



**Region D Homeland Security Oversight Committee
Meeting Minutes
November 19, 2008
9:00 A.M.**

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

Attendance:

RHSOC Members:

Tom Martin, Emergency Management
Kathleen King, County Health
Duane Compton, Fire
Jonathan Gano, Public Works
Kevin Tweedy, EMS
Bonnie Witt-Schulte, 911
Rick Lewis, Volunteer Groups
Jeff Merriman, Sheriff
David Hall, HSRT
Frank Washburn, County Commissioner
Jim Hounsshell, Schools
John Rice, Mayor/City Administrator
Gary Lewis, Industry/LEPC

RHSOC Alternates:

David Hoover, EMS
Lynn Hollandworth, Emergency Mgmt
Robert Ward, Fire
Chris Berndt, HSRT
Jeanne Millsap, County Health
Larry Martin, Public Works
Richard Roark, 911

Ex-Officio:

Wendell Hall, DNR
Greg Fritz, MDC
Candy Adams, SEMA
Randall Willoughby, DNR
Dr. Larry Forgey, MDA
Larry Beatty, EMS
Diane May, SMCOG

Guests/Visitors:

Jim McManigle, Polk Co. OEM
Ryan Nicholls, Spfd-Greene Co. OEM
Julie Frank, Lawrence Co. 911
Rick Nordell, Jasper Co. 911
Mark Epps, Springfield Fire Dept
Bob Kittsmiller, Dade Co OEM
Jaci Mc Reynolds, Greene Co Health Dept

Staff:

Greg Gaines, Mass Care Coord.
Amanda Marney, Agricultural Prep Specialist
Holly Johnston, Mass Care Asst.
BJ Straw, Kaysinger Basin Regl Planning Comm.
Dorothy Wittorff-Sandgren, SMCOG
Gloria Bottom, Harry S Truman Coord Council

Open Meeting

David Hall opened the meeting at 9:05 am.

Approval of Agenda

Rick Lewis moved and Bonnie Witt-Schulte seconded the motion to approve the agenda for the November 19, 2008 meeting. Motion carried.

Approval of Minutes

Rick Lewis moved and Bonnie Witt-Schulte seconded motion to approve the corrected minutes of the October 15, 2008 meeting. Motion carried.

David Hall wants a letter sent to HSAC indicating that the bylaws need to be changed as we are not in conformance. Tom Martin moved and Bonnie Witt-Schulte seconded motion that Chair direct that a letter go to HSAC to correct the bylaws so that the RHSOC can come into conformance.

2007 HS Procurement Update

Dorothy Wittorff-Sandgren distributed the 2007 homeland security grant status report and provided a short summary of activities, noting that nearly half of the grant award has already been spent or encumbered. Most recent updates to the procurement status report include the Moulage Supplies which have been delivered to Springfield/Greene County Emergency Management, the Burn Pans which have been delivered to Polk County Emergency Management for distribution, and the CERT Trailers which have also been delivered to Polk County Emergency Management. They are waiting for the locks for the CERT Trailers before distributing the trailers to the receiving counties.

Ms. Wittorff-Sandgren also talked about the State of Missouri and OIG audit. The Federal Government will be conducting an audit of the homeland security program in Missouri. This audit is for the state, and not an audit of the subgrantees (regions). However, the auditors may be checking on equipment purchased with grant funds in various areas.

HSAC Meeting Report

David Hall reported on the November 5, 2008 HSAC meeting:

Government Emergency Telecommunications Service (GETS). This is a call card program which provides priority access during an emergency when using the call card. When pin number is entered the emergency personnel get priority. There are some fees associated with the program; hard line is free and wireless is \$5 per month. Mr. Hall suggested a presentation on this program to the RHSOC. Ryan Nichols said that GETS wants one administrator per county and then anyone in the county can be signed up.

Critical Infrastructure Protection Program (CIPP). This seems to be one of the biggest issues that state wants to get off the ground. Bill Deal is the Region D RHSOC representative on the state committee. Evaluations will be going on in all the counties and probably will focus on the top 20 infrastructures.

Interoperable Communications. The bids for a state-wide communications system are under review and it is expected that a contract will be signed by the end of the calendar year.

GIS Mapping Support. Mapping support is being provided by Tim Haithcoat. They have all the aerial photography and are now working on base files. There will be multiple layers of database files.

MERIS. Now working with DHSS and building GIS into MERIS A weather feed is also being added into the MERIS portal. Adding critical infrastructure will be more difficult. Everyone at the local level will have to be more involved and the state has not yet determined how to best accomplish this.

HSRRS. This program is being narrowed down with opt out capabilities. There are insufficient resources to fund everyone, so only those HSRRS entities that are able to respond statewide are still in the program. Only southeast Missouri has a better rated program than Region D's.

MIAC. New baseline capabilities for the fusion centers have been established and the Missouri Fusion Center has met all baseline capabilities. MIAC is going to participate in Hummingbird, a pilot facial recognition program.

FY09 Homeland Security Grant Funding. The state's 2009 homeland security grant will be the same amount as the 2008 grant award, about \$11 million. A local match will not be required.

Credentialing Committee. The RHSOC needs a representative on the State Credentialing Committee that is being established. Bonnie Witt-Schulte moved and Rick Lewis seconded the motion to elect Tom Martin to the state credentialing committee. Motion carried.

Public Information. The RHSOCs around the state need to be relaying information on their program and activities to the working groups and disciplines. The state is getting complaints about the public not being kept in the information loop. Monthly news letter would be sent out by Paul Fennewald if we get information to him. During discussion it was suggested that the Region D emblem be put on all vehicles that have been or will be purchased with the grant funds. Also public events to display examples of the equipment purchased throughout the region was also proposed.

It was also recommended that everyone should contact the new governor and legislators and ask them to keep the regional homeland security grant program. Jeff Merriman said the program will probably be kept but that some individual protocols might change

Presentation/Review of FY2008 Grant Funds Proposals

After discussion it was decided to hear proposal presentations at today's meeting and then vote on allocation of FY2008 grant funds at the RHSOC meeting scheduled for January 21, 2009.

Meeting break taken at 10:00 a.m. Meeting reconvened at 10:15 a.m. with presentations on the FY2008 Grant Fund proposals:

Bomb Squad Proposal (Investment Justification #2).

Mark Epps, Springfield Fire Department, presented the Bomb Squad proposal. They already have a NIMS Type III bomb squad that provides regional coverage and are working towards becoming a NIMS Type II bomb squad. The Springfield Fire Department has made investment in fire marshalls that are all bomb technicians. Springfield will maintain the manpower, but need additional equipment and equipment upgrades to utilize all the available manpower. Proposed equipment purchase includes:

Robotic vehicle (currently have 1 robot)	\$ 75,000
Wireless remote control for current robot	\$ 55,655
X-ray system (Improved system)	\$ 56,500
Backup hand deployed x ray system	\$ 27,881
Bomb suit	\$ 22,500
Communication system for bomb suit	<u>\$ 12,600</u>
Total Bomb Squad Request	\$250,136

A question was asked on the robot cost and if the X-ray system could be used by the proposed new robot and the existing robot. The X-ray could only be used by the existing robot (larger robot). There is older technology that could be used by both robots, but they don't want to invest in older technology that may be discarded. In the past year the Bomb Squad had two calls at the same time. The Bomb Squad has not applied for any grants from other sources for these purposes. Annual funding covers some basic materials but can't purchase the needed equipment from this small amount of funds.

The differences between Type III and Type II bomb squads were discussed. Type II can handle more situations than Type III. Fort Wood handles the military ordinance side, but they don't handle anything else unless requested by the FBI.

Interoperable Communications Proposal (Investment Justification #6)

Jeff Merriman presented the Interoperable Communications Subcommittee proposal. Total request is \$339,629.92 for the following:

IRIS Public Emergency Notification System. Proposed enrollment of public safety officers in 16 counties. Two counties already have the system. Cost for the 16 counties is \$39,500.

Video-Conferencing System Equipment Supplement. Funds for the video conference equipment were allocated through the 2007 grant (\$250,000). However, \$90,000 more is needed to complete the system for all 18 counties. The additional \$90,000 will make the system much more robust and will keep the equipment usable for several more years.

Incident Support Team Training and Equipment

Michael White said there are 20 members on the IST, each with at least 80 hours training. They are requesting funds for the following:

Shadowing Assignments (for 10 people)	\$44,500
Position specific training (for 20 people)	\$41,000
Wireless print servers (2)	\$ 578
Cable trays (12)	\$ 168
50" VGA cables w/stereo ends (4)	\$ 440
Kenwood speaker mics (8)	\$ 554
LCD televisions (2)	<u>\$ 1,500</u>
Total IST Proposal	\$ 88,730

The costs of shadowing and position specific training includes air travel, hotels, meals and vehicle rentals. FEMA will be providing two training classes across the country this year for free.

Training Exercise. A training exercise will be developed and run by members of the Region D public safety community. \$15,000 is requested for the costs of supplies and other expenses to run the exercise. Equipment that has been purchased through the homeland security grants will be used with the exercise.

A question was raised on the priorities for all the items in the Interoperable Communications proposal and why training isn't higher on the list. Jeff Merriman responded that the list is not set up by priority and that training is considered a high priority. A question was also asked about new folks coming on board and the continuing need for new training. Michael White said that of the 20 individuals on the

IST, two were dropped this year for lack of participation. He now has another 8 to 9 persons that want to be on the IST Team and that they will need to be trained.

Portable Radio Cache for Communications Vehicles. Funds are requested for a bank of radios that would be kept on the communications systems vehicles and then dispensed on site to emergency management personnel that need communications during an event. Six P25 compliant radios, batteries and chargers would be purchased for each of the two communications vehicles. This is backup communications for mutual aid personnel coming into a deployment area. Their radios may not be set up for the region or area system. Carl Junction incident only had three channels for communications but could have used more. The request for the radio cache is \$34,999.92.

Mobile Radios for Communications Vehicles. The radios purchased for the CSI vehicles can only handle 64 channels and there are far more channels in the region. Need about 400-500 channels. Funds are requested to purchase two XTL2500 mobile radios, one for each vehicle, that can hold over 500 channels. The radios can be reprogrammed if necessary to take the vehicles outside of the region. The software already purchased allow this and staff is already trained to do this. \$6,400 is requested for the mobile radios.

Mobile Routers for Communications Vehicles. Two routers would be purchased, one for each communications vehicle. Routers are cellular solution to satellite communications failure or inability to connect to the satellite due to terrain and/or weather issues. Reoccurring charges are \$39-49 per month for cellular services. The receiving entities must take this cost over after the first year. Jeff Merriman said that they are aware of this and have agreed to do so. \$8,000 is requested for the two routers.

Equipment for Greene County Sheriff's Command Vehicle. \$25,000 to purchase additional communications support equipment is requested for the Command Vehicle (bus). A question was asked why the RHSOC didn't go this route to begin with instead of purchasing the communications vehicles. Jeff Merriman said that he wasn't quite sure and this proposal is not a critical priority.

HSRRS Proposal (Investment Justification #7)

Chris Berndt stated that the HSRRS started in 2001 and 2002 with a lot of funds initially available for equipment. There were several teams with each team getting about \$150,000. Now there are three teams in the Springfield, Joplin and Branson areas and each are operating with about \$30,000. Teams do not have funds to purchase new equipment. Funds for the following items are requested:

Gas ID system	\$55,000
Level III ballistic blanket panels (6)	<u>\$41,490</u>
Total HSRRS Request	\$96,490

Planning & Citizen Preparedness Proposal (Investment Justification #8)

Ryan Nicholls presented the Planning & citizen Preparedness proposal. Total request is \$500,000 for the following:

Regional Staff Support. Continuation of the Mass Care Coordinator, Agricultural Risk Mitigation Specialist and Region D Cert Coordinator is proposed along with addition of a new staff position. A human resources group has been appointed and will meet next week. Specific details of the proposal

will be available for the January meeting. A question was raised on the high cost for each position, including benefits. Could this process be changed to use contract employees at a lower cost? How can these positions be continued if RHSOC funding goes away?

The Regional Donations Specialist, the new staff, would identify the most vulnerable populations, assess multiple needs, and identify how resources can be sustained. The focus will be on available resources statewide that can be brought in to assist these vulnerable populations. Rick Lewis said outside entities that come in to help with disaster recovery are moving from county to regional assistance. A question was asked why aren't counties contributing to the financial support for this effort? Mr. Lewis responded that this is the idea, but we need to have to the position first before we can go to the county commissioners. This person would not only inventory resources, but would also bring in new resources. Total funds requested for the four (4) positions is \$320,000.

Animal Shelter Support Trailer. Two animal shelter support trailers would be purchased that would provide the needed equipment and materials to shelter companion animals. The trailers would be provided to any requesting jurisdiction as needed. \$25,000 is requested for the two trailers.

CERT Program. This request is for \$70,000 including \$65,000 to continue support for the four active CERT programs in the region and \$5,000 to initiate programs in other counties.

Hygiene Trailer. \$85,000 is requested to purchase a mobile trailer with hot shows and laundry services that can be moved from shelter to shelter as needed. The trailer would be self sustaining with a generator.

Med Surge & Mass Prophylaxis Proposal (Investment Justification #9)

Total Med Surge funding request is \$208,460 for the following items:

Westcot 400 APC. David Hoover stated that the Missouri hospital administration provided 220 beds for med surge capacity. All of the cots that came in from this source do not set up at a patient treatment height. Need cots at patient treatment height. \$110,304 requested to purchase 144 Westcot 400 APC, mattress, IV pole and bed rails. Each hospital will receive eight (8) cots.

Westcart 8 Bed Rolling Rack. \$9,756 requested to purchase 18 Westcart 8-bed rolling racks which hold the Westcot APCs. The Westcart APCs and rolling racks will be placed in each hospital that does not have med surge capacities.

Handheld Patient Tracking Computers. Eighteen handheld patient tracking computers are proposed to be purchased for placement in hospitals to improve tracking of walk-in patients during multi-casualty events. \$54,000 requested for this proposal.

Triage Tags. \$10,000 is requested to purchase 10,000 triage tags that will be used in EMS units and Emergency Rooms. Trying to make sure that if MHA can fund anything, then funds requested from RHSOC would be cancelled.

E-spender Software. Kevin Tweedy said that the E-spender software manages data during a disaster event. It tracks personnel and equipment; no one in the region has this type of software. E-spender will have certain capacities that MERIS will not be doing. \$24,400 requested for the E-spender software.

A question was raised as to why purchase cots for location in the hospitals. It was suggested that a limited number of cots be purchased and then transported to locations as needed.

Summary of 2008 Grant Fund Proposals

Bomb Squad	\$250,136.00
Interoperable Communications	\$339,629.92
HSRRS	\$96,490.00
Planning & Citizen Preparedness	\$500,000.00
Med Surge & Mass Prophylaxis	\$208,460.00
Total Requests	<u>\$1,394,715.92</u>
Funding Allocation	\$895,559.29
Budget Balance	(\$499,156.63)

Region D Staff Reports

Staff reports were distributed to the RHSOC. Amanda Marney reported that she works with MU to look at food specific industries to see if they have anything in their production process that could be a problem. She asked for volunteers from the RHSOC that could go with her when she does these types of review and training.

State Committee Representative Reports

Michael White reported that the IST has a website: www.SWMOIST.com

The Red Cross now has a fenced secure area for RHSOC equipment purchased and in transition.

Information on the GETS program is available at: www.ncs.gov

Other Business

The next RHSOC meeting is a quarterly meeting scheduled for January 21, 2009. Ms. Wittorff-Sandgren noted that Homeland Security Office will be taking over more of the program administrative duties from SEMA. Since the meetings are not closed, we won't have to do disclosure reports any more. However, background checks are still required for RHSOC members and ex-officios. If someone hasn't done this yet, get the forms from Ms. Wittorff-Sandgren.

Tom Martin commented that the funding proposals should be looked at how each proposal affects the region.

Adjourn

Kevin Tweedy moved and Tom Martin seconded the motion to adjourn. Motion carried. Meeting adjourned at 12:30 p.m.

David Hall, Region D RHSOC Chair

Date Approved