Tri-County Urban Area Security Initiative Working Group

Meeting Minutes
January 10, 2014, 0900 CST
1819 Farnam Street, 3rd Floor, Jesse Lowe Conference Room, Omaha, NE

Meeting comes to order

1. **Introduction of voting members present**
   Gail Braun, acting chair, called the meeting to order at 9:00 AM.

First Name	Last Name	Agency	Attendance
Gail	Braun	Omaha Mayor's Office	X
Mark	Conrey	Communications	X
Travis	Harlow	Rural Fire	X
Brad	Hildebrandt	Urban Fire	X
Paul	Johnson	Douglas County	X
Larry	Lavelle	Sarpy County	
Lynn	Marshall	Emergency Management	X
Kevin	Pokorny	Rural Law Enforcement	
Bill	Pook	Washington County	X
Tom	Shaffer	Urban Law Enforcement	
Dennis	Snook	Critical Infrastructure/Key Resources	X

   Other in attendance: Gregory Andersen (DOTComm), Melanie Bates (Omaha Mayor's Office), Phil Brazelton (Washington County 911), Denise Bulling (Public Policy Center), Scott Crites (City of Omaha), Phyllis Dutton (OMMRS), Terry Haese (Omaha Airport Authority), Bill Holaday (Omaha PD TEW), Rich Kuhl (DOTComm), Rich Lally (Douglas County Sherrif's Office), Dustin Rief (Omaha Public Works), Robert Rockwell (Omaha Eppley Airfield Police), Whitney Shipley (DCEMA), Brian Staskiewicz (Omaha Police Department), Kurt Strachuta (Bellevue Fire), Hayley Sutter (Public Policy Center), Shawn Thallas (Washington County Sheriff's Office), Heather Tippy Pierce (Omaha Public Works), Lee Tomlinson (Omaha PD TEW), Karisa Vlasik (OPPD), and Marc Willis (Metropolitan Utilites District)

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**
   Bill Pook made a motion to approve the minutes with the following addendum: under section headed "Tri-County local match funding - $17,315" replace the following text "Washington County and Sarpy County concur and support the per capita payment option" with "Larry Lavelle made a motion to call to the resolution to a roll call vote; Bill Polk and Paul Johnson seconded the motion. The roll call vote is as follows: City of Omaha, yay; Sarpy County, yay; Douglas County, yay; Washington County, yay. The resolution passed by roll call vote". Lynn Marshall seconded the motion; the approval of the minutes passed by consensus.

Discussion Items

No report.

Updates and Reports

1. **Cyber Security Project Update** – Greg Andersen, DOTComm
   The 2010 grant will end June 30, 2014; $8,000 remains unallocated. An online SANS training will be offered; the course takes four to six days to complete and is being offered at a discounted rate of $1,200 per person. A Palo

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Alto Networks Firewall Essentials FastTrack was offered to assist in the consolidation of three different firewall systems to the Palo Alto firewall system. DOTComm has been engaged in cyber security portal training. $40,000 is allocated for a SEM cybersecurity project to aggregate all system logs; this will allow the system to identify correlating issues and be used in business analytics. The number, frequency, and location of cyber-attacks will be reported at the next meeting.

2. **Omaha Terrorism Early Warning Group (OMATEWG) Update** – Stg. Lee Tomlinson, OPD
   The Terrorism Warning Group website has been launched; click here to be redirected to the OMATEWG website. Bill Holiday attended the Fusion Liaison Officer (FLO) training through the Nebraska Information Analysis Center (NIAC) in June 2013. Bill was nominated to be the PET region FLO. Only sworn officers were eligible to participate in this inaugural training. The Nebraska Fusion Information Network (NFIN) is functioning under the control of NIAC. The OMATEWG participates in monthly NIAC intelligence meetings, is involved with CIKR, the Great Plains Contingency Planners, and the NIPC Conference, and participates in the yearly data call facilitated by the Department of Homeland Security (DHS). Members of the OMATEWG will be taking an online course on terrorism through the National Consortium on Terrorism offered by the University of Maryland. OMATEWG is looking into the possibility of hosting a State and Local Anti-Terrorism Training (SLATT) through Bureau of Justice Assistance (BJA); the training would be free to attend.
3. **Conference Report: Homeland Security Professionals Conference** – Sgt. Lee Tomlinson, Lt. James Sklenar, Capt. Kevin Pokorny
   Four UASI representatives attended the Homeland Security Professional Conference on November 5-7, 2013 in Orlando, Florida. The conference focused on radical Islam and featured Steve Emerson as the keynote speaker.
4. **Tri-County/UASI management & Administration update** –Gail Braun
   a. **Please elect committee chairs and co-chairs for 2014**, see 2014 Committee Chair contact list
      CIKR needs to elect a co-chair. By default, the PET subcommittee has a chair pro-temp. (See Appendix I)
   b. **Reminder:** 2014 M&A cost share invoices for Douglas, Sarpy, and Washington Counties
      Cost share invoiced will be issued during the week on January 13, 2014.
   c. **Please note:** Updated Tri-County travel rules which now include airfare quote requirement
      NEMA recently issues changes to their travel policy to include "at least two quotes on airfare pricing, airfare confirmation showing your name and total airfare amount, boarding pass and/or luggage fee receipt" and the reduction of privately owned motor vehicle mileage rate to 56¢. (See Appendix II)
   d. **Last Chance:** If anybody is concerned about not being able to spend their FY2011 or FY2012 SHSG funds by January 31, 2014, please step forward
      The FY2011 and FY2012 grant period will end on January 31, 2014; NEMA will review extension requests on a case by case basis. Reimbursements will not be issues for events of invoices dated after January 31, 2014 without NEMA's preapproval.

5. **Financial update & report – Scott Crites, City of Omaha Finance Department**
   $10,800 remains unallocated in the FY2011 grant; most of the funds are earmarked for PET and CIKR (note: the CIKR funds are currently obligated but unspent). The OMMRS grant has $13,000 remaining; portable radiation equipment has been ordered with these funds and will be invoiced as soon as it is received. $102,000 remains unspent in the FY2012 grant. Bellevue Fire held a hazmat training and Incident Safety Officer Training that needs to be invoiced for. OMMRS is waiting on invoices to finalize the spend out of their remaining $10,000; tactical SWAT phones are ordered and waiting for an invoice and will account for $22,000 of FY2012 grant. The FY2013 grant will end on January 31, 2015.

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6. **Standing committee reports**
   a. **Emergency Management/Planning, Exercise & Training (PET)** : Lynn Marshall, Sarpy County Emergency Management
   Emergency management continues to meet monthly. Beginning January 1, 2014 Washington County will represent emergency management and Douglas County will represent the PET sub-committee chair. Emergency Management meets bi-weekly at 1:00 PM at the Fire Safety Training Center; the first meeting will be February 3, 2014. FY2011 PET funds have been obligated and the FY2012 funds will be transferred to the Bellevue Fire Department. No general funds were written into the FY2013 grant; instead, all FY2013 grant funds were written into projects. The PET calendar will be updated.
   b. **Communications**: Mark Conrey, Douglas County 911 Communications
   OMMRS channels have been added to the Metro consul. The Office of the Chief Information Officer (OCIO) has halted the interlocal agreement with the State Patrol. Since the last meeting a denial of service resulted in rural fire departments not receiving alerts; this was an AT&T error and is now remediated. The Regionalization Study has been submitted to the politicians for final determination. Emergency broadband meetings are still taking place; the state is taking the lead and is looking to develop a working group with diverse representation.
   c. **Critical Infrastructure/Key Resources (CIKR)**: Dennis Snook, OPPD
   CIKR is working to establish the Nebraska Preparedness Partnership, an advocacy group allowing businesses to participate in the emergency preparedness process. An initial meeting was held with local business leaders to discuss the establishment of this group; a leadership committee continues to meet twice a month to develop a business plan and organizational structure. This advocacy group may become a statewide initiative similar to Safeguard Iowa. A critical infrastructure training is being coordinated at a regional level; CIKR is looking to contract out for the development of a white papers focusing on implementation.
   d. **Urban Law Enforcement**: Lt. Tom Shaffer, OPD
   McCook Police Department has requested an active shooter training. The throw phone has been ordered. The FY2013 grant will likely be spent out by December 31, 2014.
   e. **Rural Law Enforcement**: Captain Kevin Pokorny, LaVista PD
   No report.
   f. **Urban Fire**: Brad Hildebrandt, Omaha Fire and Brad Hildebrandt, Omaha Fire Department
   The final draft for the Standard Response Protocol for Special Operations was submitted on January 9, 2014; the report will be reformatted and resubmitted by January 31, 2014. A workshop connecting large companies in the metro area will be held on February 15, 2014; the workshop will focus on response and communication issues between large businesses and first responders and will share the lessons learned from the First National Bank exercise.
   g. **Rural Fire**: Travis Harlow, Papillion Fire
   A Tri-Mutual Aid training will be held on January 18, 2014; for more information or to register see the TMA Fire Fighters Association website.

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7. **Reports from other associated Homeland Security Federal Grant Programs**
    a. **Omaha Metropolitan Medical Response System (MMRS)** – Phyllis Dutton
    OMMRS is working to spend out their remaining FY2011 and FY2012 grants. Three area hospitals – the Women's Hospital, Nebraska Orthopedic Hospital, and Bellevue Hospital – will be receiving radiation equipment. A full audit of all equipment on loan is being completed. The full scale evacuation exercise was completed on October 16; an after action report has been drafted and is under review. The after action report identified a few areas of improvement including notification of 911 centers and other hospitals and the need for more concise and time efficient reports. A mass fatality committee has been convened to discuss the handling of multiple fatalities at mass sites.
    b. **Citizen Corps Program** – Tom McMahon, United Way of the Midlands
    Citizen Corps has adopted a goal to provide community information regarding weather related activities and emergencies. March will be severe weather awareness month in the Tri-County. Ten-thousand place mats encouraging kids to learn about emergencies and providing weather related information are being printed and will be distributed throughout the Tri-County region.

8. **Public Policy Center Report –** Denise Bulling
The State Advisory Committee meeting will be held on January 23, 2014 from 1:00-3:00 PM in the fifth floor conference room of the Lincoln Community Foundation Building (215 Centennial Mall South, Lincoln, NE 68508); the new homeland security policy strategy will be adopted during this meeting. The next Nebraska Public Safety Communication Council (NPSCC) meeting will be on January 27, 2014 at 1:00 PM in the fourth floor auditorium of the Bennett Martin City Library (136 South 14 St, Lincoln, NE 68508); the working group overseeing the implementation of FirstNet will be established during the meeting. The Association of Threat Assessment Professionals Spring Regional Conference will be held on March 31 – April 2 in Omaha, Nebraska at the Downtown Embassy Suites. Omaha has hosted the Spring Regional since 2012; however, it will be moved to a new location in 2015. The conference will feature presentations on school threat assessment, interviewing and hostage negotiation, domestic violence, and danger assessment. The cost to attend this conference is $350; a discounted rate of $325 is available to ATAP members and current law enforcement professionals or $150 for students. Registration is now open; visit the ATAP website for more information or to register.

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Action Items

1. **Transfer of $7,510.48 in FY2012 SHSG PET funds to FY2012 SHSG Bellevue Fire Department HazMat MOU allocation for January 2014 HazMat Refresher training and revision of the FY2012 work plan; HazMat Refresher training was approved by Tri-County PET Subcommittee and NEMA on 12/16/13.**
Mark Conrey mad a motion to approve the transfer of $7,510.48 in FY2012 SHSG PET funds to FY2012 SHSG Bellevue Fire Department HazMat MOU allocation for January 2014 HazMat Refresher training and revision of the FY2012 work plan. Dennis Snook seconded this motion; the motion passed by consensus.

Public Comment

No public comment.

Upcoming events & next meeting

The next meeting will be held Friday, March 14, 2014 at 9:00 am in the Jesse Lowe Conference Room.

Tri-County Urban Area Security Initiative Working Group

Tri-County UASI meetings are scheduled every two months, on the second Friday of those months at 9:00 AM. The 2014 meeting dates are as follows:

Friday, January 10	Friday July 11
Friday, March 14	Friday, September 12
Friday, May 9	Friday, November 14

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

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Appendix I:
Tri-County Urban Area Security Initiative Working Group 2014

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Tri-County Urban Area Security Initiative Working Group
2014

Voting Chairs

Committee/Entity	Chair	Contact Information
UASI Working Group Chair / Point of Contact	Marty Bilek, City of Omaha, Mayor's Office	O: 402-444-3518 Marty.Bilek@ci.omaha.ne.us
	Co-Chair: Larry Lavelle, Sarpy County 911	O: 402-593-2283 C: 402-659-4459 llavelle@sarpy.com
Urban Law Enforcement	Lt. Tom Shaffer, Omaha Police Department	O: 402-444-5766 C: 402-510-6148 thomas.shaffer@ci.omaha.ne.us
	Co-Chair: Sgt. Matt Manhart, Omaha Police Department	O: 402-444-3342 mmanhart@ci.omaha.ne.us
Rural Law Enforcement	Capt. Kevin Pokorny, La Vista Police Department	O: 402-331-1582 C: 402-306-5685 kpokorny@ci.la-vista.ne.us
	Co-Chair: Lt. Richard Lally, Douglas County Sheriff	O: 402-444-7724 C: 402-444-6641 richard.lally@douglascounty-ne.gov
Urban Fire	A/C Shane Hunter, Omaha Fire Department	O: 402-444-3848 C: 402-639-8126 shunter@ci.omaha.ne.us
	Co-Chair: Capt. Brad Hildebrand, Omaha Fire Department	O: 402-444-7626 C: 402-578-7039 Bradley.Hildebrandt@ci.omaha.ne.us
Rural Fire	Travis Harlow, Waterloo Fire	C: (402) 208-5206 travisharlow@hotmail.com
	Co-Chair: Chief Bill Bowes, Papillion Fire Department	O: 402-339-8617 C: 402-657-3763 bbowes@papillion.org
Emergency Management	Bill Pook, Region 5/6 EMA	O: 402-727-2785 C: 402-719-5736 bill@region5-6.org
	Co-Chair: Whitney Shipley, DC EMA	O: (402) 504-6843 C: (402) 290-4344 whitney.shipley@douglascounty-ne.gov
911 Communications	Mark Conrey, Douglas County 911 Communications	O: 402-444-5800 C: 402-679-0821 mconrey@ci.omaha.ne.us
	Co-Chair: Capt. Phil Brazelton, Washington County Sheriff	O: 426-6977 capt.brazelton@washcosheriff.org
Critical Infrastructure & Key Resources	Dennis Snook, Omaha Public Power District	O: (402) 636-3043 C: (402) 651-2588 djsnook@oppd.com
	Co-Chair:	
Douglas County	Paul Johnson, Douglas County EMA	O: 402-504-6842 C: 402-618-0349 paul.johnson@douglascounty-us.gov
	Co-Chair: Adi M. Pour, Ph. D., Douglas County Health Department	O: 402-444-7471 apour@douglascounty-ne.gov
Sarpy County	Larry Lavelle, Sarpy County 911	O: 402-593-2283 C: 402-659-4459 llavelle@sarpy.com
	Co-Chair: Mark Wayne, Sarpy County Administrator	O: 402-593-2347 C: 402-681-9511 MarkW@sarpy.com

Tri-County Urban Area Security Initiative Working Group
2014

Washington County	Lt. Shawn Thallas, Washington County Sheriff	O: (402) 426-6860 C: (402) 616-2698 lt.thallas@washcosheriff.org
	Co-Chair: Bill Pook, Region 5/6 EMA	O: 402-727-2785 C: 402-719-5736 bill@region5-6.org
PET Sub-Committee	Whitney Shipley, DC EMA	O: (402) 504-6843 C: (402) 290-4344 whitney.shipley@douglascounty-ne.gov

Non-Voting Representatives

City of Omaha	Gail, Braun, Grant Administrator	O: 402-444-5286 C: 402-319-0084 Gail.Braun@ci.omaha.ne.us
	Scott Crites, Accountant	O: 402-444-4215 Scott.Crites@ci.omaha.ne.us
	Phil Ruhe, Grant Assistant	O: 402-444-5546 C: 402-290-0716 pruhe@cityofomaha.org
University of Nebraska, Public Policy Center	Denise Bulling, PhD	O: 402-472-1509 dbulling@nebraska.edu
	Janell Walther	O: 402-472-2762 jwalther2@nebraska.edu

State and Federal Contacts

Nebraska Emergency Management Agency	Nikki Weber, Federal Aid Administrator, Supervisor	O: 402-471-7226 nikki.weber@nebraska.gov
	Mardell Hergenrader, Grants Manager	O: 402-471-7413 C: 402-429-3375 mardell.hergenrader@nebraska.gov
Federal Emergency Management Agency, DHS/FEMA Grant Programs Directorate		

Appendix II:
Tri-County Omaha UAWG Travel Policy

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TRI-COUNTY OMAHA UAWG TRAVEL POLICY

PRE-TRAVEL:

Non-City of Omaha employees

Complete Estimated Costs portion of City of Omaha Grant Travel Authorization and Expense Report Form. Submit to your committee chair for approval.

City of Omaha employees

Complete City of Omaha Combined Subsistence and Transportation Authorization and Expense Report, A-130. Submit to your or Division Manager/Department Director for approval.

Pre-travel reimbursement

Airfare and conference registration fees can be reimbursed prior to your travel. Email or fax your airfare receipt and registration confirmation, along with a conference agenda and a copy of you're A-130 approval to Scott Crites at scott.crites@ci.omaha.ne.us or (402) 444-5026

POST-TRAVEL:

The following is a checklist of items you will need to submit to Scott Crites **within 60 days of your travel**:

- Conference agenda
- Registration Confirmation
- Approved NEMA Planning, Exercise and Training Form (if appropriate)
- Non-City of Omaha employees: City of Omaha Grant Travel Authorization and Expense signed by you and your committee chair
- City of Omaha employees: City of Omaha Combined Subsistence and Transportation Authorization and Expense Report, A-130 signed by you and your Department Director
- Airfare: at least two quotes on airfare pricing, airfare confirmation showing your name and total airfare amount, boarding pass and/or luggage fee Receipt
- Itemized Receipts (i.e. airfare, meals, airport parking cab, hotel bill with $0.00 balance to confirm you paid)

Attention Non-City of Omaha employees: If you choose to get reimbursed directly, the City of Omaha will issue a 1099 form that you may or may not need to report to the Internal Revenue Service (IRS). In order to avoid having a 1099 form issued to you, you will want to request reimbursement of your travel be made to your respective organization/agency/department. Your organization/agency/department may then disburse the reimbursed funds to you.

REIMBURSEMENT GUIDELINES / NON ALLOWABLE EXPENSES:

- Non-itemized receipts are reimbursed at a maximum of $5.00
- Alcohol, snacks, and tips are not reimbursable expenses
- Food is only reimbursable for overnight travel
- If breakfast, lunch, or dinner is provided by the planning, exercise, or training event, no meal reimbursement can be made for such meal
- Airfare: at least two airfare quotes need to be obtained prior to travel. For documentation purposes, you may submit print-outs from aggregator websites like Orbitz, Travelocity, Priceline, or airline websites.
- Privately owned motor vehicle (POV) mileage is reimbursable at the current authorized GSA Privately Owned Vehicle Mileage Reimbursement Rate. Current rates can be found at www.gsa.gov. Effective January 1, 2014 the POV mileage rate is $.56
  Only travel outside the Tri-County Area is eligible for mileage reimbursements. Mileage reimbursement requests must be submitted with a map of distance traveled (i.e. www.mapquest.com or www.maps.google.com). Mileage to Eppley Airport is not allowable if you live/work within the Omaha Metro area.
- Cab fare to and from the airport is considered a transportation expense, not an incidental expense. Cab tips are NOT reimbursable

OUT-OF-STATE PER DIEM:

Find your maximum per diem (meals and lodging) by going to the website www.gsa.gov – click the link on the left side labeled "Per Diem Rates". Find you per diem by searching for the proper location of the planning, exercise, or training event. Food is only reimbursable for overnight travel. You will be reimbursed for actual expenses up to the per diem amount, according to the following formula:

- Breakfast – 20% of Meals & Incidentals Expense Rate (M&IE)
- Lunch – 30% of Meals & Incidentals Expense Rate (M&IE)
- Dinner– 50% of Meals & Incidentals Expense Rate (M&IE)

Note that the M&IE is different on the first and last days (travel days) than on the days between (**Per diem rates on the first and last days of travel are 75% of your max. per diem rates**). In addition please familiarize yourself with the following travel day meal reimbursement rules:

- Breakfast – When an employee leaves for overnight travel at or before 0630, breakfast may be reimbursed.
- Lunch – When an employee leaves for overnight travel at or before 1100 or return from overnight travel at or after 1400, the noon meal may be reimbursed.
- Dinner – When an employee returns from overnight travel at or after 1900, the evening meal may be reimbursed.

When figuring out your meal reimbursement, you may include taxes. If you split a receipt with someone else, you cannot simply split the taxes in two. Taxes need to be figured out for your expenses specifically.

IN-STATE PER DIEM:

Find your maximum per diem (meals and lodging) within the State of Nebraska by going to the website www.gsa.gov – click the link on the left side labeled "Per Diem Rates". Find the applicable per diem rate (Meals & Incidentals Expense Rate) by clicking on Nebraska. Food is only reimbursable for overnight travel. You will be reimbursed for actual expenses up to the per diem amount, according to the following formula:

- Breakfast – 20% of Meals & Incidentals Expense Rate (M&IE)
- Lunch – 30% of Meals & Incidentals Expense Rate (M&IE)
- Dinner– 50% of Meals & Incidentals Expense Rate (M&IE)

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When figuring out your meal reimbursement, you may include taxes. If you split a receipt with someone else, you cannot simply split the taxes in two. Taxes need to be figured out for your expenses specifically.

REFERENCES:

- City of Omaha Travel Guidelines (02/02/2012)
- State of Nebraska State Accounting Manual (http://das.state.ne.us/accounting/nis/am005.htm#meals)
- Nebraska Emergency Management Agency Grant Management Handbook (October 2010)