

BOARD OF HOMELAND SECURITY

MONDAY, DECEMBER 3, 2018

1:30 TO 3:00 PM

COVERDELL LEGISLATIVE OFFICE BUILDING (CLOB)

ROOM 606

BOARD MEETING MINUTES

Board Members Present:

Homer Bryson
Col. Mark McDonough
Joe Jarrard
Chris Carr
Vernon Keenan
Richard Woods
Pat O'Neal
Philip Peacock
Alan Powell
Bill Cowsert
Kyle Sapp
Erika Shields
Bryan Haines
Col. Thomas Barnard

Board Members Absent:

Gary Black

The Board of Homeland Security held the board meeting on December 3, 2018 at the Coverdell Legislative Office Building in Atlanta, Georgia. A List of Attendees, the Agenda, and the Proposed By-Laws are attached hereto and made official parts of these minutes as Attachments #1, #2, and #3. Director Homer Bryson called the meeting to order at 1:34 PM.

All board members are present except Commissioner Gary Black with the Georgia Department of Agriculture.

Director Bryson with Georgia Emergency Management and Homeland Security Agency (GEMA/HS) welcomed everyone to the Coverdell Legislative Office Building (CLOB) in Atlanta, Georgia. Moving forward, the Board of Homeland Security will supersede the Homeland Security Task Force. The Board plans to discuss the opportunity to invite other entities to the meetings to participate.

Board Member Introductions

Division Overview

Harlan Proveaux is the Deputy Director of Homeland Security with GEMA/HS. He provided an organization overview of the Homeland Security Division at GEMA/HS. The Operations Section includes the Homeland Security Coordinators that have an assigned area across the State. Their

main focus right now is school safety and they provide site assessments for the schools. GEMA/HS is working with the Georgia Bureau of Investigation (GBI) to identify, mitigate, investigate, and prosecute homeland security and terrorism related incidents within the State of Georgia. In order to do this, the Homeland Security Coordinators will be deputized as GBI Task Force Agents for activities that require law enforcement authority to investigate and mitigate threats to Georgia. The swearing-in ceremony is planned to take place next week.

GEMA/HS has an intelligence position in operations at the Georgia Information Sharing and Analysis Center (GISAC) that assists with homeland security issues. There is also a Homeland Security Information Network (HSIN) Coordinator that serves at GISAC on staff. So far, these eight people have taught 163 Stop the Bleed courses, taught 91 active shooter CRASE courses, helped with 98 safety plans, gave 38 school board presentations, completed 73 safety drills, and 458 site assessments to date across the state.

The Critical Infrastructure and Key Resource (CIKR) Section conduct surveys and assessments of various critical infrastructure and key resources across Georgia. The surveys and assessments are used to determine the security and resiliency of the particular location.

There are ten Georgia Search and Rescue (GSAR) Task Forces across the State. They are responsible for locating, extricating, providing immediate medical treatment to victims trapped in collapsed structures, and other life-saving operations.

The Homeland Security Division also handles Agroterrorism. GEMA/HS coordinates with the Georgia Department of Agriculture on food defense projects. They also deal with BioWatch to monitor the air quality of the State. GEMA/HS has a veterinarian on staff that is a subject matter expert on animal diseases.

There are fifty-five EOD K9 Units around the State. Next month, it will be increased to sixty-three teams. They are highly trained detection dogs used for special events and bomb detection around the State. GEMA/HS has set their own standards for the EOD K9 Units. They have conducted 2,821 sweeps, participated in 134 events, 205 bomb threats, 618 unattended or suspicious package calls, worked 408 administrations, and 21 gun finds to date around the state.

The Training and Exercise Division is housed at the Georgia Public Safety Training Center (GPSTC) in Forsyth, Georgia. They help prepare emergency managers and first responders in training and exercises. They have completed 680 training courses, which is 9,579 instructional hours to 14,348 participants. They have conducted 21 exercises to 1,003 participants. The Training and Exercise Division are working to get the Incident Management Teams back up and running. Currently, there are 32 trained people willing to be on the team. There is an additional 38 people in training.

The Homeland Security Division now has a Special Projects position. They are currently preparing for Super Bowl LIII and coordinating over 500 law enforcement personnel for the Georgia World Congress Center.

There has been an 89% decrease in federal funding for Homeland Security since 2004. GEMA/HS has built some capabilities over the years that has increased cost. There are Urban Areas Security Initiative (USAI) funds that flow through the agency. GEMA/HS is working with the Atlanta Regional Commission to ensure that the funds do not overlap.

GEMA/HS has a Threat and Hazard Identification and Risk Assessment (THIRA) that is completed by the Georgia Institute of Technology every year. The Homeland Security grant funds are based on the THIRA to determine what the true threat is in Georgia.

The agency has great partnerships with all of the State agencies represented on this Board. GEMA/HS looks forward to continuing those partnerships and what comes out of this Board to help keep the citizens of Georgia safe.

Mission and By-Laws

Joey Greene is the General Counsel with GEMA/HS went over the Mission of this Board. The Mission is codified in 38-3-42 of the Georgia Code and it is four-fold: to advise, strategize, coordinate, and plan. The Board of Homeland Security advises the Governor on homeland security matters throughout the State. The Board is tasked with creating a state-wide strategy for homeland security. This will focus on protecting against, responding to, and recovering from domestic terrorism. There will be a special emphasis on how to mitigate these hazards moving forward. The Board will help coordinate homeland security activities with local, state, federal, and private sector partners. Within the state-wide strategy, there will be plans for eight key components:

- 1) Intelligence gathering
- 2) Reducing the State's vulnerability of domestic terrorism
- 3) Protecting critical infrastructure
- 4) Protecting the State's ports and airports
- 5) Detecting, detouring, and defending against domestic terrorism, cyber terrorism, biological terrorism, chemical terrorism, and nuclear terrorism
- 6) Figuring out how to position equipment, people, and technology across the State to combat domestic terrorism
- 7) Helping the GISAC form authorities to help GEMA/HS implement the strategy
- 8) Using technology to accomplish the first seven components

Each member of the Board of Homeland Security received a copy of the proposed By-Laws. The Board will vote on the By-Laws at the next meeting in January of 2019. As a placeholder it was included that the Board will meet four times a year, this can be adjusted as the Board sees fit. In the second portion, it mentions non-voting advisory personnel and the ability to utilize them in committee meetings and/or full Board meetings by special or standing invitation only. It is important to have the ability to incorporate experts even in closed meetings.

Additional Comments:

Director Bryson asked the Board to identify other agencies that would be appropriate to involve in the planning and work on draft plans for final approval of the Board.

Senator Cowser suggested that the Board may need meet more than quarterly at first to help with coordination of all the agencies. Also, to be an effective and informed member of this Board they will need security clearances for sensitive topics.

Director Bryson added that GEMA/HS was discussing the security clearances and see who needs to apply for those clearances. The next meeting will be scheduled for early January to adopt the By-Laws and the election of officers. Look at Wednesdays for Board Meetings.

Colonel McDonough suggested adding a clause about Board Member attendance or excused absences to the By-Laws.

Director Keenan and the Georgia Bureau of Investigation (GBI) has been working with GEMA/HS to conduct a statewide in-person survey law enforcement agencies to collect information of what their issues are in their jurisdiction and how they are handling them. Once completed, all the surveys will be compiled and brought to the Board of Homeland Security. The GBI has assigned a supervisor and an agent to the Federal Bureau of Investigation (FBI) at the Atlanta Airport to focus on terrorism issues. There will be a statewide training program from the FBI and the U.S. Department of Homeland Security to teach law enforcement officers on how to handle an encounter with someone on the terrorism watch list. GBI has partnered with DPS and GEMA/HS to create the See Something, Send Something phone application that can send information to GISAC. Then that information is processed and is sent to the appropriate agency.

Chief Erika Shields asked for feedback on any deficiencies or what has not worked in the past.

Director Bryson invited Board Members to the GEMA/HS Open House on December 12, 2018 at 1:00 PM. The Swearing-In Ceremony for the at-large members of the Board of Homeland Security will take place at 3:00 PM in the Governor's Office. The other Board members are welcome to attend the ceremony.

Adjournment:

There being no further business to be brought before the Board, Director Bryson adjourned the meeting at 2:20 PM.

Official Attachments:

1. List of Attendees
2. Agenda
3. Proposed By-Laws

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Philip Peacock
Alan Powell
Bill Cowsert
Kyle Sapp
Erika Shields
Bryan Haines
Col. Thomas Barnard

Others Attending:

Travis Johnson
Matthew Crump
Anthony Colton
Harlan Proveaux
Joey Greene
Uyen Le Schneider
Ashley Seay



Board of Homeland Security Meeting

AGENDA

December 3, 2018

1:30 - 3:30 P.M.

Coverdell Legislative Office Building

Room 606

Atlanta, GA

<u>Agenda Topic</u>	<u>Speaker</u>	
Welcome and Introductions	Homer Bryson, Director GEMA/HS	1:30 – 1:40
Division Overview	Harlan Proveaux, Deputy Director GEMA/HS	1:40 – 2:00
Mission and By-Laws	Joey Greene, General Counsel GEMA/HS	2:00 – 2:15
Swearing-In Ceremony	Governor's Ceremonial Office State Capitol, Room 203	3:00 – 3:30

**BY-LAWS OF THE BOARD OF HOMELAND SECURITY
STATE OF GEORGIA**

ARTICLE I – Office

The office of the Board shall be at the Georgia Emergency Management and Homeland Security Agency, 935 East Confederate Avenue, Atlanta, Georgia 30316. The mailing address of the Board shall be: P.O. Box 18055, Atlanta, Georgia 30316-0055. Meetings may be held at the office or at such other place as designated by the Chairperson or alternatively, the Vice Chairperson.

ARTICLE II – Members

Section 1. Members. Shall be as specified in O.C.G.A. § 38-3-41.

Section 2. Selection of Members-at-Large. In the event a vacancy occurs and is filled during an unexpired term, the appointment shall be considered for reappointment pursuant to the same procedure, at the expiration of the term. The appointment of new at-large members shall likewise be filled.

Section 3. Vacancy. (a) Except for *ex officio* members, a vacancy shall occur and be declared when a member submits his or her resignation in writing to the Secretary, or when a member dies or moves from the State, or when a member becomes disqualified by law, or when a member's term expires. (b) If any member fails to attend three (3) meetings of the Board in a twelve-month period, without good and valid cause or excuse or without leave of absence from the Chairperson or Vice Chairperson, the absent member's Appointing Authority shall be notified by the Board of the unexcused absences.

Section 4. Voting. Each member, including the Chairperson, shall be entitled to one vote on each matter submitted to a vote of the members.

Section 5. Duties and Responsibilities.

(a) The duties and responsibilities of the Board are as set forth in Georgia law.

(b) The Board recognizes it is beneficial from time to time to observe first hand the programs or capabilities of the agencies that it advises. To that end, the Board may occasionally attend demonstrations of such programs capabilities at or in conjunction with its regular or called meetings.

(c) The Board may only carry out its duties and responsibilities described in Georgia law and herein above, by and through its regular or called meetings (see Article III) or through committees (see Article V).

ARTICLE III – Meeting of Members

Section 1. Regular and Special Meetings. The Board shall meet four (4) times per year, unless Board business demands more, on dates determined by the Chair and approved by the Board. Notice of the date, time, and place of any meeting shall be given in advance by the Secretary to each member. The Board shall meet in special session whenever called by the Chairperson or by five members. The Board shall meet at least once annually for strategic planning purposes. Meetings may include non-voting advisory professionals deemed by the Chairperson as capable of providing valuable insight on a topic within the purview of the Board.

Section 2. Place of Meeting. Meetings shall be held at the office of the Board or at such other place as is designated by the Chairperson or, in the event of a special meeting called by five members, as is designated by the Secretary in the notice.

Section 3. Quorum. Nine members shall constitute a quorum for the discharge of any business.

Section 4. Proxies and Mail. No member may vote by proxy and no member may vote by mail.

ARTICLE IV – Officers

Section 1. Officers. The officers of the Board shall be the Chairperson, who shall be the Governor, the Vice-Chairperson, and Secretary.

Section 2. Election and Term of Office. The Chairperson shall hold office while Governor. The Vice-Chairperson and the Secretary shall be elected annually by the Board at its regular meeting in January, or as soon thereafter as convenient. Each officer shall hold office until his or her successor has been duly elected.

Section 3. Vacancy. The offices of Vice-Chairperson and Secretary may be vacated by the incumbent's removal by a majority of the Board whenever in its judgement the best interest of the Board would be served thereby, or by death, resignation or disqualification of the incumbent. Any vacancy may be filled by the Board for the unexpired portion of the term.

Section 4. Chairperson. The Chairperson shall be the principal officer of the Board and shall in general supervise and control all of its business and affairs. He or she shall preside at all meetings of the members. He or she may appoint all standing and special committee members

and he or she may delegate specific duties to all Board members, except where expressly provided otherwise herein. In general, he or she shall perform all duties incident to the office of Chairperson and such other duties as may be prescribed by the Board or by law.

Section 5. Vice-Chairperson. In the absence of the Chairperson or in the event of his or her inability or refusal to act, the Vice-Chairperson shall perform the duties of the Chairperson, and when so acting, shall have all the powers of and be subject to all the restrictions upon the Chairperson. The Vice-Chairperson shall perform such other duties as may be assigned to him or her by the Chairperson or the Board.

Section 6. Secretary. In absence of the Chairperson or Vice-Chairperson or in the event of his or her inability or refusal to act, the Secretary shall perform the duties of the Chairperson or Vice-Chairperson, and when so acting shall have all the powers of and be subject to all the restrictions upon the Chairperson. The Secretary shall perform such other duties as may be assigned to him or her by the Chairperson or by the Board.

The Secretary shall ensure the minutes of the meetings of the Board are kept in accordance with the Georgia Archives State Agency Common Retention Schedules; he or she shall see that all Notices are duly given in conformity with provisions of the By-Laws or as required by law; he or she shall be custodian of Board records, which shall be kept in a location designated by the Secretary.

The Secretary shall keep a register of the addresses, telephone numbers, e-mail addresses, and other methods of contact of each member of the Board, and in general shall perform all duties incident to the office of Secretary and such other duties as may be assigned to him or her.

Section 7. Senior Member. In the absence of the Chairperson, Vice-Chairperson, or Secretary, the Senior Member of the Board of Homeland Security shall perform the duties of the Chairperson, Vice-Chairperson, or Secretary, and when so acting, shall have all the powers of and be subject to all the restrictions upon the Chairperson. The Senior Member shall perform such other duties as may be assigned to him or her by the Chairperson or by the Board. The Senior Member shall be the member with the longest total tenure on the Board. If a tie exists with respect to longest total tenure of two (2) or more Board Members, the Chairperson will designate which Senior Member will carry out the duties described in this paragraph.

ARTICLE V – Committees

Section 1. Standing Committees. The Board may institute standing committees if the need arises. If created, each committee shall consist of a Committee Chairperson and a minimum of four members, all of whom shall be appointed by the Chairperson of the Board of Homeland Security. The committees shall be responsible for: (1) providing oversight and guidance regarding the respective topic(s) assigned to the committee; and (2) bringing committee recommendations to the Board for discussion and official action. Any responsibilities imposed on standing committees shall in no way deprive the Board or any member from exercising its or his or her full power and authority to participate in the policy-making functions of the Board.

Section 2. Committee Membership Terms. Board members appointed to standing committees shall serve for a one-year term, and may be reappointed at the discretion of the Chairperson of the Board.

Section 3. Special Committees. The Board may create such special committees as are deemed necessary or desirable. The membership, functions, and duties of each special committee shall be specified by the Chairperson.

Section 4. Non-Voting Advisory Professionals. Standing and special committees may include non-voting advisory professionals deemed by the Chairperson as capable of providing valuable insight on a topic within the purview of the Board.

ARTICLE VI – Seal

The seal of the Georgia Emergency Management and Homeland Security Agency shall be the seal of the Board.

ARTICLE VII – Amendments to By-Laws

The By-Laws may be altered, amended, or repealed and new By-Laws may be adopted by a two-thirds majority of the Board members, at any regular or special meeting, if at least three days written notice is given of intention to alter, amend, or repeal or to adopt new By-Laws at such meeting. The By-Laws, and any change therein, shall be kept by the Secretary at the front of the minute book and shall be available at each meeting.