



**Region D Homeland Security Oversight Committee
Meeting Minutes
July 16, 2008
9:00 A.M.**

**University of Missouri – Columbia Southwest Center
14548 Highway H, Mt. Vernon, MO**

Attendance:

RHSOC Members:

Tom Martin, Emergency Management
Douglas Domer, Schools
Tim McCracken, Utilities
Kevin Tweedy, EMS
Rick Lewis, Volunteer Groups
Michael Pfander, Agriculture
Bonnie Witt-Schulte
Jim Honey, County Commissioner
Lynn Rowe, Police
Jeff Merriman, Sheriff

Ex-Officio:

Gary Clinton, MoDOT, District 7
Steve Runnels, NWS
Jeff Ford, 7th CST (WMD)
Candy Adams, SEMA
Diane May, SMCOG
Debby Black, DSS

RHSOC Alternates:

David Hoover, EMS
Lynn Hollandworth, Emergency Mgmt

Guests/Visitors:

Paul Fennewald, OHS
Jim Lusted, DPS
Zada Farris, SEMA
Paula Woodsmall, DHSS
Bob Kitsmiller, Dade Co. OEM
Chris Berndt, Taney Co. OEM
Julie Frank, Lawrence Co. 911
Mike Rowe, Lawrence Co. OEM
Ryan Nicholls, Spfd-Greene Co. OEM
Jaci McReynolds, Greene Co. Health Dept
Mike Rowe, Lawrence Co. OEM
Jim McMangile, Polk Co. EMS
Richard Roark, Polk Co. 911
Jim Hounsshell, Joplin R-8 Schools
Carol Nutt, SWMO Long Term Recovery Comm.
Carolyn Fink, Spfd-Greene Co. OEM

Staff:

Dorothy Wittorff-Sandgren, SMCOG
Stephanie Campbell, HSTCC
BJ Straw, Kaysinger Basin RPC
Greg Gaines, Mass Care/Volunteers Coordinator
Holly Johnston, CERT Training Coordinator

Open Meeting

Tom Martin called the meeting to order. Self introductions were made.

Approval of Meeting Agenda

Tom Martin proposed to modify the meeting agenda to add Jim Lusted, DPS, as a speaker after Paul Fennewald and to add the Elliott Data System Server Release as a discussion topic under "Other Business." Bonnie Witt-Schulte moved and Jim Honey seconded the motion to approve the modified agenda as proposed. Motion carried.

Approval of June 18, 2008 Meeting Minutes

Diane May noted that Chris Harmon's name was listed twice under "Attendance" and the second listing should be deleted from the June 18th minutes. Rick Lewis moved and Jeff Merriman seconded the motion to approve the minutes of the June 18, 2008 meeting as corrected. Motion carried.

2006 Homeland Security Program Status Report

Dorothy Wittorff-Sandgren provided a brief status report on the 2006 grant program. The corrals have been delivered and staff is in the process of requisitioning the remaining equipment to be purchased with the 2006 grant funds.

Paul Fennewald ,Office of Homeland Security

2008 Homeland Security Grant Program. Paul Fennewald reported that decision on the 2008 homeland security grant awards to the states has been pushed back to August. He indicated that Michael Chertoff, Homeland Security Secretary, and staff assured that they would take into consideration the issue of local match problems with the regionalization program in the future. He also said the SEMA was issuing an opt-out letter for homeland security response teams (HSRRS) that could no longer afford to support their team. SEMA has put about \$25M into the program. They have an oversight committee to make sure the money is wisely spent. So far, they have spent 30% of Homeland Security money on the HSRRS teams, but are struggling with decreasing funding and how to sustain the HSRRS program. This letter lets the HSRRS teams to opt out of being part of the state wide deployable resource. The State will provide more visibility on the program in the future so that the regions can make decisions on what they need to do.

NIMSCAST. Mr. Fennewald briefly described the FEMA approved option that allows the regions to submit regional NIMSCASTs. In the future, FEMA will be stricter in requiring jurisdictions that receive funds to be compliant. The forms for NIMSCAST are loaded into the MERIS system. There will be a conference call in the next week to obtain input on reporting information on the forms.

Critical Infrastructure. The department is still working on the critical infrastructure initiative to make sure everyone is on the same page in defining critical infrastructure. Digital Sandbox is being brought in to look at what is being done and to determine if money is being spent on protecting infrastructure when there really isn't a threat to that infrastructure. This assessment at the state level is to validate decisions that are being made.

ERIP. A list of schools that are participating in ERIP will be emailed out within the next couple weeks. The program mandates that first responders participate in this effort. Less than 20% of higher education institutions have plans that involve first responders. First responders need to look at the plans and see if they have been developed with the appropriate participation. Most of the schools have only the basic format set up in ERIP, not the details. First thing is for the first responders to do is to find out which schools are not participating and why.

ALERT Network. The Alert Network for schools is tested once a month. About 98% of public schools in the state are part of the network. Emergency management directors are now being set up on a new ALERT system. This will eventually be expanded to include fire, police, etc.

Other School Safety Initiatives. Other school safety initiatives include active shooter training at the school safety conference to be held in Branson in August. Conference topics include violence and gangs in schools.

Cyber Security Protection. A cyber security protection program is being started. Different public sector disciplines as well as the private sector are looking at the issues. The goal is to bring the groups together under one security umbrella.

Senior Reserve Corps. The Senior Reserve Corps is also a new initiative of OHS. The OHS staff is small and it is difficult to cover the entire state. Staff will be augmented with retirees who want to volunteer time and expertise on homeland security issues and programs. This initiative would be available in the regions. Information on the program will be sent out within a few weeks.

Faith Based Organizations. The OHS is working with faith based organizations around the state to help with response and recovery. Training on this for the region will be in September.

Jim Lunsted, Department of Public Safety. The Public Safety Interoperable Communications grant (PSIC), funded through the US Department of Commerce, has been partially approved and funds received. This became a difficult grant to complete, as it is being administered by Homeland Security (DHS), FEMA and Commerce. This was the “\$1B in federal funds being distributed to promote public safety communications” from auction of 700 MHz television spectrum. Missouri’s *Statewide Communications Interoperability Plan* (SCIP). The grant investment justifications were resubmitted for clarification to Commerce, and will be resubmitted a third time by the end of July.

At this point, available grant funds are for training and the Strategic Technical Reserve (STR): \$1.5M in training grant funds are available statewide (includes the regions and two UASI – urban areas). The regions are asked to help identify what types of training should be conducted. Funds can be used for development of a training scenario, curriculum, travel, and backfill (overtime) costs.

\$1.35M is also available for the Strategic Technical Reserve (STR). The state has engaged LR Kimbal, communications consultant, to help identify the best investment for the STR. The state knows of a couple of good examples of locations (a county 9-1-1 center that recently took a lightning strike and had to activate the backup center, Independence, MO 700 MHz trunked system, and communities affected by recent Mississippi River flooding). If the region has ideas who else might provide input on the STR, please inform Mr. Lunsted.

There was a recent announcement of \$50M in Interoperable Communications grant funds from the Department of Homeland Security (June, 2008). These funds are *not* for equipment. Rather, they are to support development and improvement of statewide and regional interoperable communications systems “governance and SOP’s.” Missouri’s share of the funds is \$642,535. The state plans to hire a program manager to help promote improvement of some of the interoperable governance structures in Missouri today, and will also seek consulting to help draft new SOP’s to better reflect current status. DHS has articulated a vision of spending some \$1.6B on the interoperable communications challenge over the next few years, with the intent of reaching a national emergency communications plan.

The state’s bid opportunity for construction of a new, hybrid statewide trunked radio system has been announced. The pre-bid meeting is scheduled for July 17th. It is anticipated the majority of the system will be in the VHF “high band” with gateways or patching to 7/800 MHz systems, such as those in Springfield/Greene County and Joplin. The intent is to open bids this fall and award the contract for the project before the end of the year. Construction will begin in CY2009, with 3-5 years probably necessary to build the system. Actual time will be dependent upon the size of the firm selected and how many

“new” towers must be constructed. It is expected that this will be very aggressive, competitive bidding. Local governments will be able to purchase equipment under the state contract pricing if so desired.

Jeff Merriman asked if the proposed statewide trunk system’s low speed data was intended to serve mobile data needs. Answer at this time is “no” – more related to simple status messages and automatic vehicle location (AVL) data.

Paula Woodsmall, Special Needs Population liaison with Dept of Health and Senior Services. Annex X of the State EOP has been completed. The Annex includes protected data so anyone wanting a copy must sign a “non-disclosure agreement”. Department of Social Services is the state lead for sheltering and feeding, but DHSS is the state lead for the medical component of special needs sheltering.

Ms. Woodsmall handed out an algorithm for special needs consumer evacuation. DHSS is working on educating seniors on what needs to be done to prepare for sheltering needs. Staff for special needs shelters can be from a variety of disciplines, even volunteers from the general population can assist in working with the special needs shelter population as caregivers in addition to having a nurse monitoring the shelter. Home Care providers are encouraged to follow their clients and will be paid.

She handed out a “Special Needs Sheltering SOG for Local and County Level Emergency Management” that the communities can use as a template. Also checklists for special needs shelter managers and nurses. The documents are on the DHSS website and can be adjusted to accommodate local individuality. They will also be on the faith based initiative website. DHSS is putting together two caches in each region, including patient active cots, privacy screens, wheelchairs, bedside commodes, etc., which are planned to be on-site by fall. A question was raised on who will be responsible for maintaining the caches. DHSS is looking at the availability of having money for maintenance each year. Jim Honey asked if portable generators would be available. DHSS doesn’t have money for this and has decided not to go this route.

Potential reimbursement for deployable home care staff is being reviewed by the Division of Senior & Disability Services as a potential contractual arrangement. The deployable providers would be activated through the DHSS Department Situation Room (DSR). This is just being looked at, not in place at this point. DHSS Environmental Section just released a brochure on what to look for from a public health perspective when setting up a shelter. This guide is also available on the DHSS website.

Zada Farris and NIMSCAST/Grant

Zada Farris reported that Region D has an extension to September 30, 2008 to complete expenditure of 2006 grant funds. The state is trying to stay on the same time schedule with the grant program funds over the next two years, but this will be dependent on the date of the federal award to the state.

Ms. Farris distributed a sample NIMSCAST reporting form along with a letter from FEMA authorizing a regional NIMSCAST. RHSOC concern is that some counties are more willing to be NIMS compliant than others. NIMS will continue to be an annual requirement and will probably become more important as money gets tighter. Questions were raised about audits and whether a local jurisdiction would be penalized if not compliant under a regional compliance. Ms. Farris responded that any audit would be an audit of the state. She indicated that Region A decided on a regional approach and Region F decided on a county by county approach. Decision needs to be made soon because the reports are due September 30th. Ms. Farris stated her belief that all of the counties in region D are NIMS compliant. She will try to have more accurate information as soon as possible. She also stated that whatever direction

the region goes, it doesn't have to stay that way for next year. Lynn Rowe moved to keep the NIMSCAST reporting county by county instead of a regional NIMSCAST and Kevin Tweedy seconded the motion. Motion carried unanimously.

Selection of Representative for the State Exercise Group

Tom Martin noted that a Region D representative is needed for the State Exercise Group. Ms. Farris said that the representative should be knowledgeable on exercises and would serve as the liaison for the region between the Exercise Group and the HSOC. The representative does not need to be an RHSOC member. Rick Lewis recommended Carolyn Fink, exercise and training officer for Greene County Office of Emergency Management. Kent Vanderpool moved to appoint Carolyn Fink as Region D's representative to the State Exercise Group and Kevin Tweedy seconded the motion. Motion carried unanimously.

Report on HSAC Meeting

Dorothy Wittorff-Sandgren reported on the HSAC meeting. Paul Fennewald had covered most of what had been discussed at the meeting. In addition, she indicated that the Bylaws discussion was postponed. The tour of health department lab was fantastic.

2007 Homeland Security Grant Program Status Report

Ms. Wittorff-Sandgren indicated that Missouri State University has just started up a new financial management software program and staff will begin procurement of items through the 2007 grant as soon as new budget numbers are assigned by the University. She asked the subcommittees to meet to develop their proposals for reallocation of the \$210,000 in 2007 funds originally allocated to the microwave link project.

2008 RHSOC Member Changes

The RHSOC membership will change in October. Tom Martin stressed that the representatives need to get with their groups to make sure that primary and alternate representatives are selected. Dorothy indicated that if a working group has difficulty finding replacements, a retiring principle member could stay on as an alternate representative, but it is recommended that new people be appointed to serve as alternates.

Working Group Reports

Mass Care Subcommittee. Rick Lewis reported that the Mass Care Subcommittee met on July 15th to develop the committee's proposal for reallocation of 2007 funds. He said they were proposing additional support for CERT and activities integral to Mass Care, including trailers, regional training, exercises, encouraging public appearances and continuation of staff positions already in place. Trailers with cots/blankets are very important.

Agricultural Risk Mitigation Subcommittee. The corrals have been delivered and one is set up at the Research Center for members to see. The subcommittee has not yet considered a proposal for 2007 funds reallocation.

Interoperable Communications Subcommittee. The communications vehicles have been delivered to the Jasper County Sheriff's Office and the Springfield-Greene County Office of Emergency Management. The Jasper County vehicle is on-site for a walk through after the meeting. With his term on the RHSOC ending, Mitch Randles is also stepping down as chair of the subcommittee. Jeff Merriman will chair the

subcommittee. The subcommittee has not yet finalized a proposal for reallocation of remaining 2007 grant funds.

Regional Staff Reports

Amanda Marney, Agricultural Preparedness Specialist. Amanda Marney was unable to attend the meeting. A report of her activities was handed out to the meeting attendees.

Greg Gaines, Mass Care Coordinator. Greg Gaines handed out a summary report to the meeting attendees. He discussed the shelter counts and ongoing shelter simulations and training classes. They will send a trainer to any area that puts together groups of 10 or more for sheltering training. There will be a training session on the Elliott Systems on August 18th and those attending the training are to bring their Elliott Systems, logos and any artwork to the training. The Region D Pet Planning committee is well underway and a sheltering plan should be in completed to present to the RHSOC within about a month.

The Region D RHSOC website is about ready to go. Send calendar events to Greg Gaines or Diane May's staff.

Holly Johnston, CERT Coordinator. Ms. Johnston is currently coordinating classes for Newton and Dade counties. She is also compiling a regional CERT supply needs list.

Other Business

Elliott System Data Server Release Form. Tom Martin distributed the Elliott System Data Server Release Forms. Every county that received an Elliott System needs to fill out the form and send back to Elliott so that they can begin to share information on the server. He also reminded everyone to maintain currency by periodically uploading data to the server.

Requests for Emergency Allocation of 2007 Grant Funds.

The Mass Sheltering /Volunteer & Donations and the Interoperability Communications Subcommittees both have identified emergency needs for funds:

1. Rick Lewis reported that the Southwest Missouri Long Term Recovery Committee will be hiring 2-3 people in the next few weeks to help with recovery efforts in the counties that have recently experienced natural disaster events. They have insufficient funds to meet all needs for operations and are requesting 2007 funds to purchase four laptops, two (2) medium use printers and one (1) high end use printer. Either Red Cross or Polk County will take ownership of the equipment.
2. Ryan Nichols presented a request for 2007 funds for software necessary for the operation of the two communications vehicles. The software could not be purchased through the vendor of the vehicles. The cost for the software is about \$14,000 for the two vehicles.

Jim Honey moved and Bonnie Witt-Schulte seconded the motion to allocate \$14,000 from the 2007 grant for the software for the communications vehicles. A roll call vote was taken and the motion carried:

RHSOC Member	Vote	RHSOC Member	Vote
Tom Martin	<u>Yes</u>	David Hoover	<u>Yes</u>
Jeff Merriman	<u>Yes</u>	Bonnie Witt-Schulte	<u>Yes</u>
Jim Honey	<u>Yes</u>	Rick Lewis	<u>Yes</u>
Tim McCracken	<u>Yes</u>	Michael Pfander	<u>Yes</u>

Jeff Merriman moved and Tim McCracken seconded the motion to allocate \$10,300 from the 2007 grant for the four laptops and three printers requested by the Long Term Recovery Committee, subject to confirmation from Zada Farris that use by the Recovery Committee is an eligible expense. A roll call vote was taken and the motion carried:

RHSOC Member	Vote	RHSOC Member	Vote
Tom Martin	<u>Yes</u>	David Hoover	<u>Yes</u>
Jeff Merriman	<u>Yes</u>	Bonnie Witt-Schulte	<u>Yes</u>
Jim Honey	<u>Yes</u>	Rick Lewis	<u>Yes</u>
Tim McCracken	<u>Yes</u>	Michael Pfander	<u>Yes</u>

Next Meeting

The next RHSOC meeting is scheduled for September 17th to decide on reallocation of the remaining 2007 grant funds from the tabled microwave link system project. Tom Martin asked the subcommittees to get their recommendations to SMCOG at least a week before the meeting so that they can be distributed and reviewed by the RHSOC.

Tom Martin moved and Tim McCracken seconded the motioned that all reallocation proposals must be submitted at least one week in advance of the September 17th meeting to be considered for funding. Motion carried.

Adjourn Meeting

There being no further business, Rick Lewis moved and David Hoover seconded the motion to adjourn the meeting. Motion carried.

Thomas Martin, Region D RHSOC Chair

Date Approved