



North Central Region Board & Denver UASI Working Group



Joint Governance Meeting

Denver Police Department District 1
January 8, 2015

MINUTES

1. Call to order/Welcome

The meeting was called to order by the NCR Chair Jerry Rhodes at 09:33 AM. .

2. NCR Board Member Attendance/Quorum Established

Board Members Present: Heather McDermott, Michele Askenazi (and proxy for Tim Johnson), Scott Field (and proxy for John Burbach), Brandon Lenderink, TJ Steck, Stephen Cole, Clint Fey, Mark Gutke, Bob Marlin, Amy Danzel (proxy for Mike Chard), Peter Perez (proxy for Dan Eamon), Don Taylor (proxy for Steven Watson), Mark Gutke (proxy for Clint Fey).

Board Members Absent: Bob Baker, Terry Jones, Kent Davies, Dave Ramos, Kathleen Krebs, Rick Albers, Doreen Jokerst, Charlie Mains.

14 members were present and 8 members were absent; a quorum was reached.

UASI Working Group Board Member Attendance/Quorum Established

Board Members Present: Karl Smalley, Nate Fogg, Lisa Ciazza (for Matt Chapman, Aurora), Scott Field, JJ Elliot, Perry Otero (Proxy for Stephen Kelley), John Burbach, Mark Wolf, Jim Olsen, Clint Fey (Jefferson County & West Metro Fire), Gene Ensley, Stuart Sunderland (North Washington FPD), Mark Cooney.

Board Members Absent: Jerry Rhodes, Kirk Dominic, Jon Greer, City of Englewood Representation, Eric Schmitt, Stephanie Hackett, John Tarbert (RTD), Dave Daley,

14 members were present and 8 members were absent; a quorum was reached.

3. Addition/Deletion of Agenda Items:

None

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4. Approval of Previous NCR and UASI Minutes:

UPON MOTION MADE BY TJ STECK AND SECONDED BY BRANDON LENDERINK, THE MOTION TO APPROVE THE DECEMBER 2014 JOINT GOVERNANCE MEETING MINUTES WAS UNANIMOUSLY CARRIED.

5. Old Business

a. Planning Process Updates

i. THIRA Finalized & Submitted

Lin Bonesteel said that the THIRA was sent in to FEMA. They will provide feedback according to the return email.

ii. Training and Exercise Plan Adoption

Per Scott Kellar, the Training and Exercise Committee will meet next Tuesday and likely approve the plan. The Board and Working Group will then be asked to approve the plan. Following both approvals the unfunded training and exercise events within the TEP will become the 2015 training and exercise grant project.

b. 2015 Grant Process Updates

i. Grant Policies Review/Adoption

Scott Kellar said that if we all agree on the scoring process today then we will open up the site shortly. This is an open process to any entity within the NCR. The Grant Review Committee will then score the projects based on the metrics and then meet in person to come up with a final draft of the Integrated Priority List. The Boards will then be asked to review and approve the draft list.

Scott Kellar went through the grant committee policy guidance for 2015. The majority of the items were the same with an update including the region funding up to 50,000 dollars in citizen preparedness projects. Regional Staff will review submitted citizen preparedness projects and develop recommendations for project downsizing if the overall requested amount is above the threshold. He then asked for a motion to approve the guidance document. (Please reference "2015 Grant Development Committee Policy Guidance" for further detailed information.)

UPON MOTION MADE BY JJ ELLIOT AND SECONDED BY PETER PEREZ, THE MOTION TO APPROVE THE 2015 GRANT DEVELOPMENT COMMITTEE POLICY GUIDANCE TO INCLUDE NUMBER 11 (CITIZEN PREPAREDNESS FUNDING POLICY) WAS UNANIMOUSLY CARRIED.

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ii. Project Scoring Metrics

Scott Kellar reviewed the project scoring metrics that will be used to score projects. The scoring is both subjective and objective with linkage to capability assessments, strategy, Risk Assessment Summary, THIRA, and Improvement Planning Workshop Summary document (new category for scoring). The Improvement Planning Workshop Summary is areas of improvement continuously found through real world and exercise AARs. These are the most challenging gaps across the region so they would receive a higher score based on the new metrics. The order on the metrics sheet was reordered to follow the scoring sheet.

Rose Lynch said that the multijurisdictional collaboration points total seemed to be low.

Scott Kellar said that we should discuss these now because we would like to finalize the document today. He said that multi-jurisdictional points are picked up in other categories as well. Rachele Miller added that when the committees review the projects for ranking the committee also considers how many jurisdictions are impacted with the said project.

There was continued discussion on how committees prioritize projects and it was agreed that each committee operates by their own bylaws and structure.

Rose Lynch asked how come the committees don't use the metric scoring sheets to rank projects. Scott Kellar said that was done in the past but it was not effective or efficient as a lesson learned. JJ Elliott said that this is why projects go through subcommittees and committees and we have all these same conversations to get the best ranking order. Lin Bonesteel added that this is difficult to figure out who may be in true support and that the staff can help out in clarifying these issues.

Bob Marlin added that we should fix the scoring on this item. He proposed changing the weight to 4 instead of a 2 and the overall score would total 20. This motion did not receive a second.

Scott field said we could amend and make it a 3 with a total of 15 points and seconded by Stephen Cole.

During the discussion period Scott Kellar explained the impact of changing scores. Stephen Cole asked what is multi-jurisdictional how we are giving more points.

Scott Field added that this is a valid concern, but to remember that the review committee can also be a second set of eyes because they are the emergency managers for each county and usually know about a project if it is being supported in their jurisdiction.

DRAFT

UPON MOTION MADE BY BOB MARLIN AND AMENDED BY SCOTT FIELD THEN SECONDED BY STEPHEN COLE, THE MOTION TO CHANGE THE SCORING CRITERIA ON THE MULTI-JURISDICTIONAL COLLABORATION FROM A WEIGHT OF 2 TO A WEIGHT 3 CHANGING THE OVERALL POINTS FROM A 10 TO 15 WAS APPROVED WITH 6 IN FAVOR AND 4 OPPOSED WITH ABSTENTIONS.

UPON MOTION MADE BY JJ ELLIOT AND SECONDED BY BOB MARLIN, THE MOTION TO APPROVE THE 2015 GRANT PROJECT SCORING CRITERIA SHEET WAS UNANIMOUSLY CARRIED.

iii. Project Application System Tutorial

Scott Kellar said that we will open this system shortly for online project submission and you will be notified by email when it is open. We will also notify you when the system will close once we receive guidance. Justin Bukartek gave a tutorial on the system. You can contact Justin at Jbukartek@arapahoegov.com with questions. The website address is www.ncrcolorado.org and you will need to register for a login name and password.

iv. Committee Chairs & Calendar Update

Scott Kellar said that you have a handout updated with the committee chairs and calendar of meetings and this has also been updated on our website. Again, work with a regional committee in writing and submitting your projects. Additionally, we have some committees that are non-functioning so we may have to come back to the board if we get a project with no committee functioning related to that project.

c. Communications Update

i. Clear Creek Gilpin System

Chuck Craig said that this project has only a few Motorola outstanding issues. We are waiting a few documents including dry testing and signal measurements. There is also an issue with Squaw Mountain they may cause trouble in Clear Creek but we are working on this issue to find out how major it is. Once these last few documents and issues are taken care of then Motorola should be finishing up. We are also working on an alarm system for several sights related to continuity of the system such as a generator alert etc.

ii. Eldora Communications Tower Project

Chuck Craig said that Boulder is working through the application process with American Tower to get a microwave installed. Followed by a microwave from

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Boulder to Eldora and then to Lee Hill. This will allow more RTD access from Eldora to Denver.

iii. SCIP Review

This document is being distributed for comment/review and will likely be updated and approved in the next month or so.

iv. FIRSTNet Engagement Meeting

Scott Kellar said that there is a meeting scheduled for January 14th. He recommended that someone from each agency should try to attend because this initiative has state-wide significance with opportunities available to local governments.

d. EMS Policy Review Group for PPE Project

Lin Bonesteel said that they have completed their last meeting with equipment recommendations. In addition to matching funds, agencies that wanted to participate had to update policies including training and exercises. We will be putting together a group to confirm that agencies have completed this policy piece. She asked how the board would like updates. She also added that the agencies need to maintain the equipment.

James Robinson added that he can also answer any questions along the way as well. And the review will include a checklist of a few main items that must be in all policies.

Scott Kellar said approving policies is not going to be the issues, it will be when we tell an agency no. James and the committee that will review the policies need the board and working group behind their decisions.

Rose Lynch asked if they still need to have a training plan. Scott Kellar said yes they need to be doing training or plan to do training very shortly.

e. TCC Training Class Delivery

Lin Bonesteel explained a scheduling issue with Tactical Casualty Care. DIA would like to have this given at DIA instead of at Denver Health. There are many complexities as to why DIA cannot leave DIA for training. This offering to DIA has complexities but is not the only agency to request a mobile TCC class so it is difficult to give this permission. Additionally, the contract would need to be amended to add the mobile offering and include the few hundred extra for the TCC instructors travel expenses. Denver Health would also need to make sure that the training facility was sufficient to host the course remotely and that would be up to them to make that determination.

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Steve Lee from DIA was present to explain the complexities for DIA staff and responders to travel to Denver Health and regulations they needed to following regarding leaving DIA property. Steve Lee also gave a list of response as to why this TCC course is needed at DIA. Jim Manson from Denver Health explained the additional travel expense money needed and that they would like to be able to approve a specific facility if they were to offer a remote course. They said that DIA would work for this course. There was much discussion regarding this dilemma around the room regarding opening this up to all or on a case by case basis for remote courses.

Scott Field said tell us what the exceptions should be. TJ Steck said that maybe a contract amendment is needed in this case. Nate Fogg said that we should amend the contract to allow either everyone or no one to have the remote access offering. Nate Fogg then made this motion to allow remote course offerings including vendor discretion. This was seconded by Karl Smalley with some discussion after. Stephen Cole said that he doesn't object if it is still open to others even though it is offered at DIA. Lin Bonesteel explained that there is a lot of funding to get these courses out. But priority at DIA would be first for DIA responders. These courses are in addition to what we are planning to offer.

Nathan Fogg made a motion to allow the remote offering of the TCC course with an amendment to the contract with a second from Karl Smalley. Amy Danzel said that she would offer a friendly amendment to only allow this one agency special remote access to the course. Nate Fogg added that that is the opposite of his motion. Scott Kellar recommended modifying the motion to say that we can approve DIA to do their courses at DIA and additional requests to have the course outside Denver Health can come to the board for special approval. That way the vendor can work with staff to make sure they also have the proper facilities. Nate Fogg modified his motion.

UPON MOTION MADE BY NATHAN FOGG AND SECONDED BY KARL SMALLEY, THE AMENDED MOTION TO MODIFY THE UASI CONTRACT WITH DENVER HEALTH THAT WILL ALLOW DENVER INTERNATIONAL AIRPORT TO HOLD THE TCC COURSE AT DIA; HOWEVER OTHER AGENCY REMOTE TCC OFFERINGS NEED TO COME TO THE BOARD FOR APPROVAL BEFORE ALLOWING THE REMOTE COURSE WAS UNANIMOUSLY CARRIED.

f. CIAC Updates

Dan Johnson briefed the CIAC Monthly Bulletin and discussed a few upcoming events.

g. Active Grant Status Update

i. NCR Grants

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Scott Kellar updated the board that the 2013 and 2014 grants were moving along well. The 2013 grant will have residual funds and we will discuss that in February.

ii. UASI Grants

Lin Bonesteel pointed out that the 2013 grant for project “Boulder East Community Center Electrical Upgrade” had no successful bidders in a second round of opening this up so purchasing has shut down the purchase of this upgrade. Boulder public works may have an internal vendor and then UASI will reimburse them directly. If not, this will be 60,000 dollars of residual money.

6. New Business

a. Annual NCR Financial Authority Resolution

Scott Kellar briefed the Signatory Authority Resolution for 2015 as the same resolution as the board approved in 2014 and is asking for this to be approved for 2015.

UPON MOTION MADE BY AMY DANZEL AND SECONDED BY MARK GUTKE THE MOTION TO APPROVE THE CY 2015 NCR SIGNATORY AUTHORITY RESOLUTION WAS UNANIMOUSLY CARRIED.

b. Wildland Fire Exercise Updates

Rachelle Miller said that the Initial Planning Meeting is scheduled for February 4th at 1pm. You will be receiving an email invitation shortly.

c. Homeland Security Conference Travel Support

Lin Bonesteel said that the conference is open and please send an email to her or Scott Kellar for possible reimbursement for your attendance. You must be approved.

d. Upcoming State HSAC Meeting

Scott Field said that CDOT will be added as member. Scott Kellar said that he and Scott Field can pass along anything needing relayed to the HSAC.

e. DHSEM Planning Session 22-23 Jan

Scott Kellar said that they will attend this off site session with Field Managers. Please let them know if there is an issue you want discussed.

7. State/Regional Partner Updates

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a. State of Colorado

Bruce Holloman said they are in the process of hiring for the Operations position and Communications Officer plus 20 disaster reservists. There are also many recovery staff positions available. He added that the EM Academy will be kicking off shortly. The State TEPW will be the day before the annual EM Conference at the Hyatt Regency Hotel.

Cory Stark said the ESF 5 meeting is changing to the third Wednesday of every month and they will be in support of the Wildfire Exercise and Regional Mobilization Planning.

Amy Danzel said that the Resource Mob Committee will branch off into the IMT/EOC Committee and Resource Mob Committee. They will present this at the HSAC next week.

b. RETAC Updates

Bob Marlin said that the Foothills MCI plan has been completed.

c. Mile High Red Cross

No update.

d. DRCOG Updates

No update.

8. Regional Committee Updates (as needed)

JJ Elliott said that the incident ops committee just completed their workplan for the year.

9. Adjournment

The meeting adjourned at 1205.