

Central Oklahoma
Urban Area Security Initiative (UASI)

WORKING GROUP MEETING

Tuesday, October 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 JULY 28, 2009 WORKING GROUP MEETING
(ATTACHMENT III)**

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

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

INFORMATION: ACOG, the procurement agency for the Central Oklahoma UASI, will provide the Working Group with the current expenditure status for the 2006, 2007, and 2008 UASI grant funds.

Action Requested: None. For information only.

- V. **SUBCOMMITTEE UPDATES**

Resource Management - - Chair, Keith Bryant, City of Oklahoma City
Interoperable Communications - - Chair, M. T. Berry, City of Oklahoma City
Strategic Planning - - Chair, Jimmy Gibson, City of Shawnee
Training & Exercise - - Chair, Brian Davis, City of Edmond
Budget Subcommittee - - Chair, Don Lynch, Shawnee/Pott. County Emergency
Management

VI. APPROVAL OF MEETING SCHEDULES FOR THE COUASI BUDGET SUBCOMMITTEE AND COUASI WORKING GROUP ([Attachment VI](#))

INFORMATION: ACOG staff is proposing the attached schedule of meetings for the COUASI Budget Subcommittee and COUASI Working Group. The schedule provides for monthly meetings of the COUASI Budget Subcommittee and quarterly meetings of the COUASI Working Group. The attached schedule will be maintained subject to the need for either rescheduling or special meetings being held.

Action Requested: Motion to approve the proposed 2010 meeting schedules for the COUASI Budget Subcommittee and COUASI Working Group.

VII. UPDATE OF PROJECT CHARTERS FOR FFY 08 AND FFY 09 ([Attachment VII](#))

INFORMATION: Steve Almon (OKOHS) will provide a short overview of the Project Charter program being implemented by OKOHS for tracking projects, as well as requesting assistance from the Project Managers in reviewing the prepared Project Charters in ensuring accuracy and appropriate time frames that were prepared from the Investment Justifications. Attached is a letter to Working Group Members and Project Managers explaining the purpose of the Charters, as well as Project Charters from the FY 08 and FY 09 years.

Action Requested: Update Individual project charters for FY 08 and FY 09 by Project Managers.

VIII. AUTHORIZATION FOR THE OKLAHOMA OFFICE OF HOMELAND SECURITY TO DESIGNATE ACOG AS THE ADMINISTRATOR/SUB-GRANTEE OF THE FFY 09 UASI GRANT FUNDS

INFORMATION: For the past four grant cycles, ACOG has administered the Urban Area Security Initiative (UASI) grants. With each grant cycle, ACOG executes a Memorandum of Understanding with the Oklahoma Office of Homeland Security which outlines sub-grant award terms and conditions. Since the Central Oklahoma UASI has been approved for FFY 09 grant funds, this requires that an administrator/sub-grantee be designated.

Action Requested: Motion to request that the Oklahoma Office of Homeland Security designate ACOG as the administrator/sub-grantee of the FFY 09 UASI grant funds.

IX. ELECTION OF VICE CHAIR OF THE COUASI WORKING GROUP ([Attachment IX](#))

INFORMATION: Per the COUASI Charter, officers of the Working Group shall be elected annually at the last regular meeting of the calendar year. Each Officer shall hold his/her office until his/her successor assumes their duties on January 1st or until his/her resignation from the position.

The current chair is Mike Bower who will move to the position of Immediate Past Chair.

The Vice Chair shall assume duties of the Chair at the first calendar year meeting of the COUASI. The current Vice Chair is Don Lynch who will move to the position of Chair. With this move, a new Vice Chair will need to be elected from Region 8.

Action Requested: Motion to approve the election of Vice Chair of the COUASI Working Group.

X. PRESENTATION OF NEW DATABASE PROGRAM TO TRACK EQUIPMENT PURCHASED WITH UASI FUNDS

INFORMATION: Clint Regier with the Oklahoma City Fire Department will show the capabilities of a new database program he has written for ACOG. One feature of this program will allow for the tracking of edx equipment purchased with UASI funds.

Action Requested: None. For Information only.

XI. OTHER DISCUSSTION ITEMS

XII. ADJOURNMENT

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

A meeting of the Central Oklahoma Urban Area Security Initiative (UASI) Working Group convened at 1:35 p.m., July 28, 2009 in the ACOG Conference Room, 21 E. Main Street, 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, Emergency Manager, City of Midwest City

VOTING MEMBERS PRESENT

Phil Cotten, Police Chief, City of Norman
Buck Day, Commissioner, Pottawatomie County
Jimmy Gibson, Fire Chief, City of Shawnee
Vince Hernandez, American Red Cross
John G. Johnson, Association of Central Oklahoma Governments
Tina Johnson, Pottawatomie County Health Department
Don Lynch, Shawnee/Pott. County Emergency Management

OTHERS PRESENT

David Ball, Logan County
David Barnes, Oklahoma County
Gary Bonner, City of Noble
Keith Bryan, City of Mustang
Pat Byrne, City of Oklahoma City
Mike Clifton, City of Purcell
Mike DeRemer, Oklahoma State University (Intern for City of Shawnee)
Chris Fields, City of Oklahoma City
Dean Findley, City of Oklahoma City
Larry Hansen, City of Oklahoma City
Lucien Jones, City of Oklahoma City
Jason Knight, City of Oklahoma City
Mike Magee, City of Edmond

George Mauldin, City of Norman
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

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

I. CALL TO ORDER

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

II. ROLL CALL AND INTRODUCTIONS

Roll call and introductions were made around the room.

III. APPROVAL OF MINUTES FROM THE APRIL 28, 2009 WORKING GROUP MEETING

John Johnson made a motion to approve the minutes. Phil Cotten seconded the motion. The motion carried with the following votes:

AYE: Cotten, Gibson, Lynch, T. Johnson, Bower, and J. Johnson

NAY: None

ABSTAIN: Day

IV. STATUS OF CURRENT UASI GRANT FUNDS

Diane McCullough said for the FFY 2006 grant year, the Regional EOC project is complete. Ms. McCullough said she has issued all the purchase orders that need to be issued. There is approximately \$731.00 left to re-obligate. The Bomb Squad project has one last piece of equipment to be received. For the Oklahoma National Stockyards project, all the funds have been encumbered. For the Planning and Training project, one purchase order needs to be issued. There is approximately \$10,000.00 left to re-obligate. For the All Hazards Response project there is approximately \$137,000.00 left to encumber. There will be

approximately \$20,000.00 left in that project, and Larry Hansen wants to use those funds for Thermal Imagers. The Thermal Imagers have already been approved by the State Office of Homeland Security. For the Regional Mutual Aid project, all funds have been encumbered. For the COLERT project, Ms. McCullough has approximately \$147,000.00 in purchase orders to issue. For the M & A project, all funds have been drawn down for FFY 2006.

Ms. McCullough said for the FFY 2007 grant year, for the All Hazards project, there is \$281,000.00 left to encumber. There will be a balance of approximately \$15,000.00 left, and Larry Hansen wants to use those funds for Thermal Imagers. For the Bomb Squad project, there is one piece of equipment outstanding. All the funds have been encumbered, and there will be approximately \$4,000.00 left to re-obligate. For the MMRS project, there is approximately \$526,000.00 in purchase orders to be issued. For the Regional EOC project, most of the funds were transferred to other projects and there is approximately \$4,200.00 left to re-obligate. For the Animal Containment project, there is approximately \$32,000.00 left to encumber. For the Planning and Training project, all the money was re-obligated to other projects. For the COLERT project, there is approximately \$38,000.00 left to encumber. For the Criminal Intel project, there is approximately \$69,800.00 left to encumber. For the M & A project, the funds have been drawn down through May of 2009 and there is approximately \$30,000.00 left in this project.

Ms. McCullough said for the FFY 2008 grant year, she has issued three purchase orders in the amount of \$121,556.00 for the Regional EOC project. She said there were some BDWs at the State waiting for approval letters.

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

Steve Almon said while reviewing the COUASI Charter, someone from Tulsa noticed some language that might be in violation of the Oklahoma Open Meetings Act. Steve Almon said whether it is or is not a violation is not so much the issue, rather something that could lend itself to controversy. He has recommended that the language be removed from the COUASI Charter. The language in question is: **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.**

Don Lynch made a motion to strike the noted language from the COUASI Charter. Jimmy Gibson seconded the motion. It passed with the following votes:

AYE: Cotten, Gibson, Lynch, T. Johnson, Day, Bower, Hernandez, and J. Johnson

NAY: None

ABSTAIN: None

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

Don Lynch, the Budget Subcommittee Chairman, explained the FFY 2009 allocation recommendations. Mr. Lynch said that the UASI was awarded \$4,404,750.00 for the FFY 2009 Grant Funds. With the State Office of Homeland Security retaining 20 percent (\$880,950.00) of these funds, and the Subgrantee retaining three percent of these funds for Management & Administration (\$105,714.00), that leaves a balance of \$3,418,086.00 to allocate among the five Investment Justifications.

Mr. Lynch gave a brief description of the five Investment Justifications and the amount requested for each justification and then the amount the Budget Subcommittee recommended.

The Budget Subcommittee recommended funding the five FFY 09 projects as follows:

CBRNE/All Hazards Response Equipment & Training	\$ 548,000.00
Critical Infrastructure Protection/Criminal Intel	\$ 542,000.00
Regional Collaboration	\$ 208,000.00
Medical Surge/Mass Pro	\$ 320,086.00
Interoperable Communications	<u>\$ 1,800,000.00</u>
	\$ 3,418,086.00

Jimmy Gibson made a motion to approve the recommendation of the Budget Subcommittee for the FFY 2009 Grant Funds. Tina Johnson seconded the motion. It carried with the following votes:

AYE: Cotten, Gibson, Lynch, T. Johnson, Day, Bower, Hernandez, and J. Johnson

NAY: None

ABSTAIN: None

VII. SUBCOMMITTEE UPDATES

Each Point of Contact present gave a brief update on the work of their Subcommittee.

VIII. OTHER DISCUSSION ITEMS

Diane McCullough said the next Budget Subcommittee meeting is August 11, 2009 and all BDWs must be in by August 4, 2009, so they can be put on the agenda.

Mike Bower asked when the next Working Group Meeting was. The next Working Group Meeting is scheduled for Tuesday, October 27, 2009 at 1:30 p.m.

IX. ADJOURNMENT

John Johnson made a motion to adjourn the meeting. Don Lynch seconded the motion. It carried with the following votes:

AYE: Cotten, Gibson, Lynch, T. Johnson, Day, Bower, Hernandez, and J. Johnson

NAY: None

ABSTAIN: None



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Attachment VI

Chair Willa Johnson
Oklahoma County Commissioner

Vice-Chair Sam Bowman
Oklahoma City Councilmember

Secretary/Treasurer Russell Smith
Midwest City Mayor

Executive Director
John G. Johnson

DATE: October 20, 2009
TO: Central Oklahoma Urban Area Security Initiative (COUASI) Working Group
FROM: Diane McCullough, Grants Program Manager
SUBJECT: Meeting Schedules for the COUASI Budget Subcommittee and COUASI Working Group

INFORMATION:

Below are the proposed meeting schedules for the COUASI Budget Subcommittee and COUASI Working Group meetings in 2010.

COUASI Budget Subcommittee

January 5, 2010
February 9, 2010
March 9, 2010
April 13, 2010
May 11, 2010
June 8, 2010
July 6, 2010
August 17, 2010
September 14, 2010
October 12, 2010
November 9, 2010
December 14, 2010

COUASI Working Group

January 26, 2010
NO MEETING
NO MEETING
April 27, 2010
NO MEETING
NO MEETING
July 27, 2010
NO MEETING
NO MEETING
October 26, 2010
NO MEETING
NO MEETING

The proposed meeting time for both the COUASI Budget Committee and COUASI Working Group is 1:30 p.m. Meetings will be held in the ACOG Conference Room at 21 E. Main Street, Suite 100, Oklahoma City, Oklahoma.

Action Requested:

Motion to approve the proposed 2010 Meeting schedules for the COUASI Budget Subcommittee and COUASI Working Group.

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Oklahoma Office of
Homeland Security
Prevent, Protect, Prepare

To: COUASI Working Group Members
 COUASI Project Managers

From: Stephen C. Almon OKOHS UASI Coordinator

Re: Project Charters for 2008 and 2009 COUASI Projects

As you are aware, the Oklahoma Office of Homeland Security is tasked with ensuring compliance of all Homeland Security Grants. Our office strives to continue the good working relationship that has been established with the various first responders that are recipients of these grants with our goal being to assist in facilitating the grant process as much as possible. Part of the responsibility of our office is in the monitoring of the status of the grants to ensure that the purpose of the grant is being accomplished. In this role, we are also monitored by DHS as well as the Office of the Inspector General to make sure this is being done.

In an effort to improve on our ability to monitor the numerous grants administered by our office, we have implemented a new program for managing projects. This process applies to ALL grants administered by our office. To expedite this process, our office has implemented a form entitled Project Charters. Important information for each project is included in this charter, such as overall objective of the project, target capabilities the project impacts, important milestone timelines of the project, what gaps the project is designed to address, and a short narrative that gives an overview of the project.

Once the project charters are complete, they will be incorporated into the Microsoft Project Management program, which will allow monitoring of the status of projects as well as create a document that will be provided to the project managers to assist them in tracking their various projects.

I fully understand that the Project Managers of the UASI Projects are very busy and quite frankly, don't have time for unnecessary paperwork. ***In an effort to assist them in providing the required information that is needed to track projects, we have filled out the project Charters for the 2008 and 2009 Projects based upon the Investment Justifications that were submitted during the grant cycle.***

While this should reduce the amount of work necessary in completing the Charter, it will **not** be totally accurate *as the Milestones provided in the Investment Justifications were based upon the projects being fully funded, of which many were not.* Therefore it will be necessary for the Project Managers to Review these Charters and make necessary changes, with the final charter being an accurate reflection of Milestones and timelines of projects actually funded. Once completed, I will enter each of the projects into the Project Management Program which will provided each of us a tool for quickly evaluating the status of each UASI Project being undertaken in the FY2008/FY2009 grant years.

It is our belief that this will be a good tool for the Working Group and Project Managers by being able to produce a single document that will provide the timeframes of each project that UASI funds are being used for.

Once the project managers have reviewed, modified and returned the attached charters to me, I will enter them into the Microsoft Project Management program and distribute copies of the project timelines to the Working Group and Project Managers. As the majority of the work on the project charters has been completed, I would ask that the Project Managers make every effort to return the information as soon as practical. I plan to have the project timelines distributed back to the project managers within three weeks of received the corrected project charters. An electronic copy will be emailed to each of you which should make this a relatively painless task.

Should you have any questions about this process, please don't hesitate to ask.

Stephen C. Almon
UASI Coordinator
OKOHS
405) 425-7330 (office)
405) 317-0506 (cell)
salmon@dps.state.ok.us



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ATTACHMENT IX

Chair Willa Johnson
Oklahoma County Commissioner

Vice-Chair Sam Bowman
Oklahoma City Councilmember

Secretary/Treasurer Russell
Smith
Midwest City Mayor

Executive Director
John G. Johnson

DATE: October 21, 2009

TO: COUASI Working Group

FROM: Diane McCullough, Grants Program Manager

SUBJECT: Election of Vice Chair of the COUASI Working Group

INFORMATION:

Per the COUASI Charter, officers of the Working Group shall be elected annually at the last regular meeting of the calendar year. Each Officer shall hold his/her office until his/her successor assumes their duties on January 1st or until his/her resignation from the position.

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 ensure there is a representative from Region 6 and Region 8 on the Executive Committee.

The Chair shall supervise and control all of the business and affairs of the COUASI Working Group. The Chair shall see that all orders and resolution of the COUASI Working Group are carried into effect, ensure compliance with all OKOHS and U.S. DHS programmatic requirements and, in general, shall perform all duties of Chair including managing Working Group meetings and its subcommittee meetings, when necessary. The Chair shall perform other duties as may be prescribed by U.S. DHS and grant requirements. The current Chair is Mike Bower who will move to the position of Immediate Past Chair.

The Vice Chair will serve as the Chair Elect. The Vice Chair shall serve in the absence of the Chair. The Vice Chair shall perform the duties of the Chair, and when so acting, shall have the authority of and be subject to all restrictions of the Chair. The Vice Chair shall perform other duties as may be assigned to him/her by the Chair, U.S. DHS and/or grant requirements. The Vice Chair will also Chair the Budget Subcommittee meetings. The Vice Chair shall assume duties of the Chair at the first calendar year meeting of the COUASI. The current Vice Chair is Don Lynch who will move to the position of Chair. With this move, a new Vice Chair will need to be elected from Region 8.

M. T. Berry will remain as the Point of Contact for the Central Oklahoma UASI.

Action Requested: Motion to approve the election of Vice Chair of the COUASI Working Group.

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