



Florida Type II Regional WMD/Hazardous Materials Response Teams Conference Call Minutes 6-10-2009

Attendees: Lorin Mock, Scott Chappell, Regina Saueracker, Sherm Sasser, Walter Hirst-Delray Beach, Chief Scott Johnson-Delray Beach, Bill Quinn-Brevard, Chris Byrne-Marco Island, Donald Sessions-Gainesville, Mike Dutton-Okaloosa County, Phil Wieczynski-Department of State, Cliff Charlock-Hialeah, Karl Odin-Hialeah, Johnny Colson-St.Johns, Robert Palestrant-Miami Dade, Randy Jordan-Fort Myers, Ken Dobson-Fort Myers, Chief Lentz-Bay County, Joseph Silvestris-Orange County, Alan Perry-Miami Dade, Doug Myer-Pinellas, Dan Wouters-Martin County, Doug Wolfe-Sarasota, Patty Jefferson-Citrus County, Chief Michael Gonzalez -Tampa Chief Ron Rogers-Hillsborough County.

Proper Documentation for receipt of approval, delivery and concluding filing of SHSGP G&T approved training:

Scott Chappell: All courses must be G&T approved or receive SAA/TPOC Approval.

- Working with Novella Tice to get all previous training approved.
- Also working to ensure that all anticipated future training is on the G&T approved course list.
- We will currently be using a Hazmat Technician Course citation that is on the G&T Approved list, but any other Hazmat courses must be submitted for approval. Florida is preparing to submit its own version of the Hazmat Tech For classes not already on the G & T Listing, the following applies:
 - A new course can be taught three times without formal G&T approval (3 for free)
 - Once a course is submitted for approval it is allowed to be taught as many times as necessary while awaiting approval.

Questions were raised on the Hazmat IQ

- Can it be taught 3 times statewide or by one vendor?
- Who submits for the approval?

Scott Chappell will confirm this information and pass it on to the Teams.

- If Teams are planning to conduct local level G & T Approved Training (per the agreements) and receive reimbursement both for the course and back fill and overtime, please make sure you have received written authorization from the SSA/TPOC, via Scott Chappell, for the program prior to contracting for it.
- Also, once the class is completed, grant guidance requires within 30 days after attendance, to submit information documenting the course title, course description, mission area, level of training, the training provider, the date of the course, the number and associated disciplines of the individuals, and the sponsoring jurisdiction be reported to the SAA or TPOC through Scott.

- The following documentation is required for reimbursement of either Training and or Back-Fill and Overtime costs
 - Course Roster of attendees
 - Individual Employee Time-sheets, for the time(s) the course or classes were held, both for the member attending and the person back-filling, if applicable.
 - Individual Employee compensation verification, for the person back-filling for the member attending the course or classes.

FY 07 Critical Needs and Sustainment Funding

Lorin Mock: Teams have not previously received funding templates in order to verify authorized expenditures.

- All funding templates (FY07, FY08, FY09) will be placed on the State Domestic Security Website which can be located at http://www.fldfs.com/SFM/sfm_domestic_security.htm
- For Equipment reimbursements, it is necessary to recognize the difference between critical needs (new equipment) and sustainment to avoid the issue of supplanting.
 - **Sustainment**-In order to use sustainment funds there are three criteria:
 1. The equipment you are sustaining had to be purchased with federal funds. Not necessarily SHSGP funds but any federal grant funds. (ie UASI)
 2. Must be on the AEL <https://www.rkb.us/>
 3. The equipment should be on funding template in applicable grant year, or
 - If an item is not on the template, notify Lorin/Scott so it can be considered and individually approved, or brought before the funding committee.
 - **Critical Needs** Defined as a piece of equipment you don't already have but need. Providing that the Team has been awarded Critical Needs Funding, each item must comply with the following:
 1. Must be on the AEL <https://www.rkb.us/>
 2. Must be on the template as a critical need.
 3. Critical needs are established by each year's funding committee, according to the Team's needs and capability. For FY 07 only a few Teams were selected and approved for FTIR Replacement.
- **Service Agreements** – Please note that at present, Teams cannot procure goods or services beyond the period of performance of the current agreement. For FY 07 that only extends through May 31, 2010. We are in active discussions with the SAA to extend this through the life of the grant from DSH.

Documentation has been lacking for sustainment and equipment purchase. For this reason an additional detail of claims form has been added. The detail of claims form that has been used in past years is **still required**. The additional form will allow for AEL, serial numbers, sustainment cache item etc. The new form will be on the web site shortly. All of the information asked for is required for auditing purposes for DFS and for sub-recipients benefit. This will hopefully streamline the payment process as well.

Quarterly reports have been lacking for many and going forward, reimbursement requests will not be processed if quarterly reports are missing.

FTIR Replacement: Spectroscopy

- This is the only critical needs upgrade approved in the FY 07 Funding Template
- Some Teams have requested permission to purchase an FTIR replacement, but if funding permits, also procure a Raman Spectroscopy Detection Device.
- The Florida Fire Rescue Domestic Security Funding Committee has approved the requested modification, providing the Teams do not exceed the allocated amounts.
- Some Teams have requested information relative to the proper mechanism for the disposal of the old units once replacement is completed. Please note that just because Smiths Detection will not support the TravelIR does not mean that the unit cannot continue to function. Absent a unit failure, it can still be kept in service. However if a jurisdiction desires to place the unit out of service the following criteria apply:
 - Consult the agreement in which the original procurement occurred and be guided by that disposal policy. Generally this will require that they:
 1. follow the local entities disposal policy, and
 2. notify DFS at the conclusion of the disposal

FY 08 Agreement and Critical Needs and Sustainment Funding

- The agreement between FDEM and DFS has been executed.
- Sub-recipient agreement drafts have been completed and are undergoing legal review.
 - Each Sub-recipient's funding templates will be included in the agreements.
 - The document is smaller, more streamlined, omitting non-essential information.
 - FY 08 sub-recipient agreements should be out to local entities by July 09.

No spending or training should take place before your agreement is fully executed.

FY 09 Initiative Justification Submission Status

- Initiative has been submitted and waiting on the award
- Announcement is expected sometime in July-August 09
- If award amount doesn't match what was asked for, then reallocation will be needed.
- Draft of sub-recipient agreements will be ready to go pending award announcement.

FY 10 Funding Process

- A Statewide Capabilities Assessment is currently underway; this will provide both a snapshot of current capabilities and provide a gap analysis of statewide need.
- The FY 2010 Funding Committees are being assembled and will be convened shortly.
- In preparation for the next funding cycle, FDLE is hosting and funding a Regional Response Team Meeting on July 15-16, in Orlando. All Task forces are requested to have representation in this important process.

FLAHR Meeting - July 18, 2009 Ft. Lauderdale