

PANHANDLE REGIONAL PET COMMITTEE
AGENDA
August 2, 2011
10:00 AM
REGION 22 Old EOC

Call to Order – Jerry Bretthauer, Chairman

Publication of meeting – Required by Open Meeting Laws

Introduction of Visitors

Approval of Minutes from the July 5, 2011

Communications Interoperability and Grants Management

(Open for Discussion) The 2007 Work Plan funding must be expended by the extended date of June 30, 2011. No funding is available, all unexpended funds are slated to be returned to NEMA – all other projects have been expended and paid.

2007 State Homeland Security Grant Program (SHGP): The first two projects (1 & 2) were MOU'd back to NEMA on our behalf. The remaining projects (3, 4, 5, & 6) were funded from the \$266,160.00 for interoperability. The Alliance Fire Department Interoperability - \$73,210 project was removed from the 2007 Work Plan and paid with Region 23 grant funds that remained in their 2005 Homeland Security Grant funds. Project #4 “Region 23 Chadron Communications Center Digital Repeater” has been purchased for \$14,121.22 – installed and Environmental History Survey complete. Installation cost pending is \$5,665.00. I received an invoice from Wyatt Enterprises for \$3,165.00 for installation. Paid and Reimbursed. There remains \$2,500.00 in this project for installation by West Comm. Tony Serbousek is working with West Comm to complete this project. Tony Serbousek would like to address this issue to the PET Committee. We received an invoice from Western Communications for \$4,020.35 for antenna/installation and repeater installation. Paid \$2,499.78 and have been reimbursed for \$2,499.78. The balance of \$1,520.57 will be paid by the Chadron Police Department. **Tony Serbousek advises there is no change noted for this project, but he would like to seek the left over 2008 funds if Region 21 does not proceed with the EOC van light project. I advised Tony Serbousek that we cannot use 2008 grant funds for 2007 projects. I also advised Tony Serbousek that the 2007 funds left over from the JIC/JIS that are to be sent back are earmarked for PET and cannot be used for equipment or installation.**

- The total value is \$344,680.00.

- Panhandle Region Planning, Exercise and Training Program - \$62,014.21.

By adding the remaining PET funds and airport funds together (\$13,091.00 + \$153.50) we have \$13,245.29 in the 2007 SHGP. Since I still need to pay for part of the installation of the Mobile Controllers (\$944.00) the balance would be \$13,245.29 - \$944.00 = \$12,301.29.

a. Design, Develop, Conduct and Evaluate an Exercise - \$10,500.00. Spent \$6,886.73. Balance is \$3,613.27. Balance moved to JIC/JIS Workshop.

- MOU'd \$10,500.00 to NEMA on behalf of the Panhandle Region – 5 Model City TTXs were presented by NEMA staff as follows:
- Model City TTX at Ogallala lodging for three NEMA Instructors (\$210.00)
- Model City TTX April vehicle lease (\$321.42)
- Model City TTX May vehicle lease (\$316.55)
- Model City TTX Chadron lodging for three NEMA Instructors (\$420.00)
- Model City TTX Scottsbluff lodging for three NEMA Instructors (\$630.00)
- Model City TTX meals for Mark Robertson (\$146.74)
- Model City TTX meals for Dave Reisen (\$167.22)
- Model City TTX meals for Aaron Alward (\$155.74)
- Model City TTX salaries for three NEMA Instructors (\$4,519.06)

b. Travel/per diem related to planning activities - \$9,500.00. Spent \$8,152.00. Balance is \$1,348.00. Balance moved to JIC/JIS Workshop.

- Attendance at the Training and Exercise Planning Workshop 10-21/22-10 at North Platte, NE by Jerry Bretthauer and Nan Gould {Jerry Bretthauer - Lodging - 2 nights X \$77.00/night (\$154.00) and Nan Gould - Lodging - 3 nights X \$77.00/night (\$231.00) = \$385.00}.
- Paid Instructors in the Nebraska GMS from Fremont Fire for travel to the ICS300/400 in Sidney (\$4,775.00)
- Paid Instructors in the Nebraska GMS from Fremont Fire for travel to the ICS300/400 in Sidney (\$700.00)
- Paid Instructors in the Nebraska GMS from Fremont Fire for travel to the ICS300/400 in Gering (\$1,800.00)
- Paid Instructors in the Nebraska GMS from Fremont Fire for travel costs to the ICS300/400 in Gering (\$184.00)
- Paid Instructors in the Nebraska GMS from Fremont Fire for lodging at the ICS300/400 in Gering (\$308.00)

c. Training Workshops and Conferences - \$30,000.00. Spent \$25,497.48. Balance is \$4,502.52. Balance moved to JIC/JIS Workshop.

- Cost to rent two Gering Civic Center rooms for *Disaster Management for Water & Wastewater Utilities-MGT343* (\$836.20)
- Costs associated with lodging three ICS 300/400 participants in Sidney (Paid \$490.00 to Holiday Inn); UPS charges for materials in November (Paid to NEMA in GMS \$34.32), UPS charges for materials in December (Paid to NEMA in GMS \$12.86 and \$3.98); and two instructors/5 days plus expenses (Paid to NEMA in GMS \$4,775.00) Paid lodging for three participants to the ICS 300/400 in Sidney (\$490.00)
- Costs associated with Training and Exercise Planning Workshop in North Platte include lodging to Holiday Inn Express and Suites in North Platte for three emergency managers for one night at \$70.00@ = \$210.00; meals to Jerry Bretthauer (\$18.21); and mileage to Nanette Thornton for 470 miles X \$.50/mile = \$235.00 for a total of \$463.21.
- Attendance at the NESCA Conference in Kearney by Michell Kile for lodging at the Ramada Inn in Kearney for \$195.00 and NESCA registration for \$85.00 and mileage for

- \$250.00. A total of \$530.00 was paid to Cheyenne County and NEMA has reimbursed Scotts Bluff County
- Attendance at the National Academies of Emergency Dispatch 4-27-10 to 4-30-10 in Orlando, FL by Ray Richards, Dave Schnell, & Gay Warren { Airfare (\$883.20) + Lodging (\$972.00) + Registration (\$1,425.00) + Backfill (\$898.15) + Overtime (\$759.60) + Meals (\$254.32) = \$5,192.27. Reimbursed to Scotts Bluff County
 - Attendance at the Sleuth National Training Conference 9-26-10 in Albuquerque, NM by Nancy Neal {Denver Coach (\$120.00) + Lodging (\$243.00) + Airfare (\$237.80) + Registration (\$300.00) + Backfill (\$675.32) + Overtime (\$177.90) + Meals (\$19.78) = \$1,773.80} and by Rita Mills {Denver Coach (\$120.00) + Lodging (\$243.00) + Airfare (\$237.80) + Registration (\$300.00) + Overtime \$243.80) + Meals (\$119.65) = \$1,264.25. Total is \$3,038.05. NEMA changed this claim by reducing the meals allowance for Rita Mills to \$86.56. This made a total of \$3,004.96. Thus, \$33.09 less was spent. These additional funds have been added to the remaining balance. Reimbursed to Scotts Bluff County
 - Attendance at the Tactical Dispatch Course 10-4-10 in Papillion, NE by Jamy Lawson {Fuel (\$68.01) + Lodging (\$350.00) + Registration (\$300.00) + Backfill (\$229.04) + Overtime (\$731.04) + Meals (\$93.04) = \$1,771.13}. Reimbursed to Scotts Bluff County
 - Attendance at the National Emergency Number Association (NENA) Certification Course, Part 1 6-5-10 at Indianapolis, IN by Ray Richards {Taxi (\$36.00) + Mileage – 514 miles X \$.50/mile (\$257.00) + Airfare (\$684.38) + Lodging – 5 nights X \$94.00/night (\$470.00) + Registration (\$610.00) + Meals (\$159.79 = \$2,227.17. Reimbursed asked from NEMA. NEMA rejected this claim and altered the by denying the travel (\$257.00) and changed the meals to \$119.39. This makes a total of \$1,929.77. Thus, \$297.40 less was spent. These additional funds have been added to the remaining balance. Reimbursed to Scotts Bluff County.
 - Attendance at the National Emergency Number Association (NENA) Certification Course, Part 2 9-24-10 at Murfreesboro, TN by Ray Richards {Car Rental (\$217.36) + Airfare (\$473.40) + Luggage Fees (\$25.00) + Lodging – 2 nights X \$110.00/night (\$330.00) + Registration (\$500.00) + Meals (\$58.96) = \$1,604.72. Reimbursed asked from NEMA. NEMA rejected this claim and altered the per diem lodging to \$70.00 X 3 = \$210.00 and changed the meals to \$66.93. This makes a total of \$1,492.69. Thus, \$112.02 less was spent. These additional funds have been added to the remaining balance. Reimbursed to Scotts Bluff County
 - Attendance at the Public Safety Facilities Planning Seminar 10-21-10 at Orlando, FL by Ray Richards {Taxi (\$81.00) + Airfare (\$897.40) + Luggage Fees (\$45.00) + Lodging – 2 nights X \$108.0/night (\$216.00) + Registration (\$395.00) + Meals (\$63.40) = \$1,697.40. Claim changed to \$1,659.45 by NEMA – changed lodging (\$180.00) + meals to \$61.05. Thus, \$38.35 less was spent. I added this to the remaining balance. Reimbursed to Scotts Bluff County
 - Noon Meal for IS 100, IS 200, & IS 700 NIMS training at Fort Robinson State Park, Buffalo Soldiers' Barracks {12 meals X \$7.00 (\$84.00) + coffee (\$8.40) = \$92.40}. Paid and reimbursed by NEMA
 - Attendance by Ray Richards at APCO/NENA NG911 Seminar in Orlando FL 11-7/12-10 { Airfare (\$644.40) + Luggage fees (\$25.00) + Taxi (\$33.00) + Lodging – 6 nights @ \$90.00/night (\$540.00) + Registration (\$149.00) + Meals (\$187.58 = \$1,578.98} – Reimbursed to Scotts Bluff County
 - IS300 at Gering VFD 11-20/21-10 (**\$2,569.00**). Shipping may still be in the works. So far, this is \$831.00 less than authorized. I have added this to the remaining balance.

- IS400 at Gering VFD 12-18/19-10 (**\$1,984.00**) **paid and reimbursed at NEMA level.** Shipping fees may still be in the works. So far, this is \$766.00 less than authorized. I have added these additional funds to the remaining balance.
- IS300/400 at Gering VFD for printing materials (\$764.33) and student manuals (\$79.93).
- IS300/300 at Gering VFD two instructors and travel costs (\$1,984.00)
- **JIC/JIS Workshop**

ICF International's DeAnne Sesker has indicated that her management is willing to accept the \$12,301.29, instead of the original \$13,901.00 for the JIC/JIS Workshop. They are working with NEMA to amend the contract **and insure that the 6-30-11 deadline for invoices is met.**

The Kick-Off teleconference was held on 4-27-11 at 1400 between Jerry Bretthauer, DeAnne Sesker and Kelly Mure. The Joint Information Center/Joint Information Workshop was held on 6-7-11 at the Region 22 Emergency Operations Center. **Invoice for the JIC/JIS workshop is \$7,831.12 (Reimbursed). The remainder was to be spent on updating the PIO Handbook Contact Lists and news templates (\$4,470.17). Nikki Weber of NEMA advised that any bill after 6-30-11 accrued by ICF International cannot be paid with 2007 SHGP funds, but we could complete our efforts by making the update to the PIO Contact List and PIO Templates a 2009 SHGP funded new project.**

- d. Leasing space for Equipment Storage - **\$12,014.00. Spent \$11,070.00. Balance is \$944.00.**
- This was actually a holding point for any additional equipment we might need. \$12,000.00 was allocated to the Planning Academy. Scottsbluff Public Safety Building Mobile Controllers will be purchased with these funds, and the cost above this amount will be paid by Scottsbluff Fire.
 - Dana Miller has solicited bids from Action Communications and First Wireless and is nearing completion of this project.
 - Received Action Communications quote 12-3-10 from Dana Miller for 6 mobile controllers (\$11,070.00) – installation is out for bid – any cost over \$12,014.00 will be absorbed by Scottsbluff FD – **Paid \$11,070.00 and waiting on bids for installation. The installation bids did not come in by the 6-30-11 deadline and the \$944.00 earmarked for installation of the mobile controllers will be returned to NEMA.**

2007 SHGP Grant Adjustment Notice

- **Signed a 2007 Grant Adjustment Notice on 6-27-11 for \$46,205.00 to pay for the new generator at the South Mitchell site – the old generator will be given to Sidney for their new tower project – submitted to NEMA for signature by Al Berndt and signed. Invoice paid in Nebraska GMS. (Invoices for \$21,205.00 (Reimbursed) and \$8,150.00).**

2007 Citizen Corps Grant (Not Open for Discussion)

- We were allotted \$1,980.00 on the original Grant Adjustment Notice (GAN), but that has been changed to \$2,065.19. Adjusted GAN was sent on 1-26-11 and is co-signed Al Berndt and Jerry Bretthauer for \$2,065.19.

All **2008 Work Plan** projects have been paid for except:

(Open for Discussion)

Project #1, “Nebraska Law Enforcement IED and Response Planning – purchased a bomb magazine with locks from Tread Corporation (\$10,389.40) – Reimbursed and PAID; purchased a digital x-ray machine from Logos Imaging LLC (\$23,443.00) – Reimbursed and PAID Purchased radio assembly with case, power supply upgrade kit, camera sighting kit assembly from Northrop Grumman, Remotec Inc. (\$57,625.00) - Reimbursed and PAID. Purchased two shelter gazebos from Walmart (\$240.00) – Reimbursed and PAID. Purchased Mineral Water Bottle Disrupters and shock tube cutters from Cherry Engineering (\$422.00) – Reimbursed and PAID - Purchased two dual laser sights from SWH, LLC for \$1,220.00 – Reimbursed and PAID. – Purchased two Assy, Reel & Line Brakes from Allen-Vangaurd Technologies Inc. (\$2,100.00) – Reimbursed and PAID. A quote was submitted by Bob Rader on 1-27-11 was made to purchase from Golden Engineering, Inc. an X-ray Kit, two batteries, battery charger, tripod mount, remote cable and carrying case plus shipping charges for \$5,451.00 – **PAID and Reimbursed.**

- A quote was submitted by Bob Rader on 1-27-11 to purchase from Golden Engineering, Inc. 6 radiological dosimeters, 1 dosimeter charger plus shipping charges for \$845.00. Rader withdrew this purchase proposal because Region 22 EM has dosimeters and dosimeter chargers the EOD team can utilize.

AMOUNT LEFT IN PROJECT #1 IS \$8,832.51.

Project #5 “Chadron Point to Point” (\$30,132.00) - project completed for \$27,888.32 leaving a balance of \$2,243.68 to be used to install the equipment – Tony Serbousek advises this system is working and he will have an installation invoice soon.

Project #6 “Scotts Bluff County Communications UHF/Low Band Link was changed by NEMA to reflect exact quote of \$25,136.00 instead of the original quote of \$26,600 early in the process – therefore the project is complete and paid and there is no balance remaining.

Balances for projects costing less than the original quote are: Project #5 (\$2,243.68); Project 7 (\$1,192.70)*, and Project 10 (\$29.60). We will check into using some of this money for Project #5. **Total left over from projects 5, 6, & 7 is \$3,465.98.**

Jim Collins expressed an interest in utilizing these funds for a project in Region 21 for in Sidney for lighting the EOC van. Jim Collins indicated the lights were on the AEL and he would get the paperwork completed prior to leaving office.

All 2008 Work Plans must be spent by August 31, 2011.

(Open for Discussion) 2009 State Homeland Security Grant Program for the MOU Hazmat Team. \$25,000.00 has been allotted. 75% of the award can be spent on equipment and 25% must be spent on planning, exercise and training. Dana Miller has submitted a plan to NEMA, which has been approved. Scottsbluff Fire Department plans on spending \$19,712.00 on hydraulic extrication jaws and cutter that are battery powered – these are portable and much safer to use in hazardous environments. Costs in excess **(\$372.74)** of the \$18,750.00 (75%) for **equipment** will be paid by Scottsbluff Fire Department. **(PAID and Reimbursed)**

The 25% PET will be spent on **FEMA-sponsored and approved training, i.e. CST Exercise and Evaluation overtime and backfill; HAZMAT training overtime and back – fill; Hazmat equipment training overtime and backfill, etc.** This proposal has been submitted to NEMA’s SAA for approval.

The 2009 Work Plan has been approved by the Nebraska Emergency Management Agency. The target value was \$336,107.00. At least two bids must be solicited for projects utilizing Scottsbluff communications vendors. We will continue to solicit training and exercise ideas to go along with the PET project. All training must be Federally approved.

- **(Open for Discussion) 2009 State Homeland Security Grant Program (HSGP):**
Initial allocation is \$596,352.00. 25% (actually 20% after NEMA contributions to PET) must be spent on Planning, Exercise and Training (PET) and 25% (actually 28% after NEMA's needs) must be spent on the Law Enforcement Terrorism Prevention Program (LETPP) with emphasis on Improvised Explosive Devices (IED) and Fusion Center. The Nebraska Emergency Management Agency will also heavily invest in PET, IED/Fusion Center. This means that the Panhandle Region PET Committee must spend \$92,985.00 on PET and \$167,260.00 on LETPP. The remaining grant funds (\$336,107.00) can be spent on regional priorities allowed by the Authorized Equipment List (AEL). **(Open for discussion)**

- **All 2009 funds must be expended by 7-31-12.**

- Priorities for the 2009 Work Plan are:

1. Planning, Exercise and Training MOU - \$18,654.00 for PET and \$74,385.00 MOU (Planning (\$3,720.00); Exercise (\$7,440.00); Training (\$7,440.00)); \$54.00 for equipment to be purchased at a later date (Kept 20% of \$92,985.00 or \$18,597.00 – remainder divided as 20% Planning, 40% Exercise, and 40% Training). MOU'd \$17,400.00 back to NEMA on our behalf for the Nebraska Agriculture Response and Recovery which is specifically agriculture related planning, exercise and training that will be provided by the State Department of Agriculture – Received an email from NEMA's Cindy Newsham stating that the Nebraska Department of Agriculture will be opening a "Request For Proposal" (RFP) to contract with a vendor to provide the services. The contract deliverables will be such things as reviewing LEOPs and updating SOPS, planning and exercising, and conducting vulnerability assessments. The RFP can be found on the Nebraska Department of Administrative Services, Material Division website under State Purchasing Bureau, Bid Opportunities.

When we MOU'd the following funds (74,385.00 MOU (Planning (\$3,720.00); Exercise (\$7,440.00); Training (\$7,440.00)) to NEMA we assumed NEMA had a plan for the funds. That is not the case. We now have to develop a plan to expend these funds by 7-31-12. I believe we can work to that end by utilizing some of the funds to develop update contact lists and templates for the PIOs. We will call this a new project. We can also utilize some of these funds to update, plan and exercise, and train in the areas of COOP-COG.

2. Law Enforcement/Improvised Explosive Devices - \$125,445.00, which is 75% of the Law Enforcement Allocation Requirement for LE/IED and Fusion Center.

Bob Rader informed me he wants to bring an IED

3. Scottsbluff Public Safety Building Radio Tower - \$40,950.00. Reimbursed and PAID.

4. Panhandle Region Portables (Scottsbluff PD, Regional Cache, Sheridan County, Sidney PD Portable Radios - \$102,011.00) or (Scottsbluff Police Department Portable Radios (\$9,073.00) – Reimbursed and PAID; Panhandle Region Portable Radio Cache (\$43,643.00) – Reimbursed and PAID; Sheridan County Portable Radios (\$30,780.00) – Reimbursed and PAID; Sidney Police Department Portable Radios (\$18,515.00)) – Reimbursed and PAID.
5. Chadron Volunteer FD Pagers and Sheridan County Fire Road - \$30,005.00 or (Chadron Volunteer Fire Department Pagers (\$28, 567.00) – Reimbursed and PAID; Sheridan County Fire Road – (\$1,431.00)) – Reimbursed and PAID.
6. Nebraska Law Enforcement Fusion Center - \$41,815.00; which is 25% of the Law Enforcement Allocation Requirement for LE/IED and Fusion Center. MOU'd this funding back to NEMA for the Nebraska State Patrol to continue the Fusion Center operations.
7. Banner County Moving Old Repeater and Installing New Repeater - \$22,380.00 **(Reimbursed) – (PAID and Reimbursed \$11,098.49 to Motorola. First Wireless (aka D & D Communications has not completed installation of the repeaters and we are holding a check for \$11,281.51 until the project is completed.**
8. Scotts Bluff Detention Center Repeater and Portables - \$48,556.00 – Reimbursed and PAID.
9. Scottsbluff FD Portables - \$12,123.00. Checks cut to Motorola (\$11,520.96) and First Wireless (\$602.04) – Reimbursed and PAID.
10. Morrill County Portables, Repeater, Mobile Control Centers - \$52,383.00 Bayard Project – Bridgeport will not allow the antenna on their water tower – solution by Roger Wheeler a Cell Phone – Erickson G32 fixed wireless terminal cellular phone in at \$500-\$600 and the cell phone will call Bridgeport Communications – when cell phone is called it automatically calls Bridgeport Communications – checked the AEL and Cell Phone, Digital are allowed at 06 CC-1-CELL Digital; okayed by Nikki Weber of NEMA. Received two invoices from Comm Source (\$31,843.80 & \$20,539.20, which meet the target value of \$52,383.00) and will complete the project. Reimbursed and PAID.
11. Hemingford PD Communications Project - \$27,645.00. Have invoice from Comm Source (\$12,449.58) and invoice from Motorola (\$15,195.42) – Reimbursed and PAID

All 2010 State Homeland Security Grant Program funds must be spent by 7-31-13.

(Open for Discussion) 2010 State Homeland Security Grant Program for the MOU Hazmat Team. \$25,000.00 has been allotted. It is unknown at this time if 75% of the award can be spent on equipment and 25% must be spent on planning, exercise and training or not. Dana Miller must submit a plan on expenditures before any drawdown on the funds can occur.

(Open for Discussion) 2010 State Homeland Security Grant Program Award. The Panhandle Region has been awarded \$264,224.00 for 2010. The Panhandle Region is required to spend 27.9% of these funds (\$73,718.50) of the grant funds on the law enforcement terrorism prevention-oriented planning, organizations, training, exercise and equipment activities, including Fusion Center Activities. This leaves 190,505.50 for other projects. (Open for Discussion)

Accepted projects for the 2010 SHGP Work Plan are listed below (note – there is no prioritization present , except for #1 and #2)

#1 LE/IED PET & Equipment @ 75% (\$55,288.87); reduced to \$41,946 because of an error in including the MOU amount as part of the Project Request Total – we still meet our required Law Enforcement funding requirement because of the police projects in this plan

#2 Fusion Center @ 25% (18,429.63)

#3 Sheridan County/Gordon PD Portables – 10 portables (\$27,412.50)

#4 Chadron Police Mobile and Portable Radios - \$27,413.00

#5 Sidney Fire Department Radios - \$17,558.00

#6 Box Butte County road Department Radios - \$4,158.00

#7 2011 Flood TTX - \$57,859.00 (The first kick-off meeting was held on Monday, 5-2-11 at 1400 via teleconference between Jerry Bretthauer and ICF International employees DeAnne Sesker and Robert Vork). The Initial Planning Conference was held on June 8, 2011. **The Final Planning Conference is set for July 13, 2011 at 1000 at the Region 22 EM EOC. The Tabletop Exercise will be on August 24, 2011 at 0800 at the Region 22 EM EOC. Partial payment for Flood TTX on 7-19-11 for \$17,862.04 (Reimbursed) asked for from Scotts Bluff County. Balance at \$39,996.96.**

#8 Panhandle Region Emergency Sirens - \$34,237.00

#9 Leasing Space for Equipment Storage (remainder from Project #8 held here until a project is accepted to spend this amount) – **Project removed to meet the target value.**

■ **Possible Projects already discussed:**

- Emergency Care Network Radios
- Scotts Bluff County Communications new radio system
- Sidney Fire/PD Tower
- Sidney Fire portables and high band mobiles
- Chadron PD new mobiles and portables
- Scottsbluff upgrade SLEUTH System and Public Works radios
- Box Butte County Public Works Mobiles and Repeater*
- Emergency Alert Sirens
- Comm Center Ensembles

Old Business

New Business

- **COOP – Spending 2009 PET funds**
- **Continuity of Operations – Kate Speck and FDI Consulting representative Dave Fulton**

Next Meeting

September 6, 2011 at 10:00 a.m. to 12:00 p.m. All dates have been set up for TeleHealth by Jerry Bretthauer and the old EOC has been scheduled by Ray Richards.

Adjournment