

**PANHANDLE REGIONAL PET COMMITTEE
MINUTES
Date March 6, 2012
10:00 AM
REGION 22 Old EOC**

The meeting was called to order at 10:10 AM by Chairman Jerry Bretthauer. The meeting was broadcast via Tele Health to board members of Panhandle PET. The agenda for today's meeting was published in the Scottsbluff Star Herald Newspaper as required. Reference was made by Chairman Bretthauer to the Open Meetings Act of which there is a posted copy at all of the satellite locations.

Attendance:

Gering site: Jerry Bretthauer, Emergency Management Region 22, Ray Richards, Scotts Bluff County Communications and Alex Moreno Scottsbluff Police Chief, Dana Miller Scottsbluff Fire Chief. Guests today are Kate Speck of UNL PPC.

Alliance site: None

Chadron site: Nan Gould Region 23 Emergency Management; Tim Lordino Chardon Chief of Police

Sidney site: Ron Leal, Region 21 Emergency Management;

Moved by Alex Moreno to approve the mailed / emailed minutes of January 10, 2012 and February 14, 2012
Second by Nan Gould
Motion Passed

Communications Interoperability and Grants Management

2009

2009 Work Plan

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.

- **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).
- **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 MOUd 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.

(Nikki Weber) “I have looked into 2009 funds issue we were discussing last week. If the region agrees to give up the project as is and use that money for the FDI consulting project that is ok. The region just needs to be in agreement. This means that for the year 2009 no travel, conference fees, food etc. can be reimbursed under that grant. You all need to discuss how you will pay for attendance at state functions, ex. T & EPW, etc.”

The Panhandle Region PET Committee voted to put these funds into the FDI Consulting SOW to pay for the Continuity of Operations and Debris Management plans. NEMA’s Nikki Weber has authorized our PET doing this and put the funds (\$18,654) into the project in the Nebraska GMS. These funds have been added to the \$56,985.00 MOUd to NEMA and the total is \$75,639.00. .

I have signed and delivered the Statement of Work (SOW) to David Fulton of FDI Consulting. Our first meeting was held on 10-27-11 (FDI Consulting Inc. personnel, Nan Gould and Jerry Bretthauer – Ron Leal was at NEMA sponsored training

Note that the SOW proposes to provide the Panhandle Region (specific counties and cities with Continuity of Operations and Debris Management plans. They will throw in, for free, the updates to the PIO Handbook we originally were going to pay ICF International for.

The other MOUd funds (\$17,400.00) are earmarked for the Ag Response and Recovery Planning with Kurtis Cooper of SES Inc. The Region 22 meeting is set for 10-5-11 at 0900-1700 at the Region 22 EOC. The other regions have dates set (I know Region 23 has a date set, but I am unsure of Region 21).

2. Law Enforcement/Improvised Explosive Devices - \$125, 445.00, which is 75% of the Law Enforcement Allocation Requirement for LE/IED and Fusion Center. We tried to utilize some of these funds for an IED Awareness Program Bob Rader brought in, but the course was not DHS approved, so we could not use the funds for it. None of these funds have been expended, nor has a plan been submitted to NEMA for expenditure of these funds.

Scottsbluff Police Department sent Patrol Officer Shawn West to the Hazardous Devices School (HDS) at Huntsville, Alabama, 1-30-11 to 3-11-11. Reimbursement's allowed were: 40 hours overtime at time and one-half, including Social Security and Retirement (\$1,540.70) + Travel, which includes lodging and gasoline (\$3,628.82) a total of \$5,169.52. Balance is \$120,275.48.

Scottsbluff Police Department is planning on sending Firefighter DJ Glenn to Hazardous Devices School at Huntsville, Alabama 3-12-12 to 3-23-12. DJ Glenn has submitted the NEMA PET Training Tequest, which has been approved by NEMA's Nikki Weber. Authorized is \$10,682.10 - \$3,744.00 for overtime, \$1,396.80 for backfill, \$3,131.20 for lodging, \$1,906.00 for meals, \$582.10 for airfare and \$100.00 for baggage. The main difference in the cost to send D. J. Glenn to HDS as compared to Shawn West is the meals and airfare.

Scottsbluff Police Department sent Patrol Officer James Todd to Hazardous Devices School at Huntsville, Alabama from 1-4-10 to 2-12-10 and seeks reimbursement for this training. We are discussing this with NEMA's Nikki Weber. Nikki Weber has authorized paying for this training and Scottsbluff PD is in the process of putting together the PET Training request and invoices needed to make a claim.

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 completed installation of the repeaters (\$11,281.51). PAID and Reimbursed.
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

2010

2010 Work Plan – due date is 7-31-13

2010 State Homeland Security Grant Program for the MOU Hazmat Team - due date is 7-31-13. Chairman Bretthauer reminded all that EHPs must be submitted for all projects with antennas, repeaters, and towers.

\$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.

The 2010 State Homeland Security Grant Program Award - due date is 7-31-13

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) – MOUd to NEMA on 4-10-11.
- #3 Sheridan County/Gordon PD Portables – 10 portables (\$27,412.50) – Paid and REIMBURSED. No EHP needed.
- #4 Chadron Police Mobile and Portable Radios - \$27,413.00. No EHP needed. Project completed and received Motorola invoice for \$65,099.60, \$14.20 less than the quoted \$65,113.80. Have asked for a check from Scotts Bluff County for \$65,099.60 to Motorola, which is \$.75 less than the actual cost because the invoice shows one more portable radio and one more mobile radio than the quote, and the cost of the radios changed. The \$.75 will be paid by Scotts Bluff County and be recorded as a rounding error. Reimbursement has been asked for from NEMA. The remaining amount in this project (\$2,610.40) was applied to the West Comm. installation invoice of \$2,671.00. The difference of \$60.60 will be paid for by the Chadron Police Department. A check has been asked for from Scotts Bluff County and reimbursement has been asked for from NEMA.
- #5 Sidney Fire Department Radios - \$17,558.00. EHP Completed and submitted to Bob Wilhelm. EHP Clearance by FEMA.
- #6 Box Butte County Road Department Radios - \$4,158.00 Paid AND REIMBURSED. NEMA Bob Wilhelm determined no EHP needed for this project.

- #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 occurred July 13, 2011 at 1000 at the Region 22 EM EOC. The Tabletop Exercise was on August 24, 2011 at 0800 at the Region 22 EM EOC. Jerry Bretthauer and Bob Hessler met on 9-1-11 and completed documents for the After Action Report as Evaluators. Partial payment for Flood TTX Voucher #1 on 8-4-11 for \$17,862.04. Reimbursed and PAID. Partial payment for Flood TTX Voucher #2 on 11-9-11 for \$23,710.68. Reimbursed and PAID. Partial payment for Flood TTX Voucher #3 for \$7,961.89. Reimbursement and PAID. Final payment for Flood TTX Voucher #4 for \$8,324.39. Reimbursement and PAID. Balance is zero.
- #8 Panhandle Region Emergency Sirens - \$29,150.00 – Installation is complete except for the fence and the system was tested on 9-27-11. Paid and REIMBURSED. EHP Completed and submitted to Bob Wilhelm. EHP Clearance by FEMA.
- #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 Radio
- 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

2011

2011 State Homeland Security Grant Program for the MOU Hazmat Team – **the due date is 7-31-14**. Remember EHPs must be submitted for all projects with antennas, repeaters, and towers. Projects must be submitted to NEMA by 1-31-12.

\$25,000.00 has been allotted. The expenditure of the 2011 SHSGP funds are subject to the Terms and Conditions as explained in the 2011 SHSG Program Guidance and Nebraska’s 2011 SHSGP Investment Justifications (IJs) which are being sent to you via email. Dana Miller must submit a plan on expenditures before any drawdown on the funds can occur.

Dana Miller submitted a plan to NEMA’s Nikki Weber and is approved to spend the \$25,000.00 on upgrading the Hazmat ID and updating AURA. Dana must request that the items be purchased with 2011 funds and receive NEMA’s signature before moving ahead. Jerry Bretthauer will enter the projects into the Nebraska GMS.

2011 State Homeland Security Grant Program Award - due date is 7-31-14 Remember EHPs must be submitted for all projects with antennas, repeaters, and towers

- On 10-21-11 we received documents from NEMA’s Nikki Weber for the 2011 State Homeland Security Grant Program Award. The document included the 2011 HSGP Template Grant Work Plan, 2011 Nebraska Investment Justification State Submission,

and HSGP Guidance – forwarded documents to PET Committee members with this agenda and 10-4-11 minutes.

\$157,694.00 has been allotted. The expenditure of the 2011 SHSGP funds are subject to Terms as explained in the 2011 SHSG Program Guidance and Nebraska's SHSGP Investment Justifications (IJs) which I sent to you via email. The Regions are required to spend 33.8% (\$53,300) of the grant funds on law enforcement terrorism prevention-oriented planning, organization, training, exercise and equipment activities, including Fusion Center Activities. Expenditures of the above funds should occur through coordination with the Office of the Nebraska State Patrol, the Nebraska Department of Agriculture and NEMA.

The 2011 Work Plan was submitted on 1-3-12. On 2-10-12, NEMA's Nikki Weber sent the 2011 Work Plan back to me asking questions and wanting additional information on some of the projects. I entered the needed data for all project except LE IED and resubmitted the 2011 Work Plan on 2-13-12, without the LE IED Work Plan completed. Nikki Weber will be working with SPD Cpt. Kevin Spencer to complete the LE IED portion of the plan. Therefore, the 2011 Work Plan has not been approved and funding is not available yet. After we receive approval of the plan, Jerry Bretthauer will make sure that the funds are available in the right accounts with Scotts Bluff County Accounting Director Jerry Crable before any project can continue.

At the last meeting we voted to MOU 25% of the LE/IED allotment to the Fusion Center. 25% of \$53,301.00 is \$13,325.00.

Old Business

- The LEPC Regional meeting, with a SERC meeting has been scheduled for April 3 & April 4, 2012 in Scottsbluff at the Hampton Inn.
- Tabled at the last meeting - Need for a contract to put equipment supporting Interoperable Communications on a tower in Oshkosh for \$500.00/month for up to three years, build a tower and add the equipment, find a different tower, or leave Oshkosh out of the statewide NRIN project.
This project has been rectified by Garden County deciding to pay the costs to put the equipment on the tower. Ron Leal will place it in his annual EMPG grant and will be reimbursed at his local level.
- IS300/400 – State Fire Marshall's office is placing the schedule to later this fall according to Ron Leal
- COOPs for the rest of the cities and sustainability of COOPs – Jerry Bretthauer
- Debris Management Plan for the Panhandle Region – will be receiving assistance from Mark Bohl and Surveys will be open until 3-3-12 unless we ask for an extension

Accepted Projects – prioritized

1. LE/IED - \$39,975.00
2. Fusion Center - \$13,325.00
3. Gering Data Sharing – Single source bid is SLEUTH \$13,000.00
4. Lisco Siren – Lisco – Siren First Wireless bid \$17,000.00 and accepted Prairie States Communication bid \$17,500.00 – Electrician Raider Electric \$1,000.00 and the accepted bid Kevin's Custom Electric \$1,085.00) = \$18,585.00
Received the EHP submitted to NEMA's Bob Wilhelm from Ron Leal 12-30-11.
5. Morrill County SO Repeater – Prairie States Communication bid \$9,781.20 and accepted bid First Wireless \$8,140.00

6. Sheridan County EMS Ambulances Mobile Radios – Western Communications bid \$5,772.00 and accepted bid First Wireless \$4,374.00
7. Sheridan County Roads Mobile Radios – Western Communications bid \$5,810.00 and accepted bid First Wireless \$5,880.00
8. Sheridan County Sheriff's Department Portable Radios – Western Communications bid \$19,027.75 and accepted bid \$16,244.00
9. Gering Public Works Mobile Radios – Western Communications bid \$7,600.00 and accepted bid First Wireless \$6,544.00
10. Region 22 Emergency Operations Center Communications First Wireless bid \$31,755.00 and accepted bid Action Communications \$30,995.00
11. Leasing Space for Equipment Storage – left over money needed to complete the 2011 Work Plan being held for a communications project - \$633.00

Total allotted: \$157,694.00

Total Spent: \$157,694.00

Total Remaining: \$0

New Business

The Nebraska State Patrol Captain Cofer, Ron Lehms, and David Babcock & possibly someone from Troop E – Communications Interoperability had originally asked to be on this agenda. They have been moved to the April 10 meeting.

Kate Speck discussed the upcoming Investment Justifications Meeting in Lincoln April 6, 2012

Next Meetings

The next meeting scheduled date was 4-10-12 at 10:00 a.m. to 12:00 p.m. Chance Florke has set up the Scotts Bluff County Commissioners Room – south room on the third floor of the Scotts Bluff County Administration Building at 1825 10th Street, Gering for our meetings.

Adjourned at 10:30 AM

Submitted

Ray Richards
Secretary, Panhandle PET