

Tri-County Urban Area Security Initiative Working Group Meeting

Meeting Notes

March 12, 2010

0900 CST

1819 Farnam Street,
3rd Floor, Jesse Lowe Conference Room
Omaha, NE

Meeting comes to order

1. **Introduction of voting members¹ present** – Larry Lavelle presiding
 - Urban Law Enforcement: Mark Desler
 - Rural Law Enforcement: Kevin Pokorny
 - Urban Fire: Tim Book
 - Rural Fire: -
 - Public Works: Scott McIntyre
 - Public Health: Carol Allensworth
 - Nonprofits/Public Entities: Jamie Moore
 - Communications: Phil Brazelton
 - Emergency Management: Larry Lavelle
 - Management & Administration Representatives (Non-voting): Scott Crites & Gail Braun
2. **Approval of February Minutes:** Correction was made (last page, item 5 d) the word “public” was changed to “police” – A motion was made and seconded with the minutes approved by affirmative voice vote.

Discussion Items

1. **Memorandum of Understanding (MOU) for Tri-County/Omaha** – Larry Lavelle
A legal review of the document is pending. The document must be reviewed and approved by the three counties and the city of Omaha prior to April 17, 2010 (the federal homeland security grant program submission date).
2. **Bylaws for Working Group** – Denise Bulling
The Bylaws draft was reviewed. Under the proposed bylaws, the working group consists of a 6 member board made up of chairs of the five standing committees and a representative from the city of Omaha. This model moves much of the work down to the committee level rather than at the working group (governance) level. The chairperson would be appointed by the Omaha Mayor. When that person is absent, a second person appointed by the mayor will vote for the city of Omaha, but the Vice-Chair will be elected from the remaining five primary members of the working

¹ Note: The original working group members will be seated at the front table for this meeting. The composition of the working group is on page 34 of the current strategy document.

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group. The quorum would be 4 of 6 voting members. Larry Lavelle noted that another key point in the bylaws is the need for the meetings to follow the Nebraska open meetings law.

Discussion ensued about the appointment of the vice-chair by the mayor versus from the working group – having someone familiar with the work of the group was cited as important for the vice-chair by working group members.

Each of the working group members (standing committee chairs) would have a vote with a second person appointed by the standing committee (or mayor's office) able to vote in their absence. Larry Lavelle noted that standing committee membership is guided by national requirements. Some functions, such as Planning, Exercise & Training (PET), cut across all standing committees. Interaction among committees is expected to ensure key functions are addressed (e.g., communications and PET).

Rural law enforcement was concerned about not having a dedicated voice on the working group if an Omaha law enforcement person is the chair of their group. There is a general concern that some representatives may feel compelled to vote on the working group according to direction from their superior rather than the will of the standing committee. Paul Johnson noted that there is a real possibility that a vote for what is best for the Tri-County area may not always be in synch with individual agency desires. Lynn Marshall referred everyone to federal guidance documents for Denise Bulling noted that the chair is accountable to the standing committee. Standing committees can decide how they organize their work and select their chair and vice-chair. The membership of each committee is guided by federal requirements for UASI funding. Jamie Moore suggested that parameters be set for organization and structure of the standing committees. Kevin asked that bylaws include information about how standing committees select their chairs. Larry Lavelle noted that federal guidance could serve as a guide for standing committee work. It was noted that recommendations change each grant year.

Comments/suggestions about the bylaws should be sent to the County Emergency Managers for inclusion as soon as possible.

3. **Tri-County/UASI Strategy** – Larry Lavelle

The strategy was last updated in 2008. Proposed revisions include removal of dates/names to make the document more relevant and sustainable over time. Goals were also updated according to current priorities in the Tri-County/UASI area. Members were encouraged to review and comment on the strategy prior to the next meeting. Send suggestions to the County Emergency Managers as soon as possible. The 2010 investment justifications must reference the strategy so a deadline of March 19 for comments was set.

Updates and Reports

1. Tri-County/UASI management & Administration update
 - a. Update on Grant Timelines – Lynn Marshall

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- June 30, 2010 is the deadline for expenditure of funds for the 2007 Homeland Security Grant Program funds.
 - 2008 Grant work plans have been submitted after an extension was granted by NEMA. The 2008 funds cannot be expended until 25% is allocated and spent for planning.
 - The submission date for 2009 work plans is March 31, 2009. A workshop is planned at the Training Center at 1:30 Classroom #3 on Tuesday March 16, 2010.
 - The 2010 investment justifications have been drafted. They must be submitted to NEMA no later than the 16th of April, 2010.
2. **Financial update & report** – City of Omaha Finance Department
- 85% complete on 2006 spending - NEMA extended the deadline for spending all funds to June 30, 2010.
 - There is about \$21,000 in the PET area that is not allocated from the 2007 funds.
 - No expenditures have been made from the 2008 or 2009 funding.
 - Gail Braun thanked everyone for the hard work done to close out the 2005 and 2006 grants.
3. **Subcommittee reports**
- Fire: 2010 proposed investments for fire were reviewed.
 - Communications: 2010 proposed investments for communications were reviewed. The committee noted that it does not recommend sending unexpended PSIC grant funds back to NEMA at this time.
 - Emergency management: 2010 proposed investments for emergency management were reviewed.
 - Law enforcement: 2010 proposed investments for law enforcement were reviewed. TEW's website and analyst position were also included in the law enforcement investment justification.
 - CIKR: 2010 proposed investments for critical infrastructure/key resources (CIKR) were reviewed.
 - PET: Planning, exercise and training (PET) investment justifications were reviewed. Although a 25% set aside is not required, it is important to include it. All exercises must be entered into the HSEEP tracking system and be HSEEP compliant (homeland security exercise and evaluation program).
 - Public Health: Public Health has been very involved in H1N1 response activities.
 - Non-profits: no report

Action Items

1. **Appoint two people to represent Tri-County/UASI at the April 6, 2010 State Investment Justification Workshop in Lincoln**
- A minimum of two people are suggested, additional individuals may also be able to attend if interested. The group suggested a representative from the City of Omaha attend. By general consensus, Emergency Management representatives (Paul Johnson & Lynn Marshall) were asked to consider attending in addition to at least one representative from Omaha.

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2. Appoint planning team for attendance at April 7, 2010 Planning Initiative Workshop

- There was a motion and second with an affirmative voice vote for standing committees to each communicate who their representative(s) will be for this event to their County Emergency Manager.

3. Approve funding to cover costs of TEPW attendance January 28, 2010

- A motion was made and seconded to cover up to \$500 of costs for TEPW attendance. Discussion followed which included concern that the exact amount of funding was not presented but should be known since the event occurred in the past. The motion was subsequently amended to have the item placed on the next agenda with direction to bring the exact amount to be allocated to the meeting. A motion for payment will be entertained at that time.

4. Approve funding for 'Target Capabilities Workshop

Funds have already been allocated for the contractor presenting this workshop. Funding from the 2007 HSGP grant is requested to support the cost of the room/food for workshop attendees. A motion was made and seconded to fund the costs of the room/food for the workshop. Discussion included a suggestion to check with NEMA for the guidelines for food expenditures and have more exact information prior to placing an item for action on future agendas. The motion was amended and seconded to spend up to \$500 for the room and lunches will not exceed the dollar amount per meal as directed by NEMA. It was passed by affirmative voice vote.

Public Comment

Paul Johnson asked the working group to consider using 2007 funding to pay for attendance at the June 21 UASI conference in New Orleans.

Mark Desler noted that training aids for law enforcement approved at the last meeting (\$2,000 of FY 2007 funds) are not on the approved equipment list so the funds will not be spent. Law enforcement will also require a PET form to complete expenditure of previously approved for an exercise. Mark asked for a copy of the 2007 investment justifications to assist with completion of the PET form.

Denise Bulling noted that several of the documents from the previous years are posted behind the firewalled Tri-County site at <http://www.homelandplanning.nebraska.edu>

Scott Crites noted that additional procedures will be formulated after the governance structures are approved and in place.

Upcoming events & next meeting

1. Set date/time for next TC UASI Working Group Meeting

April 9, 2010 – 9:00 AM – Jesse Lowe Conference Room – 1819 Farnam – Omaha, NE