Meeting Minutes
September 12, 2014, 0900 CST
1819 Farnam Street, 3rd Floor, Jesse Lowe Conference Room, Omaha, NE

Meeting comes to order

1. **Introduction of voting members present**
   Lynn Marshall, acting chair, called the meeting to order at 9:06 AM.

First Name	Last Name	Agency	Attendance
Marty	Bilek	Chair, Omaha Mayor's Office	
Gail	Braun	Omaha Mayor's Office	X
Mark	Conrey	Communications	X
Travis	Harlow	Rural Fire	
Shane	Hunter	Urban Fire	X
Darrel	Neely	Douglas County	
Rich	Lally	Rural Law Enforcement	X
Lt. Jay	Leavitt	Urban Law Enforcement	X
Lynn	Marshall	Sarpy County	X
Bill	Pook	Emergency Management	X
Dennis	Snook	Critical Infrastructure/Key Resources	X
Shawn	Thallas	Washington County	

   Other in attendance: Greg Andersen (DotComm), Scott Crites (City of Omaha), Mark DeKraai (Public Policy Center), Phyllis Dutton (OMMRS), Lt. Kevin Griger (Sarpy County Sheriff's Office), Brad Rice (Sarpy Co 911), Captain Robert Rockwell (Eppley Airfield Police), Patrick Rooney (NEMA), Phillip Ruhe (Omaha Mayor's Office), Whitney Shipley (DCEMA), Hayley Sutter (Public Policy Center), Heather Tippey Pierce (Omaha Public Works), and Karisa Vlasik (OPPD)

2. **Open Meeting Law Information – verification of public notice, availability of copy of law in the meeting location – NEB. REV. STAT. §§ 84-1407 THROUGH 84-1414 (1999, Cum. Supp. 2006, Supp. 2007)**
   A copy of the Open Meeting Law Information was available in the meeting room.
3. **Review & approval of meeting notes from the previous meeting**
   Dennis Snook made a motion to approve the meeting minutes from the July 11, 2014 meeting pending the following amendments: 1) replace Brad Hildebrandt with Shane Hunter as the Urban Fire representative; 2) indicate that Rural Fire was thanking the Working Group for the previous support to purchase the water boat; and 3) the cost of OPD's bomb robot upgrade is $68,000 with $25,000 funded through the Department. Mark Conrey seconded this motion; the motion passed by consensus.

Discussion Items

1. **Formation of an ad-hoc committee to review and update the Tri-County Working Group bylaws – Phil Ruhe**
   The Tri-County Working Group developed Bylaws and a MOU in 2010, when the working group was a UASI. The bylaws have been updated to reflect that the Tri-County Working Group is no longer a UASI; however, they need to be reviewed and updated and the MOU is set to expire in 2015. At Phil's suggestion, the Tri-County Working Group decided to form a group of interested individuals to collectively review and revise the Tri-County bylaws; the group will make recommendations to the larger Tri-County Working Group at a future meeting. Those interested in participating in the bylaws update should contact Phil at phil.ruhe@cityofomaha.org or 402-444-

5546. The MOU will be updated by a group consisting of representatives from Douglas, Sarpy, and Washington Counties and the City of Omaha.

2. **Organization and sustainability of Tri-County Citizen Corps Program – Paul Johnson reported by Phil Ruhe**
   Tim McMahon retired from United Way and the United Way is actively looking for an alternative housing agency. Paul Johnson has requested MRC and Citizen Corps stakeholders meet to discuss the future capabilities of the program. Funding for the MRC comes from the SHSG and HPP grant; in years past, the Omaha area MRC has received $10,000 in years past and Citizen Corps has received $11,200.

<u>Updates and Reports</u>

1. **Tri-County/UASI Management & Administration Update** – Phil Ruhe and Gail Braun
   a. **FY2014 SHSG Update** – preliminary award date is September 30
      The FY2014 SHSG has not been approved yet; however, the request for EMS/Police tactical vest will likely be approved. The FY2014 SHSG will likely be approved and awarded by the end of the month; Phil will send out an update as soon as the grant is approved.
   b. **Review/Update of Tri-County Working Group MOU and Bylaws (MOU expires in August 2015)**
      Previously discussed
   c. **6-month Biannual Strategy Implementation Report was submitted on August 5**
      The 6-month Biannual Strategy Implementation Report was submitted on August 5; the next BSIR will be due in January 2015.
   d. **APCO/NENA Conference**
      The 2014 Annual APCO/NENA Conference will be held on October 27-29, 2014 in Lincoln, Nebraska at the Cornhusker Marriott. Shane Hunter will be giving a presentation on the January 20, 2014 International Nutrition plant response.
2. **Financial update & report – Scott Crites, City of Omaha Finance Department**
   $1,300 and $1,800 has been returned to NEMA from the FY2011 SHSG and the FY2012 SHSG, respectively. The budgets have been updated and sent out.
3. **Standing committee reports**
   a. **Emergency Management/Planning, Exercise & Training (PET)**: Bill Pook, Region 5-6 Emergency Management Agency
      The University of Nebraska Public Policy Center has offered its assistance if the Tri-County desires to complete a THIRA; the THIRA is an analysis of threats and hazards that is formulated through a series of workshops with multiple agencies and jurisdictions. The THIRA process provides an opportunity to involve constituency groups and bring people together to plan for emergencies. All other PET regions have either completed or are nearly complete with their THIRA process. The Tri-County last held a workshop in June 2013; however, no document was produced following the workshop. If the Tri-County wants to develop a THIRA, they need to establish a timeline and identify key stakeholders. The PPC can provide a pre-workshop briefing and help finalized logistics. Phil will work with the Public Policy Center and committee chairs to determine a date for a pre-workshop briefing. Approval of regional budgets likely will depend on regional THIRAs in the future.
      i. **PET Sub-Committee**, Whitney Shipley, Douglas County Emergency Management Agency
         The PET Sub-Committee meeting times have been changed to occur directly after the Working Group Meeting. The FY2012 SHSG has been completed. The completed FY2013 PET projects

include: Citizen Corps meal guides, MRC training, building collapse shoring project was completed by the Omaha Fire Department (some transactions are still being processed. The outstanding FY2013 PET projects include: open cyber security project, NPP project, an Eppley Exercise Design project, an E/L993 NIMS ICS All-Hazard Planning Section Chief on October 7-10, 2014, and an E/L951 NIMS ICS All-Hazards Incident Commander on November 3-7, 2014. Pending approval, the FY2014 projects include: a continuation of the NPP, Citizen Corps outreach, Fort Calhoun full scale exercise and community operations study, fire trench rescue training, credentialing system project, and E/959 NIMS ICS All-Hazard Operations Section Chief training and E/L968 NIMS ICS All-Hazards Logistics Chief training.

b. **Communications**: Mark Conrey, Douglas County 911 Communications
The County will be voting on a public safety bond issue; the major goal of the bond would be to change the radio infrastructure due to end of life issues and move the 911 Center. Mark suggested a communication plan be developed to identify the communication requirements for transporting patients to UNMC's Bio-containment Unit and other similar events requiring the collaboration between various agencies across the City and/or Counties.

c. **Critical Infrastructure/Key Resources (CIKR)**: Dennis Snook, OPPD
The Public Policy Center completed a white paper on the NPP in July; the white paper was sent to the City to complete the contract and will be presented to NEMA in the future. The PPC held statewide meetings to determine if there was a statewide desire to bring businesses and critical infrastructure into emergency planning and response and, if so, how to engage the NPP on a statewide level. Most of the information in the white paper supports the statewide implementation of the NPP, including a better connection between businesses and emergency management; however, the white paper identified varying needs across the state. Nebraska is one of only nine states that do not have a business-emergency response network or integrating business into emergency preparedness planning. The NPP has filed with the state for incorporation; the 501(c)(3) has not yet been filed, however, two organizations have been identified as possible fiscal agent until the 501(c)(3) is filed and approved; a board has been established and will start meeting in October; bylaws have been created; and a business plan has been developed. A business symposium meeting will be held on September 26 from 10:00 am-12:00 noon at the Community Engagement Center at UNO; the seminar will focus on 35 high level Omaha businesses and their executives and will feature two presentations from similar groups in other states and a discussion of next action steps. Douglas County has already made changes in their EOC to accommodate the NPP, including the establishment of a Business Operations Center that will consist of 10 business representatives and will have a central number for businesses to call into to get information. The NPP will be working to develop a business reentry program and business inventory resource guide.

d. **Urban Law Enforcement**: Lt. Jay Leavitt, OPD
The robot upgrade project will cost $68,000; pending approval, $43,000 will be funded with the FY2014 SHSG and the remaining $25,000 will be funded by private donations or through seized assets, if needed.

e. **Rural Law Enforcement**: Rich Lally, LaVista PD
No update.

f. **Urban Fire**: Shane Hunter, Omaha Fire Department

The trench shoring training in Papillion was successful and funding should be fully spent out with the agency absorbing the spending overages. Urban Fire continues to prepare to work inside active shooter incidences and is encouraged the ballistic protection for EMT personnel may be approved. Shane Hunter would like to advocate for the ICS training presented previously as it will support a Type 3 Incident Management Team.

g. **Rural Fire**: Travis Harlow, Waterloo Fire, not in attendance
No update.

4. **Reports from other associated Homeland Security Federal Grant Programs**
   a. **Omaha Metropolitan Medical Response System (MMRS)** – Phyllis Dutton, OMMRS
   The Family Assistance Center tabletop exercise was held and included representatives from the Red Cross, safety offices, and Family Assistance Center personnel; an additional table top exercise may be held to incorporate stakeholders who were unable to attend the first exercise. The Cybersecurity Tabletop Exercise will be held on September 19; this will be the first tabletop exercise for the safety security officers and hospital information personnel. Planning continues for the full-scale exercise on March 16, 2015 at Bellevue Medical Hospital. The Medical Reserve Corps was supposed to recruit volunteers for the exercise; however, the MRC is not accepting any projects after the end of October as they do not have a coordinator or housing agency. OMMRS is on schedule to spend out the Hospital Preparedness Grant; they received an extra $15,500 from the State to revamp their strategic plan and bylaws. OMMRS has less than $30,000 left in the SHSG; most of the remaining funds have been allocated or are for monthly expenses. Any funds remaining at the end of the grant period will be used for PAPRS filters, pending approval of the reallocation.
   b. **Citizen Corps Program** – Erin Payne, OPD reported by Phil Ruhe
   Governor Heineman signed a proclamation designating September as National Preparedness Month. MRC is hosting training on October 18-19 at Kaplan University in Omaha, additional information can be found on the CERT website. MRC is still looking for a new housing agency. CERT has been meeting with emergency managers to focus on volunteer reception training. National Night Out was held in August and had a good reception. The Omaha Fire Department is working to strengthen the Fire Corps volunteer program; Fire Corps has been in transition since the previous coordinator left the program. Volunteers in Police Service will be hosting a volunteer recognition banquet in October or November; Bellevue recently utilized some Volunteer in Police Service members during a city event.
5. **Public Policy Center Report –** Denise Bulling, Public Policy Center report by Mark DeKraai
   The State THIRA, State Preparedness Report, and Training, Exercise, Planning Workshops will be held on October 21-22 in Lincoln, Nebraska. Regional THIRAs are being used to inform the State THIRA and are connected to their work plans. The Public Policy Center is working with the State Emergency Response Commission to update the Local Emergency Planning Committees (LEPC) guidebook, which helps establish and grow LEPCs. The guide will be voted on for approval at the next SERC meeting.

<u>Action Items</u>

1. **Nomination/election of Tri-County PET Region Working Group Vice-Chair**
   Mark Conrey nominated Lynn Marshall for consideration as the Vice-Chair of the Tri-County PET Region Working Group. Dennis Snook nominated himself for consideration as the Vice-Chair of the Tri-County PET Region Working Group. Bill Pook nominated Phil Ruhe for consideration as the Vice-Chair of the Tri-County PET Region

Working Group. Dennis made a motion to vote on the nominations for Vice-Chair of the Tri-County PET Region Working Group; this motion was seconded by Bill Pook. Vote was made by show of hands. Mark and Lynn voted for Dennis Snook; all other votes were for Phil Ruhe; no voting member abstained from voting. By a vote of 2-0-6, Phil Ruhe was elected as the Vice-Chair of the Tri-County PET Region Working Group by majority vote.

Public Comment

No public comment.

Lt. Jay Leavitt made a motion to adjourn the meeting. Bill Pook seconded this motion; the meeting adjourned at 10:32 am.

Upcoming events & next meeting

The next meeting will be held Friday, November 14, 2014 at 9:00 am in the Jesse Lowe Conference Room.
The 2015 meeting dates are as follows:

Friday, January 9	Friday, July 10
Friday, March 13	Friday, September 11
Friday, May 8	Friday, November 13

Agendas and meeting minutes

Agendas and minutes are posted on the Public Policy Centers' Nebraska Homeland Security Planning website at:
http://homelandplanning.nebraska.edu/petregions/tricounty.php

ACRONYM LIST

AEL	Authorized Equipment List
ATAP	Association of Threat Assessment Professionals
CERT	Community Emergency Response Teams
CIKR	Critical Infrastructure/Key Resources
DHS	Department of Homeland Security
EMS	Emergency Medical Services
FY	Fiscal Year
GIS	Geographic Information System
GMS	Grants Management System
HPP	Hospital Preparedness Program
ICS/EOC	Incident Command System/Emergency Operations Center
IJ	Investment Justification
MMRS	Metropolitan Medical Response System
MRC	Medical Reserve Corps
MSA	Metropolitan Statistical Areas
NEMA	Nebraska Emergency Management Agency
NFPA	National Fire Protection Association
NPP	Nebraska Preparedness Partnership
OCIO	Office of the Chief Information Officer
OFD	Omaha Fire Department
OMMRS	Omaha Metropolitan Medical Response System
OPD	Omaha Police Department
OPPD	Omaha Public Power District
PET	Planning, Exercise, and Training
POC	Point of Contact
PPC	Public Policy Center
RDU	Rapid Deployment Unit
SHSG	State Homeland Security Grant
UASI	Urban Area Security Initiative