



**Region D Homeland Security Oversight Committee
Annual Meeting Minutes
October 15, 2014
9:00 A.M.**

**Mt. Vernon Arts & Recreation Center
822 W. Mt. Vernon Blvd, Mt. Vernon, MO**

Attendance:

RHSOC Members:

Rance Duffy, Chair
Paige Behm, County Health
Bruce Bjorge, HSRRS
Ron Bailey, Public Works
Bonnie Witt-Schulte, 911
Greg Gaines, Volunteer Groups

RHSOC Alternates:

Bill Sexton, Emergency Management
Matt Stewart, Police
Steve Lisby, Police
David Hall, Fire
Michael White, Fire
Jeanne Beas, County Health
Chris Berndt, HSRRS
Gregg Sweeten, Industry/LEPC
Paul Carter, Industry/LEPC
Lori Sneed, 911
Michael Pfander, Agriculture

Ex-Officios:

Douglas Baker, DHSS
Randall Willoughby, DNR

Staff:

Dorothy Wittorff-Sandgren, SMCOG
Dave Faucett, SMCOG

Guests/Visitors:

Joni McCarter, OHS
Merrel Breyer, MDA
Keith Stammer, Joplin/Jasper EMA
Robert Dickson, Polk County EMA
Bob Kitsmiller, Dade Co EMD
Chet Hunter, Greene County OEM
Larry Woods, Greene County OEM
Shea Lane, Greene County OEM
Jonathan Ayres, Greene County OEM
Erin Pope, Greene County OEM
Mark Burchfield, Greene County OEM
Melissa Duckworth, Taney County OEM
Brent Watkins, Bolivar OEM
Lynn Hollandworth, Republic OEM
Andrew Roughton, Webb City EMA
Don Melton, Webb City EMA
Eric Vought, Lawrence Co Sheriff's Auxiliary
Matt Stoller, Jasper County Sheriff
Julie Stolting, American Red Cross
Zim Schwartz, Spld/Greene Co 911
J.R. Webb, Spld/Greene Co 911
John Perdue, AmeriCorps St. Louis
Jim Ludden, Bolivar Fire
Mark Sconce, Agriculture

Open Meeting

Opening Comments/Pledge of Allegiance

Rance Duffy opened the meeting at 9:01 a.m., followed by the Pledge of Allegiance. He announced that MoCERT 1 had been invited to the White House in recognition for its Community Preparedness Award. He also read aloud a Congressional Record from the House of Representatives to MoCERT 1 from 7th Congressional District Representative Billy Long.

Roll Call/Introductions

Roll call was taken and self-introductions were made.

Approval of Consent Agenda

Rance Duffy explained to the RHSOC that from now on to expedite time, the agenda and minutes can be approved together in a consent agenda. Bonnie Witt-Schulte moved and Bruce Bjorge seconded the motion to approve the consent agenda. Motion carried unanimously.

State Reports

OHS Update - HSAC & Other Initiatives – Joni McCarter

Joni McCarter provided the OHS update in the absence of Chris Pickering. FY11 and FY12 grant cycles have been closed out. FY13 will end August 31, 2014 and is going well. The budgets were being entered for FY14 projects and there are 75 separate line items for Region D projects to be entered into the system before spending can begin. An inventory that OHS requested, due by October 1st, was delivered by Dorothy Wittorff-Sandgren in September. OHS was moving to the State Emergency Management Agency (SEMA) building that day, but contact information should remain the same.

Ms. McCarter stated that status reports for grant projects will be due December 10th. The step five update of the Threat and Hazard Identification and Risk Assessment (THIRA) is due December 1st. Scott Davis will be in charge of the program as before. Ms. Wittorff-Sandgren said that she would send the THIRA step five out again because to-date only Emergency Management had responded. Ms. McCarter stated that once step five was completed the THIRA process will start over again for FY15. A question was raised about the Homeland Security competitive funding. Ms. McCarter responded that there was nothing to report at this time. The next Homeland Security Advisory Council (HSAC) meeting was moved to November 6th.

Homeland Security Grants Update - Joni McCarter

Ms. McCarter had nothing to add.

Interoperable Communications – Tom Charrette

Not present. No report.

Break

General Session

RHSOC Membership Changes and Introduction of New Members

Rance Duffy asked disciplines groups that rolled out to introduce the new primaries and alternates. The new discipline members are:

Discipline	Primary	1 st Alternate	2 nd Alternate
Emergency Management	Bill Sexton	Ted Martin	
Police	Matt Stewart	Steve Lisby	Greg Wheelen
Sheriff	Randee Kaiser	Mike Hall	
Fire	David Hall	Michael White	David Pennington
County Health	Jeanne Beas		
County Commissioner	Randy Daniel	Dennis Wood	
Agriculture	Michael Pfander	Mark Sconce	
Hospital	Russ Conroy	Morgan Young	Jason Henry

Election of Vice-Chair – Rance Duff-

Rance Duffy called for nominees for election of Region D RHSOC Vice-Chair. Bruce Bjorge nominated David Hall for Vice-Chair. No other nominations were made. Jeanne Beas moved that elections cease. Greg

Sweeten seconded. Motion passed unanimously. Rance Duffy stated that David Hall was the new Vice-Chair by vote of acclamation.

DHSS Update – Douglas Baker

Douglas Baker stated that Ebola and Enterovirus D68 are concerns for DHSS and county health organizations. DHSS is monitoring the situation and recommends everyone to watch the news and listen to what guidance is coming from the Center for Disease Control (CDC). They were getting questions about how to transport patients, the protective gear needed and where to put the patients. They were working on getting these answered. David Hall asked if there would be an effort to regionalize the designation of treatment centers. Mr. Baker responded that the Communicable Diseases group has been discussing this and thinks that that is the most logical thing to do, but that doesn't mean it will happen. Eric Vought added that the Lawrence County Sheriff's Office was working on updating its infectious disease protection policy for law enforcement personnel. Rance Duffy asked Mr. Vought if he could send the information to either himself or Ms. Wittorff-Sandgren to share with the RHSOC members. Mr. Baker concluded by encouraging everyone to check the CDC website regularly for guidelines and guidelines for specific disciplines.

Agriculture Update - Merrel Breyer

Merrel Breyer reported that Agriculture was working on developing injects for the Region VII agriculture and veterinary response tabletop exercise. There has been an ongoing effort to get FEMA to understand that Agriculture is unique, making it difficult to give FEMA hard numbers to demonstrate needs. He attended the Rapid Response Team Steering Committee meeting for the Food Safety Program with DHSS, which will be taking part in an exercise with Texas, possibly next March. He also took part in the Food Safety Council meeting and attended the nine RHSOC meetings around the state plus the HSAC meeting in Jefferson City. He concluded that he had been working with SEMA and the Missouri University Extension to disseminate information about radiation within a 50-mile radius of nuclear facilities and what can be done in agriculture. This is an ongoing project. Jeanne Beas asked if DHSS was involved in the radiation project and Mr. Breyer responded yes.

DNR Update – Randall Willoughby

Randall Willoughby relayed information about the Department of Transportation (DOT) guidelines for packaging and transportation of Ebola contaminated materials. He has provided Ms. Wittorff-Sandgren with a document and a URL for the online document at the Pipeline and Hazardous Materials Safety Administration (PHSMA) DOT website.

Mutual Aid/IST – Sherril Gladney

Not present. No report.

Mass Care Coordinator – Rebecca Estes

Not present. No report.

Homeland Security Grant Program Procurement Updates – Dorothy Wittorff-Sandgren

FY13: Approximately \$59,409.00 is remaining and any unspent funds were reallocated at the September 18 meeting to the remaining unfunded FY14 projects.

FY14: Ms. Wittorff-Sandgren is working on the FY14 budget. She asked those with projects to submit information about what needs to be purchased so that she can start as soon as an account number has been set up by Missouri State University.

State Committee Representatives Reports

Credentialing – Tom Martin

Dorothy Wittorff-Sandgren relayed information from Tom Martin that the committee reached an agreement to use a different format of coding on the cards. This will not be a traditional bar code, nor will it be proprietary in nature. This is covered in the document that Ms. Wittorff-Sandgren emailed out, but is hard to find unless you know where to look for the information. The committee heard from Elliot, the vendor who sold us our systems, that the systems we have are capable of integrating the new code system. There are no cost estimates yet but once they are available they will be forward out to the RHSOC. As a side note, the code system is the same code that is used on the Missouri Driver's License.

Exercise/Training – Melissa Duckworth

Melissa Duckworth reported that the After Action Reports (AAR) for the three Capstone Exercises have been submitted to SEMA. The AARs can be provided to anyone by request. They are large documents and have been distributed to the Emergency Managers. The Annual Training and Exercise Planning Workshop was conducted by Jack Raetz at the Southwest Missouri Emergency Support Organization (SMESO) meeting on October 8th. Each county attending was asked to list the Consortium and FEMA classes provided through the State that they were interested in. Through a consensus, five Consortium and five FEMA classes were selected for request in Region D. Other training requests to SEMA can be made but they will go back through Denise Russell, the region's SEMA Regional Coordinator, to the Emergency Managers. She concluded that she will take any ideas for the regional exercise for 2015.

Disciplinary Group Reports

County Health – Jeanne Beas reported that they are having problems with their Elliot machine shutting itself off and the printer will not function.

HSRRS – Bruce Borge reported that they are working on the kind and typing initiative since the RHSOC Annual meeting and are looking at a new HSRRS deployment strategy for local, regional and statewide deployment. They will try to get it out as soon as possible.

Other Business/Open Discussion

Rance Duffy announced that there will be a senior leadership (of DPS) meeting on October 17th, in advance of the RHSOC Chair and HSAC meetings, to discuss the statewide grant.

Michael White raised a point about the funding process. There was no clear definition of enhancement and sustainment in prioritizations for FY14 projects. Possibly a document could be created to do that for consistency. In addition, applicants were not given an opportunity for presentations during prioritization and this may have skewed priorities. Joni McCarter responded that OHS would like feedback from the process since it was new this year and they realize there may be areas for improvement. She added that the other regions included presentations in their process and that was left to the discretion of the RHSOC.

Mr. White asked if the process could focus on sustainment projects initially and then enhancements in a second round. Ms. McCarter said that could be possible, but there is enough sustainment across the state that it would easily eat up all the funding. Bruce Borge responded that Chris Pickering advised continuing to include enhancement projects in the process because it would be beneficial in requesting federal funds and identifying gaps. It helped OHS justify to the Feds why Missouri is asking for so much money even though it probably wouldn't all get funded. Ms. McCarter added that new projects are allowable in federal guidelines, they just can't be funded at the cost of sustaining and maintaining current capabilities. David Hall replied that in theory he agreed with that, but in practicality over the years there have been projects

that we probably now wouldn't have funded. Things change and there may be enhancements or new projects that have a higher priority and should take precedence over existing capabilities that have lower priorities. Ms. McCarter said that OHS has had that discussion numerous times and will allow that through the scoring process if the region can provide good reasons as to why it chose the enhancement/new project over sustaining a current capability. Mr. White added that federal guidance also speaks to that. Mr. Hall proposed initiating a working group to develop sustainment/enhancement guidance and expressed the need to explore long-term planning.

Mr. White asked for action on the proposal to establish a working group on sustainment/enhancement guidance. Mr. Hall proposed that the RHSOC send what they develop to OHS for their review. He proposed establishing two working groups, one for developing sustainment/enhancement guidance and developing a process for presentations and a second for strategic planning.

Jeanne Beas moved to establish a working group to develop sustainment/enhancement guidance and a process for presentations for project applications prior to scoring prioritization. David Hall seconded. Motion passed unanimously. Michael White agreed to head that committee.

David Hall moved to establish a working group to explore strategic planning. Matt Stewart seconded. Motion carried unanimously. David Hall agreed to head that committee.

David Hall reported on the Center for Homeland Defense Studies that he has been attending. One of the subjects they are covering is cyber-terrorism. There are things that can be done locally and he suggested that we consider adding a cyber-representative on the RHSOC. It would be very helpful with educating the region. Rance Duffy asked those present if they know of someone that might be interested, please let him know.

Jeanne Beas asked when the regional communications plan was last updated. Larry Wood responded that it was being reviewed now.

Ms. Wittorff-Sandgren informed the new RHSOC members that they will be added to the sign-in sheet and other sign-in sheets have been developed for regularly attendees. Membership information, past minutes, upcoming training, etc. is on the RHSOC Website <http://rhsoc-d.missouristate.edu/>.

Next Meeting Date

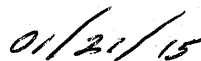
The next meeting is scheduled to be held on January 21, 2015 at 9:00 a.m. Location will be the Mt. Vernon Arts and Recreation Center, Mt. Vernon, Missouri.

Adjourn

Bruce Bjorge moved and Bonnie Witt-Schulte seconded the motion to adjourn. Motion carried. Meeting adjourned at 10:50 a.m.



Rance Duffy, Region D RHSOC Chair



Date Approved