



## Florida Task Forces US&R Conference Call Minutes 6-10-2009

**Participants:** Lorin Mock, Scott Chappell, Regina Saueracker, Sherm Sasser, Alan Perry TF1, Joe Silvestris TF4, Lance Hilliard TF4, Todd Livingston TF3, Ron Rogers TF3, Les McCormick TF5, Mike Hadden TF7, Don Sessions TF8, Tracy Lefevre TF8, Jeff Alter and TF8, Kathy Weaver TF9.

### Upcoming Training:

**Scott Chappell:** Swiftwater Tech will be offered in July.

- Enrollment has been good.
- This is ops and tech levels combined.
- The last three days of the training is the technician portion of the program.
- Pre-Requisites-Rope Ops

**Ron Rogers** suggests that OTBF/Travel cost be allowable reimbursements for the training. All 07 funds are already budgeted. TF4, 7, 9, agree they are in similar situations.

After some discussion **Lorin Mock** suggested funding toward the OTBF/Travel costs associated with the training. Lorin also requests estimated dollar amounts from all Task Forces on the OTBF/Travel amounts to be forwarded to Scott Chappell.

**Scott Chappell** there are more courses that will be offered in the upcoming months and he will get that information to all by the end of the week.

### 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 including FEMA courses.

- Working with Novella Tice to get previous training approved
- All USAR training ops & tech are approved except VMR.
- No specialist courses are approved except Medical Specialist.
- The goal is to get all training approved and that process is underway.
- A course can be taught three times without approval (three for free)
- Once a course has been submitted for approval it can be taught as many times as necessary until the request is approved or rejected. If rejected it must be resubmitted with revisions and can still be taught.
- If Task forces are planning to conduct 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.

## **FY 07 Critical Needs and Sustainment Funding**

**Lorin Mock:** Teams have not previously received funding templates.

- 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](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. Equipment must be on funding template in applicable grant year.
      - If an item is not on the template, notify Lorin/Scott so it can be brought before the funding committee.
  - **Critical Needs** Defined as a piece of equipment you don't already have but need. Providing that the Task Force 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, or in the case of USAR, the approved typed team cache list.
    3. Critical needs are established by each year's funding committee, according to the Task Forces assigned level of capability.
- **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 as well.

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

**Teams question where to get a true assessment of their inventory to be sure they are sustaining equipment purchased with Federal dollars.**

- 1. SFM/DFS has documentation of equipment purchased on TF behalf (02,03) and copies of all reimbursement requests for equipment. This can be requested if necessary.**
- 2. Local Budget/Accounting/Auditing will also know what has been purchased with SHSGP funds.**
- 3. Local entities must account for inventory to the best of their abilities and perform due diligence.**

**The length of time necessary for DFS to process reimbursement requests has been too long. Much of this delay has been attributable to the need for increased documentation. We are hoping to decrease the time span for payment through the improved provision of documentation. This should significantly reduce the number of questions from our F&A department so that we can meet the agreement's target.**

### **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.

### **FASAR Section Meeting July 17-18 Ft. Lauderdale**

- Reminder FASAR Work Groups and Task Force Managers are scheduled to meet on the 17<sup>th</sup>.
- Full Section Meeting will be held on the 18<sup>th</sup>.