

Omaha UASI Meeting
February 12, 2010
Jesse Lowe Conference Room
3rd Floor Omaha-Douglas Civic Center, Omaha, NE

1. **Call to Order.** Larry Lavelle called the meeting to order at 9:05 AM and introduced Steve Oltmans as Chair of the meeting.

Introductions.

Introductions of voting members and attendees were made with the following voting members recorded as present:

- Urban Law Enforcement: Mark Desler
- Rural Law Enforcement: Kevin Pokorny
- Urban Fire: Tim Book
- Rural Fire: Roger Crom
- Public Works: Scott McIntyre
- Public Health: (not present)
- Nonprofits/Public Entities: Jamie Moore
- Communications: Mark Conrey
- Emergency Management: Paul Johnson

Opening Remarks

Bill Pook, Nebraska Region 5/6 Emergency Management Director, noted for the group that his presence at the meeting represented the interests of Washington County and not the other two counties comprising the Region 5/6 emergency management region.

Approval of Minutes

A motion to approve the minutes as presented was made by Paul Johnson, seconded by Mark Desler, and passed on vote.

2. **Updates and Reports**

MOU (Larry Lavelle and Steve Oltmans)

Larry Lavelle briefed the group on the status of a meeting held in the Omaha Mayor's office about FY05 and '06 UASI budgets, the FY07, '08, and '09 PET functions and the FY10 UASI application and then turned the meeting over to Steve Oltmans, Omaha Mayor's Chief of Staff. Steve expressed the Mayor's commitment to moving forward on the grant process following review of a draft of the governance document and a meeting between the emergency managers and the City. Larry reviewed the existing MOU with Al Berndt and concluded that we could move forward under the existing MOU for now, but that we needed to get a revised version of it put together ASAP since there already obligations in place for the FY07 funds. In other words, in addition to all the award-specific activities that are taking place in this strict timeline, we need to add to it the task of revising the MOU establishing the governance of the work overall. Examples of the kinds of changes that need to be made included replacing specific names with position titles to facilitate movement of staff over time. Another significant point about this document is that it will establish the single Point of Contact for this program as it moves forward. The POC is mentioned not just in the guidance but also in the strategy. Another revision that needs to be made to the original MOU is the elimination of specific grant programs (e.g. BZPP, UASI) and the inclusion of these programs into one "Homeland Security Program". Bring these specific programs together under a single Homeland Security Program because this captures all the funding we're likely to function under for the purpose of this initiative.

Charter (Larry Lavelle)

The 2010 Guidance and application both discuss the charter. With final review by the City and Counties, the MOU may serve as the charter. Because this document was revised in 2006, we are on solid ground with its use until we have new (revised) one prepared. One of the things we need to do in this MOU is ensure the inclusion of a description of how property is transferred and also a statement that the use of these funds will follow HSEEP guidelines since this is a requirement for both PET and UASI. HSEEP terminology should be used throughout the MOU because it demonstrates compliance with established guidelines for activities that are required by both the PET and UASI programs. These and more revisions may be necessary, but these are the minimum that should be done for now. Larry challenged the group to review the original MOU (which will be disseminated with the meeting minutes) and suggest revisions to the EMs which will compile and incorporate them for a proposed document for NEMA to review. This must be done ASAP in order to move forward on FY07, '08, and '09 initiatives.

Comment was made that the administrative entity needs to expand and ensure the inclusivity of the mailing list for dissemination of these and other documents.

Question of clarification was asked regarding who/what is the POC. It was discussed that this needed to be a representative of the City, but not a named party as existed in the original document. It was decided that this should be City designee appointed by the Chair and would be a representative of the Mayor's Office or Omaha City Finance department, depending on the nature of contact needed. A suggestion was made to establish a smaller working group to develop the appropriate language for defining the "POC". After further discussion, it was concluded that the existing structure in place between the counties and the City was adequate to handle this process using existing documents combined with changes recommended by all partners. Conclusion: All interested parties have until noon on February 22 to review and return comments back to their EM or City representative for incorporation into a final draft document that will be adopted and sent to NEMA.

Finance Update (Scott Crites)

Scott Crites reported that 79% of FY2006 expenditures have been processed and that an additional 8% have been invoiced and are awaiting processing. All expenditures that have been submitted in the past month are in the process of being entered [into GMS]. Scott advised that the group should expect a monitoring visit from NEMA in coming months and should be using the time in the interim to verify the location and status of purchases made using Homeland Security funding. The process was recently completed for MMRS with the exception of inventory verification; NEMA will return for a follow-up visit to complete this process. Scott reported that Mardell Hergenrader (NEMA) advises that there are reports available in GMS that will assist in this process. Scott reported that of the \$92,000 FY2007 award, the 50% obligated to Hazmat teams has been (25% Omaha) or is in the process of (25% Bellevue) being processed. Another \$11,500 is in the process of being spent for two Omaha Police officers attending training at Red Stone. Projects will need to be formulated for the remaining money, most of which will need to planning and exercising. Scott noted that no extension would be possible for the expenditure of FY2007 funds.

Steve reported that Mayor Suttle is committed to adopting a more assertive strategy for completing tasks associated with the management of future grants. In response to several questions, Scott explained that the purchasing process required the same tasks and documentation, regardless of the price of the purchase. He advised the group that one helpful strategy for streamlining the process was to invest more time in grant requirements/restrictions before a purchase was made. City Finance intends to draft a worksheet that will help working group members assure that they've completed all the necessary tasks and provided all the necessary documentation to minimize complications associated with the purchase and reimbursement process. Steve shared with the group sentiments conveyed to him by the Mayor and Lt. Governor that grant funds need to be spent more expeditiously in the future.

3. Subcommittee Reports (Working Group Chairs)

- a. **Nonprofits/Public Entities** (Jamie Moore) Jamie reported that her group was busy trying wrap up grant related projects and verify location of equipment.
- b. **Law Enforcement** (Mark Desler) Mark reported that the group met to discuss issues related to an audit and inventory management and the disposal of property purchased with FY2005 grant funds.

Related to Mark's questions about the inventory monitoring process, Scott explained that (based on the recent monitor of the MMRS grant) it was reasonable to expect that NEMA would provide a month's written notice of the monitoring visit and provide a procedure for completing the monitoring process. Bill Pook explained that there is a \$5,000 threshold for equipment to be subject to monitoring. Scott agreed to send guidelines regarding the monitoring process to the group. Mark asked how documentation would be compiled for expenditure of grant funds for backfill overtime pay, and Scott explained that this information could be drawn from payroll records and/or time sheets but noted that at this time only equipment expenditures were being monitored. Phyllis related her experience with the OMMRS monitoring process and, in doing so, confirmed Scott's explanation that there would be no advance notice of specifically what equipment must be produced for verification during the monitoring process. Lynn Marshall added that the objective is to demonstrate knowledge and understanding of the management and fiscal procedures associated with the procurement process, compliance with NIMS principles, and consistency with the intent of the Homeland Security program.

In response to inquiries about potential law enforcement projects, Bill Pook explained that no details were yet available because the investment justification process was not yet complete. Lynn noted that the 25% obligation for law enforcement was still in place for FY2008 and FY2009 and, although the 25% allocation was still in place for FY2010, the focus on the FY2010 allocation was for Fusion Centers.

Phyllis stated that during the monitoring process, NEMA wanted to see demonstration that the federal disbarment list for vendors had been consulted before making purchases and that it would have been helpful to be clear about this process up front. Lynn explained that the state's bid procedures assist with that process. Scott clarified that this consultation automatically takes place as part of the City purchasing process for items purchased by the City Purchasing Department.

- c. **Emergency Management** (Paul Johnson) Paul commented that there had been a lot of work leading to this point and much anticipation regarding the Investment Justification Workshop to be held on February 22. He urged all to attend the event to be held from 1:00-4:00 in Room 218 at the Omaha Public Safety Training Center. Steve asked if notification of this workshop had been disseminated and Whitney Shipley commented, saying that Gail had sent the notification out once already, that it would be discussed later in the agenda, and that it would be included in the meeting minutes.
- d. **Communications** (Mark Conrey) Mark stated that the working group was in the process of closing out FY2006 projects, closing out the LAN, and working on the PSIC group for which Omaha is the fiscal agent. He explained that one of the challenges in completing these projects is FEMA's requirement for an environmental impact assessment for each purchase and its implementation, which delays a project substantially. He reported that the WAN is in place. FY2006 and FY2007 state funding is being used to expand connectivity throughout the state and our region will eventually connect to it. Mark noted that the PSIC projects is the biggest deadline facing the group at this time and that it didn't appear to be likely that there

would be any extensions granted. Mark commented that in the future the group would need to work closely with NEMA to establish a process for moving through these requirements effectively, not just for communications but for other projects as well. Lynn noted that this federal requirement was imposed in 2004, that current projects are still playing catch-up, and that the group should anticipate that any federally-funded project is going to carry this requirement to assess and document potential environmental impact.

- e. **Fire** (Tim Book) No report at this time.
- f. **Public Works** (Scott McIntyre) Scott reported that the radios ordered are being installed at this time and that there are 35 handheld units for working with Kyle and Mark's Office. Public Works is still working to get vehicle location capability to be operative over the 800 MHz system. Scott reported a continued need for radios, particularly for parks and maintenance crews, and expressed need for a continued commitment to expanding radio communications capabilities for Public Works with future grants.

4. Discussion Items

- a. **Review of current Tri-County Urban Area Homeland Security Strategy** (Denise Bulling and Working Group Chairs). Denise introduced herself to attendees and explained her role as one of facilitating the development of processes to support planning and implementation of Homeland Security projects for the Tri-County PET Region. Through a facilitated discussion with Denise, Working Group Chairs reached the following conclusions.
 - i. **Working Groups.** The chairs decided that Critical Infrastructure and Key Resources (CIKR) should be added as an additional, distinct working group. After discussion about the merit of reorganizing the work groups to reflect Emergency Service Functions (ESFs, as is done at the federal and state level), Bill Pook said he would distribute more information on this topic to the attendees as food for thought for future discussion on the matter.
 - ii. **Decision-Making.** In the absence of chairs, co-chairs designated by each working group's representatives will hold authority to make decisions on behalf of the working group.
 - iii. **Point of Contact.** Because the City of Omaha bears responsibility for the responsibility and burden of managing the funding, City of Omaha will serve as Point of Contact for the Homeland Security grant program and will designate both a Chair (from Mayor's Office) and Vice Chair (from Finance Office), both of which will be non-voting members of Working Group decisions but will approve fiscal and management practices resulting from such votes.
 - iv. **Adding Items to Agenda.** Group will be guided by the requirements of the Open Meetings Law. Agenda items must be submitted and a preliminary agenda posted in each County 10 days in advance of the meeting with the potential to change the agenda on an emergency basis up to 24 hours in advance (with adequate notification to the public).
 - v. **Business Procedures.** Each working group will be represented by a Chair and a Co-Chair, one of which must be physically present for a vote among Working Groups Chairs in order for that group's interests to be formally represented. A quorum consisting of one more than half of the voting members must be present to conduct business. Votes will pass by simple majority.

It was decided the option of transitioning toward an ESF structure and the decision to add an additional working group need to be reviewed and weighed and decided upon by the next

meeting. Larry expressed that he felt it was important that Greg Hollingsead be present when this was decided because federal authorities have a stake in the decision.

Denise clarified that the local homeland security strategy document should be considered the highest priority document at this time because of the necessity that it be included in applications for further funding. Larry pledged to distribute the strategy to the mailing list and that recipients were invited to review the document and refer their comments to their county emergency manager by March 1st to collect for incorporation into a revised strategy document due March 1.

In response to a request by Steve, the Emergency Managers for each of the three counties agreed to work with the City to draft bi-laws between Working Group Chairs meetings with the goal being to have them completed by March 1. Comments on strategy should be submitted to the county Emergency Managers by February 22 for inclusion in the revision process. Paul asked that those in Douglas County send their comments to Eric Plautz.

5. Action Items

- a. **Codespear** (Paul Johnson) Paul explained that the maintenance fees were due for Codespear and suggested that, because recent changes in grant requirements would now allow grant funds to be used for maintenance, FY2006 funds be used for this purpose. Discussion ensued about whether or not Codespear was a technology that should continue to be supported or whether there were merits to exploring an alternate solution. Paul clarified that regardless of future discussion of options, we may be contractually obligated to pay the outstanding maintenance fees and Paul made a motion that if FY2006 funds were available that they be used to pay for Codespear maintenance costs through June 30, 2010. The motion was seconded by Mark Desler and approved by a vote of the Working Group Chairs with the intent that at some point an investment justification would be written to allocate a portion of FY2010 UASI funds for this purpose.
- b. **Approval of FY2008 Funds for MOUs to NEMA** (Lynn Marshall) Lynn explained to the group that \$15,000 of FY2008 funds were allocated for MOUs to NEMA--\$5,000 for a Target Capabilities Workshop and \$10,000 for local use of Netplanner--a networked, electronic depository of planning documents hosted by NEMA. Combined, the projects would provide a mechanism for pulling all disciplines together in a common planning environment and creating a central depository for planning documents. Lynn explained that in order to move forward, approval of the project by the Working Group Chairs was needed. Lynn made a motion to approve the MOUs with NEMA, which would commit \$15,000 in FY2008 Homeland Security grant funds toward the hosting of a regional Target Capabilities Workshop and local use of NEMA's Netplanner system. Mark Conrey seconded the motion and the motion passed.
- c. **Approval of FY2007 PET funds for Law Enforcement Overtime** (Mark Desler). Mark made a motion that up to \$5,000 of FY2007 Homeland Security funds be used for backfill overtime to support Omaha Police Department's requested participation in the April 17 Eppley Airfield full-scale exercise. It was asked what other law enforcement agencies have been requested to participate in the exercise and it was answered that the [Douglas County] Sheriff's Office would likely be participating. Eric Plautz commented that \$7,000 has already been earmarked in the FY2007 award for exercises and suggested that this earmark be applied to law enforcement overtime for the Eppley exercise and that any remaining funds be reappropriated. In response, Mark amended his earlier motion to specify that up to \$7,000 of the FY2007 award be spent to fund backfill overtime for local law enforcement and fire personnel to participate in the Eppley exercise and that any remaining funds be reallocated. Lynn requested that this proposal be written up and provided to Scott for purposes of documentation. Paul Johnson seconded the motion and the motion passed.

d. Approval of FY2007 Funds for Purchase of Inert Training Aids for Local Law Enforcement (Mark Desler). Mark stated that Omaha Police Department had identified a need for inert training aids to be used in training for IED awareness (e.g. commercial display board, military explosive display board, detonators and cords, visual recognition kit). Proposed purchases would be available for use by other law enforcement agencies. Mark made a motion that \$2,000 of FY2007 funds be used to purchase inert training aids for the use of Omaha Public Department and other local law enforcement agencies, as requested. (Note: Per the Working Group Chairs, the funds for this purchase are to be taken from the same source that funded the recent Red Stone training for Omaha Police officers.) The motion was seconded by Paul Johnson.

6. Wrap-Up Bill Pook advised that he would send a copy of the ESF framework for working group members to consider as a potential means of organizing the work of various groups. Larry Lavelle reminded working group members to review and forward comments regarding the existing MOU and strategy documents to their emergency managers, who will send them to Larry to compile into a draft document.

A reminder was issued regarding the Investment Justification Workshop at the Omaha Public Safety Training Center on February 22.

Next meeting to be held March 12.