



State of Delaware  
Homeland Security Advisory Council  
(HSAC)

## Special Meeting Minutes

06/19/13

0900-1100

Public Safety Building  
Main Conference Room  
303 Transportation Circle  
Dover DE 19901

### **1. Welcome, Call to Order, and Room Introductions**

This special meeting was called to order by Secretary Lewis Schiliro at 0900 hours with him informing those present that Kurt Reuther accepted a senior executive service position with the federal Department of Homeland Security as the Director of State and Local Operations, which is very impressive. He stated that Kurt is one of the few really-great people he has had the opportunity to work with and that the position he is vacating is critical in carrying out Delaware's mission to protect the citizens and visitors to the first state. Kurt worked his way up from the street and this is an excellent opportunity for him that will also benefit Delaware.

**Kurt Reuther** welcomed everyone and thanked them for their kind words announcing that Captain Meadows would still be in contact with him as a part of his new job. Kurt advised members that the Governor's Executive Order Number 21 restructured this Council to include the Senior Advisory Committee (SAC) responsible to function as the approving authority for grant allocations distributed to Delaware's various disciplines by the Delaware Homeland Security Terrorism Preparedness Working Group.

Those in attendance were as follows:

### **Voting Council Members**

Secretary Lewis D. Schiliro	Department of Safety & Homeland Security - <b>Chair</b>
Kurt Reuther, HSA	Department of Safety & Homeland Security – <b>Co-Chair</b>
Elayne Starkey, CTO	Department of Technology & Information
Colonel Nate McQueen	DSHS/Delaware State Police, Superintendent
Mayor Carleton Carey	League of Local Governments
George “Jody” Sweeney	President/Councilman DE Association of County Governments
Wayne Smith, President	Delaware Healthcare Association

### **Designated Voting Reps -**

Deputy Director Gillespie	Delaware Emergency Management Agency
Colonel Dallas Wingate	Delaware National Guard
Warden David Hall	Department of Corrections, Designated Rep
Gene Donaldson, TMC Mgr.	Department of Transportation/TMC
Chief James Graybeal	Department of Natural Resources & Environmental Control

### **Non-voting Council Support**

Captain Daniel Meadows	Delaware Information & Analysis Center (DIAC)/ OIC
Dee L. Rivard	Department of Safety & Homeland Security

### **Non-voting Council Legal Staff**

DAG Thomas Ellis	Department of Justice, Civil Division
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### **Non-voting Federal, State, Local & Additional Attendees**

SSA Jeffrey Reising	FBI – Baltimore Division – DE JTTF, Federal Partner
Todd Karpel	U. S. Department of Homeland Security (DHS)/DIAC Liaison, Federal Partner
Robert Prettyman	U. S. Attorney’s Office – District of Delaware Assistant U. S. Attorney
Brian McDonough, SAT	Amtrak, Station Action Team Coordinator,
Michael McClean, Mgr.	Amtrak, Regional Emergency/Corporate Security Mgr.
Tony Lee, Planner	Delaware Emergency Management Agency, Alternate
Dwayne Day, HS Planner	Department of Transportation/TMC, Alternate
Joseph Wessels	League of Local Governments (LLG), Alternate Designee
Director Timothy Cooper	DHSS/DPH, Office of Preparedness, Alternate
Jennifer Dittman	Delaware Emergency Management Agency, Planning Supervisor

### **Absent Members, Designees and regular attendees**

Secretary Ed Kee	Department of Agriculture, Member
Director Jamie Turner	DSHS/Delaware Emergency Management Agency, Member
John Sadowski	Department of Education, Designated Member
Warren Jones, ES	Delaware Volunteer Firefighter’s Assoc., Member
J. Allen Metheny, Treasurer	Delaware Volunteer Firefighter’s Assoc., Designated Rep
Director Jennifer Cohen	DeIDOT/Division of Motor Vehicles, Member
Deputy Mike Harrell	Division of Motor Vehicles, Designated Rep

Commissioner Rob Coupe  
Walter J. Billings, WATO

Michael Mendoza, WATA

Ed Klima

Joseph Aviola  
Major Monroe Hudson  
Steve Blessing  
Chief James Hosfelt

Department of Corrections, Member  
Dover Air Force Base, Wing Anti-Terrorism Advisor,  
Member  
Dover Air Force Base, Wing Anti-Terrorism Advisor,  
Alternate Designee  
Emergency Services Coordinator, Dover Motorsports Inc.  
(DMS) Member  
Wilmington University, Chair, Admin/Justice, Member  
Delaware State Police, Designated Rep  
DHSS/Division of Public Health, Designated Rep  
Delaware Police Chiefs' Council, Designated Rep

## 2. Approval of Minutes

- Not applicable as this was a special meeting held for the sole purpose of reviewing and approving Delaware Homeland Security FY13 Grant Allocations recommendations.

## 3. PUBLIC SESSION - Business:

- Strategy – N/A during special meeting
- DIAC Governance – N/A during special meeting
- Security Briefings:
  - a) **DIAC briefing** on international, national, regional, and local security events occurring since our last meeting.
    - N/A during special meeting
  - b) **Kurt Reuther** Homeland Security Briefing
    - **N/A** during special meeting
  - c) **Grant Coordination** – Deputy Director Glenn Gillespie provided a presentation briefing on behalf of Director Jamie Turner reviewing the Homeland Security Advisory Council scope and membership guidance changes required by FEMA for the Senior Advisory Committee composition including additions and reporting requirements. He advised members that they could obtain a copy of the requirements from him. Detailed information on required changes follow:

### ***Senior Advisory Committee (SAC) Composition, Scope, and Membership***

The SAC must include whole community intrastate and interstate partners as applicable and have balanced representation among entities with operational responsibilities for prevention, protection, mitigation, response, and recovery activities within the State. The membership of the SAC must reflect the hazards and risks identified in the State's THIRA as well as each of the core capabilities. In particular those core capabilities identified as having large shortfalls identified in the State's most recent State Preparedness Report (SPR). Further, the SAC must include representatives that were involved in the production of the State's Threats and Hazard Identification Risk Assessment (THIRA) and represent the interests of the five mission areas as outlined in the National Preparedness Goal (NPG).

### ***Senior Advisory Committee Charter***

A charter must direct the governance of the SHSP program through the SAC. All members of the SAC should sign and date the charter showing their agreement with its content and their representation on the Committee. Revisions to the governing charter must be sent to the grantee's assigned FEMA Program Analyst. The SAC charter must at a minimum address the following:

- A detailed description of the SAC's composition and an explanation of key governance processes, including how SAC is informed by the State's THIRA, SPR data reflecting capability shortfalls and the approach to address the shortfalls capabilities;
- A description of the frequency at which the SAC will meet;
- How existing governance bodies will be leveraged by the Committee;
- A detailed description of how decisions on programmatic priorities funded by SHSP are made and how those decisions will be documented and shared with its members and other stakeholders as appropriate;
- A description of defined roles and responsibilities for financial decision making and meeting administrative requirements.

To ensure ongoing coordination efforts, SAAs are encouraged to share community preparedness information submitted in the State's BSIR with members of the SAC. The charter must be made available publicly to promote transparency in decision-making related to the HSGP activities. SAAs are required to submit a copy of the SAC charter as part of the winter BSIR submission due in December.

Over the last several years, the Funding Sub-Committee, Working Group, and to a limited extent the HSAC have discussed strategies to reduce personnel. Therefore, with this submittal, DEMA as the SAA has found supplementary funding for our Planning, Training, and Exercise personnel thus negating the vast majority of our personnel costs applied to Planning. We further recommend disciplines that are utilizing planning funding for personnel likewise attempt to secure alternate funding streams for personnel.

The sole DEMA personnel paid from SHSP are the Administrative Specialist & Accountant; both are paid through the Management & Administrative funding portion of the Grant.

### **FY13 Homeland Security Grant Program**

- Deputy Director Gillespie turned the meeting over to Planning Supervisor Jennifer Dittman to brief members on the FY2013 Homeland Security Grant Program Application Timeline, Discipline Guidelines, Investment Justification presentation, and to provide members a Funding Opportunity Quick Reference Sheet for disciplines involved with this grant program. She also shared a FY13 Project Request Form spreadsheet template briefing members on the grant programs, Directorate Policy and the Presidential Policy Directive 8/PPD-8: 2013 National Preparedness Report.
- Jennifer Dittman reviewed the handout information noting that the performance period for the grant is 24-months with obligations due this Monday and an award date of September 30. The FY13 HSGP FO Quick Reference Sheet is attached as a part of the meeting's minutes. Jennifer advised members that 5% of the funds are kept for administrative support with a grant requirement mandating 25% of the funds held back for law-enforcement terrorism activities. There were quite a few changes to this program including a priority on strengthening Homeland Security priorities and the addition of two program priorities in FY13. The program includes allowable costs in support of efforts to build and sustain core capabilities incorporated within the strategy and federal priorities.
- Delaware's State Preparedness Report also tied to core capabilities and federal priorities Implementation uses the whole community approach including building and sustaining law-enforcement terrorism prevention capabilities, maturation and enhancement of state and major urban area fusion centers, innovation and sustained support for the national campaign for preparedness and improvements for immediate emergency victim care at mass casualty events.
- Coordination and collaboration include Citizen Corps, mass casualty incident preparedness and citizen preparedness. Delaware has 7 investments including medical surge, fusion center, emergency response, continuity of emergency communication, training and exercise, and Citizen

Corp. The law-enforcement distribution is \$430,000 for standard law-enforcement, which included DMV, crime scene lighting, and mobile capabilities.

- The Delaware Police Chiefs Council Weapons of Mass Destruction (WMD) Subcommittee decides how local law-enforcement is funded. \$380,000 goes directly to the fusion centers with response to mass casualty events coordinated through the State Preparedness Report. There is always a need for additional people, funding, and equipment although medical surge and shelter have always had work and continue to need additional work. Every year we continue to support health care and public health.
- **Kurt Reuther** advised that he is working with the DHSTPWG investments for FY13 on some of the directives that addressed medical surge capacities. Kent County EMS designed systems with tents for deployment out-of-state and repurposed that equipment to allow use within the state.
- **Wayne Smith** advised that the grant contains improvements for Christiana and Wilmington storage capacity in order to increase the capacity for cadavers. Wayne inquired how this works asking if the FY13 funding extends into FY15 as this is now the second year that Delaware is a minimally funded state.
- **Secretary Schiliro** advised members that this is the only chance that we get as a state to allocate the funding and guide the prioritization to limited areas which is a crucial process.
- In response to a question from Joe Wessels as to whether the process was getting more complicated or if it was more streamlined, Jennifer advised that it is a lot more complicated involving a lot more inspections and reporting. In 2 years FEMA added 7 reporting requirements when there is significantly less funding. The process is a lot more involved and detail oriented requiring us to now list every single piece of equipment purchased on FEMA reports such as the Biannual Strategy Implementation Report (BISR). Disciplines are beginning to ask the tough questions and really look at what they need to review.
- **Kurt** advised that the National Governors' Association (NGA) identified Homeland Security grant reform as a key priority in the next couple of years moving into the next cycle. The NGA is keyed into the administrative burdens and looking into streamlining grant processes. This is something you will continue to hear about as the process migrates. Some of the lessons learned through the DHSTP working group were that the HSAC did not always have a timely role in setting priorities and issues for the DHSTP working group as they build out the grant appropriations model. Providing the priorities in advance allows the working group to tie them together when determining funding allocations.

- **Colonel Wingate** stated that the DHSTP working group wouldn't actually function if Jennifer didn't continue to nudge everyone forward. The whole management of the budget improved over the years and as those years progressed we were seeing quite a bit of military throw back with money thrown back into the pot. Thanks to Jennifer we have cut that back to almost none. She pushes the projects forward or advocates moving them to another year when necessary.
- **Secretary Schiliro** also commended Jennifer for her work facilitating the process and moving everything forward to ensure timely completion noting that it may not be popular but it is very important, especially the technology changes for a small state like Delaware.
- **Jennifer** thanked everyone for the kind words stating that the hard work is done by the discipline leads and that she just facilitates, pokes, and prods.

### **FY12 Emergency Management Planning Grant (EMPG)**

- Deputy Director Gillespie requested **Principal Planner Edward "Tony" Lee** to provide members a courtesy overview of the Emergency Management Performance Program (EMPG), Tony advised that EMPG guidance removed this grant from Senior Advisory Committee.
- Tony began his briefing by informing members that the FY13 Emergency Management Performance Grant (EMPG) is a little more focused and providing members a Project Impact Synopsis. This grant is administered and allocated through FEMA Region III as a match-grant that includes a cost-share requirement. The grant suffered a reduction of approximately \$62,000 with a lot of the expenditures administrative.
- The objectives for the EMPG are similar to the Homeland Security objectives requiring an update to the THIRA in partnership with the Homeland Security Grant Program. A large responsibility includes ensuring compliance with emergency plans. One of the larger responsibilities is professional training, especially for planners to have emergency training and exercise objectives. This grant includes a requirement for all personnel paid with this grant to participate in a full scale exercise annually. Tony advised that this year's exercise is scheduled in September.
- Delaware's goal is sustaining core capabilities across prevention, protection, mitigation, response, and recovery.
- This grant program is constantly in a review process. Tony is working with the Department of Education (DOE) and Delaware Geological Survey (DGS) representatives. The DOE receives \$30,000 with \$24,000 going to DGS. The Delaware Environmental Observing System is allocated \$65,000 and provides a key tool for us.

- County Emergency Operation Centers and the City of Wilmington receive approximately \$1,146,982.00 as part of the EMPG. Allocations are determined historically through requests to their Councils and are dependent on what their budgets can afford for the match. Historical operating costs and ongoing projects determine the amount of funding. This includes requests from local EOCs under construction and renovation. The group link project has floor plans of all the schools and is web-based.

**Kurt** informed members that the Homeland Security Grant Program Jennifer briefed members on requires a vote while the EMPG information provided by Tony was just for informational purposes and to emphasize how these two grants work together.

- Delaware is a unique state that is the only state that does not strictly follow the 80/20 rule instead having a MOU with the counties since our locals do not have a county public health, emergency operations center, road maintenance, etc. It actually is closer to a 50/50 split. Fiscal Year 12 is the first year that Delaware went to a two-year grant project.
- Kurt advised members that a recommendation was made to consider one large project to fund resulting in a vote to reallocate \$2.3 million to purchase radios under the Statewide Interoperability Executive Council (SIEC) aligning with Homeland Security Grant funding. This allows Delaware to receive a \$6 million dollar piece of equipment free from Motorola, which is the brain of the equipment. This also allowed Delaware to make significant headway toward replacing obsolete radios. Additionally, it is buying us time and allowing us to work on identifying additional redundancies needing replacing.
- **Tony** stated this project is a great example of the cooperation and partnership to what they want the grant project do. As a state we are using funding effectively for the good of the whole state. This is an excellent model to present federally as a demonstration of how well we work together allocating funding to help everyone in Delaware and allowing us to act proactively.
- **Dwayne Day** advised that this money was already actually allocated to other projects and we asked them to give up their funding for the betterment of the whole state.
- **Kurt Ruther** thanked Mayor Carey and the League of Local Governments for allowing them to waive the 80/20 process noting that what members are voting on today shows how well this process works.
- **Director Glen Gillespie** - on behalf of Director Jamie Turner and their entire division congratulated Kurt on his retirement and wishing him success in his future endeavors with federal Homeland Security.

## **MOTION AND VOTE**

HSAC voting members functioning as the Senior Advisory Committee discussed the funding recommendations as presented with Wayne Smith motioning to approve, Mayor Carleton Carey seconding the motion and voting members of the council in attendance unanimously approving the funding recommendations as presented by Jennifer.

## **ACTION ITEMS**

**Examine** - N/A

**Research** – N/A

**Follow up** –

- Review additional requirements for SAC composition identifying additional members by title for nomination to the Governor for appointment to the HSAC.
- Ensure SAC membership reflects the hazards and risks identified in the State's THIRA as well as each of the core capabilities.
- Revise SAC Charter directing the governance of the SHSP program through the SAC ensuring that all members sign and date the charter signifying agreement with its content and representation on the Committee.
- Submit governing charter revisions to assigned FEMA program analyst.

## **DATES TO REMEMBER**

- N/A

### **4. Old Business**

- N/A during special meeting

### **5. New Business**

- **Secretary Schiliro** spoke about trying to find someone to fill Kurt's position noting that he is looking for someone with more current terrorism expertise than we currently have. He stated that all of the HSAC partners share a common goal and when we lose such a good person it is bitter sweet. He surmised that perhaps in the future we will turn on CSPAN and see Kurt in action once again. The Secretary extended an invitation to Kurt to return to the HSAC and share what is going on in the District of Columbia.

- **Colonel McQueen** told the Secretary that they had Kurt first before our department stole him from the DIAC who in turn stole him from the Department of Natural Resources and Environmental Control (DNREC). He added that the feds will now start seeing a lot of Kurt's use of white boards. The Colonel stated that as a state we do not typically migrate well to the whole incident management system and that Kurt was instrumental in helping Councilmembers to help it make sense to our personnel. It shows how well we share a great resource in Delaware.
- **Todd Karpel** thanked Kurt for all of his work and everything that he helped to facilitate both at the DIAC and as Co-Chair of the HSAC.
- **Elayne Starkey** thanked Kurt for his assistance to Delaware's Continuity of Operations Planning and expertise with Delaware's Cyber Security Exercises to name a few of his numerous accomplishments. She added that everyone appreciates the tremendous progress Kurt made relative to this Council and Delaware's cyber security and will miss him greatly.
- **Steve Blessing** also commended Kurt for his interagency coordination and cooperation on behalf of the Division of Public Health stating that he will be missed greatly and that his division appreciated his ability to tie the homeland security mission to the Delaware Information and Analysis Center (DIAC) and the Public Health mission together.
- **Dwayne Day** stated that Kurt helped to facilitate how DeIDOT could communicate better adding that Kurt works well with everyone. He said that you never hear a negative word come out of Kurt's mouth or hear him say that you can't do it that way.
- **Colonel Wingate** on behalf of the Adjutant General and the Delaware National Guard thanked Kurt for everything he has done and invited him back to DNG HQ for an open house whenever they are held. He advised Kurt to remember that he always has a home here in Delaware.
- **Mayor Carey** thanked Kurt on behalf of Delaware's towns, cities, and municipalities for all the work he has done to help them with cyber security exercises, COOP and funding coordination.
- **Chief Graybeal** announced that when word got out that Kurt was leaving everyone from DNREC came to his office to ask where Kurt was going and what he will be doing. Kurt will be missed because he facilitated a lot of joint work between DNREC, the DIAC and Homeland Security.

## 6. State, Federal, Local & Private Briefings

- N/A during special meeting

## 7. Recommendations

- Ensure that HSAC sets and identifies priorities and issues for the DHSTP working group in advance to enable the DHSTP working group to build out the grant appropriations model allowing the group to tie them together when determining funding allocations.

## 8. ADJOURNMENT

- Meeting adjourned at 1010 hours

Next Meeting: Wednesday, September, 19, 2013

9:00 am – 11:00 am

Location: Public Safety Building  
Large 2<sup>nd</sup> Floor Conference Room