allowable expenditure under the grant guidance, and; (3) the majority of the RESF Chairs involved in the re-allocation consent.

The Steering Committee will then notify the REPT of the recommendation for transfer of said funds.

Funding requests should follow the process outlined in the Region 2 Regional Emergency Planning Team Homeland Security Grant Program Guideline, Version 1.0 – June 2019, as may be amended from time to time. (Appendix 1)

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ARTICLE VII REGIONAL EMERGENCY SUPPORT FUNCTION GROUPS

7.1 Regional Emergency Support Function Working Groups.

The REPT shall convene such Regional Emergency Support Function (RESF-WG) working groups as are necessary within Region 2. Although in general the RESF-WG groups will follow the functions established under the State Response Framework, Region 2 may establish a more specialized RESF-WG as is needed and approved by a majority of the REPT.

7.2 Definition and Mission.

Regional Emergency Support Functions Working Groups (RESF WGs) are defined as discipline-oriented working groups. The mission of the RESF Working Groups is to foster collaborative planning within a particular discipline, not to alter existing incident management coordination. In order to foster collaboration and cooperation among emergency management disciplines, the Region 2 RESF working group chairs shall meet on a regular basis as needed. The purpose of the RESF working groups will be to advise and make recommendations to the REPT Steering Committee, through the Chair. The RESF-WG Chair will submit the recommendations made to the REPT-SC. The RESF working group structure is also intended to provide a resource tool for the incident commander. The Region's regional emergency support plan (RESP) will describe the use of the RESF WG as determined by the REPT, with the facilitation and support of DEMHS staff and with the approval of the DEMHS Deputy Commissioner.

7.3 RESF Working Group Members.

The REPT Steering Committee shall be notified of the selection of a Chair, and Co-Chair by and 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 REPT at each meeting of the REPT. By October 1st each year, the Chair of each RESF working group shall submit a roster of that working group's current members to the REPT Steering Committee. Every effort will be made to provide broad representation, both volunteer and career, of Region 2's municipalities and/or regional partners (e.g. Regional Dispatch Centers, non-profit agencies) on each of the RESF working groups. The Chair of the REPT Steering Committee shall be an Ex Officio member of each RESF working group. The DEMHS Region 2 Coordinator may also participate in one or more of the Region 2 RESF working groups.

ARTICLE VIII AMENDMENTS

8.1 These bylaws may be altered, amended or repealed in whole or in part upon the recommendation of two-thirds of the REPT voting members present at the second reading

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of the proposed amendment, after consultation with the Region 2 Coordinator and approval of the Deputy Commissioner of DEMHS. Proposed amendments must be distributed to all voting members and be read into the official minutes of a previous meeting, allowing for a thirty-day discussion period before the recommendation vote.

ARTICLE IX DISSOLUTION

9.1 This REPT may be dissolved by the Deputy Commissioner of DEMHS, in consultation with the REPT.

ARTICLE X RULES OF PROCEDURES

10.1 The conduct of REPT meetings including without limitation, debate and voting, shall be governed by the most current edition of ROBERT'S RULES OF ORDER, NEWLY REVISED, except where Robert's Rules conflicts with these bylaws, in which case these bylaws shall prevail.

ARTICLE XI ORDER OF BUSINESS

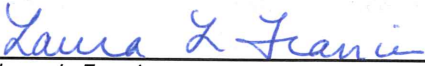
11.1 Unless otherwise stated in the agenda, the order of business for regularly advertised meetings shall be:


- Call the meeting to order;
- Introductions;
- Adoption of previous minutes;
- Financial report (when appropriate);
- Public comment;
- Report of the Chair;
- Report of the REPT Steering Committee;
- Reports of ESF groups;
- Presentations;
- Old Business;
- New Business;
- Motion to adjourn.

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Bylaw Approval

Bylaws approved by REPT: November 15, 2019

Signed by REPT Chair:  Date: 11/26/19
Laura L. Francis

Signed by Deputy Commissioner:  Date: 11/21/2019
Regina Y. Rush-Kittle

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Appendix 1 – Region 2 – Regional Emergency Planning Team – Homeland Security Grant Program Guidance. Version 1.0 June 2019

REGION 2 - REGIONAL EMERGENCY PLANNING TEAM **HOMELAND SECURITY GRANT PROGRAM GUIDANCE** VERSION 1.0 – JUNE 2019

SCOPE:

Annually DEMHS sub grants funds to each region to support the missions of the Region 2 Regional Emergency Planning Team (REPT), and Region Emergency Support Plan (RESP). This document is to provide guidance and a process for the REPT Regional Emergency Planning Team Steering Committee(REPT-SC), and Regional Emergency Support Working Groups (RESFs) for allocation of funds designated to Region 2 REPT for mission readiness.

PROCESS:

Each RESF Working group as charged by the bylaws, will develop a long term strategic plan (defined as 5-10 years) of resources and programs to support their mission as discipline-oriented working groups. The strategic plan will consist of trainings, programs, and equipment/resources required to complete the mission of the specific RESF discipline.

On an annual basis RESF Working Group Chairs and Co-Chairs will complete a Strengths Weaknesses Opportunity and Threats (SWOT) analysis of their mission readiness, to include adequate training and resources to meet the requirements of the Region 2 RESP. Projects are to comply with the grant specific requirements (listed below).

Upon completion of the SWOT analysis, projects, training, or resources that are needed to support the mission of the RESP, the Chair or designee will develop a detailed project proposal for consideration of the REPT for funding. Each project proposal will include the following:

- Project Name (ESF & Title and Project Manager's Name)
- Complete Project Description
- Project Milestones
 - Implementation
 - Steps
 - Dates
- Project Planning Activities
- Detailed Estimated Project Budget (with quotes if possible), Including:
 - Planning Estimate
 - Equipment Estimate
 - Training Estimate
 - Overtime/Backfill Estimate
 - Class Estimate
 - Instructor Estimate

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- Venue Estimate (Preferred a no-cost option)
- Supply Estimate
- Out of State Training and Conference
 - Description
 - Estimated Cost
- Exercise Estimate
- Specific descriptions
 - Equipment
 - Identify Host Community for Asset
 - Maintenance Requirements if any
 - Training
 - Exercises

RESF Working Groups will then present each project to the REPT SC for consideration of funding during said Fiscal Year. It is highly suggested that the RESFs present the proposal in brief format for ease of consideration by the committee.

The REPT SC – HSGP meeting receives proposals from the RESF Working Groups. The REPT SC considers all projects and their direct impact on the executing the mission of the Region 2 RESP for funding.

Approved projects by the REPT SC will then be forwarded to the full REPT for final approval and submittal.

General Target Dates:

SWOT (Strengths, Weaknesses, Opportunities, Threats) Analysis Completed: **January**

Project Budget/Proposals Due: **February**

REPT Steering Committee Funding Meeting: **May**

REPT Funding Meeting: **May**

Submission to DEMHS: **August**

CURRENT GRANT REQUIREMENTS:

- Project must serve as a regional benefit – Generally deployable in nature
- Terrorism nexus
- Training has a terrorism nexus and also ties to the Statewide Strategy or be related to training on the equipment purchased – Pre approval by grant and training staff required
- For equipment a custodial owner must be established – insurance, safety, security, and maintenance of the equipment is the responsibility of custodial owner (maintenance can be funded from HSGP funds with regional approval for equipment purchased with HSGP funds)
- The recipient also agrees that, when practicable, any equipment purchased with grant funding shall be prominently marked as follows: “Purchased with funds provided by the U.S. Department of Homeland Security”

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- Printed materials purchased with FEMA funds will have wording “This document was prepared under a grant from the Federal Emergency Management Agency’s Grant Programs Directorate (FEMA/GPD) within the U.S. Department of Homeland Security. Points of view or opinions expressed in this document are those of the authors and do not necessarily represent the official position or policies of FEMA/GPD or the U.S. Department of Homeland Security.”
- Service contracts can extend past the grant period of performance when purchased at the same time as the equipment
- Renewal service contracts cannot exceed the period of performance of the particular grant
- The fiduciary must confirm the eligibility status (via Sam.gov) of all vendors/contractors for which they are doing business with using HSGP funds to ensure the vendors and contractors do not appear on the SAM’s Exclusion list.
- Radio equipment or emergency management software must undergo an interoperable communications review prior to purchase
- Any equipment being permanently installed must have Environmental and Historic Preservation (EHP) review and approval
- Cash advances: Vendor quotes are preferred for cost estimates – Once cash advances are received they must be fully expended within 45 days and invoices/proofs of payment submitted to your program manager as soon as practical
- Travel – Per Diem for the location for meals and lodging based on the GSA website. It differs by location and time of year – 1 \$25.00 baggage fee, each way is allowable. GSA Meals allowance is 75% for travel days and 100% for full class attendance days. No receipts necessary.
- RENTAL CARS require unique circumstances, such as need to transport equipment, no shuttle available and pre-approval by the DEMHS Program Manager for your region