



North Central Regional Board

Denver Urban Area Working Group

Joint Governance Meeting



Denver Police District 3
1625 S. University Blvd.
Denver, CO 80210

January 6, 2017

Minutes

1. Call to Order / Welcome/ Introductions

Steve Cole,
Matt Mueller

Steve Cole called the meeting to order at 09:30

2. Attendance / Quorum Established

Chairs

NCR Board Members Present:

Ron Sigman (proxy for Richard Atkins), Michele Askenazi, Sam McGhee (proxy for Nick Metz), Scott Kellar (proxy for Mike Chard), Stephanie Hackett (proxy for Dan Eamon), Ryan Broughton, Sylvia Sich, Tim Johnson, Rose Lynch, Stephen Cole, Kevin Armstrong, Mark Gutke, Christine Billings (proxy for Clint Fey).

Board Members Absent: Kent Davies, Dave Ramos, Kathleen Krebs, Rick Albers, TJ Steck, Marci Linton, Charlie Mains.

13 members were present, 8 members were absent with a proxy and 7 members were absent with no proxy; a quorum was reached.

UASI Working Group Board Member Attendance/Quorum Established

Board Members Present: Ron Sigman, Stuart Sunderland, Dave Mitchell, Matt Chapman, Tom Meigel (proxy for Jerry Rhodes), Ryan Broughton, Sylvia Sich, Sam McGhee (proxy for Mark Wolf), Stephanie Hackett, Mark Gutke, Jackie Erwin (also proxy for Gene Enley, Lin Bonesteel (proxy for Stephen Kelley), Christine Billings (proxy for Clint Fey), JJ Elliott, Mark Cooney

Board Members Absent: Dave Walcher, Christian Contos, Eric Schmitt, John Tarbert, Dave Bierwiler, Bob Baker

17 members were present; 6 members were absent; a quorum was reached.

3. Addition/Deletion of Agenda Items

Chairs

There were no addition or deletion of agenda items

4. Approval of Meeting Minutes

Chairs

Sam McGhee made a motion to approve the December minutes as presented. Kirk Dominic seconded the motion. Motion passed.

5. Old Business

a. Regional Planning Process Updates

Scott Kellar,

i. Regional Strategy Approval

Lin Bonesteel

It was determined to approve the Regional Strategy during the February Board Meeting due to limited time the Regional Strategy was sent out to the members and the lack of time to review it.

ii. 2016 THIRA Complete

Lin Bonesteel did submit the Denver UASI THIRA before the 31 December 2016 deadline. She received confirmation from FEMA that it was received. She is expecting to hear feedback on the THIRA in the future.

b. FY17 Grant Process and Policies

Scott Kellar,

i. Grant Process Planning Calendar

Lin Bonesteel,

Scott Kellar briefed the board about the grant process planning calendar hand out sheet. He stressed the calendar dates could be modified since there is no guidance from the Federal and/or state government yet. The UASI/NCR grant application website will be accepting applications starting on 9 January 2017 and close on 10 March 2017. The calendar is similar to last year's timeframe, allowing the project authors 60 days to complete an application for projects. The hand out provided to the board outlines the entire process of the 2017 Regional Grant Development timeline.

ii. Grant Project Scoring Criteria

Scott Kellar informed the board about the scoring anchors added to the 2017 Project Scoring Sheet. This will help the Grant Development Committee (GDC) score the projects based on a 0-5 scale of each scoring criteria.

Mark Gutke made a motion to approve the 2017 Grant Project Scoring Criteria as presented. JJ Elliot seconded the motion. Motion passed.

iii. Grant Development Committee Policies

Scott Kellar also briefed the board on the GDC policies and provided an executive summary of each policy. Some highlights include: Regional Planning, Training and Exercise projects is the cost of running a program for the Region. 1a) The GIS and ISSI sustainment projects will be included in the planning project and was updated in the policies after the GDC made a recommendation last year to add it to the Regional Planning, Training and

Exercises project. This project will be ranked 1-2 on the IPL and will not require scoring by the GDC.

1d) Events or activities submitted into the TEPW process that was not funded in the 2017-2019 Training & Exercise Plan may be submitted into the regular project evaluation process for funding consideration.

3. Ongoing Projects Priority: Long-term grant funding availability is not clear. Consequently, the GDC should closely review project sustainability and strongly consider ongoing projects that can be completed with 2018 funding.

5. Contractor Support for Exercises and Training Events: Multi-Jurisdictional, Regional full-scale events may be supported with contractor funding. Individual jurisdictional and/or agency events will not be supported with funding.

6. Backfill and overtime will not be provided for planning purposes, only for actual events.

8. Projects must be submitted each year, no projects will be carried over between grant years including phased projects.

12. Citizen Preparedness Funding: The Region will fund up to \$50,000 on an annual basis, this project will not require scoring by the GDC.

JJ Elliot made a motion to approve the 2017 Grant Development Committee Policies as presented. Kevin Armstrong seconded the motion. Motion passed.

iv. Grant Development Committee Membership

Scott Kellar reminded the Board the GDC membership includes the ten county emergency managers and six at large subject matter experts in core first responder disciplines.

JJ Elliot made a motion to approve the 2017 Grant Development Committee Membership as presented. Sam McGhee seconded the motion. Motion passed.

v. Online Grant Project System Review

Matt Gassman

Matt Gassman gave a brief overview of the 2017 grant application website and provided the board with a handout to help navigate the application website.

c. Training & Exercise Program Updates

Rachelle Miller,

i. 2017-2019 TEP Approval

Lin Bonesteel

Rachelle Miller briefed the board on a summary of the TEP that was sent out electronically. She will bring hard copies to the February board meeting for the board to review.

Mark Gutke made a motion to approve the 2017-2019 TEP as presented. Eric Leathe seconded the motion. Motion passed.

ii. Committee Chair Opening

Rachelle Miller briefed the board on the recent turnover of the chair and co-chair of the NCR Regional Training and Exercise Committee. If anyone is interested in becoming the chair or co-chair of the committee, please email Scott Kellar or Lin Bonesteel. The Training and Exercises committee will meet Tuesday 10 January 2017 at the West Metro training facility.

iii. State Training and Exercise Committee

Kick-Off Meeting

Rachelle Miller briefed the board about the new State Training and Exercise Committee that will be ran by Nowell Curran. Nowell is requesting the NCR to provide representation to the new committee, they will have a kick off meeting on 26 January 2017 at DHSEM.

iv. State Public Health Exercise Updates

Stephanie McPherson

Stephanie McPherson briefed the board about the State Public Health Exercise. There has been no significant update since December, but the State will conduct tabletop exercises in the next few weeks. As a reminder to the board, the exercise will be conducted from June 15-17, 2017.

d. TCC Train the Trainer Update

Bobby Putnam,
Justin Harper

Bobby Putnam briefed the board about the TCC Train the Trainer program and outlined the best three options he could come up with for the board. Option 1 is a standardized certificate program that would be supported by National Association of Emergency Medical Technicians (NAEMT). This would require anyone teaching TCC to be at least a National Registry Emergency Medical Technician (EMT). Option 2 is train any Colorado POST certified person to be a TCC instructor, he warned this would carry liability issues. Option 3 is to stop the TCC program when the funding is exhausted and not train any additional first responders.

Bobby recommends option 1 and projects he can train up to 50 additional instructors instead of offering the regular TCC class, but is looking for the board for feedback. The current funding source has the capability of training an additional 854 students in the basic TCC class. Bobby believes he can train at least 50 people in the train the trainer curriculum and those members can train the rest of the Region.

One option that was discussed with the group is to include the TCC in all POST academies and continuing education requirements after the current funding source is exhausted. Bobby explained that POST did adopt the Denver Health curriculum that is not a certification program.

Eric Leathe is concerned about getting people recertified in TCC and thought it would be cheaper to contract it out due to updates in the curriculum and time spent training everyone. Dave Mitchell recommended scheduling two classes a year to keep up the certification up to date. Kirk Dominic expressed that the first responders care about the knowledge of the TCC class and not the certification.

Mark Gutke recommended allowing five representations from each county to be trained in the train the courses and then take that knowledge to all of agencies within each county.

Scott Kellar brought up the sustainment piece of the Train the Trainer program from the TEP. He asked what the time commitment is to become a trainer? Bobby told the board the standard TCC train the trainer course is eight hours long, but could modify the class to six hours. The TCCC is an expensive class if it's taught with the NAEMT standards that can take at least 40 hours or more.

Silva Sich cautioned the board on who will be in the cache of instructors since many law enforcement agencies promote members within the academies every few years.

It was decided that the contract would be renewed and Denver Health will offer train the trainer options in the late spring and summer as part of the contract.

e. Communications Updates

Steve Kabelis,
Scott Kellar

i. 2017 Initiatives

ii. FirstNet Updates

Steve Kabelis provided an update that the communications committee wrapped up their work plan. The winning vendor for FirstNet was AT&T, although there is currently a challenge to that award ongoing. FirstNet Colorado is publishing documents of the work that will be done in Colorado within the first 100 days after the award of the RFP. There will be a five year plan to implement the build out of the network. The state will have 60-90 days to review the proposal and then decided to either opt in or opt out.

FirstNet Colorado has provided a free online training class about an overview of FirstNet and is on Cotrain. The communication committee will meet on 18 January at the City of Lakewood to update the work plan.

f. NCR Volunteer of the Year Award

Peter Perez,
Matt Gassman

The NCR Volunteer of the Year Award is due to the state on 10 February, to date there has been three nominations from the NCR. The Citizen Preparedness Committee will meet at the beginning of February to make a recommendation to the board of the NCR Volunteer of the year.

g. Active Grant Status Update

Lin Bonesteel,
Scott Kellar

i. UASI Grants

Lin Bonesteel provided an update on the FY15 and FY16 expenditures. Things are moving along with no delay. At the next board meeting, Xochilt will have an up to date report on the salary costs of the UASI staff.

h. NCR Grants

Scott Kellar provided an updated the NCR grants and said there are two active grants now, 2015 and 2016. All 2015 kickoff meetings have been completed. The three RFP's for the regional communications project for the Jeffco mountain area is back and the vendors have been selected. The next step is to meet with the selected vendors and negotiation better prices. 2016 funds are also available now, some kickoff meetings have been completed.

6. Committee Report Outs

- a. None

7. New Business

- a. UAWG Charter Update Lin Bonesteel
Lin Bonesteel recommended updating the UAWG proxy list for the members. She will email each member to determine who is the primary and alternate voting member for each jurisdiction.

- b. Complex Coordinated Terrorist Attack Grant Scott Kellar
Program Updates
Scott Kellar gave the board an update on the application for the Complex Coordinated Attack Grant Program (CCTA). The application-working group has met one since the Notice of Funding was released by FEMA. At the initial kick off meeting, there was 40 agencies that expressed interest in participating in this grant. Please send letters of support to mgassman@arapahogov.com by 3 February. The application-working group is working towards brainstorming and writing the 15-page application that is due 10 February. We expect to hear back from FEMA in April if we received any funding from this grant source or not.

8. State/Regional Partner Updates

- a. State of Colorado State Representatives
Cory Stark announced that the application for EMPG funding is now open and to complete your applications as soon as possible. The CEMA conference will not allow any walk-ups this year so register beforehand.

Lindsey Shaw communicated with the group the Boulder Quick Start class was canceled and is rescheduled for next week.

- b. RETAC Updates Marci Linton
No representative present.
- c. Mile High Red Cross Katie Fisk
Katie Fisk recommended contacting her if anyone has any sheltering questions. Dennis Hughes is working with Arvada Fire on a free smoke alarm camping. The Red Cross will be in Arvada on 14 January from 0800-1300 to install and test smoke alarms.
- d. DRCOG Updates Greg MacKinnon
No representative present.

e. CEPP Updates

Pat Williams

CEPP will have three major programs in 2017; a fire prevention program, active threat workshops and a chemical safety workshop. For more information about these programs please contact Pat Williams.

9. Regional Committee Updates (as needed)

Committee Chairs

10. Upcoming Meeting/Key Dates – Also see NCR Web site www.ncrcolorado.org

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| a. | HSAC Meeting | Jan 9, 2017 |
| b. | NCR/UASI Meeting | Feb 9, 2017 |
| c. | CCTA Grant Application Due | Feb 10, 2017 |

11. Other Business / Adjourn

Chairs

Ryan Broughton was introduced as new Emergency Manager for the City and County of Denver. Ryan brings many years of experience in Emergency Management from the City of San Jose and various military branches.