

Central Oklahoma  
Urban Area Security Initiative (UASI)

**BUDGET SUBCOMMITTEE MEETING**

Tuesday, February 10, 2009 @ 1:30 p.m.  
Association of Central Oklahoma Governments (ACOG)  
21 E. Main Street, Suite 100  
Oklahoma City, Oklahoma 73104

**AGENDA**

- I. CALL TO ORDER
- II. INTRODUCTIONS
- III. APPROVAL OF MINUTES FROM THE JANUARY 13, 2009 MEETING  
([Attachment III](#))

**Action Requested:** Motion to approve minutes from the January 13, 2009 meeting.

- IV. STATUS OF FFY 06 AND FFY 07 UASI GRANT FUNDS

**INFORMATION:** ACOG will provide the Budget Subcommittee an update on the current FFY 06 and FFY 07 UASI grant funds.

**Action Requested:** As desired by the Budget Subcommittee.

- V. REVIEW AND APPROVE FFY 06 AND FFY 07 BUDGET DETAIL WORKSHEETS (BDWS) SUBMITTED TO ACOG

**INFORMATION:** Attached are BDWs that have been received at ACOG.

**(A)** Audio Visual Equipment for All Hazards Response (2007)

**(B)** Interoperable Equipment for Regional EOC (2006)

**Action Requested:** Motion to approve individual BDWs.

- VI. OTHER DISCUSSION ITEMS
- VII. ADJOURN

Central Oklahoma  
Urban Area Security Initiative (UASI)

BUDGET SUBCOMMITTEE MEETING

Minutes  
January 13, 2009

A meeting of the Central Oklahoma Urban Area Security Initiative (COUASI) Budget Subcommittee convened at 1:32 p.m., January 13, 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.

PRESIDING

Steve Willoughby, Association of Central Oklahoma Governments

VOTING MEMBERS PRESENT

David Barnes, Oklahoma County  
M. T. Berry, City of Oklahoma City  
Pat Byrne, City of Oklahoma City  
Brad Cunningham, Oklahoma County Sherriff's Office  
Larry Hansen, City of Oklahoma City  
Vince Hernandez, American Red Cross  
Tina Johnson, Pottawatomie County Health Dept.  
Don Lynch, City of Shawnee  
Scott Mason, Putnam North Animal Hospital  
George Mauldin, City of Norman  
Mike Murphy, EMSA  
Jerry Smith, Canadian County  
Kerry Wagnon, City of Oklahoma City

OTHERS PRESENT

Jim Anderson, Oklahoma County Sheriff's Office  
David Baisden, Oklahoma County Sheriff's Office  
Frank Barnes, City of Oklahoma City  
Gary Bird, City of Moore  
Randy Castle, City of Oklahoma City  
Phil Cotten, City of Norman  
Dean Findley, City of Oklahoma City

Jimmy Gibson, Shawnee Fire Department  
Acey Hopper, City of Edmond  
Jason Knight, City of Oklahoma City  
Chuck Linhardt, City of Edmond  
Mike Magee, City of Edmond  
Phil Maytubby, OKC/County Health Department  
Cody Palmer, Oklahoma County Sheriff's Office  
Austin Warfield, City of Bethany  
Greg Wipfli, City of Midwest City  
Rocky Yardley, City of Edmond

ACOG STAFF

Diane McCullough, Grants Program Manager  
Barbara Hurdman, Department Secretary

OKLAHOMA OFFICE OF HOMELAND SECURITY

Ginny Andrews, Oklahoma Office of Homeland Security  
Brook Arbeitman, Oklahoma Office of Homeland Security  
Lacey Callahan, Oklahoma Office of Homeland Security

I. CALL TO ORDER

Steve Willoughby called the meeting to order at 1:32 p.m.

II. INTRODUCTIONS

Self introductions were made around the room.

Steve Willoughby said that Federal Homeland Security has required the COUASI to create a charter and that charter began as of January 1, 2009. Mr. Willoughby said the structure of the Budget Subcommittee has changed and the Budget Subcommittee now has voting members and staff will be doing a roll call vote which will comply with the new charter.

III. APPROVAL OF MINUTES FROM THE DECEMBER 23, 2008 BUDGET SUBCOMMITTEE MEETING

M. T. Berry made a motion to approve the minutes. The motion was seconded by Don Lynch. The motion carried with the following votes:

AYE: Barnes, Berry, Byrne, Cunningham, Hernandez, T. Johnson, Lynch, Mason, Mauldin, Murphy, Smith and Wagnon

NAY: None

ABSTAIN: None

IV. STATUS OF FFY 06 AND FFY 07 UASI GRANT FUNDS

Diane McCullough said she has issued an additional purchase order for the All Hazards project for FFY 06. She has issued a total of \$848,000.00 in purchase orders out of \$3,281,000.00 for FFY 06. She has many more purchase orders to be issued for FFY 06 and FFY 07. Ms. McCullough said she has issued a total of \$1,292,000.00 in purchase orders out of \$3,824,000.00 for FFY 07. She has not issued any additional purchase orders for FFY 07 since the last meeting.

V. REVIEW AND APPROVE FFY 06 AND FFY 07 BUDGET DETAIL WORKSHEETS (BDWs) SUBMITTED TO ACOG

Diane McCullough said there were no BDWs turned in since the last meeting.

VI. DISCUSS AND RE-OBLIGATE FFY 06 AND FFY 07 UASI GRANT FUNDS

Brook Arbeitman said the State set a date with ACOG and the Director to have everything turned in for FFY 06 & FFY 07 by December 31, 2008. Ms. Arbeitman said the Budget Subcommittee needs to know how much money there is left in each project in order to re-obligate funds.

Diane McCullough said for FFY 06, for the Regional EOC project there is not any money left. There are two approval letters at the State for the Regional EOC project. For the Bomb Squads project, they need \$2,300.00 for one last piece of equipment, which has already been approved. For the Oklahoma National Stockyards project, there are still one or two invoices which have yet to be received. For the Planning and Training project there is \$52,000.00 to re-obligate. For the All Hazards Response project, there is \$27,000.00 to be re-obligated. For the Regional Mutual Aid Communications project and the COLERT project, there is no money left to re-obligate. ACOG's M & A funding still has a balance. Ms. McCullough said she did not want to take money out of projects if they still have invoices to be paid. The total amount of money to be re-obligated for FFY 06 was determined to be \$79,000.00. Ms. McCullough said the Bomb Squads project needs \$2,300.00, the Regional EOC project needs \$11,000.00, the Criminal Intel project needs \$36,000.00 for CBRNE canisters, and the All Hazards Response project needs \$29,700.00 for thermal imagers.

Don Lynch made a motion to reallocate the FFY 06 money for the following projects: Bomb Squads project for \$2,300.00, Regional EOC project for \$11,000.00, Criminal Intel project for \$36,000.00 which will go into the All Hazards project and All Hazards Response project for \$29,700.00. The motion was seconded by Larry Hansen. The motion carried with the following votes:

AYE: Berry, Byrne, Cunningham, Hansen, Hernandez, T. Johnson, Lynch, Mason, Mauldin, Murphy, Smith and Wagnon

NAY: None

ABSTAIN: None

Diane McCullough said she had three BDWs for the Budget Subcommittee today for FFY 06. These will use the re-allocated money for the Regional EOC project.

[1] The BDW was submitted by Frank Barnes for the Regional EOC project for vest kits and flag kits. The total of the BDW is \$3,663.00.

Larry Hansen made a motion to approve the BDW. The motion was seconded by Mike Murphy. The motion carried with the following votes:

AYE: Berry, Byrne, Cunningham, Hansen, Hernandez, T. Johnson, Lynch, Mason, Mauldin, Murphy, Smith and Wagnon

NAY: None

ABSTAIN: None

[2] The BDW was submitted by Frank Barnes for the Regional EOC project for a portable JIC system and equipment. The total of the BDW is \$3,580.36.

Mike Murphy made a motion to approve the BDW. The motion was seconded by Larry Hansen. The motion was carried with the following votes:

AYE: Berry, Byrne, Cunningham, Hansen, Hernandez, T. Johnson, Lynch, Mason, Mauldin, Murphy, Smith and Wagnon

NAY: None

ABSTAIN: None

[3] The BDW was submitted by Frank Barnes for the Regional EOC project for two single axle generator trailers, shipping and handling. The total of the BDW is \$3,672.00.

Tina Johnson made a motion to approve the BDW. The motion was seconded by Kerry Wagnon. The motion carried with the following votes:

AYE: Berry, Byrne, Cunningham, Hansen, Hernandez, T. Johnson, Lynch, Mason, Mauldin, Murphy, Smith and Wagnon

NAY: None

ABSTAIN: None

Ms. McCullough said for FFY 07, for the All Hazards Response project, there is not any money left to re-obligate. For the Bomb Squads project, there is still a purchase order out and there is \$148.00 left. For the MMRS project, Mike Murphy wanted to buy a generator for Cleveland County so they will be using all of their money.

Ginny Andrews said since there is a BDW at the State already for a generator, another BDW does not need to be submitted. Ms. Andrews said as long as the generator was in the same grant year it can be purchased. Ms. Andrews also said the dollar amount does not matter.

Ms. McCullough said for the Regional EOC project they need \$94.00 more to complete their project. For the Animal Containment project there won't be any money left. For the Planning and Training project, all of those funds were previously moved out. For the COLERT project, all of their money has been allocated. For the Criminal Intel project, there are five BDWs at the State, and all their money has been allocated. For the IOC project there is no money allocated for FFY 07 grant year. For ACOGs M & A, nothing has been drawn down yet.

Jerry Smith made a motion to move the \$148.00 from the Bomb Squads project to the Regional EOC project. The motion was seconded by Pat Byrne. The motion was carried with the following votes:

AYE: Berry, Byrne, Cunningham, Hansen, Hernandez, T. Johnson, Lynch, Mason, Mauldin, Murphy, Smith and Wagnon

NAY: None

ABSTAIN: None

Steve Willoughby wanted to discuss a new due date for the projects to be turned in. Diane McCullough said that everything should be in by the next Budget Subcommittee meeting in February. Brook Arbeitman said everything has to be obligated by March 31, 2009.

Mr. Willoughby asked if ACOG could get a pre-approval from the Budget Subcommittee for the PPE items for the Criminal Intel in the All Hazards project on behalf of the police. Mr. Willoughby asked Larry Hansen if there had been similar items on a previous BDW that had been sent to the State. Mr. Hansen said the Haz-mat team has ordered similar items.

Kerry Wagnon made a motion, subject to the generation of a BDW and approval by the State, that the Budget Subcommittee pre-approve the PPE items for Criminal Intel in the All Hazards project. The motion was seconded by Don Lynch. The motion carried with the following votes:

AYE: Berry, Byrne, Cunningham, Hansen, Hernandez, T. Johnson, Lynch, Mason, Mauldin, Murphy, Smith and Wagnon

NAY: None

ABSTAIN: None

## VII. RETURN AND DISCUSS COMPLETED FY 09 APPLICATION WORKSHEETS

Brook Arbeitman said that everyone who turned in a FY 09 application project worksheet will give a brief summary of the project and the amount of money they would need. The Budget Subcommittee will decide which projects will go in the Investment Justifications. Ms. Arbeitman said everyone needs to keep the same format as last year with the same seven investment justifications for the seven national priorities. Every Project Point of Contact was given the opportunity to discuss the amount of money they needed for their projects for the FY 09 grant year.

For the Metro Medical Response System project, Mike Murphy requested \$600,000.00.

For the All Hazards Response project, Larry Hansen requested \$800,000.00 for ongoing investment upgrade for equipment and \$80,000.00 for training.

For the Shawnee Fire Department, Jimmy Gibson requested \$40,000.00 for a new cascade system.

Pat Byrne requested \$1.1 million for a Critical Infrastructure Protection project, planning and training for an Infrastructure plan.

For the Bomb Squads project, George Mauldin requested about \$300,000.00 to replace outdated bomb suits and other equipment.

For the Regional Emergency Operations Center project, Frank Barnes requested \$208,000.00 to continue on with the regional operations center for equipment and continuance of a maintenance agreement for UASI purchased equipment, training, and functional exercise.

For the City of Edmond, Chuck Linhardt requested \$20,000 for Personal Protective Equipment kits.

For the Interoperable Operations Communications project, Kerry Wagon requested \$1.8 million for a "P-25" interoperability interface migration system and \$1.5 million for continuing conversion for system entities.

For the Regional Tactical Team and Regional Dive Team projects, Brad Cunningham requested \$1.4 million for Regional Tactical Teams and \$924,000.00 for Regional Dive Teams.

For the Central Oklahoma Law Enforcement Response Team project, Brad Cunningham requested \$300,000.00 for Law Enforcement Protective padding.

For the Planning and Training project, Larry Hansen requested \$100,000.00 for training classes.

Brook Arbeitman said the entire amount of the grant is \$4.4 million. Ms. Arbeitman said that 25% of the total amount of the award which is \$1.1 million has to go to Law Enforcement. The total of

all of these projects is \$9.9 million, but the COUASI can only request \$4.4 million, so all of these projects cannot be done. Ms. Arbeitman said there are only five National Priorities that have been listed. Ms. Arbeitman said she needs to know what projects the Budget Subcommittee wants the State to write Investment Justifications for the FY 09 Grant application. Ms. Arbeitman had everyone who requested a project write down their top five projects and the State would then begin to write Investment Justifications for those projects. Ms. Arbeitman said the final Budget Subcommittee recommendation needs to go to the Working Group at their next meeting in two weeks. The results were as follows:

MMRS	\$ 600,000.00
All Hazards	\$ 880,000.00
CIP	\$1,100,000.00
Regional EOC	\$ 208,000.00
IOC	<u>\$3,300,000.00</u>
TOTAL	\$6,088,000.00

Jerry Smith made a motion to approve the following projects: MMRS Medical & Public Health project, All Hazards Response project, CIP project, Regional EOC project and IOC project to be included in the FY 09 Grant application and to be recommended to the Working Group at the next meeting. The motion was seconded by M. T. Berry. The motion carried with the following votes:

AYE: Berry, Byrne, Hansen, T. Johnson, Lynch, Mauldin, Murphy, Smith and Wagnon

NAY: Cunningham

ABSTAIN: None

VIII. DISCUSS NEW/UPDATED/CONSOLIDATED COUASI STRATEGY GOALS AND OBJECTIVES

Brook Arbeitman said that the Executive Committee formed a Strategic Planning Subcommittee and members have been appointed. Diane McCullough read the list of members for the Strategic Planning Subcommittee which included Jimmy Gibson as the Chair. Other members are: Pat Byrne, David Baisden, Frank Barnes, M. T. Berry, Doug Blaine, John Bridges, Mike Clifton, Mike Murphy, Matt Stillwell and Steve Willoughby. Ms. Arbeitman said the strategy needs to be updated and organized by national priority.

IX. OTHER DISCUSSION ITEMS

Diane McCullough said that she has contacted all the Subcommittee chairs but she has not heard back from all of them. Ms. McCullough will be getting the information about dates and times for the Subcommittee meetings out to the Subcommittee members.

X. ADJOURN

Pat Byrne made a motion to adjourn. The motion was seconded by Larry Hansen and it carried unanimously. The meeting adjourned at 3:35 p.m.





## DESCRIPTION OF WORK

Ford AV shall provide and install audio-video systems at the Fire Department Training at 850 North Portland, Oklahoma City, Oklahoma.

### CLASS ROOM B

- a. Ford AV shall install a ceiling mounted projector with a 16:9 format and 3000 lumens.
- b. Ford AV shall install a wall mounted manual pull-down screen 106" diagonal with a 16:9 format.
- c. Ford AV shall install a 42" Plasma monitor in the equipment cabinet. (The monitor has no tuner or speakers.\*)
- d. Ford AV shall install a DVD recorder with VCR and digital HD tuner. The HD tuner\* will allow the OFE cable TV feed to be routed to the projector and/or the Plasma display.
- e. Ford AV shall connect a VGA distribution amplifier to the OFE room PC to allow the video signal to be routed to the OFE confidence monitor and to the AV switcher.
- f. Ford AV shall provide input connections for the OFE room PC, a visitor laptop PC, DVD player/recorder, VCR, HD tuner, and an auxiliary composite video source.
- g. Ford AV shall install an audio-video switcher to allow any of the input sources to be routed to either or both the projector and Plasma display.
- h. Ford AV shall install an audio system with an amplifier and six (6) in-ceiling mounted speakers.
- i. Ford AV shall install a wall mounted control panel to control the following functions:
  - Projector ON/OFF
  - Plasma Monitor ON/OFF
  - Input Selection: Room PC, Laptop PC, DVD, VCR, HD Tuner
  - Volume UP/DOWN
  - DVD-VCR: Play, Stop, Pause, FF, Rev, etc.
  - Tuner Channel Selection.
- j. Ford AV shall train staff members upon completion of the project and can be broken up into several sessions as needed.

CLASS ROOM B Total Price:

\$11,690.00

### CLASS ROOM C (Same as Call Room B)

CLASS ROOM B Total Price:

\$11,690.00

CONFERENCE ROOM

- a. Ford AV shall install 46” Plasma display with built-in speakers and HD tuner in the OFE cabinet. Owner is responsible for modifying the cabinet to allow this 45” wide display to fit in the 46” opening.
- b. Ford AV shall install a DVD recorder with VCR and digital HD tuner.
- c. Ford AV shall provide a 12’ VGA cable with audio connection to connect to a visitor laptop PC.
- d. Ford AV shall install a wall mounted control panel to control the following functions:
  - Plasma Display ON/OFF
  - Input Selection: Laptop PC, DVD, and VCR
  - Volume UP/DOWN
  - DVD-VCR: Play, Stop, Pause, FF, Rev, etc.
  - Tuner Channel Selection.
- e. Ford AV shall train staff members upon completion of the project and can be broken up into several sessions as needed.

CONFERENCE ROOM Total Price: \$4,670.00

BASIC SYSTEM TOTAL: \$28,050.00

Option 1 – Motorized Wall Mounted Screen Upgrade 106” Diagonal \$1,292.00

Option 2 – Delete 42” Plasma Displays in Class Rooms B & C (\$2,284.00)

WARRANTY – Price includes a 1 year parts and labor warranty. The projector has a 3 year manufacturer’s warranty.

ESTIMATED SCHEDULE – Installation will begin approximately 6-8 weeks after receipt of order. The equalization and final testing will take approximately 1 week to complete. Owner is responsible for installing electrical power connections for all equipment as needed.

TERMS: PO for full amount, payment due upon completion, and invoice(s) due Net 10.

**BUDGETARY SUMMARY**

Description	Qty	Unit Price	Ext. Price
<b>CLASS ROOM B</b>			
PROJECTOR 16:9, 3000 LUMENS, WITH MOUNTING HARDWARE	1	\$ 2,545.00	\$ 2,545.00
SCREEN 106" DIAGONAL (52x92) WALL MOUNTED MANUAL W/MOUNTING HARDWARE	1	\$ 359.00	\$ 359.00
AUDIO SYSTEM WITH 6 IN-CEILING SPEAKERS AND AMPLIFIER	1	\$ 588.00	\$ 588.00
CONTROL SYSTEM SWITCHER WITH WALL MOUNTED CONTROL PANEL	1	\$ 3,223.00	\$ 3,223.00
RACK, HARDWARE, CABLES, CONNECTORS	1	\$ 1,328.00	\$ 1,328.00
DVD RECORDER-VCR WITH DIGITAL TUNER	1	\$ 400.00	\$ 400.00
DISPLAY 42" PLASMA (40" WIDE) - no tuner (use DVD tuner)	1	\$ 1,142.00	\$ 1,142.00
DESIGN, INSTALLATION, TRAINING			\$ 2,005.00
SHIPPING			\$ 100.00
		TOTAL:	\$ 11,690.00
 <b>CLASS ROOM C</b>			
PROJECTOR 16:9, 3000 LUMENS, WITH MOUNTING HARDWARE	1	\$ 2,545.00	\$ 2,545.00
SCREEN 106" DIAGONAL (52x92) WALL MOUNTED MANUAL W/MOUNTING HARDWARE	1	\$ 359.00	\$ 359.00
AUDIO SYSTEM WITH 6 IN-CEILING SPEAKERS AND AMPLIFIER	1	\$ 588.00	\$ 588.00
CONTROL SYSTEM SWITCHER WITH WALL MOUNTED CONTROL PANEL	1	\$ 3,223.00	\$ 3,223.00
RACK, HARDWARE, CABLES, CONNECTORS	1	\$ 1,328.00	\$ 1,328.00
DVD RECORDER-VCR WITH DIGITAL TUNER	1	\$ 400.00	\$ 400.00
DISPLAY 42" PLASMA (40" WIDE) - no tuner (use DVD tuner)	1	\$ 1,142.00	\$ 1,142.00
DESIGN, INSTALLATION, TRAINING			\$ 2,005.00
SHIPPING			\$ 100.00
		TOTAL:	\$ 11,690.00
DISPLAY 46" PLASMA (45" WIDE) WITH SPEAKERS AND TUNER	1	\$ 2,713.00	\$ 2,713.00
PUSH BUTTON WALL MOUNTED CONTROL PANEL	1	\$ 393.00	\$ 393.00
MISC CABLES, CONNECTORS, HARDWARE	1	\$ 220.00	\$ 220.00
DVD RECORDER-VCR WITH DIGITAL TUNER	1	\$ 400.00	\$ 400.00
DESIGN, INSTALLATION, TRAINING			\$ 894.00
SHIPPING			\$ 50.00
		TOTAL:	\$ 4,670.00
<b>BASIC SYSTEM TOTAL:</b>			<b>\$ 28,050.00</b>
MOTORIZED SCREEN UPGRADE 106" DIAGONAL (UPGRADE DIFFERENCE)	2	\$ 646.00	\$ 1,292.00
<b>SCREEN UPGRADE SYSTEM TOTAL:</b>			<b>\$ 29,342.00</b>
DELETE - 42" PLASMA DISPLAYS IN ROOM B & C	-2	\$ 1,142.00	\$ (2,284.00)
<b>42" PLASMA DELETE SYSTEM TOTAL:</b>			<b>\$ 27,058.00</b>

