

Central Oklahoma
Urban Area Security Initiative (COUASI)

Working Group Meeting

May 3, 2011 @ 1:30 p.m.
Regional Multi-Agency Coordination Center (RMACC)
4600 N. Martin Luther King Blvd.
Oklahoma City, Oklahoma 73111

AGENDA

- I. Call to Order
- II. Roll Call & Introductions
 - A. Brief Introduction of OKOHS Director Carter and comments.
- III. Approval of Minutes from the January 25, 2011 Working Group Meeting (Attachment 1).

Action Requested: Motion to Approve Minutes from the January 25, 2011 meeting.
- IV. Status of the FY07, FY08, FY09 and FY10 UASI Grant Funds.

INFORMATION: ACOG will provide the Working Group an update on the current status of FY07, and FY08 portion that they are responsible for; OKOHS will provide an update on the remaining FY08, FY09 and FY10 grant status that they are responsible for.

Action Requested: As desired by the Committee
- V. Subcommittee/Project Updates
 - Resource Management: Chair-Chief Keith Bryant OCFD
 - Interoperable Communications: Chair-Kerry Wagnon OKC
 - Strategic Planning: Chair-Chief Jimmy Gibson, Shawnee Fire
 - Training and Exercise: Chair-John Bridges, City of Yukon
 - Budget Sub-Committee: Chair-Chief Keith Bryant, OCFD

Captain Patrick Byrne will provide an update regarding the FLO (Fusion Liaison Officer) Program and Threat and Risk Assessment Class.

Sgt. Frank Barnes will provide the Working Group with an Update Regarding the COIST Project.

Action Requested: None; Information only

VI. Information Update Regarding COLERT

INFORMATION: At the January 25, 2011 Working Group Meeting, COLERT provided a status update. A motion and second was approved for COLERT to provide the following information at the next Working Group meeting: 1) List of Current Roster; 2) Draft of Proposed Notification Guidelines; 3) Update of Equipment Received and Issued; and 4) Equipment and Training Needs for the Future.

A page describing COLERT and how the group can be accessed has been drafted and will be added to the OKOHS website pending any changes/additions desired by the Working Group (see attachment 2).

Action Requested: As Desired By the Committee

VII. Discussion regarding Developing of a Process for the Temporary Loan of Equipment both within and outside of the UASI

Background: The UASI concept is designed to provide a regional collaborative process in the reduction of risk to terrorism as well as provide an improved ability to respond to a terrorist or all hazards event. Typically this is thought of as being an incident within the UASI, or Regions 6 and 8 of the Oklahoma Homeland Security Regional Response areas.

There are incidents that occur outside the region(s) where UASI resources could provide valuable assistance to the remaining parts of our state. Certainly there are numerous examples where equipment, purchased with UASI funds, as well as general funds of the various governmental agencies within the UASI, has been utilized outside the UASI.

There are issues that should be resolved, such as equipment that does not require personnel to complex equipment that can only be

operated by personnel trained in its use. There is also the issue of liability for damage or repairs, etc.

Discussion: What should be our position, as a collective Working Group, on this process and what safeguards or processes should be in place in order to obtain the emergency or temporary loan of these resources?

Action Requested: Desire of the Working Group

VIII. Appointments

Project Manager-Planning/Citizen Preparedness

INFORMATION

The Project Manager for Planning/Citizen Preparedness was Mike Magee. Mike has notified the Chair of his resignation as the Project Manager for this National Priority (attachment 3). A project manager should be selected. (Project Managers do not have to be a member of the Working Group, but should be someone familiar with the concept of Planning/Citizen Preparedness programs).

Training and Exercise Sub-Committee Chair

INFORMATION

Mike Magee, appointed as Vice Chair of the Training and Exercise Sub-Committee at the January 25, 2011 Working Group meeting, has indicated his desire to resign as Vice Chair. He has indicated he still desires to be on the committee. John Bridges, appointed as the Chair as the January 25 meeting, has also indicated he would prefer to remain on the Sub-Committee but not serve as the Chair.

By Charter, the Chair of each sub-committee is to be a member of the Working Group.

Action Requested: As Desired By the Working Group.

IX. FY11 UASI Grant status update by OKOHS.

X. Other Discussion Items, to include New Business

XI. Adjournment

**Central Oklahoma
Urban Area Security Initiative (COUASI)
Working Group Meeting Minutes
January 25, 2011**

The meeting of the Central Oklahoma Urban Area Security Initiative (COUASI) Working Group convened January 25, 2011 at 1:35 pm in the Regional Multi-Agency Coordination Center (RMACC) 4600 N Martin Luther King Blvd., in Oklahoma City. It was held as indicated by advance notice filed with the Oklahoma Secretary of State by notice posted at the Oklahoma Office of Homeland Security office 24 hours prior to the meeting.

PRESIDING

Keith Bryant, Chief-Oklahoma City Fire Department

VOTING MEMEBERS PRESENT

John Bridges, Phil Cotton, Jimmy Gibson, Joe Lester, Glenn Lewis, Don Lynch, Steve Geries, M.T. Berry, Mike Bower, Keith Bryant, Gary Cox, Ray Vaughn, Keith Springstead, David Baisden, Steve Willoughby, Phil Maytubby

OTHERS PRESENT

John Comstock, Dan Stow, Gary Bird, Pat Byrne, Larry Hansen, Jason Knight, Mark Stout, Chuck Linhardt, Kerry Wagnon, Frank Barnes, Randy Castle, Mike Murphy, Charisse Morrow

OKOHS

Ginny Andrews, Steve Almon

I. CALL TO ORDER

Keith Bryant called the COUASI Working Group meeting to order at 1:35 PM.

II. ROLL CALL AND INTRODUCTIONS

Roll call was taken and introductions were made around the room

III. APPROVAL OF MINUTES FROM THE October 26, 2011 MEETING

A motion was made by Don Lynch, seconded by John Bridges to approve the minutes from the October 26 meeting.

The motion was carried unanimously.

IV. STATUS OF THE THE FY06, FFY07, FY08 and FY09 and FY10 UASI GRANT FUNDS

A report was given by Steve Willoughby for the FY06, FY07 and ACOG'S portion of the

FY08 grant funds. He reported that FY06 was closed out, FY07 still waiting on some items that have been approved and ordered to come in. The FY08 funds that are ACOG's responsibility have been encumbered.

Ginny Andrews reported that a Direct Award was made on the FY07 grant to EMSA that they are working on, should be closed out in sufficient time. On FY2008, continuing to move forward, with three national priorities still to be determined who the award will go to. All of the IOC awards have been issued. On FY2009, two projects are left to be awarded, but should be getting those awards out within the next week or so. The balance has been awarded. FY10, OKOHS has accepted the award, and we are waiting to see who the Direct Awards will be issued to, and will be contacting project managers for a breakout of who will be receiving them. Mike Bower reported on the status of a FY2008 Direct Award issued to Midwest City.

V. SUB-COMMITTEE UPDATES

Resource Management: Chair-Chief Bryant

Chief Bryant deferred comments to Captain Pat Byrne who stated that we will be contacting the Project Managers to verify the status of equipment that was distributed in order to obtain an accurate list of who has what. Steve Almon reported that we will be looking at various methods to ensure that the equipment listed in the Resource Management Program is accurate and up to date.

Interoperable Communications: Chair -Kerry Wagnon

Kerry Wagnon reported that Direct Awards have been issued and the funds committed to IOC have been distributed to various projects that have been approved. Now that the FY10 funds are available, the IOC group will be meeting to identify projects.

Strategic Planning: Chair-Chief Gibson

Jimmy Gibson deferred to Steve Almon reference the status of the Strategy. Steve gave an overview of the strategy revisions that were made to the strategy that was adopted last year by the Working Group, with the bulk of the changes being in adding timelines to each objective as well as a synopsis of each National Priority. Additional language was added in the Planning/Citizen Preparedness National Priority.

Training and Exercise – Mike Magee

Mike reported that there was a Training and Exercise Workshop that was conducted for the COUASI, and discussed other training that has been conducted.

Budget Sub-Committee – Chair Chief Bryant

Chief Bryant reported there are no outstanding issues at this time. Nothing additional to add regarding the grant funding status.

VI. ADOPT THE COUASI STRATEGY REVISIONS

A motion was made by Don Lynch to adopt the Strategy Revisions, seconded by Joe Lester.

The motion carried unanimously.

VII. DISCUSSION REGARDING THE CURRENT STATUS OF THE COLERT PROJECT

Captain David Baisden gave an overview and history of the COLERT project. In addition, Mark Stout, Putnam City Police as one of the Commanders of the COLERT teams, and Lt. Chuck Linhardt, Edmond PD and former Commander of the COLERT team, discussed some of the issues faced by the COLERT project. The COLERT team has been deployed once for the response to Hurricane Gustav in providing perimeter security to the shelter stood up by OKC, and was on standby for one or two additional occasions if needed.

Much of the discussion focused on protocols and information being provided to the COUASI on a process for activating the team, what agencies are still participating, and a general lack of knowledge throughout the COUASI on the team and how it can assist them. There was also discussion regarding the status of current MOU's, as well as what equipment may still be needed as well as training needs for the COLERT Team(s). Currently there are approximately 50 members still active in the team. Team members that leave are required to return their equipment.

A motion was made by John Bridges, seconded by Mike Bower, to provide at the next Working Group meeting a list of the current roster, a draft of proposed notification guidelines, an update of equipment received and issued, as well as what equipment and training needs for the COLERT team.

Motion carried unanimously.

VIII. REVIEW OF CURRENT COMMITTEE ASSIGNMENTS

Budget Sub-Committee

Motion by John Bridges, seconded by M.T. Berry, to add Steve Willoughby to the Budget Sub-Committee.

Motion carried, with one abstention.

Motion by John Bridges, seconded by David Baisden to add Mark Stout to the Budget Sub-Committee.

Motion carried unanimously.

Strategic Planning Sub-Committee-No Changes

Interoperable Communications Sub-Committee

Motion by Mike Bower, seconded by Don Lynch to add Lucien Jones, James Renta, Mike Curtis, Steve Yarborough, and Kenneth Sloan to the IOC Sub-Committee. James Mullins, J.B. Collins and Dennis Mitchell have resigned from the Committee.

Motion carried unanimously.

Resource Management Sub-Committee

Motion by John Bridges, seconded by Steve Willoughby, to add Clint Regier and Charisse Morrow to the Resource Management Sub-Committee.

Motion passes unanimously

Training and Exercise Sub-Committee

Motion made by Glenn Lewis, seconded by Joe Lester, to appoint John Bridges as the Chair, with Mike Magee as Vice Chair conducting the day to day operation of the Training and Exercise, with Rodney Foster and Dean Finley being added as members of the Committee.

Motion carried unanimously.

IX. OTHER DISCUSSION ITEMS/NEW BUSINESS

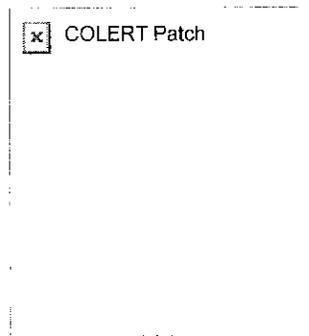
Steve Almon discussed the changes at OKOHS, with our Chief of Staff taking a position with the State Attorney General's Office and Director Pettingill being appointed as the new Chief for the Oklahoma Highway Patrol. It is anticipated that the new Director would be appointed in the near future.

Due to a conflict with the April 26 meeting date, it was decided that the next Working Group meeting will be moved to **May 3, 2011**, same time and location.

Larry Hansen provided an update to the Thermal Imager and AED project.

Steve Almon advised that the OKOHS NIMS Compliance Officer has requested that all COUASI members be aware of the requirements for NIMS compliance and ensure that their agencies paperwork regarding compliance aligns with the training.

X. Adjournment



Central Oklahoma Law Enforcement Response Team COLERT

The purpose of COLERT is to provide a rapid and effective response to jurisdictions with the Central Oklahoma Urban Area whose law enforcement resources have been overwhelmed and cannot successfully mitigate against threatened or actual terrorist, civil unrest or technological /natural disasters. The COLERT Team consists of officers from various jurisdictions within the designated Central Oklahoma Urban Area. The Central Oklahoma Urban Area (COUASI) is made up from all of Homeland Security Regions Six and Eight and encompasses the following counties: Oklahoma, Canadian, Cleveland, McClain, Pottawatomie, Lincoln and Logan.

The following is the procedure to request assistance from COLERT

1. The request must be from an agency head or his designee, such as a Police Chief, Sheriff, or shift commander;
2. The requesting agency must give detailed briefing of the emergency situation;
3. Any other pre-existing mutual aid agreements should be identified and/or invoked;
4. Requesting agency should specify estimated number of personnel needed;
5. Requesting agency should specify estimated duration personnel may be needed;
6. Requesting agency and COLERT will determine a staging area and requesting agency should assign an agency liaison to the staging area if requested;

7. Requesting agency must follow up verbal request for COLERT with a formal written request within 30 days.

Requesting agencies should contact one of the following persons in order to activate a COLERT response. All of the COLERT leadership will be notified, and a mobilization team will respond to the emergency to assess personnel and equipment needs of the requesting agency. During this time, COLERT members will be notified via automated system and placed on alert for a possible deployment.

Mark Stout Putnam City Campus Police Mobile: 405-***-**** Dispatch: 405-787-3621	Tim Ivy Edmond Police Dept Mobile: 405-***-*** Dispatch: 405-359-4420	Brad Cunningham Oklahoma County Sheriff's Office Mobile: 405-***-**** Dispatch: 405-713-1000	Dan Stow Oklahoma County Sheriff's Office Mobile: 405-***-**** Dispatch: 405-713-1000
--	--	--	---



ATTACHMENT 3

To:
Chief Keith Bryant
Chairman,
COUASI Working Group
P.O. Box 11415
Oklahoma City, OK 73136

From:
Michael J. Magee
PO Box 2970
Edmond, OK 73083

Dear Chief Bryant:

4 April, 2011

I have been the Project Manager for the Planning and Citizen Preparedness project for over a year, and I feel it is an appropriate time to hand over the reins to someone else. I would like to free up some time to narrow my COUASI focus into one area.

I've also been a member of Exercise and Training committee and have had to divide my attention between those two areas. With the restructuring of that committee, I feel it is a good time for me to put more effort in that critical COUASI work. That will only be possible if someone takes over the Planning and Citizen Preparedness project.

So with that said, I respectfully request you find someone else to take over as the Project Manager for the Planning and Citizen Preparedness project.

Sincerely,

Michael J. Magee
Emergency Manager
City of Edmond