



**Region D Homeland Security Oversight Committee  
Annual Meeting Minutes  
October 21, 2015  
9:00 A.M.**

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

**Attendance:**

**RHSOC Members:**

Rance Duffy, Chair  
Bill Sexton, Emergency Management  
David Hall, Fire/Vice Chair  
Jeanne Beas, County Health  
Chris Berndt, HSRRS  
Ron Bailey, Public Works  
Ryan Martin, Industry/LEPC  
Bonnie Witt-Schulte, 911  
Michael Pfander, Agriculture

**RHSOC Alternates:**

Greg Higdon, Police  
Michael White, Fire  
Gregg Sweeten, Industry/LEPC  
Paul Carter, Industry/LEPC  
Lori Sneed, 911  
Mark Sconce, Agriculture  
Jason Henry, Hospitals

**Ex-Officios:**

Wendell Hall, DNR  
Douglas Baker, DHSS  
Jeff Johnson, MSHP  
Denise Russell, SEMA

**Guests/Visitors:**

Carrie Kiesling, OHS  
Bryan Courtney, MIC-MoDPS MoSWIN  
Bob Bloomberg, MIC-MoDPS MoSWIN  
Jonathan Ayres, Springfield/Greene County OEM  
John Elmore, Springfield/Greene County OEM  
Larry Woods, Springfield/Greene County OEM  
Robert Dickson, Polk County EMA  
Melissa Duckworth, Taney County OEM  
Tom Martin, Stone County EOM  
Lynn Hollandworth, Republic OEM.  
J.R. Webb, Springfield/Greene County 911  
Zim Schartze, Springfield/Greene County 911  
Shea Lane, Catholic Charities of Southern MO  
John Perdue, Americorps St. Louis

**Staff:**

Dorothy Wittorff-Sandgren, SMCOG  
Dave Faucett, SMCOG

**Open Meeting**

***Opening Comments/Pledge of Allegiance***

Rance Duffy opened the meeting at 9:05 a.m., followed by the Pledge of Allegiance.

***Roll Call/Introductions***

Roll call was taken and self-introductions were made.

***Approval of Consent Agenda***

David Hall noted Scott's name was wrong in the July minutes. Dorothy Wittorff-Sandgren responded that it would be corrected. Jeanne Beas moved and Russ Conroy seconded the motion to approve the consent agenda with corrected minutes. Motion carried unanimously.

## **Old Business**

### ***Request for Transfer of Polk County Trailer to McDonald County – Dorothy Wittorff-Sandgren***

Ms. Wittorff-Sandgren reminded the RHSOC that there had been an email vote to transfer the communication equipment in the communication trailer owned by Polk County into a communication van that it owns. There was now a request to transfer the empty repeater trailer from Polk County to McDonald County CERT. She informed the RHSOC that no one else expressed interest in the trailer and Polk County was not interested in keeping it. Bonnie Witt-Schulte moved and Jeanne Beas seconded the motion that the repeater trailer be transferred from Polk County to McDonald County CERT. Motion approved unanimously.

### ***Sustainment/Enhancement Committee Report – Michael White***

Michael White presented information on the progress of the Grant Scoring Guidelines subcommittee to achieve a consistent and documented policy for RHSOC scoring of grant applications. He presented a 12 point draft of the Region D Grant Scoring Guidelines as follows:

1. The Web Grants portal contains a scoring process the RHSOC members use to provide a score to each RHSOC project.
2. The Primary member of each RHSOC discipline shall score the projects at a scoring meeting. If the Primary member is absent from the meeting, an alternate of that discipline shall score the project.
3. Voting members should not score a grant submitted by their own agency.\*\*\*
4. A Representative of the project should be available to provide a short summary of the project and answer any questions during the scoring meeting.
5. The following definitions will be used to determine whether a project is sustainment, enhancement, or a new project.\*\*\*
  - a. Sustainment is a project that has been previously funded by an RHSOC grant and needs funding to continue to provide a core capability.
  - b. Enhancement is a project that has previously funded but where a new capability is being built.
  - c. A new project is one that has not been previously funded by the RHSOC.
6. Projects are given a score totaled across all RHSOC members responsible for scoring.
7. Projects that are for sustainment of previously funded projects are given some priority by way of a higher score in a single question in the scoring system.\*\*\*
8. Once the Web Grant scores are completed the funds are allocated from the highest score through the lowest scores until all funds are allocated.
9. The RHSOC members have the ability to change the order of allocation of funding determined by the scoring process with justification to the Missouri Office of Homeland Security.\*\*\*
10. Whether the project is for sustainment, enhancement, or a new project has no bearing on the committee's ability to fund a higher or lower scoring project as long as justification can be provided to the Missouri Office of Homeland Security.\*\*\*
11. Per the Missouri Office of Homeland Security, the RHSOC membership makes the final decision on sub-recipient awards utilizing the grant parameters of the program.
12. Once the final list of projects is determined by vote of the RHSOC membership, any savings from funded projects should be allocated, in order, to projects that were partially funded or had no funds allocated.

\*\*\*Items that may need a review or discussion and a decision from the RHSOC.

Mr. White requested comments from the RHSOC as he presented each of the 12 points from the scoring policy guidelines draft. After several suggestions, Ryan Martin suggested that decisions on the scoring

guidelines be tabled for the incoming RHSOC to approve. Rance Duffy suggested that the sub-committee modify the draft guidelines and bring it back to the new RHSOC for approval at a later date. David Hall moved and Ryan Martin seconded the motion to table approval of the draft guidelines for the incoming RHSOC. Motion carried unanimously.

**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 <sup>st</sup> Alternate	2 <sup>nd</sup> Alternate
Emergency Management	Bill Sexton	Keith Stammer	Ted Martin
Police	Matt Stewart	Steve Lisby	Greg Higdon
Sheriff	Randee Kaiser	Mike Hall	
Fire	Michael White	David Pennington	Lynn Hollandworth
County Health	Jeanne Beas	Kermit Hargis	Paige Behm
HS RRS	Travis Trent	Chris Berndt	
Public Works	Eric Walters	Larry Martin	
Mayor/City Administrator	Bob Stephens	Max Springer	
County Commissioner	Randy Daniel	Dennis Wood	
Industry/LEPC	Gregg Sweeten	Paul Carter	
Utilities	Kevin Stull	Tim McCracken	
EMS	David Compton	Dana Aumiller	
911	Lori Sneed	Bonnie Witt-Schulte	Joe Bright
Volunteer Groups	Shawn DeBaar	Julie Stolting	Shea Lane
Schools	Darrell Rader		
Agriculture	Michael Pfander	Mark Sconce	
Hospital	Russ Conroy	Morgan Young	Jason Henry

Dorothy Wittorff-Sandgren will send the completed list out once the alternates are confirmed.

***Election of Chair - Rance Duffy***

Rance Duffy called for nominees for election of Region D RHSOC Chair. Chris Berndt nominated David Hall for Region D RHSOC Chair and Bill Sexton seconded. There were no other nominations. Jeanne Beas moved and Ryan Martin seconded that nominations cease. Motion carried unanimously. David Hall was new Chair by vote of acclamation.

***Election of Vice-Chair – Rance Duffy***

Rance Duffy called for nominees for election of Region D RHSOC Vice-Chair. David Hall nominated Bill Sexton for Region D RHSOC Vice-Chair and Chris Berndt seconded. There were no other nominations. Lori Sneed moved and Greg Higdon seconded that nominations cease. Motion passed unanimously. Bill Sexton was new Vice-Chair by vote of acclamation.

**State Reports**

***OHS Update - HSAC & Other Initiatives – Joni McCarter***

Carrie Kiesling provided the OHS update in the absence of Joni McCarter. The only announcement was that there will be an HSAC meeting on the following Thursday.

### ***Homeland Security Grants Update – Carrie Kiesling***

Ms. Kiesling reported that FY13 had closed and last week she had sent out the final close-out paperwork. Region D spent all \$303,345.34 from the FY13 grant funds. From the FY14 first round total of \$428,208.41, \$163,818.33 had been spent. There have been no claims on the FY14 second round of funding leaving a balance of \$96,727.98. FY14 will close on August 31, 2016 and that bi-annual status reports are due on December 10. She added that the FY15 contract is being executed and that funding will disburse on October 31 provided that FY15 budgets have been placed in WebGrants.

### ***Interoperable Communications – Bryan Courtney***

Bryan Courtney reported that statewide deployable assets were assembled at the state fairgrounds in Sedalia last month. The attendees participated in exercises and got to know each other. He said that Region D participants were valuable in helping with building capacities in other regions of the state. The Missouri Statewide Interoperability Network (MOSWIN) is at 95% coverage in every county throughout the state. A new site will be added in Region D at Twin Oaks Golf Course in Springfield and other sites are being looked at within the region. In addition, Missouri Statewide Communications Assistance Program (MoSCAP) funding has opened again. Priority areas are agencies that are one or two radios away from coming on the system full time; agencies that have everything but dispatch; statewide deployable communication assets that need a radio; and the final agency within a county that doesn't have a radio. It was asked how long the grant will be open. Mr. Courtney responded that applications will be graded by the end of November. There are approximately 136 radios available. OHS is also working on getting the MOSWIN radios to the emergency management directors that were purchased through the Emergency Management Performance Grant (EMPG) program. Finally, Mr. Courtney wanted to remind everyone that he is the point of contact for any communication requests within the region. They are working on some training and exercises ideas for the future.

Bob Bloomberg reported that the FirstNet initiative remains on track to reach milestones that have been previously discussed. The State Interoperability Executive Committee (SIEC) has been doing a great job moving this forward. There has been a lot of participation from Region D with J.R. Webb and Rance Duffy. Data was submitted on September 30. Consultation is expected to be ongoing through mid-2016. Smaller and more specific focus groups and technical groups are needed to discuss technical, governance and operational issues. Outreach to local public agency stakeholders for these discussions will be conducted through conference calls or done regionally. The SIEC will be meeting next week. The Request for Proposals (RFP) for FirstNet should go out in December.

### ***DHSS Update – Douglas Baker***

Douglas Baker stated that Ebola cases were decreasing although health agencies were continuing to monitor cases. Ebola cases have been limited to two countries, down from three earlier. Monitoring would be ongoing as males who have contracted the Ebola virus can still transmit the disease for up to nine months after recovery. The Middle East Respiratory Syndrome is becoming a concern and there are international concerns with the spread of the disease much like Ebola. Mr. Baker stated that the influenza vaccine is much more effective this year and urged everyone to get a flu shot.

### ***Agriculture Update - Merrel Breyer***

Not present. Handout provided.

### ***DNR Update – Wendell Hall***

Carl Harris was introduced who will be joining the regional office. Mr. Harris will be replacing Randall Willoughby.

***Mutual Aid/IST – Sherril Gladney***

Not present. Handout provided.

***Homeland Security Grant Program Procurement Updates – Dorothy Wittorff-Sandgren***

FY14: Financials in handouts. \$184,724.65 remaining.

Dorothy Wittorff-Sandgren explained that the reason the remaining balance that she shows for FY14 does not reflect what Carrie Kiesling reported for the FY14 balance was due to having to submit budget changes before she can enter the reimbursement requests. The way the program works, reimbursements can't be entered if they even go a penny over the budget. After the budgets changes are processed there will be a very large reimbursement request.

FY15: The contract for FY15 was received last week and procurements can begin immediately.

***State Committee Representatives Reports***

***THIRA – David Hall***

David Hall reported that he was in the process of scheduling a meeting in November. Hall stated that there will be monthly meetings after the November date focused on two to three items each.

***Credentialing – Tom Martin***

Nothing to report.

***Exercise/Training – Melissa Duckworth***

Melissa Duckworth reported that 2015 Regional Exercises have been completed. The 2016 Regional Exercises will be following SEMA encouraged exercises. The Chempack will be seminar, workshop, and table top and will be conducted at the Public Safety Center in Springfield on March 9, 2016. Exercise direction will be by SEMA and MERC. The Show Me National Mass Care Exercise is a full scale exercise and will be conducted from August 22 – 25, 2016. Region D will play on August 24<sup>th</sup>. The Annual Training & Exercise Planning Workshop (TEPW) for the region was conducted on August 12, 2015. Ms. Duckworth reminded the RHSOC that courses not discussed at the TEPW or that are not offered can be done but that requests will have to go through SEMA.

***Center for Education Safety Planning Team – Linda Barger***

No present. Dorothy Wittorff-Sandgren stated that Ms. Barger had nothing to report and questioned whether this initiative was still active.

***Disciplinary Group Reports***

***Fire*** – David Hall announced that he was selected to serve on the International Association of Fire Chiefs' Terrorism and Homeland Security Committee. It helps push policy and education of the fire service-related terrorism and homeland security type issues. He also reported that last weekend, the Springfield bomb squad responded to an incident with chemicals and explosives with the Hazmat team and cited this as a good example of HSRRS working together and the benefits of training together.

***Emergency Management*** – Bill Sexton reported that Keith Stammer and Dennis Kimrey will be attending the Emergency Management Directors Advisory Council Meeting on October 22. There will be an EMPG working group meeting in the afternoon.

**Other Business/Open Discussion**

Jeanne Beas asked what was the status of the long-range strategic plan. David Hall responded that it would be on hold until the THIRA has been substantially developed.

**Next Meeting Date**

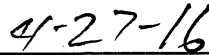
The next meeting is scheduled to be held on January 20, 2016 at 9:00 a.m. Location will be the Mt. Vernon Arts and Recreation Center, Mt. Vernon, Missouri.

**Adjourn**

Greg Higdon moved and Paul Carter seconded the motion to adjourn. Motion carried. Meeting adjourned at 11:17 a.m.



\_\_\_\_\_  
David Hall, Region D RHSOC Chair



\_\_\_\_\_  
Date Approved