



**Region D Homeland Security Oversight Committee**  
**Quarterly Meeting Minutes**  
**January 18, 2012**  
**9:00 A.M.**  
**Mt. Vernon Arts & Recreation Center**  
**822 W. Mt. Vernon Blvd, Mt. Vernon, MO**

**Attendance:**

<b>RHSOC Members:</b>	<b>Guests/Visitors:</b>
Ryan Nicholls, EMD	Chris Pickering, OHS
Travis Trent, Fire	Joni Botkins, OHS
Jeanne Beas, County Health	Debbie Cheshire, OHS
Chris Berndt, HSRRS	Robert Dickson, Polk County EMA
David Brock, Public Works	Melissa Duckworth, Taney County OEM
Ron Potter, Mayor/City Administrator	Greg Higdon, Springfield Police
David Edwards, Industry/LEPC	Chet Hunter, Lawrence County EMD
Rance Duffy, 911	Bob Kitsmiller, Dade County EMD
Shaun Dilday, Schools	Dean Davis, Jasper County Sheriff's Office
	Tom Ryan, Barton County EMD
<b>RHSOC Alternates:</b>	Phil Amtower, Christian County EMA
David Pennington, Fire	Tim Bourassa, Vernon County
Shea Lane, HSRRS	Bill Sexton, Webster Co. EMD
Bruce Bjorge, HSRRS	Gregg Sweeten, McDonald County EMD
Max Springer, Mayor/City Administrator	Bill Harmon, Hickory County EMA
Nathan Bower, Industry/LEPC	Keith Wolven, Southern Stone County FPD
David Compton, EMS	Carolyn Jackson, Newton County EM
Bonnie Witt-Schulte, 911	Greg Hickman, Newton County EM
Lisa McCarthy	Mike Eads, Neosha Fire
	Chris Thompson, Carthage Fire
<b>Ex-Officios:</b>	Lynn Hollandworth, Republic OEM
Dennis Epperly, MDA	Dennis Kimrey, Vernon County OEM
David Rybolt, MDA	Dick Mann, Webster County Health Dept
Dennis Hutton, MSHP	Sherril Gladney, Division of Fire Safety
Candy Adams, SEMA	Bobby Andrews, Stone County 911
	Pam Compton, Monett EM
	Karen Brown, Monett EM
	Tabatha Well, Aurora Police
	Raymond Hopper, Strafford EM
	<b>Staff:</b>
	Holly Johnston, CERT Coordinator
	Tom Hutchings, KBRPC
	Dorothy Wittorff-Sandgren, SMCOG
	Dave Faucett, SMCOG

**Open Meeting**

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

Ron Potter opened the meeting at 9:02 a.m., followed by the Pledge of Allegiance.

### ***Roll Call/Introductions***

Roll call was taken and self-introductions were made.

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

Jeanne Beas moved and Ryan Nichols seconded the motion to approve the agenda for the January 18, 2012 Region D RHSOC quarterly meeting. Motion carried.

### ***Approval of Minutes of October 19, 2011 Region D RHSOC Annual Meeting***

Corrections to inaccuracies in the minutes were noted. Jeanne Beas moved and Rance Duffy seconded the motion to approve the minutes of the October 19, 2011 Region D RHSOC Annual Meeting. Motion carried.

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

Ms. Botkins announced to the RHSOC that the FY08 reallocation has closed. FY09 funds were extended through July, 2012 with no new extensions anticipated, FY10 funds are to be completed by July, 2013, and FY11 funds are to be completed by August, 2014. Ms. Botkins reminded the RHSOC that the FY12 Homeland Security Regional Grant process is coming up shortly. The Office of Homeland Security (OHS) is anticipating less funding than received in FY11 and is unable to report the amount for FY12.

Ms. Botkins announced that there are grants available to fund mass care personnel through the State Emergency Management Agency (SEMA). Ms. Botkins distributed a handout highlighting the activities of Region D program staff Rebecca Estes and Mike Pickerel in year 2011. Activities included providing guidance to local communities regarding FEMA guidance on providing Functional Needs Support Services (FNSS), conducting training with faith-based organizations on mass care functions, assisting in the development of Community Organizations in Disaster (COAD) and Long-Term Recovery Committee (LTRC) start-ups.

There will be continuing effort to integrate Human Services functions in Mass Care. This includes initiatives to coordinate with LTRCs in developing reports regarding animal protection, faith-based outreach, aging and functional living for integration into future plans.

Debbie Cheshire stated that there will be five application trainings offered again this year throughout various regions in the state. The application deadline for FY12 grant applications is April 6, 2012. The FY12 grant applications will include an equipment inventory list for all equipment purchased with Homeland Security funds. An inventory form will be provided with the application package. Environmental assessment forms must be included as well. Ryan Nicholls asked if these forms must be included with the initial application. Ms. Cheshire responded affirmatively. Joni Botkins stated that this was instituted to save time in the grant review process. Chris Berndt asked if the \$1,000 minimum would remain in force for the equipment inventory. It was stated yes, but if it was installed on a vehicle that the item must be reported even if it was less.

Ms. Cheshire restated that the total allocation for FY12 was yet to be determined but should be soon so as not to create a time crunch with the April 6 deadline. Ryan Nicholls asked if the Region D inventory would be complete by April 6. Ms. Wittorff-Sandgren replied that the inventory would be complete. Ron Potter said that it is time to have sub-committees convene and develop application programs. Mr. Potter also asked Ms. Botkins if RHSOCs are going to recommend sustainment. Ms. Botkins replied that all regions were leaning towards sustainment.

***DHSS Update***

Not there. Nothing to report.

***Agriculture Update***

Not there. Nothing to report.

***DNR Update***

Not there. Nothing to report.

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

Sherril Gladney announced that fire registrations are due. The registration form can be found on the Missouri Department of Natural Resources (DNR) website. It was recommended that fire districts not use older versions of the form as the forms are revised annually to facilitate the registration process. It was also announced that the Homeland Security Information Network is available to EMS for planning. There is still an ongoing effort to integrate more data and elicit feedback. This system will only be available to vetted users. The fire portal as a component of the system is still a work in progress and unavailable. However, when it is completed it will encourage online registration and eliminate the need for mail and hard copies. A comment was raised that it would be nice for users to see what other jurisdictions have registered so that a benchmark for increased registration can be established. The comment was noted by Ms. Gladney, and she said that it would be taken under consideration.

Reporting on Incident Support Teams (ISTs), Ms. Gladney said that staff members have been working to establish Standard Operating Procedures (SOPs) for ISTs. She requested any information pertaining to SOPs for ISTs to aid in research and further efforts to establish SOPs for Missouri's ISTs. Other reported activities included identifying funding opportunities for more trainings and working with SEMA staff in reorganizing fire IST.

***Interoperable Communications –Chris Pickering***

Chris Pickering announced that Phase 2 of the state-wide network is operational, but they are trying to get additional capacity in the southeast side of the State. The state-wide network makes it easier to get on board with compliant radios and communications and jurisdictions will only need to purchase radios. The process of getting equipment is still ongoing for radios that will be distributed to all 911 call centers, one each for the RHSOC regions and one to each Public Safety Operations Center (PSOC). Mr. Pickering indicated that all grants for purchase and deploying compliant equipment have most likely passed. There will be future MOSWIN meetings in Macon at the National Guard Armory and in Cameron and Eureka, where locations are yet to be determined. A concern was raised over funding and responsibility for installing system components and additional radios for the region. It was proposed that some funding may be possible under sustainment but it would need to be considered by the Interoperable Communications Subcommittee. Ryan Nicholls stated that it may be beneficial to speak with Matt Nutt at OHS to gather more information about system installation costs and maintenance. Mr. Nicholls volunteered to lead the project.

***OHS Update – HSAC & Other Initiatives – Chris Pickering***

Mr. Pickering informed the RHSOC that credentialing standards are a priority for OHS. It was stated that the issues are being looked at in how to attack it. They are considering evaluation of skill sets and approaching hazardous material response as a discipline. The initiative is not fully developed at this time. Other issues include determining the sustainability of the program. Mr. Pickering reported on the development of a web-based tool as a sharepoint that can be further customized and developed with

programming. This has been a low priority but a working group was put together to restart the process and there are steps for moving forward. A comment arose concerning the possibility of SWAT resources being integrated into hazardous materials training. It was stated that cross training may be effective in reducing redundancies and meeting additional requirements. Ms. Gladney added to Mr. Pickering's earlier comments that ISTs are researching a state-wide standards system as well as reviewing national standards. A noted lack of oversight in search and rescue assets is problematic.

Mr. Pickering issued an apology on behalf of OHS for the failure of the Missouri Emergency Resource Information System (MERIS) and an unfulfilled promise. Mr. Pickering admitted that the MERIS portal was a failure and reiterated the availability of the new generation collaborative portal using a different system that can be built locally, the free federal Homeland Security Information Network (HSIN). RHSOC members were asked not to view HSN in the same category as MERIS and that MERIS failed due to lack of stakeholder usage.

Candy Adams suggested that WebEOC should be utilized statewide as it works much better than MERIS. David Compton also spoke in favor of WebEOC and said that it has been vetted statewide and proven to be a great asset. Mr. Pickering asked what the vendor needed for sustainment and Ryan Nicholls responded that the license fees were \$20,000 per year, and that he was very satisfied with the service. Mr. Nicholls also stated that the data is stored on local servers and used in many states. In addition, WebEOC can be customized with HTML programming language and that there were unlimited licenses available to individual subscribers. Mr. Pickering said that he would carry that message back to the State. A discussion ensued about the possibility of licensing WebEOC and disseminating licenses to local agencies to lower costs. Ron Potter added that he may be able to round up some programmers to develop systems and asked what languages were needed. No recommendations made at that time.

## **New Business**

### ***Elliot System Challenges and Solutions – Greg Sweeten***

Mr. Sweeten informed the RHSOC that the McDonald County Elliott unit malfunctioned and was not cooling the processor. Mr. Sweeten reported that he went online and discovered that the manufacturer no longer produced the units. After consulting with a colleague, it became evident that they could either purchase a laptop system or install a mini-PC via a data card and transfer data. A laptop system would require a \$1480 cost for data transfer plus the cost of a new laptop. Originally told that the mini-PC card would be more costly, Mr. Sweeten informed the RHSOC that he found a mini-PC card online for considerably less and determined the mini-PC solution would total \$2,100 including data transfer; however, this solution requires Windows XP or Windows 7. At least two other counties reported that their pump units failed and that that design was a bad idea and were looking at solutions to transfer the data to an alternate machine without asking Elliott. Chris Berndt inquired as to how many of the units were out in the 18 counties in the region. Phil Amtower had recently replaced system components and stated that jump drives will not start the program unless the license is installed on the USB device. Mr. Amtower also stated that there are some advantages to upgrading to a laptop solution with upgradable parts. Mr. Nicholls suggested to Mr. Potter that these alternatives can be entertained in the Interoperable Communications Subcommittee.

**FY08 Reallocation, FY09 and FY10 Homeland Security Grant Program Procurement Update – Dorothy Wittorff-Sandgren**

FY08: All purchases have been completed and the remaining balance to de-obligate will be \$.69.

FY09: Ms. Wittorff-Sandgren stated that there was a mistake on the remaining budget which she discovered when she was changing the budget in the Electronic Grant Management System (EGMS). The estimated amount of \$14,445 for the exercise part of Regional Communications Planning and Exercise Project was put back into the pot for reallocation in September in error. The RHSOC was informed that all agencies involved were notified as well as the Chair and Vice-chair. With the estimated amount taken out of the remaining balance, there were not sufficient funds for the Bomb X-ray project that was approved. There had been discussion to move the money to the Cots project; however, there were concerns that it wouldn't be determined how many cots would need to be purchased until after the completion of the exercise.

Mr. Potter and Mr. Nicholls discussed a solution to vote on reallocation of funds towards other projects and that perhaps the bomb x-ray suits that were next on the list were a priority. Mr. Compton asked how much would be available for the cots funding project and was informed that \$7,500 would immediately be available. Mr. Nicholls asked to discuss issues with the exercise portion of the project. He informed the RHSOC of upcoming State 2012 exercises to be completed within the same timeframe and questioned whether this is something the region should support. A discussion ensued as to training requirements and integrating and consolidating exercise activities. Chris Berndt asked what the scope was for the exercise project. Mr. Nicholls responded that it was for exercise design. A comment was made to stick with the original RHSOC vote. After discussion regarding the upcoming State exercises, Ms. Cheshire confirmed that the grant by SEMA to conduct an exercise for a Joplin-like event included using communications assets. Region D would be able to implement their Communications exercise into this event.

Ron Potter expressed the need to make a decision on the bomb x-ray alternative. He inquired of Mr. Nicholls as to the cost of testing all jurisdictions in the exercise. Mr. Nicholls responded that the cost was not included in the Region D project budget. Chris Berndt then moved to vote to eliminate the exercise portion of the Regional Communications Planning and Exercise Project. David Compton seconded the motion. Roll call vote taken as recorded below and motion carried unanimously.

<u>RHSOC Member</u>	<u>Vote</u>	<u>RHSOC Member</u>	<u>Vote</u>
Chris Berndt	<u>Yes</u>	David Edwards	<u>Yes</u>
Ryan Nicholls	<u>Yes</u>	Shawn Dilday	<u>Yes</u>
Ron Potter	<u>Yes</u>	David Brock	<u>Yes</u>
Rance Duffy	<u>Yes</u>	David Compton	<u>Yes</u>
Jeanne Beas	<u>Yes</u>	Travis Trent	<u>Yes</u>
Lisa McCarthy	<u>Yes</u>		

The FY09 reallocated projects remained as voted at the September 21, 2011 meeting. Ms. Wittorff-Sandgren will purchase the Bomb x-ray.

FY10: Expenditures were well over halfway for the program period. Ms. Wittorff-Sandgren said that she still needed to collect information from Matt Nutt for the MoSCAP radios to be purchased for the region. The only other big ticket item left was the Internet Propagation project with the Jasper County Sheriff's Office. All that is left are expenses related to CERT and other positions.

***FY11 Grant Application Update – Dorothy Wittorff-Sandgren***

Joni Botkins from OHS already reported.

***Region D Staff Reports***

*Amanda Marney, Agricultural Health Specialist* – Not present. Written report in handouts. Dennis Epperly also informed the RHSOC that new regulations are in place to address large carnivores in captivity throughout Missouri. The need for regulation was precipitated by exercises in the Bootheel Region and the State of Ohio. Any non-native large carnivore must be licensed and reported to law enforcement. Mr. Epperly elicited suggestions from the RHSOC about agencies that may have knowledge of such animals on the local level. He stated that county sheriff departments must be the implementing agencies. David Compton stated that local fire districts and personnel may have knowledge of where such animals may be located. Mr. Epperly made it clear that the new regulation would not apply to zoos or circuses.

*Greg Gaines, Mass Care Coordinator* – Not present. Lisa McCarthy reported in Mr. Gaines' absence and listed activities and accomplishments for the quarter. Activities in the quarter included completion of the Region D Mass Care Plan, attendance of the SMESO meeting in Bolivar, and arranging and holding meetings with Southwest Baptist University and Missouri State University leading to executed mass care/sheltering agreements as per a previous agreement with Missouri Southern State University in Joplin. Consulted with universities outside the state regarding partnering with the Red Cross and other agencies to be prepared ahead of time like MSSU and trained 52 people as new certified shelter operations workers. Located and reclaimed all but 234 cots of the 650 used during the Joplin response, serviced and winterized the Region D Shower Trailer for the season.

*Holly Johnston, CERT Coordinator* - Written report in handouts. Ms. Johnston reported that CERT activities included holding a CERT class for Joplin faculty, convening a work group to address regionalization and form sharing on the SMESO website, teleconferencing via Skype with Citizen's Corps groups and consulting regarding CERT response in Joplin. She reported that new CERT coordinators have been appointed in Polk and Christian counties and that CERT has been inserted into the Branson School District curriculum. Ms. Johnston entertained comments and suggestions for an SOP and trainings for found property and items of illegal nature. Debbie Cheshire commented that found money is normally turned over the clerk and held in escrow. Chris Pickering suggested contacting the State Treasurer, and Bob Kitsmiller responded that Dade County has coordinated prescription drug drop-off events.

*Carly Crocker, Regional Communications Planning & Exercise Specialist* – Not present. Ryan Nicholls reported in Ms. Crocker's absence and said that the Regional Communications Plan was nearly finished. He stated that the product would be regional communication integrated with the completed Region D Disaster Plan and that SMESO strongly encourages RHSOC members to review and comment on the plan. Mr. Nicholls reported that there was no new plan developed, per se, it was more a definition of responsibilities and functions.

***State Committee Representatives Reports***

*SIEC, J. R. Webb/Kent Vanderpool* – Not present.

*Exercise, Carly Crocker* – Not present.

**Disciplinary Group Reports**

*Health Department* – Jeanne Beas reported that out of the eight health departments with ham radios that reported to her before this meeting, four of them are now operational. Chris Berndt asked which counties in the region possessed ham radios. Ms. Beas responded that all 18 counties had radios.

**Other Business/Open Discussion**

Ron Potter asked if the facilities at the Mt. Vernon Arts and Recreation Center were adequate for future RHSOC meetings. There was a general consensus through tacit approval.

Ryan Nicholls suggested with the April 6 deadline for FY12 funding allocations, the RHSOC should convene in the third week of March to vote on recommended reallocations. Chris Pickering said that he would get the exact dollar amount for FY12 before the next meeting. Chris Berndt informed Mr. Pickering that a ballpark estimate would be adequate. The subcommittees would need to meet before the March meeting to determine proposed allocations.

**Next Meeting Date**

Next meeting scheduled for March 21, 2012 at 9:00 a.m. to vote on FY12 projects. Location will be the Mt. Vernon Arts and Recreation Center, Mt. Vernon, MO.

**Adjourn**

David Compton moved and Lisa McCarthy seconded the motion to adjourn. Motion carried. Meeting adjourned at 11:15 a.m.

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Ron Potter, Region D RHSOC Chair

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Date Approved