

# **PANHANDLE REGIONAL PET COMMITTEE**

## **Minutes**

**March 5, 2013**  
**10:00 AM**  
**REGION 22 Old EOC**

**Call to Order:** The meeting was called to order at 10:13 by Chairman Jerry Bretthauer. The agenda for today's meeting was published in the Scottsbluff Star Herald Newspaper as required by the Open Meeting Law. 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, Dana Miller Scottsbluff Fire Chief and: Brian Watson, Acting Scottsbluff Police Chief.

Guests today are Kate Speck of UNL PPC.

### **Alliance site:**

**Chadron site:** Tim Lordino Chardon Chief of Police;

**Sidney site:** Ron Leal, Region 21 Emergency Management; John Hehnke, Public Service Director City of Sidney

**Call to Order** – Jerry Bretthauer, Chairman

**Introduction of Visitors:** No Visitors

**Approval of Minutes** from the February, 2012 – **MOTION:** Tim Lordino made the motion to approve the Minutes; Ray Richards; Motion Passes – unanimous.

### **Communications Interoperability and Grants Management**

#### **2010**

**2010 State Homeland Security Grant Program MOU Hazmat Grant – Reimbursed and Paid.** Jerry is still working on the IED project at this time.

**2010 State Homeland Security Grant Program Award - due date is 7-31-13 (Open for Discussion)**

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. **Reimbursed and PAID.**

**Currently the LE/IED project has \$34,569.71 remaining in the budget. Brian Watson, Acting Scottsbluff Police Chief is confident the funds will be expended.**

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

The Nebraska Citizen Corps was awarded \$8,873.00 for the Scotts Bluff County CERT. \$8,630.04 has been expended and \$242.96 remains uncommitted. 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

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. Jerry 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 project was revised and the Area Lighting System from the project was removed and replaced with funding to send one person to train as a Hazardous Device Technician. This change is authorized by NEMA.**

1. LE/IED - \$39,975.00 still left – needs to be expended by July 31 2014 – Tim Lordino asks Brian if there have been consideration to train for technicians for Bomb squad with these funds outside of Scottsbluff County. There has not been some thought to add technicians in Sidney or Alliance at this time.

On 5-4-12 I received the breakdown of equipment sought by the Scottsbluff PD EOD from Bob Rader. Jerry 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.

**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. 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: One class in either Bridgeport or 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.

**Jerry submitted the 2012 Work Plan projects have been submitted to NEMA January 24, 2013. It was approved last week and they are waiting for the Grant Adjustment Notice (GAN). Jerry will sign and send it back to NEMA for signatures. Project funds cannot be spent until the signatures are complete. Jetty will notify everyone when the funds are able to be spent after it is in the system.**

**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) – Scheduled for 3-19-13 (Request to State for SNS); 3-20-13 (Package shipped out; 3-21-13 (Open sites) – also areas in the district will also open as sites for the exercise. A site at St. Mary’s Hospital will be opened as part of the exercise. Jerry attended a meeting last week at Nebraska Transport Company to look at the facilities preparation. All security has been evaluated as well.**
- **PPHD (PRMRS) Tabletop Exercises (TTXs) – Exercise is scheduled for April 3, 2013 and there will be one in each of the Emergency Management regions for the Panhandle. The June 2013 Functional Exercises (FEs) will be a TTX in each of the three emergency management regions in the Panhandle Region dealing with a chemical decontamination scenario.**
- **Volunteer Reception Center Drill – This Drill was held on 1-29-13 from 1800-2000 at the Allo Building and there were 20 attendees. Ron Leal states the United Way would be a possibility for running the volunteer reception centers. Jerry has sent a copy of the Scottsbluff County manual to Ron to see if this would be helpful in this effort.**
- **Advanced Planning Course (16 Hours) – Was held on 2-14/15-13 (16 hours) instructed by Todd Mann, Chadron State College (TBA). Jerry, Nan Gould, Tim Lordino, city/county officials and others from law enforcement attended this Advanced Planning Course. This is basically a system devised for a type 2 incident command system group. Jerry is concerned about the time that it would take to provide the necessary training for this Type 2 system. Tim Lordino discussed that this was a good exposure to the teams to see how the teams are managed and the working process when they come in to take over the meetings and the work product that is the result. The incident plan was helpful to review and to work out a viable plan. Jerry will get a Master Plan document printed up to display in the EOC to make sure everyone is on the same page. This would have been a good thing to know to understand past operations that took place last year with the fires.**
- **2013 Nebraska Association of Emergency Management Annual Meeting – Scheduled for 4-10/12-13 – Nan, Jerry and Ron will attend in Grand Island.**
- **Open Meeting Law Opinion on face-to-face meetings – City of Scottsbluff Deputy Attorney Kent Hadenfeldt rendered an opinion letter dated 2-11-13.**
  - **The letter dated Feb 11 2013 from the City of Scottsbluff regarding the open meetings law is a follow up to a previous decision. PET is considered a public body under the law. PET must comply with having face-to-face public meetings based on Article 84-1411. Mr. Hadenfeldt states that the current manner that occurs with the Telehealth system (84-1411 - Subsection 3 Video Conference) does not comply and that in fact PET is required to have face to face meetings. Two meetings annually are required rather than monthly and an open line of communication should be open between the Board members to effectively take care of business for the PET.**
  - **Jerry’s presents possible options –**
    - **Currently meetings are monthly the 1<sup>st</sup> Tuesday**
      - **Telehealth meetings could be held to accommodate the need to have a quorum with other meeting face to face.**
      - **Reduce meetings to be held quarterly**
      - **Reduce meetings to only when there is the need for a quorum**

- Schedule bi annual meetings – one face to face – one public
- Quarterly meetings
- Not have meetings unless there is a vote

Tim asks the minimal frequency of the PET meetings necessary to conduct the business of the PET. Normally, Oct - December are busiest months due to the need to vote for projects. The Work Plan is due each January. The other months are simply report meetings and entertaining projects requests etc. Jerry discussed that six meetings would be sufficient but that the frequency would be higher around the previously mentioned months, and that face to face meetings would pose a problem trying to get a Quorum for voting purposes. A Quorum consists of 7 members of the total board.

Tim suggests that using a committee structure may reduce the need for having monthly meetings and that proposed projects would be presented to the Board through the committee.

#### **DISCUSSION -**

- **Have an executive committee members review the current bylaws and make a recommendation as to the meeting needs. Jerry expresses concerns of having the face to face meeting may be problematic in having a system that is consistent with enough members available to vote on initiatives. Public participation may also be a problem due to travel.**
- **Tim Lordino suggests that a plan be developed and discussed that includes the emergency managers.**
- **Look at centralizing face to face meetings at Bridgeport for future meetings.**
- **Tim Lordino suggests recommendations be discussed by the group on 3/21/13 at 1:00 PM in Scottsbluff at Region 22 EOC. Attendees will be Brian, Tim, Jerry, Ron, and John. Jerry will send out the bylaws again. All will be prepared to discuss the meeting structure and timing.**
- **Nan Gould will represent the PET Region on the Resource Manager Credentialing System.**
- **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 wants 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. David Reisen advised that Nan Gould will represent the Panhandle Region for Resource manager Credentialing System.**

#### **New Business (Open for Discussion)**

**Dana reports that SERC is establishing a work team to develop standardized operating procedures for Hazmat response in a standard response for the Hazmat Annex in the LEOPs. Dana will notify the Board when he receives additional information. Meeting is to be March 20, 2013.**

**Next Meeting: (Open for Discussion)** The next meeting will be 4-2-13 from 10:00 a.m. to 12:00 p.m. in Bridgeport – Jerry will get a venue and will send out notices.

**Adjournment – Tim Lordino moves to adjourn; Brian Watson seconds. Motion passes.**