

Central Oklahoma
Urban Area Security Initiative (UASI)

WORKING GROUP MEETING

Tuesday, April 28, 2009 @1:30 p.m.
Association of Central Oklahoma Governments (ACOG)
21 E. Main Street, Suite 100
Oklahoma City, Oklahoma

AGENDA

- I. **CALL TO ORDER**
- II. **ROLL CALL AND INTRODUCTIONS**
- III. **APPROVAL OF MINUTES FROM THE FEBRUARY 3, 2009 WORKING GROUP MEETING**
[\[Attachment III\]](#)

Action Requested: Motion to approve the minutes from February 3, 2009 meeting.

- IV. **STATUS OF CURRENT UASI GRANT FUNDS**

INFORMATION: ACOG, the administrative agency for the Central Oklahoma COUASI will provide the Working Group the current expenditure status for the 2006 and 2007 UASI grant Funds.

Action Requested: None. For information only.

- V. **APPOINTMENTS TO REGION 6 COUNCIL**

INFORMATION: Lacey Callahan from the Oklahoma Office of Homeland Security will speak with the Working Group regarding vacancies on the Region 6 Council and UASI Working Group. She is requesting help from the Region 8 Councilmembers to help her get appointments to the Region 6 Council and UASI Working Group.

Action Requested: As desired by the Working Group.

- VI. **REQUEST FOR APPOINTMENT OF A PUBLIC HEALTH REPRESENTATIVE TO THE RESOURCE MANAGEMENT SUBCOMMITTEE**

INFORMATION: It has been suggested that a Public Health representative be appointed to the Resource Management Subcommittee. The Chair of this Subcommittee is Chief Keith Bryant with the Oklahoma City Fire Department, and the Subcommittee currently has three fire department representatives, one Sheriff's Office representative, one police department representative, and one emergency management representative.

Action Requested: As desired by the Working Group.

VII. SUBCOMMITTEE UPDATES

VIII. OTHER DISCUSSTION ITEMS

IX. ADJOURNMENT

**CENTRAL OKLAHOMA URBAN AREA SECURITY INITIATIVE (UASI)
WORKING GROUP MEETING
JANUARY 27, 2009
RESCHEDULED TO FEBRUARY 3, 2009**

A meeting of the Central Oklahoma Urban Area Security Initiative (UASI) Working Group convened at 1:35 p.m., February 3, 2009 in the ACOG Conference Room, 21 E. Main, Suite 100, Oklahoma City, Oklahoma. This meeting was held as indicated by advance notice filed with the Oklahoma County Clerk and by notice posted at the ACOG offices at least twenty-four (24) hours prior to the meeting. This meeting was rescheduled from January 27, 2009.

PRESIDING

Mike Bower, City of Midwest City

VOTING MEMBERS PRESENT

M. T. Berry, City of Oklahoma City
Keith Bryant, City of Oklahoma City
Bill Citty, City of Oklahoma City
Phil Cotten, City of Norman
Jimmy Gibson, City of Shawnee
John G. Johnson, Association of Central Oklahoma Governments
Tina Johnson, Pottawatomie County Health Department
Dr. Scott Mason, Putnam North Animal Hospital
Pam Williams, American Red Cross

OTHERS PRESENT

Gary Bird, City of Moore
Gary Bonner, City of Noble
Pat Byrne, City of Oklahoma City
Randy Castle, City of Oklahoma City
Mike Clifton, City of Purcell
Brad Cunningham, Oklahoma County Sheriff's Department
Chris Fields, City of Oklahoma City
Dean Findley, City of Oklahoma City

Lucien Jones, City of Oklahoma City
Brent Koeninger, City of Oklahoma City
Jason Knight, City of Oklahoma City
Chuck Linhardt, City of Edmond
George Mauldin, City of Norman
Phil Maytubby, Oklahoma City-County Health Department
Charisse Morrow, EMSA
Kerry Wagnon, City of Oklahoma City

ACOG STAFF

Steve Willoughby, Division Director
Diane McCullough, Grants Program Manager
Barbara Hurdman, Department Secretary

OKLAHOMA OFFICE OF HOMELAND SECURITY

Ginny Andrews, Grants Assistant
Brook Arbeitman, Public Affairs Coordinator

I. CALL TO ORDER

Mike Bower called the COUASI Working Group meeting to order at 1:35 p.m.

II. ROLL CALL AND INTRODUCTIONS

Introductions were made around the room.

III. APPROVAL OF MINUTES FROM THE OCTOBER 28, 2008 WORKING GROUP MEETING

John Johnson made a motion to approve the minutes. M. T. Berry seconded the motion. The motion carried with the following votes:

AYE: Berry, Bower, Citty, Cotten, Gibson, T. Johnson, J. Johnson, Mason, and Williams

NAY: None

ABSTAIN: None

IV. STATUS OF CURRENT UASI GRANT FUNDS

Diane McCullough said at the January 13, 2009 Budget Subcommittee meeting, the FFY 06 Grant Funds were re-obligated to other projects. Ms. McCullough said she is continuing to receive approval letters from the State Office of Homeland Security and is continuing to issue purchase orders and receive equipment. Ms. McCullough said she had issued over \$100,000.00 in purchase orders for the month of January.

V. FY 09 APPLICATION REVIEW

Brook Arbeitman distributed a handout showing the COUASI Budget Subcommittee FY 09 application requirements and recommendations. Ms. Arbeitman said the Budget Subcommittee recommended the following five projects be included in the FY 09 application: CBRNE, Critical Infrastructure Protection, Regional Collaboration, Interoperable Communications, and Medical Surge/Mass Pro.

M. T. Berry made a motion to approve the recommendation from the Budget Subcommittee for the Investment Justifications for FY 09 grant funding. Bill Citty seconded the motion. It carried with the following votes:

AYE: Berry, Bower, Bryant, Citty, Cotten, Gibson, T. Johnson, J. Johnson, Mason, and Williams

NAY: None

ABSTAIN: None

VI. BUDGET SUBCOMMITTEE UPDATE

Steve Willoughby said the Executive Committee for the Central Oklahoma UASI met on January 23, 2009 to discuss policies related to the Budget Subcommittee and how to better streamline the budget and appropriation approval process.

Mr. Willoughby said as a result of the meeting a new policy has been implemented regarding the approval process for the Budget Detail Worksheets (BDWs). He said the BDWs are the forms used by project points of contact listing proposed purchases relating to those projects. These BDWs are approved by the Budget Subcommittee and then forwarded to the Oklahoma Office of Homeland Security (OKOHS) for authorization to purchase items. After an approval letter is received from OKOHS, ACOG begins the purchase of items listed on the BDW.

Mr. Willoughby said the new policy is that all proposed Budget Detail Worksheets (BDWs) should be submitted to ACOG at least one week prior to the Budget Subcommittee meeting. Mr. Willoughby said this will allow ACOG to incorporate the BDW into the agenda and it will be emailed to the Budget Subcommittee as an attachment to the agenda. Mr. Willoughby said the Executive Committee hopes this will better inform Budget Subcommittee members of pending action and streamline the BDW approval process in the meeting.

Mr. Willoughby said the OKOHS and ACOG will be conducting another BDW workshop for project points of contact. The OKOHS has implemented a new BDW form and this workshop will allow training on the new form and discussions on how to properly complete the form.

Mr. Willoughby said at the last Budget Subcommittee meeting, due to deadlines, re-obligation of FFY 06 funds were made as well. Mr. Willoughby asked Diane McCullough, Grants Program Manager, to review those re-obligations for the Working Group.

Diane McCullough said the Budget Subcommittee re-obligated the following FFY 06 funds: a total of \$52,000.00 was de-obligated from the Planning and Training project, and \$27,000.00 was de-obligated from the All Hazards project for a total of \$79,000.00. Ms. McCullough said the Budget Subcommittee reallocated the \$79,000.00 to the following projects: the Bomb Squads project was given \$2,300.00, the Regional EOC project was given \$11,000.00, the Criminal Intel project was given \$36,000.00 for CBRNE Canisters, to be purchased through the All Hazards project, and the All Hazards project was given back \$29,700.00. Ms. McCullough recommended that the Working Group approve the recommendation of the Budget Subcommittee and how they moved the money with the caveat that all the money does not come out of the Planning and Training project until purchase orders have been issued for all the approved training classes. Ms. McCullough said no purchases would be made using the re-allocated funds until the end of the grant cycle which is March 31, 2009.

Scott Mason made a motion to approve the recommendation of the Budget Subcommittee and how they reallocated the money with the caveat that all the money does not come out of the Planning and Training project until all purchase orders have been issued for all the approved training classes. M. T. Berry seconded the motion. It carried with the following votes:

AYE: Berry, Bower, Bryant, Citty, Cotten, Gibson, T. Johnson, J. Johnson, Mason, and Williams

NAY: None

ABSTAIN: None

VII. APPROVE COUASI SUBCOMMITTEE MEMBERSHIP AND MEETING SCHEDULES

Brook Arbeitman handed out a list of the various Subcommittees which listed their respective chairs, members and their meeting schedules. Ms. Arbeitman gave a brief description of the responsibilities of the subcommittees to the Working Group. The subcommittees are as follows: the Strategic Planning Subcommittee, the Budget Subcommittee, the Interoperable Communications Subcommittee, the Resource Management Subcommittee, and the Training and Exercise Subcommittee.

Jimmy Gibson said he had received word from John Bridges asking that his name be removed from the Strategic Planning Subcommittee. Mr. Gibson also said that Mike Murphy would be willing to give up being a member of the Strategic Planning Subcommittee to make a place for someone from the Public Health sector.

M. T. Berry made a motion to replace Mike Murphy with Tina Johnson. John Johnson seconded the motion. It carried with the following votes:

AYE: Berry, Bower, Bryant, Citty, Cotten, Gibson, T. Johnson, J. Johnson, Mason, and Williams

NAY: None

ABSTAIN: None

John Johnson made a motion to replace John Bridges with Bradley Cunningham. M. T. Berry seconded the motion. It carried with the following votes:

AYE: Berry, Bower, Bryant, Citty, Cotten, Gibson, T. Johnson, J. Johnson, Mason, and Williams

NAY: None

ABSTAIN: None

Bradley Cunningham asked if Doug Blaine was still with the Cleveland County Sheriff's office? Mike Bower said there was a new sheriff coming and Mr. Blaine was not with the sheriff's office anymore. Brook Arbeitman wanted to know if the Working Group needed to replace Mr. Blaine.

Mike Bower asked Charisse Morrow if Mike Murphy would be willing to stay on the Strategic Planning Committee and Ms. Morrow said she thought he would.

Phil Cotten made a motion to put Mike Murphy back on the Strategic Planning Subcommittee. Tina Johnson seconded the motion. It carried with the following votes:

AYE: Berry, Bower, Bryant, Citty, Cotten, Gibson, T. Johnson, J. Johnson, Mason, and Williams

NAY: None

ABSTAIN: None

Mike Bower asked if there was a motion to approve all the chairs and Subcommittee members and meeting schedules. John Johnson made a motion to approve the chairs and Subcommittee members and meeting schedules. Tina Johnson seconded the motion. It carried with the following votes:

AYE: Berry, Bower, Bryant, Citty, Cotten, Gibson, T. Johnson, J. Johnson, Mason, and Williams

NAY: None

ABSTAIN: None

VIII. DISCUSS/TASK STRATEGIC PLANNING SUBCOMMITTEE WITH UPDATING THE COUASI STRATEGY

Brook Arbeitman discussed the responsibilities of the Strategic Planning Subcommittee and the need to update the Central Oklahoma Urban Area Security Initiative strategy. Ms. Arbeitman made a recommendation that the Strategic Planning Subcommittee take on this responsibility.

M. T. Berry made a motion to direct the Strategic Planning Subcommittee to update the COUASI Strategy and have a draft of the strategy available at the next Working Group meeting which is scheduled for April 28, 2009. Pam Williams seconded the motion. It carried with the following votes:

AYE: Berry, Bower, Bryant, Citty, Cotten, Gibson, T. Johnson, J. Johnson, Mason, and Williams

NAY: None

ABSTAIN: None

IX. DETERMINE NEED FOR A SPECIAL WORKING GROUP MEETING TO APPROVE INVESTMENT JUSTIFICATION SUBMISSIONS FOR FY 09 GRANT FUNDING

Brook Arbeitman discussed the possibility of having a Special Working Group meeting after the Budget Subcommittee meeting on March 10, 2009 to approve the completed Investment Justifications that will be submitted by the State Office of Homeland Security for FFY 09 grant funding. M. T. Berry said he recommended the FFY 09 grant application be viewed on-line.

M. T. Berry made a motion that the Working Group should review the Investment Justifications for the FFY 09 grant application on-line. Tina Johnson seconded the motion. It carried with the following votes:

AYE: Berry, Bower, Bryant, Citty, Cotten, Gibson, T. Johnson, J. Johnson, Mason, and Williams

NAY: None

ABSTAIN: None

X. SUBCOMMITTEE UPDATES

Mike Bower asked if there were any subcommittee updates. Mr. Bower said the Subcommittee Chairs should brief the Working Group at the next meeting on updates about their subcommittees.

XI. OTHER DISCUSSION ITEMS

None

XII. ADJOURNMENT

M. T. Berry made a motion to adjourn. Scott Mason seconded the motion. The motion carried with the following votes:

AYE: Berry, Bower, Bryant, Citty, Cotten, Gibson, T. Johnson, J. Johnson, Mason, and Williams

NAY: None

ABSTAIN: None

The meeting adjourned at 2:20 p.m.