

Central Oklahoma
Urban Area Security Initiative (UASI)

WORKING GROUP MEETING

Tuesday, January 27, 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 OCTOBER 28, 2008 WORKING GROUP MEETING
[\[Attachment III\]](#)

Action Requested: Motion to approve the minutes from the October 28, 2008 meeting.

IV. STATUS OF CURRENT COUASI GRANT FUNDS

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

Action Requested: None. For information only.

V. FY 09 APPLICATION REVIEW

INFORMATION: Brook Arbeitman from the Oklahoma Office of Homeland Security will provide the Working Group with the Budget Subcommittee's recommendations for the Investment Justifications for FFY 09 funding.

Action Requested: Motion to approve the recommendations from the Budget Subcommittee for the Investment Justifications for FFY 09 funding.

VI. BUDGET SUBCOMMITTEE UPDATE

INFORMATION: Steve Willoughby will provide the Working Group with the Budget Subcommittee's recommendations for re-obligating FY 06 and FY 07 grant funds. Mr.

Willoughby will also provide an update from the Budget Policies meeting held on January 23.

Action Requested: Motion to approve the recommendations from the Budget Subcommittee for re-obligating FY 06 and FY 07 grant funds.

VII. APPROVE COUASI SUBCOMMITTEE MEMBERSHIP AND MEETING SCHEDULES

INFORMATION: Mike Bower and Brook Arbeitman will brief the Working Group on the appointment of Chairs and members to the five subcommittees. Those subcommittees include the Strategic Planning Subcommittee, the Budget Subcommittee, the Interoperable Communications Subcommittee, the Resource Management Subcommittee, and the Training and Exercise Subcommittee.

Action Requested: Motion to approve the members and meeting schedules of the various subcommittees.

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

INFORMATION: Brook Arbeitman will discuss the duties of the Strategic Planning Subcommittee and the need to update the Central Oklahoma Urban Area Security Initiative strategy.

Action Requested: Motion to direct the Strategic Planning Subcommittee to update the COUASI Strategy and have a draft strategy available at the next Working Group meeting which is scheduled for April 28, 2009.

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

INFORMATION: Brook Arbeitman/Mike Bower will discuss with the Working Group the possibility of having a Special Working Group meeting after the Budget Subcommittee meeting on March 10, 2009 in order to approve the completed Investment Justifications that will be submitted by the State Office of Homeland Security for FFY 09 grant funding.

Action Requested: Discuss need for special meeting. Motion to approve date of special meeting if one is requested by the Working Group.

X. SUBCOMMITTEE UPDATES

INFORMATION: Subcommittee Chairs will brief the Working Group on updates from their various subcommittees.

Action Requested: None. For information only.

XI. OTHER DISCUSSION ITEMS

XII. ADJOURNMENT

**CENTRAL OKLAHOMA URBAN AREA SECURITY INITIATIVE (COUASI)
WORKING GROUP MEETING
October 28, 2008**

A meeting of the Central Oklahoma Urban Area Security Initiative (COUASI) Working Group convened at 1:35 p.m., October 28, 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 at least twenty-four (24) hours prior to the meeting.

PRESIDING

M. T. Berry, City of Oklahoma City

VOTING MEMBERS PRESENT

David Baisden, Oklahoma County Sheriff's Office
M. T. Berry, City of Oklahoma City
Mike Bower, City of Midwest City
John Bridges, City of Yukon
Keith Bryant, Oklahoma City Fire Department
Brian Davis, City of Edmond
Jimmy Gibson, City of Shawnee
John G. Johnson, Association of Central Oklahoma Governments
Tina Johnson, Pottawatomie County Health Department
Don Lynch, City of Shawnee
Dr. Scott Mason, Putnam North Animal Hospital
Ray Vaughn, Oklahoma County Commissioner

OTHERS PRESENT

John Avera, City of Edmond
Bonita Avera, City of Edmond
David Ball, Logan County/City of Guthrie
David Barnes, Oklahoma County
Doug Blaine, Cleveland County Sheriff's Office
Gary Bonner, City of Noble
Pat Byrne, City of Oklahoma City
Randy Castle, City of Oklahoma City
Mike Clifton, City of Purcell

Leslie Cole, Oklahoma State Department of Agriculture
Brad Cunningham, Oklahoma County Sheriff's Office
Larry Hansen, City of Oklahoma City
Trish Eakes-Jarret, Oklahoma State Health Department
Lucien Jones, City of Oklahoma City
Jason Knight, City of Oklahoma City
Michelle Martin, Oklahoma State Health Department
George Mauldin, City of Norman
Phil Maytubby, Oklahoma County Health Department
Michael Murphy, 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
Lacey Callahan, Regional Council & Monitoring Coordinator
Melissa Houston, Chief of Staff

UNITED STATES OFFICE OF HOMELAND SECURITY, FEMA

Marci Larson, FEMA Grant Program Directorate

I. CALL TO ORDER

The meeting was called to order by M. T. Berry at 1:35 p.m.

II. ROLL CALL AND INTRODUCTIONS

Self-introductions were made around the room.

III. APPROVAL OF MINUTES FROM THE SEPTEMBER 17, 2008 SPECIAL WORKING GROUP MEETING

John Johnson made a motion to approve the minutes of the September 17, 2008 Special Working Group Meeting. Don Lynch seconded the motion. The motion carried with the following votes:

AYE: Bridges, Lynch, T. Johnson, Berry, Mason, Bryant, Bower, J. Johnson, Davis, Vaughn, and Gibson

NAY: None

ABSTAIN: None

IV. PRESENTATION FROM MARCI LARSON, GRANT PROGRAM DIRECTORATE, FEDERAL EMERGENCY MANAGEMENT AGENCY, U.S. DEPARTMENT OF HOMELAND SECURITY

Marci Larson from the U. S. Department of Homeland Security commended the COUASI on the hard work and the accomplishments that the COUASI has done. Ms. Larson said there was some good information provided, and some good insights of what initiatives and what accomplishments the COUASI has done. She said the COUASI does play a very, very important role. Ms. Larson said disasters are frequent whether they are hurricanes, tornadoes or terrorist's attacks, and the nation needs to be prepared. Ms. Larson said it is good to see that there is a good representation of the area Working Group here, the different roles and responsibilities you have. She said there are a lot of other strategies that COUASI needs to look at and take on. Ms. Larson said we want to look at the Urban Area as one big entity, what is happening from the region, from the urban area perspective not just the city, not just the county, but together what are we seeing coming out of the Urban Area. Ms. Larson said we want to look at what the Urban Area has done and look at the different capabilities. There are 37 capabilities that have come down from Homeland Security, and those capabilities provide a baseline for measuring preparedness. By looking at those capabilities the different gaps of the things you are doing well can help the COUASI to move forward to identify priorities, program implementations and investments. This is kind of a road map as to what the Urban Area wants to accomplish.

V. STATUS OF CURRENT UASI GRANT FUNDS

Diane McCullough gave an update of the current UASI Grant Funds. She said for FFY 05, all funds have been obligated, and everything has been paid for. There is \$6.88 left out of the \$4,456,145.00 grant.

Ms. McCullough said for FFY 06, ACOG has encumbered \$913,718.19 out of the \$3,281,600.00. She said she still has some purchase orders to issue on different projects.

Ms. McCullough said for FFY 07, ACOG has encumbered \$1,280,412.27 out of the \$3,824,000.00. She said everyone needs to get their BDWs in for all the money that has not been encumbered. Ms. McCullough said there are only two meetings left before

the December 31 deadline, and the money that has not been encumbered will be re-obligated to other projects.

VI. APPROVAL OF MEETING SCHEDULES FOR THE COUASI BUDGET SUBCOMMITTEE AND COUASI WORKING GROUP (ATTACHMENT VII)

John Johnson made the motion to approve the 2009 meeting schedule for the COUASI Budget Subcommittee and the COUASI Working Group. Don Lynch seconded the motion. The motion carried with the following votes:

AYE: Bridges, Lynch, T. Johnson, Berry, Mason, Bryant, Bower, J. Johnson, Davis, Vaughn, Baisden, and Gibson

NAY: None

ABSTAIN: None

VII. ELECTION OF OFFICERS TO THE COUASI EXECUTIVE COMMITTEE

M. T. Berry said the COUASI Working Group should have an Executive Committee that includes a Chair, a Vice Chair, an Immediate Past Chair and a Point of Contact. The Chair and Vice Chair shall be elected by a majority of the voting members of the COUASI for a term of 12 months. The Chair and Vice Chair shall represent different regions to assure there is a representative from both Region 6 and Region 8 on the Executive Committee. Mr. Berry said he would serve as the Immediate Past Chair and remain as Point of Contact. Mr. Berry opened the floor for nomination for the position of Chair. John Bridges nominated Mike Bower for Chair of the Executive Committee. Commissioner Ray Vaughn was also nominated but Commissioner Vaughn declined.

John Johnson made a motion to accept Mike Bower as Chair by acclamation. John Bridges seconded the motion. The motion carried with the following votes:

AYE: Bridges, Lynch, T. Johnson, Berry, Bower, Mason, Bryant, J. Johnson, Davis, Vaughn, Baisden, and Gibson

NAY: None

ABSTAIN: None

M. T. Berry said the nomination for Vice Chair has to come from Region 6. Brook Arbeitman read the list of members present from Region 6. Don Lynch and John Bridges were nominated for the position of Vice Chair.

John Johnson made a motion to close the nominations. The motion was seconded by Don Lynch. There was a tie with the following votes:

Votes for Don Lynch were as follows: T. Johnson, Gibson, Berry, Mason, and J. Johnson

Votes for John Bridges were as follows: Bower, Bryant, Davis, Baisden and Vaughn

To break the tie M. T. Berry flipped a coin. Marci Larson called heads for Don Lynch and tails for John Bridges. Don Lynch was elected as Vice Chair of the Executive Committee.

M. T. Berry said the next position is Secretary and this is ACOG's responsibility.

Brook Arbeitman talked about the subcommittees. They are as follows: Strategic Planning Subcommittee, Budget Subcommittee, Interoperable Communications Subcommittee, Resource Management Subcommittee, and Training and Exercise Subcommittee. There are also Ad Hoc Subcommittees. Ms. Arbeitman gave a brief description of the responsibilities of each subcommittee.

M. T. Berry said the Executive Committee needs to meet and appoint Chairs for the various Subcommittees. Mike Bower asked if Chairs for the Resource Management Subcommittee and the Strategic Planning Subcommittee had been appointed. Mr. Berry said there were no Chairs in those positions at the current time. Mr. Bower said he felt the Chairs needed to be elected for these two subcommittees today, since these positions would be effective as of January 1, 2009.

M. T. Berry asked if there were any volunteers to serve as Chair of the Strategic Planning Subcommittee. He also said that the Chair has to be a voting member of the Working Group. Mike Bower nominated Jimmy Gibson as Chair of the Strategic Planning Subcommittee. Mr. Berry appointed Jimmy Gibson as the new Chair of the Strategic Planning Subcommittee.

Mr. Berry said he would continue to serve as Chair of the Interoperable Communications Subcommittee.

Mr. Berry asked John Bridges if he would continue to serve as Chair of the Budget Subcommittee. John accepted.

Mr. Berry nominated Chief Keith Bryant for position of Chair for Resource Management Subcommittee. Mr. Berry then appointed Chief Bryant to the position of Chair of the Resource Management Subcommittee.

Mr. Berry asked Brian Davis if he would be willing to serve as the Chair of the Training and Exercise Subcommittee, and Mr. Davis agreed.

VIII. AUTHORIZATION FOR THE OKLAHOMA OFFICE OF THE HOMELAND SECURITY TO DESIGNATE ACOG AS THE ADMINISTRATOR/SUB-GRANTEE OF THE FFY 08 UASI GRANT FUNDS

John Bridges made a motion to designate ACOG as the Administrator/Sub-Grantee for the FFY 08 UASI Grant Funds. Scott Mason seconded the motion. The motion carried with the following votes:

AYE: Bridges, Lynch, T. Johnson, Berry, Mason, Bower, Davis, Vaughn, Baisden, and Gibson

NAY: None

ABSTAIN: John Johnson

IX. FY 09 GRANT GUIDANCE

The Oklahoma Office of Homeland Security expects to receive the FFY 09 Grant Guidance around the beginning of November. Melissa Houston gave an overview of the Metropolitan Statistical Area (MSA) summary to the COUASI Working Group.

X. OTHER DISCUSSION ITEMS

Melissa Houston said there will be a Regional Council Workshop, November 12 & 13, 2008 in Norman at the new Embassy Suites. Lacey Callahan said that people can register online at the Oklahoma Office of Homeland Security website.

Diane McCullough said the COUASI Budget Subcommittee meets on November 25, 2008. She said Project Points of Contact need to be submitting their BDWs since there are only two more meetings before the deadline.

XI. ADJOURNMENT

M. T. Berry announced the meeting was adjourned at 3:02 p.m.