

Central Oklahoma  
Urban Area Security Initiative (UASI)

**BUDGET SUBCOMMITTEE MEETING**

Tuesday, January 13, 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 DECEMBER 23, 2008 MEETING  
([Attachment III](#))

**Action Requested:** Motion to approve minutes from the December 23, 2008 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:** Project Points of Contacts will provide information to the Budget Subcommittee on any Budget Detail Worksheets submitted to ACOG.

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

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

**INFORMATION:** Oklahoma Office of Homeland Security staff, ACOG staff and the Budget Subcommittee will discuss the possible re-obligation of FFY 06 and FFY 07 unallocated project funds. Project managers who have obligated all of their funds but are short financially should come prepared to make a request for additional funding for their project from the Budget Subcommittee.

**Action Requested:** Motion to approve re-obligation of the FFY 06 and FFY 07 project funds.

VII. RETURN AND DISCUSS COMPLETED FY 09 APPLICATION WORKSHEETS

**INFORMATION:** Everyone who completed FY 09 Application Worksheets need to bring them to the meeting. The Budget Subcommittee members will determine which projects will be included in the FY 09 grant application.

**Action Requested:** Motion to approve projects to be included in the FY 09 grant application.

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

**INFORMATION:** The COUASI Strategy is the basis for requesting funds to support projects identified in the Investment Justifications. There must be a clear correlation between the goals, objectives, and priorities identified in the COUASI Strategy and the program activities. In addition, the COUASI Strategy should be consistent with and supportive of the State Homeland Security Strategy and the State Preparedness Report. Upon reviewing the COUASI Strategy for the 2008 federal monitoring visit this past summer, it was determined that the Strategy was out of date and should be rewritten.

**Action Requested:** None. For information only.

IX. OTHER DISCUSSION ITEMS

X. ADJOURN

Central Oklahoma  
Urban Area Security Initiative (UASI)

BUDGET SUBCOMMITTEE MEETING

Minutes  
December 23, 2008

A meeting of the Central Oklahoma Urban Area Security Initiative (COUASI) Budget Subcommittee convened at 1:39 p.m., December 23, 2008, 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. This meeting was rescheduled from December 16, 2008.

PRESIDING

John Bridges, City of Yukon

PRESENT

Ginny Andrews, Oklahoma Office of Homeland Security  
Brook Arbeitman, Oklahoma Office of Homeland Security  
David Baisden, Oklahoma County Sheriff's Office  
Jim Bailey, City of Norman  
David Barnes, Oklahoma County  
Frank Barnes, City of Oklahoma City  
Tiffany Beasley, Oklahoma State Department of Health  
Gary Bird, City of Moore  
Doug Blaine, Cleveland County Sheriff's Office  
Pat Byrne, City of Oklahoma City  
Lacey Callahan, Oklahoma Office of Homeland Security  
Mike Clifton, City of Purcell  
Brad Cunningham, Oklahoma County Sheriff's Office  
Brian Davis, City of Edmond  
Gary Davis, Oklahoma Office of Homeland Security  
Bruce Dobey, Deer Creek Fire Department  
Chris Fields, City of Oklahoma City  
Dean Findley, City of Oklahoma City  
Larry Hansen, City of Oklahoma City

Eric Harlow, Deer Creek Fire Department  
Jason Knight, City of Oklahoma City  
Katy McCoy, Oklahoma State Department of Health  
Mike Magee, City of Edmond  
Scott Mason, Putnam North Animal Hospital  
Phil Maytubby, OKC/County Health Department  
Charisse Morrow, EMSA  
Mike Murphy, EMSA  
Mark Schultz, Oklahoma State Department of Health  
Jerry Smith, Canadian County  
Jim Teal, City of Edmond

#### ACOG STAFF

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

#### I. CALL TO ORDER

John Bridges called the meeting to order at 1:39 p.m.

#### II. INTRODUCTIONS

Self introductions were made around the room.

#### III. APPROVAL OF MINUTES FROM THE NOVEMBER 25, 2008 BUDGET SUBCOMMITTEE MEETING

John Bridges said there was an addition to the minutes on page five, second paragraph. It should also state that the BDW should list the final recipient prior being sent to Homeland Security so they can verify if that entity is NIMS compliant.

Larry Hansen made a motion to approve the minutes with the addition on page five that John Bridges made. The motion was seconded by Frank Barnes and it carried unanimously.

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

Diane McCullough said for FFY 06, the Regional EOC project has three BDWs submitted for today and that project looks like it will be \$830.00 short, but one purchase should come in below estimate so she thinks that project will be fine. The Bomb Squad project needs an additional allocation. They need approximately \$2,300.00 to buy one last piece of equipment. The Oklahoma National Stockyards project is ongoing and they should come in under budget. The project is not finished yet. For the Planning & Training project, if everything is approved, that has been submitted there will be approximately \$36,000.00 left to reallocate. There are still two BDWs at the State for miscellaneous training which includes Thermal Imager training, K-9 training, Haz-Mat training and USAR training and the Haz-Probe training. The All Hazards

Response project has three BDWs submitted for today, and there may be a balance of over \$27,000.00 left. The Regional Mutual Aid project has one BDW waiting for approval at the State it is for the Oklahoma County Sheriff's Office. For the COLERT project, everything needed from Brad Cunningham, has been provided. ACOG's M & A has been drawn down through July 2008.

Ms. McCullough said for FFY 07 for the All Hazards project, there are seven BDWs submitted for today. There should be approximately \$13,600.00 not allocated, but Larry Hansen said he will request purchase of some already approved items with it. For the Bomb Squad project, there is \$6,800.00 left in this account but they still need more money to buy one piece of equipment. One vendor still has an outstanding purchase order because we are having problems with the robots and their radio frequencies. We do not have the radio frequencies from all the entities who will be receiving the robots. One robot has been built so far. The MMRS and Public Health project has one BDW to come before the Budget Subcommittee today. The Regional EOC project began with \$408,020.80, and ACOG made one purchase for \$18,950.00. The remaining funds were moved to other projects but there is \$4,100.00 left. The Animal Containment project should come in on budget and Ms. McCullough can start issuing purchase orders on that project. The Planning and Training project has a zero balance after those funds were moved to other projects. The COLERT project has one BDW submitted up to their dollar amount and the approval letter has been received and ACOG is ready to issue purchase orders. For the Criminal Intel project, there are a couple of BDWs at the State for an approval letter. There are four BDWs for the Criminal Intel project to go before the Budget Subcommittee today. This project may require additional funds to complete. ACOG's M & A has not been drawn down on the FFY 07 project.

John Bridges asked Diane McCullough if all the BDWs come in with these two forms: UASI Procurement Plan Worksheet and the Certificate of Local Government Procurement Policy Compliance. Ms. McCullough said not all the time. Ms. McCullough said that for FFY 08 procedures may be changed to require that all forms be submitted before the BDW can go before the Budget Subcommittee. There was some discussion about listing the end recipient on the BDWs and the end recipients not being NIMS compliant. Ms. McCullough said that she was not going to order merchandise in the future if she does not know where it is going, and it is not going to take up space at ACOG waiting to be distributed. An end recipient must be listed on the BDWs.

Brook Arbeitman said the BDW was going to be revised so it will have a column for the IJ (Investment Justification) number, the milestone reference and a place for who the end recipients will be.

Ms. Arbeitman said that she was going to make a recommendation since this was not a budget item that this process be revamped to make it easier for everyone involved. She said this is something that the actual members of the Budget Subcommittee need to take up with ACOG and Oklahoma Office of Homeland Security not at an actual Budget Subcommittee meeting.

Ms. McCullough said she had attended an Executive Committee meeting at Oklahoma Office of Homeland Security and chairs have been appointed to the various subcommittees and committee members have been suggested. Ms. McCullough plans to email the chairs with their proposed members of their subcommittees and ask them for recommended meeting dates,

times and places. Once she hears back from the chairs, she will notify all the committee members and let them know that they have been selected for the subcommittees. The chairs were chosen at the Working Group meeting on December 8, 2008 per the COUASI Charter. If you do not have a copy of the Charter, it can be found on the Oklahoma Office of Homeland Security website.

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

Diane McCullough had the following BDWs for FFY 06 submitted:

- [1] The BDW was submitted by Frank Barnes for the Regional EOC project for FFY 06 for a Preventive Maintenance Agreement for the batteries in the UPS system. Ginny Andrews said that the maintenance agreement could not go past the grant period which is March 31, 2009. The total for the BDW is \$4,200.00. This BDW was moved to FFY 07 grant year.

Larry Hansen made a motion to approve the BDW and move the BDW to FFY 07. The motion was seconded by Mike Murphy and it carried unanimously.

- [2] The BDW was submitted by Frank Barnes for the Regional EOC Project for FFY 06 for a Credentialing System (includes one printer, one camera and all supplies) for ID badges and credential badges. The total of the BDW is \$16,295.00.

Frank Barnes said since the BDW for the Preventive Maintenance Agreement was transferred to FFY 07, he asked to increase the BDW to include another printer for \$6,345.00 and another camera for \$1,950.00. The new total of the BDW will be \$24,590.00.

Larry Hansen made a motion to approve the BDW. The motion was seconded by David Baisden and it carried unanimously.

- [3] The BDW was submitted by Jason Knight for the Regional EOC project for FFY 06 for workstation computer mounting hardware, installation and shipping and handling, for 71 computers that was bought with FFY 05 money. The total for the BDW is \$10,078.26.

Brian Davis made a motion to approve the BDW. The motion was seconded by David Barnes and it carried unanimously.

- [4] The BDW was submitted by Larry Hansen for the All-Hazards Response Project for FFY 06 for Chem-guard foam for the Haz-Mat teams. The total of the BDW is \$15,000.00.

Scott Mason made a motion to approve the BDW. The motion was seconded by Jerry Smith and it carried unanimously.

- (5) The BDW was submitted by Larry Hansen for the All-Hazards Response Project for FFY 06 for kennel kits, gates, and other equipment. This is for the Oklahoma City dogs. The total for the BDW is \$3,516.78.

Scott Mason made a motion to approve the BDW. The motion was seconded by Doug Blaine and it carried unanimously.

- (6) The BDW was submitted by Larry Hansen for the All-Hazards Response Project for FFY 06 for small items for the Moore-Norman Haz-Mat team. The total for the BDW is \$4,319.03.

Scott Mason made a motion to approve the BDW. The motion was seconded by Doug Blaine and it carried unanimously.

Ms. McCullough had the following BDWs for FFY 07 submitted:

- (7) The BDW was submitted by Larry Hansen for the All-Hazards Response Project for FFY 07 for Moore-Norman for a Ramp Starter Kit, a five year partnership program, platinum service coverage, and other equipment. The total of the BDW is \$41,831.00. The five year partnership program and the platinum service coverage cannot be approved with the BDW because of the grant period. The revised total of the BDW is \$21,731.00.

Scott Mason made a motion to approve the BDW with five year partnership program and platinum service coverage to be removed. The motion was seconded by Doug Blaine and it carried unanimously.

- (8) The BDW was submitted by Larry Hansen for the All-Hazards Response Project for FFY 07 for Chainsaw blades and STHL Rescue Chainsaws. The total of the BDW is \$10,439.92.

Scott Mason made a motion to approve the BDW. The motion was seconded by Mike Murphy and it carried unanimously.

- (9) The BDW was submitted by Larry Hansen for the All-Hazards Response Project for FFY 07 for the Midwest City Haz-Mat team for a Thermal Imager and other equipment. The total of the BDW is \$40,686.16.

Mike Murphy made a motion to approve the BDW. The motion was seconded by Doug Blaine and it carried unanimously.

- (10) The BDW was submitted by Larry Hansen for the All-Hazards Response Project for FFY 07 for the Shawnee Haz-Mat team for SCBA equipment. The total of the BDW is \$39,200.00.

Scott Mason made a motion to approve the BDW. The motion was seconded by Doug Blaine and it carried unanimously.

- [11] The BDW was submitted by Larry Hansen for the All-Hazards Response Project for FFY 07 for Oklahoma UASI Regions 6 & 8 equipment to go on the 3 light rescue vehicles. The total of the BDW is \$48,099.94.

Doug Blaine made a motion to approve the BDW. The motion was seconded by Scott Mason and it carried unanimously.

- [12] The BDW was submitted by Larry Hansen for the All-Hazards Response Project for FFY 07 for the Edmond Fire Haz-Mat team for diving equipment and haz-mat suits. The total of the BDW is \$40,098.00.

Scott Mason made a motion to approve the BDW. The motion was seconded by Doug Blaine and it carried unanimously.

- [13] The BDW was submitted by Larry Hansen for the All-Hazards Response Project for FFY 07 for Oklahoma UASI Regions 6 & 8 for two Thermal Imagers and other equipment. The total of the BDW is \$45,880.60.

Frank Barnes made a motion to approve the BDW. The motion was seconded by Pat Byrne and it carried unanimously.

- [14] The BDW was submitted by Pat Byrne for the Criminal Intel Project for FFY 07 for a Canon EOS Camera, Pelican case and other equipment. The total of the BDW is \$2,685.78.

Larry Hansen made a motion to approve the BDW. The motion was seconded by Mike Murphy and it carried unanimously.

- [15] The BDW was submitted by Pat Byrne for the Criminal Intel Project for FFY 07 for three computers. The total of the BDWs is \$6278.07.

Doug Blaine made a motion to approve the BDW. The motion was seconded by Mike Clifton and it carried unanimously.

- [16] The BDW was submitted by Pat Byrne for the Criminal Intel Project for FFY 07 for a Cisco VPN Appliance which is a machine for wire taps. The total of the BDW is \$4,895.00.

Doug Blaine made a motion to approve the BDW. The motion was seconded by Frank Barnes and it carried unanimously.

- [17] The BDW was submitted by Mike Murphy for the MMRS and Public Health project for FFY 07 for a generator and installation for Pottawatomie County Health Department and a forklift. The total of the BDW is \$177,000.00.

Larry Hansen made a motion to approve the BDW. The motion was seconded by Doug Blaine and it carried unanimously.

## VI. REVIEW OF FFY 2009 INVESTMENT JUSTIFICATION

Brook Arbeitman distributed a sheet listing the FFY 09 timelines and deadlines. She said the FFY 09 application is period now open. The handout listed deadlines for the FFY 09 and what needs to be accomplished at the upcoming Budget Subcommittee meetings and the Working Group meetings. She said they are pretty hard and fast deadlines. She also distributed the COUASI FFY 09 application worksheet. All project managers who have written Investment Justifications in the past have completed something similar to this. Ms. Arbeitman said she had created a worksheet that contains questions that are asked in the application. The State Office of Homeland Security basically writes the application, but they need input from project Points of Contact. Ms. Arbeitman distributed the form to everybody because she thought it is time for new ideas, new projects, and new suggestions. If anyone has new thoughts or ideas that you think would be good for this money, they should complete one of the worksheets. New projects can be submitted. There also needs to be some sustainment for ongoing projects. The worksheets must be returned at the Budget Subcommittee meeting on January 13.

Steve Willoughby said that with FFY 09, we have a sense of how much money the region will be awarded.

Ms. Arbeitman said the region does have a target allocation. As Steve mentioned, if you go to page 4, Funding Plan IIIA, please note that the red number is the region's target allocation, meaning we know up front that we will probably get \$4.4 million. This is determined by how good or how bad our application is written. They say the region can either receive 10% more than this number or 10% below this number. Also, at least 25% [\$1,101,175.00] has to go to towards Law Enforcement Terrorism Prevention efforts.

Ms. Arbeitman said there is also a lot that the region has not done in critical infrastructure protection. There is a lot of work that needs to be done in the urban area outside of Oklahoma City and Oklahoma County to be securing gaps that we have.

John Bridges asked if there was a list of projects to work off of between now and then. Ms. Arbeitman said no. If the All Hazards project is for policemen, that needs to be what is submitted. She said that \$1.1 million, regardless of who buys it, has to go to Law Enforcement Terrorism Prevention. For those of you who were around last year, there was a 25% requirement for Bomb Squads, for the UASI pot of money and the State pot of money. As a State with all the pots of money including Citizen Corp and MMRS, there was a requirement for another 25% to go to Planning and Citizens preparedness. That is a requirement again and it has to go to Planning, Training and Exercise. So in addition to the \$4.4 million, \$1.1 has to go to law enforcement, all of the big pot of money that we get at the State which now includes the Tulsa UASI, another 25% has to go to planning. Ms. Arbeitman said to keep Law Enforcement Terrorism Prevention and Planning, Training and Exercise in your mind.

Ms. Arbeitman said, the worksheets have been reworked a little bit. Brook needs all the worksheets by January 13, 2009 at the Budget Subcommittee meeting.

Ms. Arbeitman said we are going to re-obligate FFY 06 and FFY 07 funding then at the January 13 meeting. So everyone should turn in their green sheets and other forms in by the end of the year. Brook said she made this a fillable form and she would email it to anyone who requested it

John Bridges asked when the green sheets should be turned in? Should they be brought to the January 13 meeting? Ms. Arbeitman said everything tied to a BDW submitted today and everything submitted prior to today needs to be in by the end of the year.

Ms. McCullough asked if there would be a cushion left in the different projects for cost increases for FFY 06 & FFY 07. She said she can't have purchase orders issued for everything before the next meeting. Ms. Arbeitman said yes, the only thing to re-obligate is what is not tied to a BDW.

Ms. Arbeitman said to keep in mind that we are keeping our IJs by national priority. Ms. Arbeitman said it is time for new ideas. The bottom line is we will take your feedback at the January meeting and we will work those IJs and get them back to you for your review according to the timeline. We will make any of your suggested changes and we will submit that of behalf of the UASI by March 20, which is the deadline. Everybody has the same deadlines, so please try and complete the worksheets. If you have questions phone numbers are listed on the worksheet.

Brook said Diane will have some final figures ready for us at the January meeting, not the cushion amounts but the amounts from the projects that are left over. If there are people out there you think would be interested in submitting a project for 09, please share this worksheet. We need new and fresh ideas. This is for both new and sustaining projects. You need a separate sheet for each project. The Grant Guidance for FFY 09 is on the State Office of Homeland Security's web site which has a COUASI page.

## VII. OTHER DISCUSSION ITEMS

Brook Arbeitman said going back to the reallocation, if you are a project manager and you are over your budget you should come prepared to the January meeting to discuss what you need financially. Also, review your Investment Justifications just to make sure that things fit into the various Investment Justifications by year.

Ms. Arbeitman said we are going to update our strategy. We desperately need to do that and there is now a Strategy Subcommittee that has been formed. Brook said she wanted to have a very brief discussion with project managers and others who had been involved with UASI for a while which will help the Strategy Subcommittee on reworking the UASI strategy.

Ms. Arbeitman said the State has a new rule that they are going to impose. It is a new form, and it is on the State's web site under forms on the COUASI page. If people are planning to attend conferences, training or travel in any capacity and they are trying to use UASI money, one of these forms must be filled out and submitted with your BDW. It is called the Travel Authorization Request. Ms. Arbeitman said she took their form and made it to fit the UASI. It will help the state as they are getting approval for people to attend conferences, travel and training.

Ms. Arbeitman said that all UASI Procurement Plan Worksheets and the Certificate of Local Government Procurement Policy Compliance Forms must be turned in to Diane McCullough by December 31, 2008. Ms. Arbeitman said if the forms are not turned in, people should be prepared to have their money re-obligated.

VIII. ADJOURN

Larry Hansen made a motion to adjourn. The motion was seconded by Pat Byrne and it carried unanimously. The meeting adjourned at 3:22 p.m.