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## Metro Boston Homeland Security Region Jurisdictional Point of Contact Committee Charter

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### I. Background

In 2003, the US Department of Homeland Security (DHS) designated Boston and its surrounding region as one of the highest threat urban areas in the nation. This designation qualified the region to receive subsequent grants through the Urban Area Security Initiative (UASI) grant program.

Pursuant to DHS guidelines, the Metro Boston Homeland Security region (MBHSR) is the local governance structure that oversees regional capability assessment, planning and



strategy development, resource allocation, implementation and evaluation for the UASI program.

DHS requires the MBHSR to submit a Charter which outlines governance structure, voting rights and how funding decisions are made. The Charter must be on file with DHS prior to drawing down UASI funding.

## **II. Metro Boston Homeland Security Region Definition**

The MBHSR consists of nine jurisdictions: Boston, Brookline, Cambridge, Chelsea, Everett, Quincy, Revere, Somerville, and Winthrop. As a core city, Boston oversaw the delineation of the Region, and created the Mayor's Office of Emergency Management (OEM), to integrate and manage all homeland security activities.

## **III. Statement of Purpose**

The purpose of the MBHSR is to improve the region's capacity to **prevent, protect against, mitigate, respond to, and recover from acts of terrorism or other major disasters** through the successful implementation of the *MBHSR Homeland Security Strategy*. The specific goals and objectives are articulated in the strategy (Addendum A).

## **IV. Structure and Composition**

The following definitions outline the structure and composition of the MBHSR

- **Jurisdictional Point of Contact Committee:** Jurisdictional Points of Contact (JPOCs) from each of the above named nine cities and towns are selected by the jurisdiction's Chief Executive Officer (CEO). Although individuals may come from one particular discipline, they will represent the overall interests of all disciplines in their jurisdiction. A jurisdiction's CEO may designate an alternate representative to the JPOC Committee. The alternate will have all rights and privileges of the member while serving in their absence. In the event of a vacancy, the jurisdiction's CEO will appoint a replacement JPOC. The JPOCs will elect one member to serve as Chair as well as a Vice Chair for the JPOC Committee for a two-year term.
- **Ex-Officio:** The City of Boston Emergency Management Director shall be Ex-Officio non-voting member of the JPOC Committee.
- **Standing Subcommittees:** The JPOCs may create, terminate or merge committees as needed to accomplish and align with the goals of the *MBHSR Homeland Security Strategy*. JPOCs will recommend appropriate membership for each Subcommittee. Subcommittee Chairs will be elected by the voting membership of each respective Subcommittee. Subcommittee membership must represent all appropriate stakeholders (disciplines and jurisdictions). JPOCs are ex-officio members of all Subcommittees. Standing Subcommittees of the MBHSR are as follows:

- Safety and Security
- Critical Infrastructure
- Intelligence and Information Sharing
- Interoperable Communications
- Chemical, Biological, Radiological, Nuclear and Explosive
- Medical Surge and Mass Prophylaxis
- Planning and Community Preparedness
- Training and Exercise

The Training and Exercise subcommittee will be comprised of the chair of each of the following subcommittees/working groups:

- Safety and Security subcommittee
- Critical Infrastructure subcommittee
- Intelligence and Information Sharing subcommittee
- Interoperable Communications subcommittee
- Medical Surge and Mass Prophylaxis subcommittee
- Planning and Community Preparedness subcommittee
- HazMat working group
- Urban Search and Rescue (US&R) working group
- Explosive Ordnance Disposal (EOD) working group

In addition, one person will be nominated by each subcommittee/working group to serve on the Training and Exercise subcommittee along with the Chair.

- **Working Groups:** Due to the broad scope of the Standing Subcommittees, Working Groups may be established to oversee implementation of certain component projects or to undertake specific planning efforts. The JPOCs empower Subcommittee leadership to mobilize and demobilize Working Groups as necessary to successfully implement projects funded through the UASI grant.
- **Staff Liaison:** The City of Boston will provide staff support for the JPOC Committee, Standing Subcommittees and Working Groups. UASI planners and other staff will be designated to serve as staff liaisons for each committee and to assist the chair and vice-chair in all subcommittee matters. The responsibilities of the staff liaisons are:
  - coordinate meeting logistics, including arranging for rooms, parking, security and agendas;
  - communicate with MBHSR jurisdictional contacts to post meetings and agendas in accordance with Massachusetts Open Meeting Law requirements;
  - notify members of meetings and accept RSVPs;
  - post minutes or any other committee documents or reports;
  - maintain the official record of committee activity for local, state or federal monitoring and/or audits; and
  - provide reports, as requested, on programmatic or grant-related matters.

## **I. V. JPOC Responsibilities**

Each JPOC is expected to fully support and participate in the approval and implementation of the *MBHSR Homeland Security Strategy* and planning documents as required by EOPSS and DHS. Specifically, members are expected to:

- Regularly and actively participate in JPOC Committee meetings and notify the chair or a staff liaison when unable to do so;
- Provide subject matter expertise, as appropriate;
- Represent their jurisdiction's views or position on issues considered by the JPOC Committee;
- Communicate with their jurisdiction's leadership about MBHSR activities, and encourage the appropriate dissemination of UASI-related information within their jurisdiction; and
- Support regional collaboration by providing briefings or updates about MBHSR efforts at meetings of other regional stakeholders, as appropriate.

## **VI. Governance, Meetings and Voting Rights**

In general, the MBHSR Working Groups will make recommendations to the Standing Subcommittees who, in turn, will make recommendations to the JPOC Committee. Final decision-making authority on all UASI matters is vested solely with the JPOC Committee. The JPOC Committee may defer items to Subcommittees and Subcommittee chairs will regularly report the status of their committee's work in support of strategy implementation to the full JPOC Committee. Governance rules and procedures for each level are outlined below:

- **JPOC Committee:**
  - will meet on a monthly basis as necessary to carry out its responsibilities.
  - will organize an annual meeting in December.
  - will elect the JPOC Chair and Vice Chair and identify Subcommittee membership during the annual meeting in years when electing a new Chair and Vice Chair is required
  - nominations for JPOC Chair will take place in the month preceding the annual meeting.
  - the chair is responsible for calling meetings, and for providing a meeting agenda and any appropriate materials for the members to review in advance of the meeting. When possible, items that will require a vote or decision will be appropriately noted in advance, to provide members with the opportunity to consult with their organization's leadership in advance.
  - a quorum is achieved when a majority of the JPOC Committee members are present.
  - consensus is defined as agreement of more than half of the JPOC Committee members present.

- while the JPOC Committee will aim to achieve consensus on all matters, formal votes may be required in some instances. In these cases, each member has a single vote. A motion passes when it receives a majority number of votes of the quorum present.
- **Standing Subcommittees:**
  - will meet on an as needed basis to carry out their responsibilities.
  - members will elect a Subcommittee Chair
  - the chair of each Subcommittee is responsible for calling meetings, and for providing a meeting agenda and any appropriate materials for the members to review in advance of the meeting. When possible, items that will require a vote or decision will be appropriately noted in advance, to provide members with the opportunity to consult with their organization's leadership in advance.
  - a quorum is achieved when a majority of the Subcommittee members are present.
  - consensus is defined as agreement of more than half of the Subcommittee members present.
  - while the Subcommittee will aim to achieve consensus on all matters, formal votes may be required in some instances. In these cases, each jurisdiction has a single vote. A motion passes when it receives a majority number of votes of the quorum present. The Subcommittee Chair will submit a quarterly report to the full JPOC Committee to include a budget report regarding project balances and unencumbered funds.
- **Working Groups:**
  - Working Groups will meet as needed to oversee implementation of certain projects or to undertake specific planning efforts as directed by the appropriate Subcommittee.

## **VII. Grant Eligibility**

All UASI allocations will be consistent with eligibility requirements as defined by DHS and the Massachusetts Executive Office of Public Safety and Security (EOPSS). Eligibility for these funds requires NIMS compliance and Single Audit compliance.

## **VIII. UASI Investment Development**

DHS requires recipients of UASI grants to annually develop and submit Investment Justifications- essentially grant applications. These Investments outline the specific manner in which grant funds would be expended. Each investment must be clearly linked to an urban area's homeland security strategy and to one or more DHS Core Capabilities.

The JPOC Committee will annually develop its procedure for Investment Development. Stakeholders will be encouraged to develop requests that are consistent with what is needed to implement their component portions of the *MBHSR Homeland Security Strategy*. Requests for funds to support planning, equipment, training or exercises to achieve capabilities that are inconsistent with the appropriate capability needs of the MBHSR (based on its emergency response responsibilities, critical infrastructure, population or other factors) are strongly discouraged.

### **IX. UASI Grant Allocation Methodology**

The JPOC Committee will utilize a risk and capability-based methodology to allocate grant funds. However, some circumstances (e.g., grant ineligibility) might warrant decisions that deviate from a purely risk and capability-based allocation methodology. In no instance will funds be allocated to projects that are inconsistent with the *MBHSR Homeland Security Strategy*.

### **X. Grant Management**

DHS will award UASI funds to the State Administrative Agency (SAA) which, for the Commonwealth of Massachusetts, is EOPSS. A subrecipient agreement will be executed between EOPSS and the City of Boston. This agreement will detail a grant expenditure plan.

In some instances, it may be necessary to submit a change to the grant expenditure plan approved by EOPSS. Situations that warrant such requests include project savings (e.g., costs were less than anticipated, and the balance of funds can be utilized for another project), cost overruns (e.g., costs on one project were higher than expected, and there is a need to move funds from another project to handle this overrun), or emerging priorities (e.g., something has happened that requires the prioritization of another project). The following guidelines will govern how change requests are handled:

- Requests to transfer \$25,000 or less in surplus or unobligated funds from one project to another within the same Investment will be reviewed by OEM staff. If the proposed use of the funds is consistent with the JPOC Committee allocation plan, the request will be approved with no additional review or approval requirements.
- Requests to transfer more than \$25,000 within or between projects will be referred to the appropriate Subcommittee and full JPOC Committee for consideration.
- Requests for funding which exceed 25% of the original project allocation will be referred to the appropriate Subcommittee and full JPOC Committee for consideration.
- Requests to allocate funding for new projects not identified in the JPOC Committee allocation plan will be referred to JPOC Committee for consideration.

## XI. Charter Amendments

Any proposed changes to the Charter may be submitted by a JPOC Committee member for review at the JPOC Annual Meeting. Approval is by a two-thirds vote of the JPOC Committee.

### Charter Amendment Log

DATE APPROVED	AMENDMENTS	AUTHOR
1/9/19	Additional language added at the end of Section I. Background: <i>DHS requires the MBHSR to submit a Charter which outlines governance structure, voting rights and how funding decisions are made. The Charter must be on file with DHS prior to drawing down UASI funding.</i>	OEM
1/9/19	Additional language to be incorporated in Section IV. Structure and Composition - Standing Subcommittees: <i>The JPOCs may create, terminate or merge committees as needed to accomplish <b>and align with</b> the goals of the MBHSR Homeland Security Strategy.</i>	OEM
1/9/19	Language struck and replaced by new language in Section IV. Structure and Composition - Working Groups: <i>The JPOCs empower Subcommittee leadership to mobilize and demobilize Working Groups as necessary to successfully implement <del>the MBHSR Homeland Security Strategy</del> projects funded through the UASI grant.</i>	OEM