



**Region D Homeland Security Oversight Committee  
Meeting Minutes  
April 28, 2010  
9:00 A.M.  
Lawrence County Emergency Operations Center  
240 N. Main, Mt. Vernon, MO**

**Attendance:**

**RHSOC Members:**

Lynn Hollandworth, Emergency Management  
Michael Seibert, Police  
Archie Dunn, Sheriff  
Duane Compton, Fire  
Jeanne Millsap, County Health  
David Hall, HSRRS  
Larry Martin, Public Works  
Frank Washburn, Principal  
Gary Lewis, Industry/LEPC  
Kavan Stull, Utilities  
Larry Beatty, EMS  
Bonnie Witt-Schulte, 911  
Chris Harmon, Volunteer Groups  
Jim Hounsshell, Schools  
Todd Schubert, Agriculture

**RHSOC Alternates:**

Keith Stammer, Emergency Management  
Jaci McReynolds, County Health  
Ron Potter, Mayor  
April Tarrant, 911  
Lisa McCarthy, Volunteer Groups

**Ex-Officio:**

John Bos, DHSS  
Wendell Hall, DNR  
Randall Willoughby, DNR  
Chris Tannlund, DSS  
Dr. Larry Forgey, MDA

**Guests/Visitors:**

Paul Fennwald, OHS  
Becky Covington, OHS  
Sherwet Witherington, MDA  
Ty Davisson, Spfd-Greene Co OEM  
Larry Woods, Spfd-Greene Co OEM  
Greg Higdon, Springfield Police  
Julie Frank, American Red Cross  
Jim McManigle, Polk County EMA  
Bob Kitsmiller, Dade Co OEM  
Rick Lewis, Polk County EMA  
Matt Stoller, Jasper Co Sheriff  
J.R. Webb, Spfd-Greene Co. 911  
Tom Ryan, Barton County EMD  
Greg Sweeten, McDonald County EMD  
Earl Ackley, COAD  
Martha Love, 2-1-1  
Kelly Stephens, Jasper County Sheriff's Office  
Greg Voss, DHSS  
Robert Dickson, Polk County CERT  
Dean Davis, Jasper County  
Shelly Yonker, Pierce City EM  
Roger Lee, Greene County Sheriff's Office  
Nathan Bower, City of Forsyth Fire  
Melissa Duckworth, Taney County OEM  
Eric Deselich, TetraTech

**Staff:**

Holly Johnston, CERT Coordinator  
Greg Gaines, Mass Care Coordinator  
Dorothy Wittorff-Sandgren, SMCOG

**Opening Comments**

Lynn Hollandworth opened the meeting at 9:00 am and made opening comments.

**Introductions and Roll Call**

Lynn Hollandworth took roll call and representatives made introductions. All disciplines were represented.

### **Approval of Agenda**

Michael Seibert moved and Jeanne Millsap seconded the motion to approve the amended agenda for the April 28, 2010 meeting. Motion carried.

### **Approval of Minutes of February 3, 2010 Meeting**

Jeanne Millsap moved and Gary Lewis seconded motion to approve the minutes of the February 3, 2010 meeting. Motion carried.

### **Old Business**

David Hall moved and Jeanne Millsap seconded to remove from the table determining the structure and composition of the subcommittees on the table. Lynn Hollandworth opened the discussion by stating that he felt the subcommittee system for project proposals was very effective. He questioned as to whether it needed to change, but that was up to the RHSOC. David Hall agreed that it was effective, but felt that it needed to be more formalized. He also felt that as funding becomes less available, having more structure would decrease potential conflict. Mr. Hall envisioned that the subcommittee chair would be from the core RHSOC, and at least three more members are from the RHSOC. They could also be the only voting members. After some discussion, Mr. Hollandworth asked if the RHSOC would like to see a small committee of five or so members set up to bring back guidelines to the next RHSOC meeting. Larry Martin stated that he would like to see something finally done after so much discussion. David Hall moved and Michael Seibert seconded the motion that a five member RHSOC committee be created to evaluate the subcommittee structure and bring back guidelines for RHSOC approval. Mr. Hollandworth will chair and Mr. Hall, Mr. Martin, Chris Harmon and Archie Dunn agreed to sit on the committee.

### **New Business**

#### ***Grant Updates – Becky Covington***

Becky Covington introduced herself as the new Grant Specialist for the Regionalization Grant. The Office of Homeland Security (OHS) has received the Region D proposal for FY2009 and is being reviewed by Paul Fennewald's office. The next step is to get the paperwork done and sent on to Missouri State University (MSU) for signature. FY2008 money is being spent, and MSU has been reimbursed. There are also new processes being set up to make the transition easier between OHS and MSU.

#### ***DHSS Update – Greg Voss***

Greg Voss outlined a project called the Missouri Chemical Risk Project. It was undertaken to show the risk that industrial chemicals present within communities in the region. Daycare centers, nursing homes, hospitals, schools, and special needs are of special concern. This project detailed several common chemicals that are used in industry as well as issues that groups may have when dealing with the risk of having industrial chemicals in their community. The project went on to propose visiting each county health department and to provide each county with maps and the information that is detailed in the project. A future update to the project includes adding secure intranet access to project information. It is hoped that this information will be contained in MERIS.

#### ***Ag Update – Sherwit Witherington***

Sherwit Witherington gave statistics on agricultural activity within the region, including the fact that gross income from agriculture in Region D was approximately \$32.7 million. She is working with a multi-state partnership to try and improve statewide preparedness and ag security by closing holes in ag response. A full-scale exercise for stop movement is being planned for either the fall or next spring. Ag security educational sessions are also still continuing. Amanda Marney will be giving updates on the

schedule for these sessions. Ms. Witherington felt Region D was a great role model for agriculture preparedness.

***DNR Update – Wendell Hall***

DNR has received a new Bio Threat kit in order to better detect different bio threats. It is easy to use and has a low false positive. Wendell Hall also completed an Advanced Bio and Chemical Course to help enhance WMD response.

***Mutual Aid/IST - Fire and Safety Mutual Aid Coordinator***

No one was present to report, but Paul Fennewald informed the RHSOC that Sheryl Gladney is now the new full-time Fire and Safety Mutual Aid Coordinator

***Interoperability Update – Steve Devine***

Steve Devine was not present. Eric Deselich reported that survey participation for the TIC Plans has tripled state wide since March 3. Because of the recent spike in participation, the DPS is considering extending the survey deadline past May 14. Paul Fennewald also stated the Mr. Devine is also working on the Public Safety Interoperable Communications Commerce (PSICC) grant to put connectivity between regions in the state. He is currently contacting all of the regions to decide how this will be done. Meetings between these regions will go through the RHSOC. Bonnie Witt-Schulte also said that a State Interoperability Governance Board is to be set up, members to be appointed by the Governor. Each RHSOC will be given \$5,000 associated with the new State Interoperability Governance Board. She also stated that the narrow band mandate is to be completed on January 1, 2012.

***OHS Update – HSAC other initiatives – Paul Fennewald***

Paul Fennewald reported that the Homeland Security Advisor Council (HSAC) had a meeting on April 7 and stressed how important it is for each region to send a representative to the meetings. The HSAC wants more engagement by the locals. One guideline change for grant applications is that the RHSOC chairs review and approve them before the HSAC does. There also now is a standard for certain pieces of equipment starting with the 2010 grant. The 2010 funding has been sent in and should be about \$20,000 less than the 2009 amount for Region D. OHS took a \$250,000 cut in funding from the state. HSAC also adopted the federal credentialing standards by which to buy credentialing systems with future grant money. Mr. Fennewald stated that there is a difference between a credentialing system and a badging system, which is what most regions purchased. He felt that not everyone needed to be credentialed and that David Finch is available to answer any questions on credentialing systems and the federal standards. Another issue the HSAC looked at was the CRBNE strategy system with the new budget cuts. Mr. Fennewald brought up questions of what services were necessary and which are not, given the lack of funding that once was available. Meetings are scheduled in May to come up with a recommendation to present to the HSAC. He also said that OHS is working on coordinating what grants are out there for the regions. The FEMA grant to the fire fighters is now available and will close in May. There is also a Safe Schools Emergency Planning Grant for higher education. He stated that Adobe Connect is now available so members can attend meetings over the web. OHS has purchased the licenses for two years. He reported that the Safe Schools Conference that will be held on July 22 and 23. Each region will again receive a scholarship to send a representative to this conference. There will also be scholarships for ten students.

### ***2010 Annual Meeting Date Selection***

Lynn Hollandworth opened up the meeting to discuss when the annual meeting should be held. He said that he would like to see the business meeting held in the morning due to the length of the day. Jeanne Millsap moved and Todd Schubert seconded the motion to have the Annual Meeting on October 20, 2010. Dorothy Wittorff-Sandgren suggested that the Annual Meeting begin at 9:00 am with the Disciplines meeting first to choose their new alternates with the RHSOC meeting starting at 10:00 am.

### ***Regional TICP/CASM Database Update – Tetra Tech***

Eric Deselich detailed the process by which they are getting the TIC plan surveys completed and the database updated. He said that they are dealing with about 2,300 agencies within the region. Barton, Green, and Webster are just about 100% updated. Counties below 25% are Dade, Hickory, Lawrence, McDonald, Newton, St. Clair, and Stone. All other counties are in between. Eric is working with Steve Devine to come up with strategies on how to get all the counties completed. Tetra Tech also holds four webinars a day to help get surveys completed, including night webinars. A list of who has not completed their survey will be sent out. Mr. Deselich answered the various questions regarding filling out the surveys.

### ***2008 HS Grant Program Procurement Update Report – Dorothy Wittorff-Sandgren***

Dorothy Wittorff-Sandgren gave an update on 2008 procurement. The FY08 Budget Balances and Procurement Status were in handouts. She highlighted what had been completed and what was available for reallocation and reported that everything was going well except that not enough people were signing up for IRIS. She also reported that an IST class was cancelled, which added more money for reallocation. The animal shelter supplies and the bomb uniform communication system were still being worked on.

### ***Reallocations of FY2008 Homeland Security Grant Funding***

Dorothy Wittorff-Sandgren reported that the RHSOC has at least \$37,000 at this time to be reallocated. Before the RHSOC deals with this money, there were two requests that need to be handled first.

Rick Lewis explained the need for Polk County to move some of their funds from CERT supplies to equipment. They wanted to purchase flood lights and a generator costing \$4,504.99 for their CERT program, but OHS suggested that these items not be so narrowly used and make them regional assets that are housed in Polk County instead. The request was just a change in budget. Bonnie Witt-Schulte moved and Jeanne Millsap seconded that \$4,504.99 be transferred from CERT supplies to equipment. The motion carried.

Holly Johnston requested that \$5,000 be moved from the CERT Coordinator salary and expenses to a CERT Train the Trainer class to be held and \$5,000 to CERT supplies. These had been figured into her duties, but need to be reported to the EGMS in separate categories. Once again, this was just a change in budget. Bonnie Witt-Schulte moved and David Hall seconded that \$10,000 be moved from the CERT Coordinator category and \$5,000 be put in CERT training and \$5,000 in CERT supplies. The motion carried.

Mrs. Wittorff-Sandgren said that there were two new proposals for the reallocation of the \$37,000. Christian County only allocated \$5,000 for CERT training and was over-budget and requested \$2,825. Taney County also needed \$3,900 to replace their Elliott System printer which no longer worked. This would fall under sustainment.

Mrs. Wittorff-Sandgren also reminded the RHSOC that the 16 Westcot Cots and Carts that had been purchased with FY08 Funds were cut from the original amount of 144. This project proposal had actually placed 11<sup>th</sup> in the prioritization. In the previous years, any money left over for reallocation went towards the unfunded projects of that fiscal year. She stated that based on the cost for the 16 cots, three more sets could be purchased. There was question as to what was the need and strategy for the cots. Without the presence of David Hoover, it was not known.

David Hall suggested that the RHSOC review the policy of using the reallocation money for previously unfunded projects. He also thought that the idea of just funding projects that come up here and there was not equitable. He thought that all subcommittees should have the opportunity to present new projects to the RHSOC for consideration and prioritization. Lynn Hollandworth said that he would also like a plan from Med Surge regarding the Cots. Mrs. Wittorff-Sandgren said that the reallocation didn't have to happen today, because she is requesting an extension. David Hall made a recommendation that all subcommittees come up with new projects for allocation requests at the next meeting. The RHSOC agreed.

Frank Washburn said that he wanted to see Taney County go ahead and get their new printer. The Elliott System could not function properly without it. Mr. Washburn moved and Duane Compton seconded a motion to replace the Taney County Elliott System printer for \$3,900. Motion carried with David Hall opposing.

#### **Region D Staff Reports**

*Amanda Marney, Agricultural Preparedness Specialist* - Not present. Written report in handouts.

*Greg Gaines, Mass Care Coordinator* - Written report in handouts. Greg Gaines handed out a list of shelters in the region. The number of shelters has increased from 255 to 368 in the region since he started. There will be upcoming training sessions on using the National Shelter System. He stated that just over 1400 shelter workers have been trained.

*Holly Johnston, CERT Coordinator* - Written report in handouts. Holly Johnston additionally reported on the Regional Train-the-Trainer to be held in May.

#### **State Committee Representatives Reports**

*SIEC, J. R. Webb* - J. R. Webb stated that the SIEC did meet. They discussed the Statewide VHF system, which is still in progress, and also talked about MTAC implementation.

*Exercise, Ty Davisson* - Ty Davisson wanted to update everyone on a full exercise that the State of Missouri has scheduled for May 16-20, 2011. Letters to all the County Emergency Management Directors will be sent out in July to see if they are interested in participating. Each Emergency Management Director will need to participate in at least four hours to be considered active. Mr. Davisson also said that Table Top exercises will be coming to areas all over the region to simulate earthquakes and see what the response is like. These will be happening from July to December and will satisfy EMPG grant requirements.

*STA, Greg Gaines* - Greg Gaines reported on the status of trailers and prime movers as well as issues they were having with their braking systems. He handed out a 3 page report in connection with these issues. The report includes recommendations for FY2010 in order to address these issues. Mr. Gaines wanted to bring to the RHSOC's attention that the STA recommended that during the period of FY10

through FY11, OHS develop and authorize and investment justification to retrofit previously purchased equipment.

**Disciplinary Group Reports**

*Ag* – Todd Schubert said that a lot is going on right now program-wise. More counties are coming on board.

*Public Works* - Larry Martin suggested a cheat sheet for the acronyms that are used in meetings.

*County Health* – Jeanne Millsap introduced Jaci McReynolds as the new County Health alternate. She reported that H1N1 vaccines are still available. She also said that if any one had any questions on the Missouri Chemical Risk Project, to contact their local County Health.

*HS RRS* – David Hall says that the Region D HS RRS may not be a direct part in the statewide strategy after the reorganization. There is also a joint training coming up with the 7<sup>th</sup> CST WMD out of Fort Leonard Wood. He also said the bomb squad has been called out throughout the region a lot lately.

*911* – Bonnie Witt-Schulte said that the 911 list still needs updating.

**Other Business**

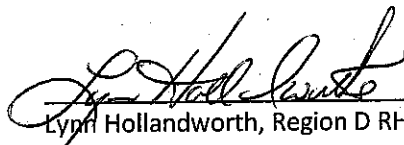
Jeanne Millsap and Dorothy Wittorff-Sandgren brought up the issue of alternates that come up into the primary position before the term has ended. Ms. Millsap stated that it could be a problem for a new alternate if they have only been serving for less than a year. Lynn Hollandworth suggested that the committee that is looking at the subcommittee structure look at this as well and develop a policy. The RHSOC agreed.

Dorothy Wittorff-Sandgren says RHSOC Region D website is updated, so please take advantage of it.

The next Quarterly Meeting will be on July 21, 2010.

**Adjourn**

David Hall moved and Larry Martin seconded to adjourn. Motion carried. Meeting adjourned at 12:00 pm.

  
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Lynn Hollandworth, Region D RHSOC Chair

  
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Date Approved