

Central Oklahoma  
Urban Area Security Initiative (UASI)

**WORKING GROUP MEETING**

Tuesday, July 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 APRIL 28, 2009 WORKING GROUP MEETING  
([Attachment III](#))**

**Action Requested:** Motion to approve the minutes from the April 28, 2009 meeting.

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

**INFORMATION:** ACOG, the administrative agency for the Central Oklahoma COUASI will provide for the Working Group the current expenditure status for the FFY 06, FFY 07, and FFY 08 UASI grant Funds.

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

- V. **SUGGESTED UPDATE TO THE CENTRAL OKLAHOMA URBAN AREA SECURITY INITIATIVE  
CHARTER**

**INFORMATION:** While reviewing the COUASI Charter in preparation for writing a Charter for the Tulsa UASI, Steve Almon noticed some language in the Charter that might be in violation of the Oklahoma Open Meetings Act. Steve Almon said whether it or is not a violation is not so much the issue, but rather something could lend itself to controversy. He has recommended that the language be removed from the COUASI Charter. The language in question is shown in bold print and underlined.

Article V, Section E  
Voting

All official governing acts of the COUASI Working Group shall be by vote when at a regular or special meeting. Only COUASI Working Group Voting Members shall vote on COUASI issues. Each COUASI Working Group Voting Member has one vote. Absent members are encouraged to coordinate with their alternate (if one has been appointed) to ensure their discipline and/or region is represented at all Working Group meetings. Alternates can vote in place of an absent Voting Member. Motions shall pass upon a majority vote of the members present. **However, the Chair shall retain the prerogative at any time to poll absent members for controversial issues. In such instances of polling absent members, the Chair will call for a vote of members present at the meeting but will suspend the outcome of the vote until the polling of the absent members have been completed. Upon completion of the polling, the Chair will combine the vote totals and then declare the outcome to the Working Group membership. Polling of absent members must be concluded within two business days of the COUASI Working Group Meeting.**

**Action Requested:** Motion to remove the language from the COUASI Charter that deals with polling of absent members.

**VI. DISCUSS AND APPROVE ALLOCATION OF FFY 2009 UASI FUNDS ALLOCATED TO THE CENTRAL OKLAHOMA UASI**

**INFORMATION:** In March, the Oklahoma Office of Homeland Security submitted investment justifications and requested funding in the amount of \$4,845,170.00 (target amount plus 10 percent) from the U.S. Department of Homeland Security for FFY 2009 UASI funds.

In July, we were notified that we had been approved for funding in the amount of \$4,404,750.00.

With the State Office of Homeland Security retaining 20 percent of these funds (\$880,950.00) and the subgrantee retaining 3 percent of these funds for Maintenance and Administration (\$105,714.00), that leaves a balance of \$3,418,086.00 to allocate among the five Investment Justifications.

The UASI Budget Subcommittee has met and approved a recommendation to the Working Group. That recommendation is attached with this agenda.

**Action Requested:** Motion to approve the recommendations from the Budget Subcommittee for allocation of the FFY 09 Grant Funds.

**VII. SUBCOMMITTEE UPDATES**

**VIII. OTHER DISCUSSTION ITEMS**

**IX. ADJOURNMENT**

**CENTRAL OKLAHOMA URBAN AREA SECURITY INITIATIVE (UASI)  
WORKING GROUP MEETING  
April 28, 2009**

A meeting of the Central Oklahoma Urban Area Security Initiative (UASI) Working Group convened at 1:32 p.m., April 28, 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.

**PRESIDING**

Mike Bower, City of Midwest City, Chairman

**VOTING MEMBERS PRESENT**

David Baisden, Oklahoma County Sheriff's Office  
M. T. Berry, City of Oklahoma City  
John Bridges, Yukon EMS  
Keith Bryant, City of Oklahoma City  
Phil Cotten, City of Norman  
Jimmy Gibson, City of Shawnee  
Vince Hernandez, American Red Cross  
John G. Johnson, Association of Central Oklahoma Governments  
Glenn Lewis, City of Moore  
Phil Maytubby, Oklahoma City/County Health Department  
Mark Schultz, Oklahoma Department of Health  
Charles Spicer, OU Medical Center

**OTHERS PRESENT**

David Ball, Logan County Emergency Management  
Pat Byrne, City of Oklahoma City  
Brad Cunningham, Oklahoma County Sheriff's Office  
Chris Fields, City of Oklahoma City  
Larry Hansen, City of Oklahoma City  
Jason Knight, City of Oklahoma City  
Chuck Linhardt, City of Edmond  
Mike Magee, City of Edmond  
George Mauldin, City of Norman  
Mike Murphy, EMSA  
Kerry Wagnon, City of Oklahoma City

Liz Woollen, University of Oklahoma

**ACOG STAFF**

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

**OKLAHOMA OFFICE OF HOMELAND SECURITY**

Steve Almon, Oklahoma Office of Homeland Security  
Ginny Andrews, Oklahoma Office of Homeland Security  
Brook Arbeitman, Oklahoma Office of Homeland Security

I. CALL TO ORDER

Mike Bower called the meeting to order at 1:32 p.m.

II. ROLL CALL AND INTRODUCTIONS

Roll call and introductions were made around the room.

III. APPROVAL OF MINUTES FROM THE FEBRUARY 3, 2009 WORKING GROUP MEETING

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

AYE: Bridges, Cotten, Gibson, Berry, Bower, Hernandez, J. Johnson, Spicer, and Schultz

NAY: None

ABSTAIN: None

David Baisden and Phil Maytubby were present as voting members, but their names were not called.

IV. STATUS OF CURRENT UASI GRANT FUNDS

Diane McCullough said she is still making purchases and there is about \$402,000.00 left to encumber out of \$3,281,600.00 for the FFY 06 grant funds. She said there is \$62,000.00 in the Regional EOC project, \$6,700.00 in the Bomb Squad project, \$4,300.00 in the Planning and Training project, \$182,000.00 in the All Hazards Response project and in the COLERT project there is \$147,000.00 left to encumber for

FFY 06 grant funds. She said for FFY 07 grant funds there is about \$927,000.00 left to encumber. She said some of the equipment that she was told would not arrive until June or July has already come in. Ms. McCullough said there would be some money left over in some of the projects. She said she needed to keep that money for other projects and she would like to wait until the May Budget Subcommittee meeting before any funds are re-obligated. Ms. McCullough said all BDWs have to be in by May 5 so they can go on the May 12 agenda.

M. T. Berry asked about the status of the FFY 08 MOU (Memorandum of Understanding). Diane McCullough said that the FFY 08 MOU is on the ACOG Board meeting agenda for Thursday, April 30, 2009 for their approval.

V. APPOINTMENTS TO REGION 6 COUNCIL

Brook Arbeitman said some of the vacancies on the Region 6 Council needed to be filled. The vacancies are: Hospital, Veterinarian and County Commissioner. Charles Spicer from OU Medical Center said he would contact someone at OHA to see if they can come up with someone to fill the hospital vacancy.

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

Mike Bower asked Keith Bryant if he had a Public Health Representative on the Resource Management Subcommittee and Mr. Bryant said he did not. Mike Murphy suggested Charisse Morrow and John Bridges suggested Mark Schultz to serve on this committee.

John Bridges made a motion to appoint Charisse Morrow as the technical expert and Mark Schultz as subject matter expert for the Resource Management Subcommittee. M. T. Berry seconded the motion. It carried with the following votes:

AYE: Bridges, Cotten, Gibson, Lewis, Bryant, Berry, Bower, Hernandez, J. Johnson, Spicer, and Schultz

NAY: None

ABSTAIN: None

David Baisden and Phil Maytubby were present as voting members, but their names were not called.

VII. SUBCOMMITTEE UPDATES

Mike Bower asked for that each Subcommittee Chair give a brief update on the status of their subcommittees at the Next Working Group meeting.

VIII. OTHER DISCUSSION ITEMS

Diane McCullough said there is a new BDW form on the Oklahoma Office of Homeland Security's website. When filling out FFY 08 BDWs, Points of Contact need to put the AEL number on the form. She said this will be helpful to Ginny. Ms. McCullough also said for FFY 08 grant funds, POCs need to get their BDWs in before May 5, so they can go on the May 12 agenda. The agenda will go out on May 5, 2009.

Diane McCullough said there are new 2008 procurement forms and the POCs need to put the vendor's name on them and these forms need to be turned in with the BDWs.

Larry Hansen said he has three thermal imagers - one for Asher, one for Coyle and one for Newcastle and no one from these places has come to pick up their thermal imagers. M. T. Berry said we need to send out a letter to these places and request that they pick up the thermal imagers. Mr. Berry also said if they do not pick up the thermal imagers, they should be reassigned.

Brook Arbeitman said that the Oklahoma Office of Homeland Security has appointed Steve Almon as UASI Coordinator and he will now be the UASI Point of Contact.

IX. ADJOURNMENT

John Johnson made a motion to adjourn. M. T. Berry seconded the motion. It carried with the following votes:

AYE: Bridges, Cotten, Gibson, Lewis, Bryant, Berry, Bower, Hernandez, J. Johnson, Schultz, Spicer,

David Baisden and Phil Maytubby were present as voting members, but their names were not called.

NAY: None

ABSTAIN: None

The meeting adjourned at 2:15 p.m.

**FY09 COUASI Award**

Award	\$4,404,750
State portion (20%)	\$880,950
Balance of Award	\$3,523,800
ACOG 3% M/A	\$105,714

**Local portion to obligate \$3,418,086**

**LE 25% UASI \$880,950**

**COUASI Budget Subcommittee**

**FY 2009 Application  
Requirements/  
Recommendations**

**UASI PROGRAM REQUIREMENTS**

**FY2009 Oklahoma Funding Total**

1. SHSP	\$ 7,253,500
2. UASI (OKC)	\$ 4,404,750
3. UASI (Tulsa)	\$ 2,160,500
4. MMRS	\$ 642,442
5. Citizen Corps	\$ 212,653
<b>TOTAL</b>	<b>\$14,673,845</b>
	X 25%
	<b>\$ 3,668,461.25</b>

- At least 25% of UASI funds must be dedicated towards law enforcement terrorism prevention-oriented planning, organization, training, exercise and equipment activities (pg. 11).
- At least 25% (**\$3,668,461.25**) of all of FY 2009 Homeland Security Grant Program funding (SHSP, UASI, MMRS and Citizen Corps) must be collectively allocated to the Strengthening Preparedness Planning Priority through planning, training and exercise activities (pg. ii).
- The Working Group must reach consensus on all UASI funding allocations. If consensus cannot be reached within the 45-day time period allotted for the State to obligate funds to subgrantees, the SAA must make the allocation determination. (pg. 15).
- All urban areas are required to develop a multi-year Training and exercise Plan and submit it to FEMA on an annual basis (pg. 38).

**The Budget Subcommittee recommended the projects highlighted in GREEN be included in the FY 2009 application:**

<u>National Priority</u>	<u>Project Name</u>	<u>Project Mgr</u>	<u>Estimated</u>	<u>Revised Estimate</u>	<u>Recommendation</u>
CBRNE	All Hazards Equipment & Training	Larry Hansen	\$880,000.00	\$748,000.00	\$548,000.00
	Thermal Imager Project		\$50,000.00		
	Hazmat Teams Allocation/USAR		\$300,000.00		
	AED		0		
	Animal Welfare		\$ 50,000.00		
	PPE Upgrades		\$100,000.00		
	Light Rescue Project		0		
	Training		\$ 48,000.00		
Critical Infrastructure Protection	Develop CIP plan, training, assessments, enhance BZP sites	Pat Byrne	\$1,100,000.00	\$750,000.00	\$542,000.00
Regional Collaboration	Develop Regional EOP, training & exercise	Frank Barnes	\$208,000.00	\$208,000.00	208,000.00
Interoperable Communications	Add users to 800 MHz systems & P25 upgrades	Kerry Wagnon	\$3,300,000.00	\$2,000,000.00	\$1,800,000.00
Medical Surge/Mass Pro	Equipment, Planning, Training and Exercise	Mike Murphy	\$583,000.00	\$336,250.00	320,086.00
Planning/Citizen Preparedness	Planning & Training	TBD	\$100,000.00		
TOTAL FOR ALL PROJECTS			\$9,025,000.00		
<b>TOTAL FOR BUDGET SUBCOMMITTEE RECOMMENDED PROJECTS</b>			<b>\$6,071,000.00</b>		<b>0</b>
<b>AVAILABLE FUNDING FOR RECOMMENDED PROJECTS IN FY09</b>			<b>\$3,418,086.00</b>	<b>\$4,042,250.00</b>	<b>\$3,418,086.00</b>
<b>Difference</b>				<b>\$624,164.00</b>	<b>0.00</b>