



North Central Regional Board Denver Urban Area Working Group



Joint Governance Meeting

Arapahoe County Sheriff's Office
13101 East Broncos Parkway
Centennial, CO 80112

March 17, 2016

Minutes

1. Call to order/Welcome/Introductions

The meeting was called to order by Jerry Rhodes at 09:40AM.

2. NCR Board Member Attendance/Quorum Established

Board Members Present: Heather McDermott, Michele Askenazi, Steve Standridge (proxy for Bob Baker), Matt Chapman (proxy for Terry Jones), Mike Chard, Dave Anderson (proxy for Kent Davies and Dave Ramos), Matt Mueller, Sylvia Sich, Tim Johnson, Chris Peters, Brandon Lenderink, Kevin Armstrong, Clint Fey, and Mark Gutke.

Board Members Absent: Dan Eamon, Kathleen Krebs, Rick Albers Charlie Mains.

17 members were present and 4 members were absent with no proxy; a quorum was reached.

UASI Working Group Board Member Attendance/Quorum Established

Board Members Present: Nate Fogg (proxy for Michael McIntosh also proxy for Dave Walcher and Bob Baker), Dave Mitchell (proxy for Jon Greer), Matt Chapman, Kirk Dominic, Jerry Rhodes, Matt Mueller, Sylvia Sich, Tim Englert, Mark Wolf, Mark Stadterman (proxy for Eric Schmitt), Mark Gutke, Jim Olsen (also proxy for Gene Enley and Mark Cooney), Steve Martingano (and proxy for John Tarbert), Ken Reather, Clint Fey, JJ Elliott

Board Members Absent: Pat Laurienti, Michael Schuppe,

20 members were present and 2 members were absent; a quorum was reached.

3. Addition / Deletion of Agenda Items:

No changes to the agenda were made.

4. Approval of February Meeting Minutes

UPON MOTION MADE BY SYLVIA SICH AND SECONDED BY NATE FOGG, THE MOTION TO APPROVE THE NCR/UASI FEBRUARY 2016 JOINT GOVERNANCE MEETING MINUTES WAS UNANIMOUSLY CARRIED.

5. **Old Business**

a. Federal ESF 13 Presentation

Russ Curry and Alan Colon gave a presentation on the Law Enforcement Support Function (ESF 13) at the Federal Level. This was a presentation on how to active ESF 13, what to expect, policies and procedures and its benefits. Please see presentation slides for further information.

b. FY 2016 Grant Program

List of project requests was handout and Scott Kellar reviewed the total of 5.78 million in requests and 3.45 million available. He said that they have aligned the projects with committees and will be sending information to committee about prioritizing these projects for scoring purposes.

He also highlighted that the Citizen Corp Committee has consolidated the project to about 56,000 dollars. This will go to the GDC as well.

He added that given the new “controlled equipment” we may need to adjust projects down the road if they are funded and depending on how the approval process goes.

Scott updated the board that the project scoring is now open. He said that there are fewer total projects to score. He added that the scoring is due on the 31st of March and the GDC will meet April 5th. On the 6th of April at 10am he will have a teleconference special Board Meeting to vote on the IPL and any exceptions to policy. As a note he reminded the board that the final application is due to the state on April 8th.

UPON MOTION MADE BY MARK GUTKE AND SECONDED BY JJ ELLIOTT, THE MOTION TO CALL THE SPECIAL BOARD MEETING TO APPROVE THE DRAFT IPL WAS UNANIMOUSLY CARRIED.

c. Training & Exercise Program Updates

Rachelle Miller updated the board on the Wildland Fire Exercise which will be held May 19-22 2016. She added that the counties participating include Douglas, Boulder and Jefferson. She said the simcell and SEOC will be activated from the

19-21st to support the exercise. She reminded the board that the main objectives are to test Resource Mobilization and Management and Transfer of Command.

Rachelle said that the Auraria Campus Regional Active Shooter Exercise is now titled "Operation Golden Ladder." She updated the board that this will be a two day exercise (August 9th and 10th) with two different player groups on the respective days. She said they will test active shooter policies and procedures as well as EMS policies and procedures. EMS will be going a bit further in this exercise beyond just extracting patients. She added that EMS will also do triage, casualty collection points and transportation planning.

She said that they are also working on the initial planning for breaching drills and hazmat rodeo.

Jim Krugman said that he is working with the Type III and mock Type II team on the transfer of command for the Wildfire Exercise. He also said that the June Wildfire Academy handout is available and they partnered with CDOT, DFPC, and DHSEM to put on some courses. There is a slight tuition increase for food this year.

d. Regional Communications Updates

Mark Wolf updated that the Radio Summit is scheduled for May 4th and 5th for a day and a half. Registration is filling up with 140 registered (200 total seats). He added that there is 25 dollar fee this year. They will present on FirstNet from national perspective and state perspective and some presentations from the local communications.

Steve Kabelis said that ISSI is replacing Network First. Network First only had 16 talk groups and ISSI will have thousands. Gary Pasicznyk is working on technical issues related to structure and configuration. Steve said Gary meets with the group monthly and the project should be done this summer. They will put out technical guidance at that time.

e. State Credentialing Working Group Update

Mark Wolf said there has been movement in the credentialing working group. The draft guidance is out as of March 7th and Mark, as our representative, has given feedback to Dana Reynolds of DHSEM. This draft guidance is very vendor specific. It is not a "system of systems" approach as the working group was setup to do. He has expressed this serious concern to Dana Reynolds and provided him with copies of the Federal Guidance Document for compliance. The last plan he has heard of is that once the working group has reviewed it, the draft guidance will go out for further comment.

f. State Response on UASI Grant 20% Withhold

Lin Bonesteel reference the handout during the board meeting. This handout is the DHSEM response to a UASI request for information back in September. She

highlighted information in this State Response document regarding how the State is spending the 20 percent withhold of the UASI grant from DHS. On page two, specifically addressing employees' salaries using the 20 percent withhold, she doesn't see information pertaining to how these positions benefit the UASI. The guidance from the Federal government specifically states that the 20 percent held back by the state, must be used to directly benefit the urban area.

The second concerning item she highlights is that the State reverted back \$215,000 dollars back to the Federal government of this 20 percent withhold (FY 2013 grant). She highlighted that when we sent our request for information in September this FY 2013 grant was still open at that time. There was some time in between we as a UASI could have addressed and spent that. Lin also pointed out that here is money being spent on travel with no information on how this benefits the UASI.

She said that there were a lot of fiscal and position documents to work through back from the state. Lin Bonesteel and Matt Mueller sat down last week with Kevin Klein to work through the documents.

Lin went on to say that toward the end of the letter, per our request of how money is being budgeted, the state response was that they don't have a budget. Kevin Klein said that a lot of the problems happened because of the fiscal system. He referenced a perfect financial storm in their shop. The 2013 flood and having to do all the accounting and the state transitioned to a new accounting system plus the payroll system is also separate system from accounting. They now have a new accounting system in place. He talked about how to be on track going forward and now good transparency for the UASI/NCR with his staff. They can provide the quarterly reports they send to DHS to UASI/NCR to help with transparency. They will work with Lin to come up with a template. They will have better control moving forward. They are also consolidating the five different personnel accounting systems like reporting and personnel structures under one person on the executive's staff (Chief Financial Officer Position). This UASI grant is the only one that he has sent money back on. Ezzie Michaels added that this is the only time this has happened.

Nate Fogg asked Kevin Klein if DHSEM CFO would be willing to do something similar to the Seattle UASI where the State applies to the same process as the local jurisdictions do so there are projects for the state office in the competitive process. The state gets the 20 percent amount but they do apply which allows everyone to understand the funding withhold. He added that in that area basically the State is telling the UASI, here is how we intend to use this money and how it benefits the UASI. He thinks this would help with transparency.

Kevin Klein said we can have discussions about it but I he is the SAA and it is his decision. He thinks working on the budget and quarterly reporting will help. Matt Mueller said that he had two take-a-ways from the meeting they had together. One was the fiscal reporting down to the transaction will be available to review and questions that the UASI has can be answered much more timely. The second one is having someone come to the board meetings and give a briefing on

what they are doing with the funds whether it is monthly or quarterly is up to the board. Matt added that they were able to peel away at the documents, but the board would benefit from a presentation. He asked if we can get that commitment from you going forward. Kevin said yes they will do that.

Sylvia Sich asked Kevin about the \$215,000 return back to DHS. She added that many times that is looked at quite badly and possibly that we don't need that money. She asked if his office is willing to contact DHS and explain what happened and that the UASI does need this money. Ezzie Michaels said that they did contact DHS and let them know what had happened. Ezzie added that they have not seen reduction in money. Sylvia added that that is great but overall it is a concern to this board. She said that if we get the transparency steps in motion that may help.

Kevin said that they have contacted FEMA and their grant team knows what has happened with the financial systems and transitions that happened at that time. They are very aware of what had happened.

Rachelle Miller asked the state that if they have to do quarterly reports on the FY13 money then how early did they know the money was sitting? Were reports consistently inaccurate as well? Ezzie Michaels said that the information was continuously inaccurate in reports and by the time they caught it the grant was already closed. Ezzie said he meets with finance once a month. Kevin said that the finance people were not reaching out to grant managers. The grant managers are now watching this.

Nate Fogg asked if there is a process in place going further so that we see when we are coming up on the end of a grant cycle and quarterly reports look like the state is going to not spend all the money, if they will be then letting the UASI know this so we can spend it on our IPL projects. Yes, Ezzie said he does that with SHGP.

Jerry Elliott asked if the new accounting systems will ensure there is no comingling of funds or supplanting going on. Kevin said no we don't comingle or supplant funds and each funding line is separate. He added that his salary is paid by 12 different funding streams and folks track what they are working on at each time. He used the disaster work example. If an employee works on the disaster then they track it. He added that they were stacking all these documents and at the end they would do a big Joint Budget Change. This was 2500 lines but now that they have this new system it doesn't allow folks to do this. Ezzie added that comingling is against the law and they don't do it.

Sheriff Walcher asked what the FY2013 money that was sent back could have been spent on through UASI. Nate Fogg said that he looked that up and it would have been spent on the IPL from 2014 which was PPE gear for fireman in an active shooter situation. Sheriff Walcher asked how many of those sets of gear could we have purchased. Lin Bonesteel said about 175. He then asked if that opportunity is gone. Lin and Ezzie said yes. Sheriff Walcher said that this is very

disheartening and he hopes that we have something in place that this doesn't happen again and we don't lose another opportunity like this.

Chief Rhodes asked Ezzie for a point of clarification. UASI funds actually went down from the money that goes from DHSEM to Denver UASI.

Chief Rhodes asked Kevin Klein to pass along to DPS Director Hilkey to combine the finance systems is an admirable thing. Different departments at the state seem to perform in financial matters differently. Chief Rhodes added that he did oversight for CDPHE and they have a great system for financial controls. They work exclusively almost on grants and they truly understand financial systems.

The Chief added that we are all a little cautious about homeland funds and issues we have had in the past. He added that we do not want to see these issues in the future. It could hinder our funds.

Dave Bierwiler (South Adams Co Fire) asked that if a given year we missed out on \$215,000 targeted for PPE for Fire in an active shooter event because of a state administrative error, would it be worthwhile for UASI to request this \$215,000 in our current allotment.

Kevin said to be clear it was perfectly legal it was the state's money and the state is requirement to pass through the 80 percent. And the state can do as it pleases with the other 20 percent as long as it is in benefit of the UASI. So it is state money. He added that in the normal circumstance if he had not used all the state funds, he would have given it to UASI for the next project in the cue. That would be the normal process. Dave said so was there \$200,000 missed out on by UASI for mission critical equipment? Kevin said there was \$215,000 that was missed out on by the state or the UASI.

Dave said and it was unforeseen administrative issues. It seems to him that it would be important to have on record that this was not because we didn't need the money but it was state administration error. It was a critical need to have this equipment and continues to be. Kevin said this is not a request you can make to the Federal government because we closed out the grant. But, he added, it is fair to ask the state to bump up what UASI gets.

Scott Kellar asked Kevin about the budget reference. Scott asked if DHSEM has a budget that says where DHSEM will spend money for next year. The letter implies this will be produced by May 2nd and also implies there isn't one now. He asked how this large division can operate if it does not have a budget and then hires more people. He asked Kevin how he knows he needs more people and that he can pay for them. He said that there is no way to gauge ROI. He said that even UASI and NCR struggle with that and try annually to justify spending as much as possible and continuously refine the process. A budget, he added, helps with that. Kevin said yes and no. He added that the long bill is budget out of general assembly. He has budgets for programs and individual pots of money. He doesn't have a big picture budget. So when part of someone's salary is being paid by multiple grants you couldn't look at it holistically. He has 25 budgets and now he will pull them into one and see big picture.

Scott Kellar added an example of the State DHSEM Training and Exercise Budget is \$80,000 and he said how or why is it that, it doesn't appear to be requirements based. He asked how they get to those numbers and that he asked the training officer who doesn't know either. He said that we as a region put in request at the TEPW and nothing was funded without an answer as to why and a budgetary process would allow prioritization. Kevin said he can't argue with that. He is working on it and it is hard to get this pulled together. He added that they have to have one budget. Currently he takes a piece from various funding sources in three shops to make a training and exercise budget.

Matt Mueller requested that State DHSEM come to the May board meeting and present what the money will be used for. Kevin said it is really a high level presentation. Ezzie Michaels said yes we can do that.

Lin Bonesteel added that the level of frustration is that the state requires UASI and the regions to give very clear spending information. How does the state know they need the full 20% if they don't have detailed budgets? She said that they can't show a budget of what they need. She added that she is shocked that UASI money pays for part of Kevin's position as the Director of DHSEM. In looking at supplanting she can't image that that position is not funded entirely in general funds. She said when she sees that UASI pays this monthly salary that is supplanting of general funds or appears to be. Kevin added that it only pays a small portion of his monthly salary. She said that doesn't matter. He added that the way that they allocated is that any time he spends with UASI staff he should get paid by that portion of it. Those are the things he said they try to account for. He added that he can give you more detail then goes in the Federal request. She said that you do have to create an IJ regarding the 20 percent and she would like to see the forms we populate for budget then populated by the state for the 20 percent. Additionally she added that during the TEPW process we added SCT courses that are for the USAR Team that is a state asset and should be paid for by the state. She said that we as a region continuously fund this and we were given no reason on why it wasn't funded. She said that we need to be having these discussions now for the next cycle, 2017 money. Then, she said, when we go through our TEPW process we already know this information. She also added a question on how do we have this same discussion on the CIAC and then benefit they provide. She stated that no one in here can tell Kevin the benefit and just because they work statewide doesn't mean they benefit the UASI. She is not a fan of this type of budgeting and showing ROI. She is not against using UASI money for the CIAC but wants to know how we can better utilize this funding in the CIAC.

Jim Olsen said he is looking at the spreadsheet and asked why UASI is paying for 8 positions in the CIAC. He thinks this is funded from general funds or should be. He added that it is a benefit but how much comes back to this region. He is very disappointed, upset, and angry that the \$215,000 FY13 money was sent back. Kevin added that they didn't do anything wrong. He reverted federal funds that were not spent. He didn't do anything illegal, unethical or immoral. Jim said that

he understands that, but what happened is because no one was watching this we lost \$215,000. Kevin added that this was an opportunity lost.

Rachelle Miller said that she think not only is the actually consolidated budget missing but also the DHSEM strategic planning process and thought that needs to go into building this large type of budget. She added that the Regions conduct a detailed annual planning process to assess gaps, understand risk, and plan strategically to spend the money with the most ROI and this is required by the state. She thinks the state may also benefit from this type of internal thoughtful process to inform their budget. Kevin added that there is a State level Strategic Plan and they focus on wildly important goals right now.

Sheriff Walcher asked how we are going to now get this PPE for firefighters. Lin added that they are putting in a project for 2016 to complete this project despite missing out in 2013. She said it will eventually get completed.

Nate Fogg said that it sounds like there is nothing we can do now and maybe we do need to repair relationships at this point. More transparency and dialogue should get us to a better point he thinks. Chief Rhodes said that we do need follow through from the state on this dialogue and transparency. He added that we want to maximize the use of all the funds in the future. The Chief thanked DHSEM for coming to the meeting.

Sylvia Sich added that we need to remember that this is an accountability issue at the state level and maybe the state can give us the \$215,000 on the next grant cycle because it was lost. She wants to also highlight that the lack of accountability at the state is a problem and if it were a reversed situation then she doesn't think we could get away with the illegal and immoral defense back to the state. She wants to say that accountability needs to be looked at in the future not just accounting systems. Kevin agreed that the current situation is not good.

Chief Rhodes added that we have not heard from the CIAC for some time and we would benefit and appreciate it if we could get someone to attend our meetings.

g. Regional Cyber Security Committee Updates

Scott Kellar updated the board that the Cybersecurity Committee meets on the 23rd of March. EMs are also welcome to attend and will be sent he invite. He said that the three co-chairs went to the state cyber meeting as well. The next Cyber meeting will have a presentation on a case study. This is a top objective of the meetings to help share information he added. He said that we will be working on updating goals for the committee soon. CEPP will be having an event on April 15th as well.

h. FirstNet Updates

Scott Kellar said he is on the business subcommittee for FirstNet. He said that they are working on other options beyond the Federal option and the intent is to put these out for vendors to review.

i. Active Grant Status Update

Scott Kellar updated that the 2014 grant is still open. At this time there is no issue and funds are expected to be spent by the grant closing. He said he is working on a budget modification for smaller items. The Timberline Airlight Trailer contract should be open and moving forward for 2014 as well. Scott said that they are working on the 2015 grant projects. He said that NCR is meeting with project authors to help get these going. The sites should be done this summer related to communications because they are not as difficult as the ones in the past.

Lin Bonesteel said that the 2014 grant is spending down and any funds remaining are being worked to be spent through the financial process. She is waiting for some contracts. She is moving some money to the PPE project related to the board approving this move at the last meeting. The PPE project has been difficult because the vendor has made many shipping mistakes.

She said on the 2015 grant there isn't a lot of obligations yet as they are working on contracts at this time. The movement in money will be once contracts are awarded and vendors are working to spend the funds.

6. New Business

a. Information Bulletin 407 Review & Implications

Lin Bonesteel referenced a handout from DHS regarding the purchase of some types of equipment titled "controlled equipment" for the coming grant year. Lin said that this new guidance requires us to get preapproval to purchase certain equipment to include armored response vehicles and UAVs. She also said that there are some items that we can no longer buy at all. She added that there is a new lengthy process for seeking approval for this equipment purchase including filling out forms, having jurisdictional authorities sign the forms, providing DHS with policies, training plans, and after action reports. She said lending the equipment may also get more difficult because users have to have the same policies and plans.

Lin has talked with Ezzie Michaels about this entire tracking of information process for what may be \$200,000 piece of equipment. We will have this discussion at the GDC. Scott Kellar said that there is a long list and how we go about doing this will be a challenge. He said we may need a use MOU because of the requirements and ultimately may limit sharing. He doesn't think that is DHS's intent but it does come from these orders.

James Robinson asked if this applies to previous years. Lin said the bulletin was effective Oct 2015. Ezzie said it will be applicable to 2016 funds. Scott said in 2016 projects we have three that we need to review related to this new bulletin. He said that type of MOU is probably needed as well. Nate Fogg added that Sheriff's Office and

Police Departments may have differing guidelines under this as well. Scott said to ensure your bosses see this and it applies to all the grants.

7. State/Regional Partner Updates

a. State of Colorado

Bruce Holloman thanked everyone that attended the CEMA conference. He also said the first EM Academy classes will start in May 2016, 60 individuals applied and they accepted 48. The EMPG 16 grant application will go in today from DHSEM.

Cory Stark said that Field Services wrapped up the Resource Mob workshops. He said it gave them good opportunities to look at challenges and focus back to the resource mob annex that was just updated. He encourages everyone to read the resource mob annex. He said that they are doing Resource Mob Planning with NCR and they are one third done with that. In ESF 5 he said he is doing a scenario that runs the course of the year at the end of the meetings. He added anyone is welcome to come. He will be sending out the Recovery Office Paper that just came out as well. The 402 will be put on in Blackhawk and Brighton shortly.

Kevin Klein added that Michael Morgan will be the new director of DFPC in April. Kevin said that he is hiring a Chief of Staff as well.

CDPHE said they just wrapped up the functional exercise planning and they are working on planning the full scale exercise. The planning meeting will be during the state public health meeting April 28th.

b. RETAC Updates

No update.

c. Mile High Red Cross

Cory Stark updated that Christine from Red Cross was unable to attend but wanted him to update that they are holding a preparedness academy April 16th and 17th.

d. DRCOG Updates

No update.

8. Regional Committee Updates (as needed)

JJ Elliott said that their committee will be meeting to prioritize the projects and those projects related to the bulletin will be a big discussion. They are cancelling the April meeting because of the GDC meeting.

James Robinson said that they are working with Rachelle Miller on putting together another Active Shooter Seminar for the policy level department heads.

Brandon Lenderink said that the Recovery Committee is working on the RFP for the recovery planning project.

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

e.	Wildland Fire Exercise Final Planning Meeting	24 Mar 16
f.	Cyber Security Kick-Off Meeting	30 Mar 16
g.	Grant Development Committee Meeting	5 Apr 16
h.	State HSAC Meeting	11 Apr 16
i.	NCR/UASI Meeting	14 Apr 16
j.	Public Safety Radio Summit	4-5 May 16

10. Other Business / Adjourn
The meeting adjourned at 11:50.