



**Region D Homeland Security Oversight Committee**  
**Quarterly Meeting Minutes**  
**April 20, 2011**  
**9:00 A.M.**  
**Monett Justice Center**  
**1901 E Cleveland Ave, Monett, MO**

**Attendance:**

<b>RHSOC Members:</b>	<b>Guests/Visitors:</b>
Lynn Hollandworth, Emergency Management	Joni Botkins, Office of Homeland Security
Lane Roberts, Police	Debbie Cheshire, Office of Homeland Security
Jim Arnott, Sheriff	Phil Amtower, Christian County EMA (Adobe Connect)
Travis Trent, Fire	Linda Barger, Christian County EMA
Jeanne Millsap, County Health	Greg Higdon, Springfield Police
Chris Berndt, HSRRS	Julie Frank, American Red Cross
Larry Martin, Public Works	Melissa Duckworth, Taney Co OEM
Bonda Rawlings, County Commission	Chet Hunter, Lawrence County EMD
Gary Lewis, Industry/LEPC	Steve Lisby, Branson Police
Kavan Stull, Utilities	Matt Stewart, Joplin Police
Bonnie Witt-Schulte, 911	Bob Kitsmiller, Dade County EMD
Cheryl Mack, Schools (Adobe Connect)	Rick Lewis, Polk County EMA
	Jim McManigle, Polk County EMA
<b>RHSOC Alternates:</b>	Warren Robinson, Greene County OEM
Keith Stammer, Emergency Management	Ed Hultgren, Christian County EMA
Ron Hartman, Police	Robert Dickson, Polk County EMA
David Pennington, Fire	Roger Brock, Barry County Health Department
David Hall, Fire	Mike Phillips, Barry County 911
Jaci McReynolds, County Health	Gary Roark, Newton County EMA
Bruce Bjorge, HSRRS	Andy Woody, Springfield Fire
Nathan Bower, Industry/LEPC	Jake Heisten, Congressman Billy Long
Debi Meeds, Volunteer Groups	
Todd Schubert, Agriculture	<b>Staff:</b>
	Holly Johnston, CERT Coordinator
<b>Ex-Officio:</b>	Amanda Marney, Agricultural Preparedness Specialist
John Bos, DHSS	Greg Gaines, American Red Cross
Wendell Hall, DNR	Gloria Bottom, Harry S Truman Coordinating Council
Rachel Heimericks, MDA	Samantha Dingfelder, Kaysinger Basin RPC
Larry Forgey, MDA	Dorothy Wittorff-Sandgren, SMCOC
Dennis Epperly, MDA	Stacey Macdonald, SMCOC
Candy Adams, SEMA	

**Open Meeting**

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

Chris Berndt opened the meeting at 9:10 am, followed by the Pledge of Allegiance.

***Roll Call/Introductions***

Roll call was taken and self-introductions were made.

### ***Approval of Agenda***

Jeanne Millsap moved and Bonnie Witt-Schulte seconded the motion to approve the agenda for the April 20, 2011 Region D RHSOC quarterly meeting. Motion carried.

### ***Approval of Minutes of March 2, 2011 Meeting***

Jeanne Millsap moved and Debi Meeds seconded the motion to approve the minutes of the March 2, 2011 meeting. Motion carried.

### ***Homeland Security Grants Update – Joni Botkins/Debbie Cheshire***

*FY11 Grants* – Debbie Cheshire said that OHS will be holding workshops for the grant applications, not yet knowing how much funding Missouri would get from the Federal Government. They have heard that it will probably be about a 50% cut from what they had in FY10. The RHSOC will have to work smarter and cheaper and leverage funds to sustain what they have. They can figure this out. They have been challenged before; they just need to work smarter. In the next two – three weeks, the RHSOC will need to decide what is important. As before, 25% of the funds go to law enforcement, 20% to state initiatives, and the rest to locals. Questions can be directed to Paul Fennwald. The grant applications are due June 30. Anyone at OHS can be called to help with applications. It will be an easier application process than FY10.

*FY10 Grants* – It was asked when the funds would be released. The applications were turned in a long time ago and the Region is still waiting to spend money. What can be done to speed up the process? Ms. Cheshire and Joni Botkins explained that they are trying to speed it up at the state level, but there are still major issues on FY 10 applications. These issues involve the Inoperable Communications and the Homeland Security Regional Response. An update should be available next week.

Ms. Cheshire and Ms. Botkins explained how the applications go through a review process. Applications that dealt with SIEC (Statewide Interoperability Executive Committee), HSRRS (Homeland Security Regional Response System) or FEMA go through a three-peer group process. They are close to being done with review process. David Hall mentioned that the original deadline for the FY10 applications to be turned in was January 31. Region D's had been turned in on time, but he heard some regions did not. We got it done on time, but are still waiting on other regions and therefore we can't get our money. Chris Berndt said that the delays of other regions shouldn't punish us. They suggested releasing the projects that are approved; don't hold back on them all. Some projects may be more expensive now because of quotes and lag time. If OHS can cut lag time, it would save money over time. Ms. Cheshire and Ms. Botkins said that they will bring these suggestions back to the office.

Ms. Cheshire also wanted to remind everyone about the SEMA Conference May 3-6 in Branson at the Chateau on the Lake.

### ***DHSS Update – John Bos***

Nothing at this time.

### ***Agriculture Update – Amanda Marney***

Amanda Marney said that Rachel Heimericks wanted to let the RHSOC know that SES is continuing working with the counties updating the county contact cards that will be used in the Region D plan and the individual county plans. If a county is interested, they can set up a session through Ms. Heimericks or Ms. Marney. The national exercise is coming up in May. The All-hazards guides are available.

***DNR Update – Wendell Hall***

Nothing to report.

***Mutual AID/IST – Fire Safety Mutual Aid Coordinator***

They had training scheduled for today, no one to report.

***Interoperable Communications – Steve Devine***

Not here, nothing to report.

***OHS Update – HSAC & Other Initiatives – Debbie Cheshire***

Paul Fennewald had to be at another engagement, so there was nothing to report.

**NEW Business**

***BearCat Update - Chris Berndt***

Chris Berndt wanted to give an update on the BearCat (armored vehicle for SWAT rescues or protection). It was first presented to the RHSOC in 2008 but there was not enough money to fund it. It was presented again for 2009 funding, but still not enough money. There was also question as to whether the Homeland Security Advisory Council (HSAC) would approve a BearCat if we said we wanted it. An email was sent to Paul Fennewald regarding the BearCat. The issue in Jefferson City was that the State Highway Patrol has four, including one in Springfield. Mr. Fennewald was under the impression that if anyone needed to use it, the Highway Patrol would assist and provide the BearCat. This wasn't exactly the case. It has been used 156 times and is used regularly by the Highway Patrol. It is impractical for the Highway Patrol to just take it to where it is needed just like that.

There is no clear definition of a SWAT team (who can use it), and therefore the Highway Patrol would only do it on a one by one basis. The Highway Patrol felt like they need to be training with those who want to use it. The Highway Patrol also gets funding the Department of Transportation to patrol the highways. To take someone off the road to go train with the SWAT team is not feasible. It also covers 30 counties, not just Region D. After several meetings and discussions with the police departments and the Highway Patrol and Paul Fennewald, Mr. Fennewald changed his view and agreed that there was a need for a separate BearCat at a regional level.

The Springfield Police will handle the BearCat. Branson didn't want it because of the upkeep. Joplin felt it was not practical; it was too far on the region's edge. Springfield made more sense. Springfield will send a driver to train with those in Branson and Joplin. This will be a regional asset.

***Reallocation of OHS FY08 Funds – Chris Berndt***

Chris Berndt explained that the State put aside \$1 million when they thought the Feds were going to pull out of the earthquake exercise. But the Feds got back involved and OHS had an extra \$1 million dollars to reallocate. Region D would get around \$195,000. This money needs to be spent by August 31st. There is a chance the State can get an extension for 6 months, but we're not to count on it. He said that they need to come up with projects that could be spent quickly. The projects have to meet the 2008 Investment Justifications.

Mr. Berndt was on an RHSOC Chair conference call with OHS last Friday, and one suggestion was that the money should go to a state-wide project. Region A pushed for it, but it won't happen. The money will be divided as before with the RPCs getting 3% for M&A as before. The RHSOC doesn't need to pay the 3%, and Mr. Berndt asked if it should be negotiated, mainly because it is a short process. David Hall suggested

that the M&A remain at 3% if the Southwest Missouri Council of Governments is administering the grant. Jim Arnott moved to stick with 3% M&A rate. Lynn Hollandworth seconded. Motion carried.

Mr. Berndt also said that there was discussion on purchasing generators throughout the state. Region A was for this proposal. Forsyth is receiving a generator from FY06 and FY07 reallocated funds and Polk County already has one. He felt the main issue is that everyone will want a generator but after a couple of years, it is possible that the generator won't get used or maintained. He also said that another issue with a blanket project like this is that some will take it seriously and others won't. He wanted to know what the RHSOC thought.

It was asked what wasn't funded in FY08? Mr. Berndt said that the biggest project that wasn't funded was the BearCat. However, the BearCat costs around \$275,000. The City of Springfield would be willing to pay some of it but because it is at the end of the budget year, this difference is too difficult.

Dade County said they would welcome a generator. Generators bought through the RHSOC would be on trailers and taken where they would be needed. It was brought up that generators do not solve problems. There are a lot of issues, and it will be expensive to operate generators on a regular basis. And generators may be of no value because buildings have to be set to receive generators and be programmed. To make a generator program work, a lot of legwork would be needed to figure out the buildings that would be involved. Facilities would have to pay for hookups and programming so they can use a generator during a time of need. They also need maintenance – a lot of maintenance. Generators would have to be in places where there are resources with the appropriate training. It is a specialized field. Key effort would be needed in transfer switches. Each county has their go-to shelters and will need to have the transfer switches prepared in those specific places.

The RHSOC agreed that they would not go along with the generator proposal. They wanted the reallocation funds to go through the normal process where people can submit projects and they vote on them. Jim Arnott moved to ask the subcommittees to provide their projects for possible funding at a special meeting. Larry Martin seconded. It was suggested that voting can occur for any previously unfunded projects at 50% or higher. Motion carried. Dorothy Wittorff-Sandgren said that she would get that list out to the RHSOC and subcommittees as well as the list of the FY2008 Investment Justifications.

#### ***FY09 Homeland Security Grant Program Procurement Update – Dorothy Wittorff-Sandgren***

Dorothy Wittorff-Sandgren reported that only a few purchases with CERT have been made since the last update. It is starting to wind down.

#### ***FY2010 HS Grant Application Update – Dorothy Wittorff-Sandgren***

Dorothy Wittorff-Sandgren said that there was no money to spend yet. She is waiting to see what happens

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

*Amanda Marney, Agricultural Preparedness Specialist* - Written report in handouts. Ms. Marney reported that the Poultry Tabletop Exercise After-Action Report was put onto a CD and one printed per county office. She went through all the food defense plans for farmers and farm visits were conducted. She says that more needs to be done in getting information out. She has been working on a farm safety workshop for kids and disaster preparedness workshops. The Beef Tabletop Exercise was very successful.

*Greg Gaines, Mass Care Coordinator* - Written report in handouts. Mr. Gaines said that he needs help in getting more people registered for Shelter Operations Simulation classes. The number of shelters has increased over the entire region. Missouri Southern State University in Joplin has signed on to be a mega-shelter. Red Cross has trained 75 people this quarter. He asked that anyone interested contact him for these classes. Red Cross has received more palletized water. Mr. Gaines also talked about the Region D Resource Map he created and answered any questions. The RHSOC suggested that he provide more details and specific places in his quarterly report.

*Holly Johnston, CERT Coordinator* - Written report in handouts. She did want to let the RHSOC know that there is an upcoming class in Joplin. The RHSOC also suggested that she provide more details and specific places in her report, how many attended training, etc. It was also suggested that the Template she created be put on the Region D website. Ms. Johnston is updating it at this time, but it could then be put on the website. It could help other counties that may be interested in starting a CERT program.

*Carly Crocker, Exercise Coordinator* - Written report in handouts. Ms. Crocker was at a training, so Warren Robinson gave her report. He reported that she has begun identifying non-traditional communications assets and potential contacts to conduct a survey with a follow up visit to take pictures and GPS coordinates per her deliverables. She is attending a position-specific training for the Resource Unit Leader to assist with her deliverables of development protocols for tracking Region D's communication assets, as well as represent the Region's Southwest Missouri Incident Support Team. This training request was sent to and approved by OHS per the new requirements. She said the new plan is tedious, but based upon assessments and weekly updates, she is confident that she is where she needs to be on the timeline. She understands the plan must be solid for the Region and partners, and is taking every precaution in making it so.

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

*SIEC, J. R. Webb/Kent Vanderpool* – No one here to report.

*Exercise, Carly Crocker* – Warren Robinson reported for Ms. Crocker. He reported that she attended on behalf of the Region the Planning and Exercise Workshop in March, and the trend is shifting from equipment purchases to development of plans to train and exercise the equipment. They hope to see more partnerships amongst the regions in full-scale exercises and development and maintenance of a planning, training and exercise plan for each region locally.

*Broadband, Sean Barnwell.* Not present. He had called Chris Berndt, though, and informed him that he has never been contacted for meetings. Joni Botkins said that she forwarded the information to Paul Fennewald. David Hall also said that they had received an email survey to all the fire departments regarding broadband connection. Chris Berndt said that others got it as well. Dorothy Wittorff-Sandgren said that the Office of Administration has its own broadband group going at the same time, so the emails may be from it. Debi Meeds said that it was from Mo Broadband Now. Mrs. Wittorff-Sandgren said that is the other program.

#### **Disciplinary Group Reports**

*Emergency Management* – They are gearing up for the national level exercise.

*Utilities* – They are looking at an emergency response plan that is coming out from Kansas and see what they can use to plug utilities into the Missouri State plan.

*Volunteer Groups* – There is a Regional Preparedness Subcommittee meeting tomorrow at 1:00 p.m. at the Red Cross. There is also a national VOAD (Voluntary Organizations Active in Disaster) meeting coming up in Kansas City where the entire subject is Mass Care.

*Fire* – Needs to get together for a regional meeting.

*Agriculture* – They are finishing up the beef tabletop exercise reports and will be presenting findings from the exercise.

*Public Works* – They have started a small movement for Public Works Departments to have their own mutual aid agreements for tornado, environmental issues, etc. This will need city ordinance approval. He and David Brock will start with communities around the Springfield area first, and then help others model after it. It can have regional-type applications. Fuel cost is an issue right now with Public Works.

### **Other Business/Open Discussion**

Debbie Cheshire reported on the new travel policies for the grants, including pre-approval. With the FY11 applications, if the proposed training or conferences are listed and the project is approved, then the trainings and conferences are considered approved as well. FY09 and FY10 still need prior approval if the training or conference was not lined out in the application. If it isn't approved, they can't reimburse it.

For normal travel, Ms. Cheshire will need clarification on the mileage reports. At this time, they need sign in sheets or an agenda for any meeting, training, etc. A travel policy will be put in writing.

Since funding is growing smaller, Travis Trent asked if there is an exit strategy in place for the planners. How will they get their knowledge to the appropriate people, i.e., Emergency Management Directors? Jeanne Millsap suggested that there are templates in place before they leave.

Jeanne Millsap also brought up that she would like to see reports on a yearly basis for equipment. How often is it being used? Debbie Cheshire mentioned that OHS requires Inventory Control yearly, and any damages or loss needs to be documented. But there is no requirement for usage reporting. Lynn Hollandworth said that he agreed that it would be good to know what is being used and what needs to be maintained. Rick Lewis suggested that there be clarification on what kind of information the RHSOC would like. Larry Martin moved that they make this an agenda item at a future meeting. Tom Schubert seconded. Dorothy Wittorff-Sandgren mentioned that she does have an equipment usage log that she sent out to everyone that has equipment. She needs that information as well for the Annual Report. She gets it back from some, but not from others. As for the inventory, she keeps track of it as required by OHS. Every year, SMCOG calls the "owners" of the equipment to verify location, contact, etc. Motion carried.

Debbie Cheshire re-emphasized the upcoming dates:

- a. FY 08 applications are due TBD.
- b. FY 08 reallocations must be expended by Aug 31.
- c. FY 11 applications are due June 30.
- d. FY 12 applications will be due sometime this fall.

Greg Gaines said that he sat on the Science and Technology Advisory Committee and a year ago they had decided to come up with funds to upgrade the trailers purchased with Homeland Security funds so that

they could be used by anyone. It fell by the wayside, and he wondered if anything has been done regarding that. Debbie Cheshire said she would check on that.

**Next Meeting Date**

Next meeting scheduled for May 13, 2011 at the Monett Justice Center at 9:00 a.m. to vote on FY08 reallocations.

**Adjourn**

Larry Martin moved and Tom Schubert seconded the motion to adjourn. Motion carried. Meeting adjourned at 11:35 a.m.

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Chris Berndt, Region D RHSOC Chair

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Date Approved