

**PANHANDLE REGIONAL PET COMMITTEE
MINUTES
February 5, 2013
10:00 AM
REGION 22 Old EOC**

The meeting was called to order at 10:12 by Chairman Jerry Bretthauer. The meeting was broadcast via conference call to board members of Panhandle PET as the Tele Health system was inoperable. 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 the main site and at all of the satellite locations.

Attendance:

Gering site: Jerry Bretthauer, Emergency Management Region 22; Ray Richards, Scotts Bluff County Communications; Jason Rodgers, Gering Police Department Captain; Kevin Spencer, Scottsbluff Police Department Interim Chief, Dana Miller, Scottsbluff Fire Chief. Guests today are Kate Speck of UNL PPC, Sue Teal, Panhandle Mental Health

Alliance site: No attendees.

Chadron site: Nan Gould Region 23 Emergency Management; Tim Lordino, Chadron Chief of Police; Tony Serbousek, Communications Director;

Sidney site: Ron Leal, Region 21 Emergency Management; Michelle Kuehl

Call to Order – Jerry Bretthauer, Chairman

Publication of meeting – Required by Open Meeting Laws

Jerry has instituted sending out a monthly Panhandle Region PET Committee Meeting Notices and asks that these be posted at the TeleHealth location of your meeting in Chadron, Alliance, Sidney and Scottsbluff. This revision was made after receiving a legal opinion from the City of Scottsbluff's attorney's office.

Approval of Minutes from the January 8, 2013 – **MOTION:** Dana Miller made the motion to approve the Minutes; Ray Richards seconds; Motion Passes – unanimous.

2010

2010 State Homeland Security Grant Program MOU Hazmat Grant – Reimbursed and Paid.

2010 State Homeland Security Grant Program Award - due date is 7-31-13 (Open for Discussion). The only project outstanding is Law Enforcement IED project.

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).

The Nebraska GMS shows we have \$0 for review; need Purchase of Equipment (POEs) for **\$41,946.00**; On Order is **\$0**; Invoiced is **\$0**; and we have spent **\$203,847.00**. **The original grant value was \$245,794.00.**

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. **\$37,007.71 is still available for LE/IED – all other projects have been reimbursed and paid.**

Scottsbluff PD EOD ordered 6 Replacement Filter Bags (\$16.95@) = \$101.70 and 8 Tyvek Hand Preservation Bags 2/PK (\$1.85875@) = \$14.87 for a total of \$116.57, plus \$12.72 for shipping and handling = \$129.29 for Scottsbluff PD EOD. **Reimbursed and Paid.**

Scottsbluff PD EOD ordered 2 Patrol Fingerprint Kits (41.00@) = \$82.00. **Reimbursed and Paid.**

Scottsbluff PD EOD ordered 1 Dust Lifter, Pathfinder Electrostatic for \$700.00. **Reimbursed and Paid.**

Scottsbluff PD EOD ordered 1 Metalized Lifting Film Roll 15” X 65” for \$65.00. **Reimbursed and Paid.**

Scottsbluff PD EOD ordered 2 Trace Evidence Kits (\$143.00@) = \$286.00. **Reimbursed and Paid.**

Scottsbluff PD EOD ordered shipping and handling for Arrowhead Evidence purchase of Fingerprint Kit, Dust Lifter, Film Roll, & Trace Evidence Kit for \$21.00. **Reimbursed and Paid.**

Scottsbluff PD EOD and SWAT purchased three Nikon Laser Range Finders (\$475.00@ = \$1,425.00) (SWAT - 2) and (EOD - 1). **Reimbursed and Paid.**

Scottsbluff PD EOD purchased two Dell Latitude E5520/2.40GHz/Windows7 Pro/Office Home and Business computers (\$1,115.00@ = \$2,230.00). **Reimbursed and Paid.**

James Todd has proposed to purchase the following items and sent a request for approval to NEMA’s Nikki Weber on 11-1-12 for the following items:

One drive wheel for the Robot - \$410.00; One 24 volt battery charger for the Robot batteries - \$558.00; One battery assembly for the Robot - \$751.00; Four 12 volt batteries at \$95.00@ = \$180.00; Labor is \$159.00; and Shipping is \$180.00 for a total of \$2,438.00. Jerry has recently spoken with James Todd who reports the wheel has not yet been delivered. Remo tech is the seller and needs to contact Jerry for the payment. Reimbursed and holding check.

Currently the LE/IED project has \$34,569.71 remaining.

2010 Panhandle Public Health grant for Citizen Corps – CERT/SAR

Jerry has been in contact with the Nebraska Citizen Corps as he is the Point of Contact for all Homeland Security grants and he has access to the GMS. Their funding is going to be dispersed through the Panhandle Public Health District. They were awarded \$8,873.00 for the Scotts Bluff County CERT. \$8,630.04 has been expended and \$242.96 remains uncommitted. Some of the items below are duplicated due to 2 separate trainings that were held. The following items have been input into the Nebraska GMS by Jerry Bretthauer and paid directly from the Nebraska Emergency Agency to the vendors:

CERT manuals and ad for course - \$540.80 PAID

SAR Instructors Kleager, Olson, Hessler - \$1,200.00 PAID

6500 WATT Powermate generator \$802.50 PAID

25 HI-VIZ Boonie Hat for SAR class - \$201.50 PAID

NSAR Search and Rescue Books, 25 Silva Polaris Compasses - \$595.51 PAID

30 (2 sets) 15 USGS maps - \$120.00 PAID

30 Search and Rescue Course Manuals - \$660.00 PAID

30 Silva Polaris Type 7 Compasses - \$284.70 PAID

32 Lunches for SAR participants - \$384.00 PAID

Booney hats for SAR Team - \$175.73 PAID

15 Long Sleeve Shirts for SAR Team - \$435.00 PAID

20 Orienteering Compasses - \$243.49 PAID

20 books for training and maps - \$452.00 PAID

3 Instructors for SAR training - \$1,200.00 PAID

Working lunch for SAR training - \$44.81 Asked for reimbursement (some refreshment items were not itemized and were unable to be paid.

3 Instructors for CERT training - \$700.00 Asked for reimbursement

1 Man Tracker Instructor for SAR training - \$150.00 -Asked for reimbursement

2011

2011 State Homeland Security Grant Program for the MOU Hazmat Team - due date is

7-31-14. (Open for Discussion) - Remember EHPs must be submitted for all projects with antennas, repeaters, and towers. Projects must be submitted to NEMA by 1-31-12. Reimbursed and PAID.

2011 State Homeland Security Grant Program Award (Open for Discussion)

This grant must be completed by 1-31-14. All projects have been completed, except the LE/IED project. I signed a deobligation Final Grant Adjustment Notice on 1-22-13 deobligating \$1,646.13 and submitted it to NEMA to be countersigned. The Scottsbluff EOD will probably be asking me to remove the Area Lighting System (\$5,246.00) from the project and replacing this slot with training for a Hazardous Device Technician. This change is authorized by NEMA. This will remain as is in the GMS until application to the bomb school and authorization is approved.

1. LE/IED - \$39,975.00

On 5-4-12 I received the breakdown of equipment sought by the Scottsbluff PD EOD from Bob Rader. I submitted these items in an edited 2011 Work Plan to NEMA's Nikki Weber. The items are: RoboteX Micro robot (\$21,704.55); Bennche Model 500 UTV (\$7,583.00); Xray equipment, plates, holder, carousel (\$4,769.95); Area lighting system (\$5,246.00); Hand tools, drills, dremels, bits, etc. (\$455.82); Rolling tool box for evidence supplies (\$79.97); Evidence bags (\$116.00) = \$39,955.29. This leaves a balance of \$19.71. There will be an additional shipping cost for the evidence bags.

2012

2012 State Homeland Security Grant Program for the MOU Hazmat Team – We were awarded \$15,000.00 for the MOU Hazmat Team. Submission of a plan must occur before 1-31-13 and the funds expended by 1-31-14. No extension on this date will be given to expend the funds. Dana Miller states that these funds have been broken down to predetermined training activities and exercise. Only \$5,000 can be used for equipment. This is still in progress.

2012 State Homeland Security Grant Program – We were awarded \$75,440.00, of which \$38,287 must be spent on LE/IED to include Fusion Center. No funds will be sent to the Fusion Center this funding year. Jerry submitted the final plan on January 24, 2013. Expenditures of these funds should occur through the coordination with the Office of the Nebraska State Patrol, the Department of Agriculture and NEMA. This will leave us with \$37,153.00 for projects. Submission of a plan must occur before 1-31-13 and the funds expended by 1-31-14. No extension on this date will be given to expend the funds.

2012 Accepted Projects (Open for Discussion)

- **LE/IED - \$38,287.00 for equipment only.**
- Remainder for all projects is \$37,153.00.
- **NRIN Project for Sustainability** – NPPD Rentals \$8,400.00 and electrical costs (NPPD is supposed to pick up costs after the project is completed) – Unknown number of years, but NPPD will take over costs after a certain period of time
- **Emergency ID Cards** - We propose to purchase cards, color ribbon kit, re-transfer film, holographic patch ribbons, on-site installation and training for \$2,942.50 and Basic Subscription, Pelican Case with laptop, smartcard, smartcard reader, workstation license, software license, barcode scanner and one on-site installation & training for Mobile Express and Card Printer (\$17,268.00) = \$20,210.50.

- **EOC – ICS Interface Course (12 hours).** NEMA’s Chuck Chase provided estimates: April 2, 3 & 4 are dates of the courses - Scottsbluff (\$3,554.00) and three classes – Tuesday in Chadron, Wednesday in Scottsbluff, and Thursday in Sidney (\$6,836.00) – this does not include logistics (room, coffee, etc) and they have their own equipment.
- **Region 21 Radio Cache** for 8 Motorola PR400 VHF Portable Radios and 3 Motorola PM400 VHF Mobile Radios (FirstWireless - \$5,283.00) and (Prairie States - \$5,194.80 – accepted bid – Ron Leal. Grant reduced to 4 portable radios for \$1,604.00 to be within the balance left.
- **Leasing Space for Equipment Storage** - left over money needed to complete the 2011 Work Plan being held for a communications project - \$102.50.

The 2012 Work Plan projects have been submitted to NEMA’s Nikki Weber on 1-24-13. Jerry will be sending out the notice of approval as soon as he receives it.

2012 Proposed Projects Not Accepted

- WNCC upgrade of radio system for interoperability – to be presented at a later PET meeting by Michelle Coolidge (okayed by LT Gov Sheehey and NEMA’s Nikki Weber if the PET votes on it as a priority. Two bids for the Scottsbluff and two bids for the Sidney site are as follows: Scottsbluff (Action Communications - \$9,451.50 and First Wireless - \$7,605.00) & Sidney (Prairie States Communications - \$6,200.00 for repeater, antenna and line + \$2,892.00 for Communications Center = \$9,092.50 and First Wireless for both project \$8,356.00, which may be \$914.00 less if no tone panel is needed)
- Dawes County Road Department Mobile Radios for 5 Motorola XTL 1500 VHF Mobile Radios (Western Communications - \$7,525.00 and Action Communications - \$9,255.00) provided by Nan Gould
- Garden County SO Radios for 7 Motorola PR400 VHF Portable Radios (Action Communications - \$2,695.00) & (Prairie States Communications - \$2,702.00 – bid accepted) – Ron Leal
- Morrill County Hospital Radios for 7 Motorola CP185 VHF Portable Radios (Action Communications - \$1,855.00) & (Prairie States - \$1,785.00 – bid accepted) – Ron Leal
- Hay Springs FD for 4 Motorola XTS1500 Portable Radios (Motorola via First Wireless - \$4,670.40) – need second bid – Everette Langford

Old Business (Open for Discussion)

- **Strategic National Stockpile Full-scale Exercise (FSE)** – 3-19-13 (Request to State for SNS); 3-20-13 (Package shipped out to the Scottsbluff area; 3-21-13 an open site at St. Mary’s or Regional Medial Center West to exercise dispensing medical supplies.
- **PPHD (PRMRS) Tabletop Exercises (TTXs)** – March 14, 2014 is the date of a tabletop held at the Western Nebraska Community College Harms Conference Center. Approximately two months before the June 2013 Functional Exercises (FEs) there will be a TTX in each of the three emergency management regions in the Panhandle Region dealing with a chemical decontamination scenario – each emergency management region is expected to have a FE – the FEs are expected to have the following objectives (triage, inflating decon tents and decon, utilizing EMS and HazMat capabilities, and law enforcement for security)
- **Volunteer Reception Center Drill** – 1-29-13 from 1800-2000 at the Allo Building – there were 12 core group participants who will handle volunteers during a disaster. Mark Masterton has allowed the use of the building, as well as tables, telephones, a router system and plans to put in partitions. Jerry asks Ron and Nan if there is interest in having a similar exercise. Both indicate they would like to discuss the possibility. The Volunteer Reception Center Core group - they do registration, process the volunteers, and will provide training as

needed, They will hold volunteers outside of the staging area until the incident commander notifies them of any duties.

- **Advanced Planning Course**, 2-14/15-13 (16 hours – 8 AM - 5 PM daily with lunch on your own) instructed by Todd Mann, will be held at Chadron State College in the Scottsbluff Room. Nan will confirm this and let the group know specifics. Registration can be made through the NEMA website or by calling Nan.
- **2013 Nebraska Association of Emergency Management Annual Meeting** – 4-10/12-13 will be in Grand Island.
- **Open Meeting Law Opinion on face-to-face meetings** – Tim Lordino brought up the issue of Face to Face meetings for 50% of PET meetings as required by law (Nebraska State Statute 84-1411).

Jerry contacted City of Scottsbluff Deputy Attorney Kent Hadenfeldt for an opinion. In Paragraph 3 Subsection H it states: No more than one half of the board's, entity's, or pool's meetings in a calendar year are held by telephone conference call, except that a governing body of a risk management pool that meets at least quarterly and the advisory committees of the governing body may each hold more than one-half of its meetings by telephone conference call if the governing body's quarterly meetings are not held by telephone conference call or videoconferencing. Kent Hadenfeldt's opinion is that "PET is a governing body that fits the description of the entity governed by this law. He noted that in Subsection H only prohibits that MORE than 50% of the meetings being conference calls." Hadenfeldt's opinion is that video conference calls can be considered fact-to-face meetings. This is still not a solid opinion. While wanting to follow the letter of the law – there is the reality of travel being a hardship for Board members. Jerry will again discuss this with the City Attorney.

New Business

- Jerry has received a letter from the Nebraska State Patrol's Colonel David Sankey requesting funds from 2012 State Homeland Security Grant. He recognizes that funds have already been set aside and may not be available for the 2013 statewide Improvised Explosive Device (IED) response and Nebraska Information Analysis Center (NIAC) – commonly referred to as Fusion Center.
- Jerry received an email was received from NEMA's Dave Reisen reference a requirement for each PET Region to send a representative to quarterly meetings of the Credentialing Working Group, with the purpose of addressing and resolving issues, and concerns about the Resource Manager Web (RMW) credentialing system. NEMA wanted each PET region to develop a list of identified issues within our region along with suggested resolutions for those issues to bring to the group. NEMA asked for a reply by February 8, 2013, with the name and contact information of the individual who will be representing our region. See the email I forwarded to you on 1-25-13. Nan Gould has volunteered to be the representative with technical assistance provided by Ron Leal. This still leaves concerns with coming up with suggested solutions. There have been numerous email discussions on this and this group is to review the suggested resolutions. Jerry and Ron will meet with Nan regarding the possible recommendations. Ron and Nan have discussed their recommendations. They discussed that cards have too much information on them and they want to see if there are ways to reduce the information on the cards. There are software changes coming in the future including possible smart phone applications for this function. Nan suggests that the recommendations be sent out to the Board and get feedback via email.
- Fusion Liaison Officer Program - Kate reports on the information that is available for the PET FLO representative, and she distributes the materials available. The Nomination Forms are available with FAQ's. Payment for travel and other costs will be PET or department

responsibility. CEU's will be available for officers attending. Hotel costs will be funded by NIAC. Nominations will be due March 15th. June 18 – 20th is the expected dates for the training. This is not a paid position – it is an extra duty taking approximately 5 hours monthly.

- Department of Homeland Security has contacted Ray Richards regarding grant audits which are taking place nationally. Scottsbluff County and Keith County have been selected to be audited in several transactions - one of which is the purchase of the several routers under CSI's contract using Fiscal Year 2010 funding. Ray has a list of invoices that he will need to provide information on including photographs of each of the 7 routers with serial numbers visible, signed copies of certifications, inventory list and along with other invoices pertinent to the purchase of the equipment. Ray will be traveling to complete this requirement.
- Jerry reports that his is being audited for NDHS on March 16th, for the 2012 EMPG grants.
- Jerry reports on a flyer from the State Emergency Response Commission which Dana Miller is a member. Region 22 Local Emergency Planning Committee has several training opportunities available. This will be forwarded to all via email. SERC Retreat and Hazmat Symposium in Kearney, NAEM in Grand Island, Nebraska Safety Conference in Lincoln, Myers school, SERC Meeting Lincoln. Region 7 conference in Kansas City.

Next Meetings

The next meeting will be 3-5-13 from 10:00 a.m. to 12:00 p.m. Jerry Bretthauer has coordinated reservation of the Scotts Bluff County Administration Building, 1825 10th Street, Gering, Nebraska, 2nd floor, Commissioner's Room #2 for our meetings and TeleHealth.

Adjournment: 10:57

Respectfully submitted,
Kate Speck for PET Secretary Ray Richards.