

METROPOLITAN WASHINGTON  COUNCIL OF GOVERNMENTS

*One Region Moving Forward*

**COG BOARD OF DIRECTORS MEETING**

**REVISED**

*District of Columbia  
Bladensburg\*  
Bowie  
Charles County  
College Park  
Frederick  
Frederick County  
Gaithersburg  
Greenbelt  
Montgomery County  
Prince George's County  
Rockville  
Takoma Park  
Alexandria  
Arlington County  
Fairfax  
Fairfax County  
Falls Church  
Loudoun County  
Manassas  
Manassas Park  
Prince William County*

**DATE: September 11, 2013**  
**TIME: 12:00 Noon**  
**PLACE: COG Board Room**

**PLEASE NOTE: Chairwoman Young will begin the meeting promptly at Noon. Lunch for members and alternates will be available at 11:30 a.m.**

**AGENDA**

**1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE  
(12:00 Noon)**

**Chairwoman Karen Young  
Board President Pro Tem  
City of Frederick**

**2. ANNOUNCEMENTS  
(12:00 – 12:10 p.m.)**

**Chairwoman Young**

- A. Executive Director Mid-Term Performance Evaluation Updates**
- B. Economy Forward: One Year of Progress, September 27**
- C. Latino Health Forum, September 30**
- D. Annual Membership and Awards Luncheon, December 11**

**3. EXECUTIVE DIRECTOR'S REPORT  
(12:10 – 12:15 p.m.)**

**4. AMENDMENTS TO AGENDA  
(12:15 – 12:20 p.m.)**

**5. APPROVAL OF MINUTES OF JULY 10, 2013  
(12:20 – 12:25 p.m.)**

*\*Adjunct Member*

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**6. ADOPTION OF CONSENT AGENDA ITEMS  
(12:25 – 12:30 p.m.)**

**A. RESOLUTION AUTHORIZING COG TO ISSUE A CONTRACT TO PROVIDE GRANTS DIVISION ADMINISTRATION AND COORDINATION**

The Board will be asked to adopt Resolution R33-2013, authorizing the Executive Director, or his designee to receive and expend up to \$92,614 to provide grants division administration and coordination. The contractor provided through the project will administer the District of Columbia's and the National Capital Region's homeland security grant funds; set and maintain the budget for the District of Columbia Homeland Security and Emergency Management Agency's (DC HSEMA) Grants Division; provide direction and management for the DC HSEMA Grants Division staff; establish and enforce appropriate internal standard operating procedures within the DC HSEMA Grants Division to ensure consistent oversight of sub-grantee progress and spending; and coordinate and complete the grant applications for federal homeland security grants for the District of Columbia and National Capital Region. Funding for this effort will be provided through a subgrant from the State Administrative Agent (SAA). No COG matching funds are required.

**RECOMMENDED ACTION: Adopt Resolution R33-2013.**

**B. RESOLUTION AUTHORIZING COG TO ISSUE A CONTRACT TO CONDUCT EMERGENCY MANAGEMENT PLANNING**

The Board will be asked to adopt Resolution R34-2013, authorizing the Executive Director, or his designee to receive and expend up to \$102,500 to conduct emergency management planning. The project will ensure the development and implementation of planning activities to address all hazards impacting the District of Columbia; and to establish and coordinate an Environmental Management Program. Funding for this effort will be provided through a subgrant from the State Administrative Agent (SAA). No COG matching funds are required.

**RECOMMENDED ACTION: Adopt Resolution R34-2013.**

**C. RESOLUTION AUTHORIZING COG TO APPLY FOR GRANT FUNDING TO SUPPORT STAFF OF COG MEMBER JURISDICTIONS TO ATTEND THE 2013 INTERNATIONAL CODE COUNCIL (ICC) PUBLIC COMMENT HEARING IN ATLANTIC CITY, NJ**

The Board will be asked to adopt Resolution R35-2013, authorizing the Executive Director, or his designee, to receive and expend up to \$56,760 from the Energy Foundation for travel scholarships to send designated and authorized representatives of its 22 local governments with current ICC membership status to the 2013 ICC Annual Conference's Public Comment Hearing in Atlantic City, NJ, October 4-10, 2013. No COG matching funds are required.

**RECOMMENDED ACTION: Adopt Resolution R35-2013.**

#### **D. RESOLUTION AMENDING METROPOLITAN WASHINGTON COUNCIL OF GOVERNMENTS PENSION PLAN**

The Board will be asked to adopt Resolution R36-2013, authorizing the Executive Director, or his designee, to increase the employee contribution to COG's defined benefit pension plan from 7.5 percent to 8 percent, as approved by the Pension Plan Administrative Committee (PPAC) on June 21, 2013. This change is a result of a careful and thorough actuarial study recently revealed that additional funding is needed to maintain and improve the long-term financial health of the Plan.

**RECOMMENDED ACTION: Adopt Resolution R36-2013**

#### **F. RESOLUTION AUTHORIZING COG TO ISSUE A CONTRACT TO DEVELOP A NCR UASI THREAT AND HAZARD IDENTIFICATION AND RISK ASSESSMENT (THIRA)**

The Board will be asked to adopt Resolution R38-2013, authorizing the Executive Director, or his designee, to receive and expend up to \$102,250 to develop a National Capital Region (NCR) Urban Area Security Initiative (UASI) Threat and Hazard identification and Risk Assessment (THIRA). Funding for this effort will be provided through a subgrant from the State Administrative Agent (SAA). No COG matching funds are required.

**RECOMMENDED ACTION: Adopt Resolution R38-2013.**

#### **7. COG RETREAT OUTCOMES (12:30 – 12:40 p.m.)**

**Chuck Bean, Executive Director**

COG held its annual leadership planning and work session August 2-4, which was attended by 35 elected and appointed officials, speakers and other invited participants. The primary focus of the retreat was to strengthen COG's capacity to advance its mission by building stronger relationships between members and the organization, and examine priorities for the upcoming year. The Board will be briefed on the retreat outcomes and next steps.

**RECOMMENDED ACTION: Receive briefing and discuss/approve next steps.**

#### **8. ADOPTION OF POLICY GUIDELINES (12:40 – 1:00 p.m.)**

**Chairwoman Young**

Earlier this spring, the Board directed development of criteria and a process for developing COG's legislative and policy positions. After close consultation with the Board's Legislative Committee and Past Board Chairs group, staff has prepared draft policy guidelines for Board consideration and action. The objective is to focus and more clearly define parameters that will provide practical guidance to the Board when considering policy action.

**RECOMMENDED ACTION: Adopt Resolution R37-2013.**

**9. ENHANCED REGIONAL PREPAREDNESS IN THE NATIONAL CAPITAL REGION SINCE 9/11/2001 – A RETROSPECTIVE  
(1:00 – 1:55 p.m.)**

**Paul Quander (Moderator)**  
**Chair, Emergency Preparedness Council**  
**Deputy Mayor for Public Safety & Justice, District of Columbia**

**The Honorable Eleanor Holmes Norton**  
**Congresswoman, District of Columbia**

**Kenneth Mallette**  
**Director, Maryland Emergency Management Agency**

**Linda Mathes**  
**Director, American Red Cross of the National Capital Region**

**James Schwartz**  
**Fire Chief, Arlington, Virginia**

Since the attack on the Pentagon of September 11, 2001, governmental, non-profit and private partners have collaborated to significantly increase the region's ability to detect, prepare, train for and respond to terrorist and natural threats to the safety and security of the National Capital Region (NCR). Emergency Preparedness Council Chair Paul Quander will introduce the topic, summarize the regional preparedness partnerships that have been implemented in the past twelve years, and then moderate a distinguished panel of officials that have been deeply engaged in the funding, design and implementation of programs to enhance our region's preparedness. Congresswoman Norton has been a leader in Congress to help insure federal homeland security funding and resources are provided to the District of Columbia and the NCR; Ken Mallette leads the Maryland Emergency Management Agency which is a primary partner with the District of Columbia and Virginia in emergency response and support to local government responders; Linda Mathes leads the American Red Cross in the National Capital Region and has directly shaped the critical mass care programs for our region; and Chief James Schwartz was the Incident Commander at the Pentagon on 9/11/2001 and since that time has been a leader in developing and implementing enhanced regional preparedness programs focused on first responders.

After introductory remarks by Chair Quander, the panelists will provide their perspectives on what we have learned and how the region is far better prepared twelve years after 9/11/2001. They will then engage in a dialogue with the Board moderated by Chair Quander.

**RECOMMENDED ACTION:** Receive briefing.

**10. OTHER BUSINESS**  
**(1:55 – 2:00 p.m.)**

**11. ADJOURN – THE NEXT MEETING IS WEDNESDAY, OCTOBER 9, 2013.**  
**(2:00 p.m.)**



Reasonable accommodations are provided for persons with disabilities. Please allow 7 business days to process requests. Phone: 202.962.3300 or 202-962.3213 (TDD). Email: [accommodations@mwkog.org](mailto:accommodations@mwkog.org). For details: [www.mwkog.org](http://www.mwkog.org)