



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

Attendance:

RHSOC Members:	Guests/Visitors:
Ryan Nicholls, EMD	Joni Botkins, OHS
Jeanne Beas, County Health	Brett Hendrix, OHS
Chris Berndt, HSRRS	Robert Dickson, Polk County EMA
David Brock, Public Works	Melissa Duckworth, Taney County OEM
Ron Potter, Mayor/City Administrator	Chet Hunter, Lawrence County EMD
David Edwards, Industry/LEPC	Bob Kitsmiller, Dade County EMD
Rance Duffy, 911	Steve Lisby, Branson Police
	Tom Martin, Stone County OEM (HSIN Connect)
RHSOC Alternates:	Bill Sexton, Webster Co. EMD
Greg Higdon, Police	Gregg Sweeten, McDonald County EMD
Archie Dunn, Sheriff	Tabatha Wells, Aurora Police
David Pennington, Fire	Kent Vanderpool, Taney Co EMS/EMA
Jaci McReynolds, County Health	Kelly Stephens, Jasper County Police
Nathan Bower, Industry/LEPC	Michael White, Redings Mill FD
Ryan Martin, Industry/LEPC (HSIN Connect)	
Bob Patterson, EMS	Staff:
David Compton, EMS	Holly Johnston, CERT Coordinator
Lisa McCarthy, Volunteer Groups	Greg Gaines, Mass Care Coordinator
Todd Schubert, Agriculture	Dorothy Wittorff-Sandgren, SMOG
	Dave Faucett, SMOG
Ex-Officios:	
Wendell Hall, DNR	
Larry Forgey, MDA	
Dennis Epperly, MDA	
Candy Adams, SEMA	

Open Meeting

Opening Comments/Pledge of Allegiance

Ron Potter opened the meeting at 9:00 a.m., followed by the Pledge of Allegiance.

Roll Call/Introductions

Roll call was taken and self-introductions were made.

Approval of Agenda

Ron Potter stated that there were two changes to the agenda. Agenda item #8 under New Business, Review of the Region D Foot & Mouth Disease Outbreak Tabletop After-Action Report, was actually Old Business and needed to move to Agenda item #11. A new Agenda Item #1, FY09 Reallocation, also needed to be added to New Business. Ryan Nicholls moved and David Brock seconded the motion to approve the amended agenda for the April 18, 2012 Region D RHSOC quarterly meeting. Motion carried unanimously.

Approval of Minutes of March 21, 2012 Region D RHSOC Meeting

Correction to meeting location in the minutes heading was noted. David Compton moved and Ryan Nicholls seconded the motion to approve the corrected minutes of the March 21, 2012 Region D RHSOC Meeting. Motion carried unanimously.

Homeland Security Grants Update – Joni Botkins

Ms. Botkins announced to the RHSOC that FY09 funds must be spent by July 31, 2012. With remaining FY09 funds available for reallocation from other sources, there will have to be a quick turnaround in order to meet that deadline. She reported that 72% of FY09 funds have been reported in EGMS. FY10 funds are to be completed by July 31, 2013 and about 24% has been reported in EMGS. FY11 and FY12 funds are to be completed by August 31, 2014. None of the FY11 money had been spent, but many of the other regions are at a similar stage in the grant process. The FY12 applications have been received and OHS is in the process of doing the technical reviews. Ms. Botkins also reminded Dorothy Wittorff-Sandgren that the next Progress Report will be due by June 10, and it needs to contain information on all open grants, including M&A.

DHSS Update

Not there. Nothing to report.

Agriculture Update

Not there. Report in handouts.

DNR Update – Wendell Hall

Nothing to report.

Mutual Aid/IST

Not there. Report in handouts.

OHS Update – HSAC & Other Initiatives – Brett Hendrix

Mr. Hendrix stated that moving forward one of the most important jobs of the RHSOC will be to ensure that grant funds are spent as quickly as possible. Grant funds have been cut over the last few years, and one reason for those cuts was the sheer amount of funds from past years that have yet to be spent. The Department of Homeland Security (DHS) and FEMA have decided that in order to reduce this problem no new grant extensions will be available and grants must be completed in 24 months.

In response to this push for efficiency, the Homeland Security Advisory Council (HSAC) voted to de-obligate about \$100,000 that was going towards HSRT projects. This money was not legally obligated as of April 1. The RHSOC Chairs voted yesterday to put this money back through the funding formula and redistribute it to the individual regions. Mr. Hendrix stated it was important to note that these new monies, approximately \$25,900 for Region D, had to be spent and closed out by June 30 through EGMS. Any monies not closed out by that date would default back to the State.

Mr. Hendrix also added that the State is working the on the Missouri State Communications Asset Program (MoSCAP) in order to disseminate radios that are compatible with the new statewide radio network. The program does not have enough money to fund all applications. If the RHSOC votes to spend the \$25,900 on MoSCAP, the State would guarantee that the radios bought with those funds would go to jurisdictions in this region.

Mr. Hendrix restated that FY 12 applications were due to the state by April 6, and OHS is in the process of completing its technical review. OHS must incorporate the projects into the State application that is due by May 4 to DPS.

There was discussion about the priorities the state would use in spending the money in Region D, specifically, who would be at the top of the list in receiving radios. Mr. Hendrix stated the priorities had not been set, but they were considering population of county first, then first responders. He emphasized again that the money must be spent and reported into EGMS by June 30. When asked what would happen if the money was not spent, Mr. Hendrix said that the money would be turned over to the State to go towards MoSCAP. And the jurisdictions would be stuck with the bill for anything that was purchased but did not arrive in time. There was also discussion about other ways to spend this money. Ideas such as sensors and updates to monitors, equipment, CERT supplies, and training were discussed. It was stressed that the time frame for spending this money seriously limited the number of viable projects. Mr. Potter said that they should continue this discussion after the break when the RHSOC was scheduled to cover the FY09 reallocations.

Review of the Region D Foot & Mouth Disease Outbreak Tabletop After-Action Report - Ron Potter

Chris Berndt moved and Greg Higdon seconded the motion to put the report back on the table. Motion carried unanimously.

Mr. Potter said that he read the report, but since he wasn't at the tabletop, he felt he didn't know enough to respond. Chris Berndt stated that the report looked fine to him, except for the assigning of individuals to certain tasks. He stated some of the assignments seemed inappropriate. It was decided that the RHSOC needed to endorse the report so the process could be completed. Lisa McCarthy moved and Jeanne Beas seconded a motion to accept the after-action report.

The issue was raised regarding the corrective action. There were no agencies assigned to some tasks and the RHSOC had no real authority to force action. The idea was then discussed that the issue of authority could be addressed if the wording was changed to "encourage the counties." The idea was also offered up that the primary point of contact for the plan could be listed as the current RHSOC Chair. Lisa McCarthy and Jeanne Beas withdrew their previous motions. Ryan Nicholls moved and Jeanne Beas seconded the motion that the wording be changed to "the RHSOC will encourage the counties in Region D" and the current RHSOC Chair be the primary point of contact. Motion carried unanimously.

New Business

FY09 Reallocation – Ron Potter

Mr. Potter stated that his concern with this reallocation was the timeline. In order to get all the necessary paperwork completed, the project must be approved by the State and bids preferably completed by May 15. The project would also have to be completely finished by June 15 so Mrs. Sandgren would have time to close the project out in EGMS.

There was much discussion about the priorities of the RHSOC in reallocating this money. Chris Berndt said that he would like see if it is possible to purchase equipment with the money since so much of it can be purchased off the shelf at hardware stores. Mrs. Sandgren reminded the RHSOC that any items or projects over \$3,000 had to go out on bid and there is no guarantee that items won't be on backorder. Mr. Potter said that he didn't know about other jurisdictions, but he would have to get approval from his council before he could order an item or project that was that big, which would take more time. David Compton felt that it was extremely important that the RHSOC give due diligence to each project from previous

requests. He felt that if it is determined that each project would not work then it would be appropriate to return the money to the State for MoSCAP. The RHSOC considered the possibility of funding Project 2- Structural Collapse Equipment, CERT materials, sensors and updates, training, and the Jasper County Communications Vehicle Radio Update. Mr. Potter stated that the radio update would be included with the MoSCAP request as number one priority.

The option was also presented that Springfield might be willing to take responsibility for Project 2, but it was determined that a direct contract with OHS would be needed which would take too much time. Several projects could likely be funded with these monies, but there was no guarantee that 100% of any project would be complete in the short timeframe. Previous experience with bids and backorders may prevent many projects from being completed. And the jurisdictions would be on the hook with items that did not arrive in time. Mr. Potter added that if the RHSOC did vote to put the money back into MoSCAP all but \$5,000 of requests would be met within the region.

It was asked why OHS didn't just take this money and give it to the MoSCAP. Mr. Hendrix said that they couldn't because this is local money. Mr. Potter added that the RHSOC Chairs also felt that they couldn't vote to put this money towards the MoSCAP without their respective RHSOC's approval. Mr. Hendrix also reminded the RHSOC that if they did decide to use the money for other projects, there were two options. They could either add the money as an additional award to the RPC like they did with FY08 Reallocation which will require M&A up to 3% added as well. Or OHS could make a mini-application directly to a jurisdiction(s) as they did with FY06-07 Reallocation. In the second option, the jurisdiction(s) would use their own procurement policies, but they would also be on the hook if something went wrong.

David Compton said that after hearing everything said, he felt comfortable that the RHSOC reviewed every option available for the FY09 Reallocation. But with the short timeline and all the options being uncertain as to whether they could be completed in time or not, he moved and Jeanne Beas seconded the motion that the money be returned to the State so Region D would be guaranteed to get statewide radios. Roll call vote taken as recorded below and motion carried unanimously:

RHSOC Member	Vote	RHSOC Member	Vote
Ryan Nicholls	<u>Yes</u>	Ron Potter	<u>Yes</u>
Greg Higdon	<u>Yes</u>	David Edwards	<u>Yes</u>
Archie Dunn	<u>Yes</u>	David Compton	<u>Yes</u>
David Pennington	<u>Yes</u>	Rance Duffy	<u>Yes</u>
Jeanne Beas	<u>Yes</u>	Lisa McCarthy	<u>Yes</u>
Chris Berndt	<u>Yes</u>	Todd Schubert	<u>Yes</u>
David Brock	<u>Yes</u>		

BREAK

Agriculture Preparedness Support from SES

Not there. Report in handouts.

Request for Transfer of St. Clair County's Video Conferencing System to American Red Cross - Dorothy Wittorff-Sandgren

Mrs. Sandgren reported that she had received a letter from John Christiansen with the St. Clair County EMA. In the letter, Mr. Christiansen stated that St. Clair County does not, and will not, have the

bandwidth necessary to be able to use the video conferencing system that was purchased for the County by the RHSOC. He said the County wished to return the system to the RHSOC and requested that it be passed on to the Greater Ozarks Chapter of the Red Cross. Mrs. Sandgren also stated that the Red Cross had previously applied for a video conferencing system and was denied. She had contacted the Red Cross, and they sent her a letter informing her that they had the ability to use and were still interested in the system.

David Compton moved and Ryan Nicholls seconded the motion that the contract with St. Clair County be terminated for cause and the RHSOC take possession of the Polycom equipment. Motion carried unanimously.

Ryan Nicholls moved and Lisa McCarthy seconded the motion that the video conferencing system be transferred to the Greater Ozarks Chapter of the Red Cross. Motion carried unanimously.

FY09, FY10 and FY11 Homeland Security Grant Program Procurement Updates – Dorothy Wittorff-Sandgren

FY09: With RHSOC approval for Ron Potter to transfer the remainder of the savings to an open project as he saw appropriate, \$1,943.52 was transferred to the Region D Interoperable Communications Planning Specialist. All purchases have now been procured with a zero balance.

FY10: Mrs. Sandgren said that she was still waiting to collect information from Matt Nutt for the MoSCAP radios to be purchased for the region. As before, the Internet Propagation project with the Jasper County Sheriff's Office was also still incomplete and remaining balances are for expenses related to CERT and the positions.

FY11: No new activity.

Request for No-cost FY10 Project Extensions – Dorothy Wittorff-Sandgren

Mrs. Sandgren said that she had been asked by two organizations for no-cost extensions to their contracts for projects being paid with FY10 monies. In both cases, unforeseen circumstances had prevented them from completing their projects by June 30. When asked, Mrs. Sandgren stated that they were simply requesting more time. It will not cost the RHSOC any additional money.

Jaci McReynolds with Webster County CERT stated that there has been a surge in requests for training since the Joplin tornado. In response to the demand, they have scheduled a class that will run from June until mid July and a full-scale exercise for June 9. She said Webster County CERT was requesting a contract extension until the end of August, 2012.

A question was raised if the RHSOC had the authority to extend a contract. Mrs. Sandgren responded that the RHSOC does have authority and has granted extensions in the past. The money does not have to be spent until July, 2013, so there would be no issue with OHS in extending the contract.

Chris Berndt moved and Ryan Nicholls seconded the motion that the contract with Webster County CERT be extended until the end of August, 2012. Motion carried unanimously.

The second contract extension request was made on behalf of the Agriculture Preparedness Specialist position. Mrs. Sandgren stated that as the RHSOC knew, Amanda Marney had taken another job. The position had been filled by Conne Burnham, who had presented both the agriculture tabletop exercises.

Previous commitments had prevented Ms. Burnham from immediately filling the position. As a result, the University of Missouri Extension was requesting an extension until the end of 2012 in order to complete the required activity and the associated paperwork.

Ryan Nicholls moved and David Compton seconded the motion that the contract for the Agriculture Preparedness Specialist position be extended until the end of 2012. Motion carried unanimously.

After the vote was taken, there was discussion on the prime mover truck purchased and housed at the MU Extension Southwest Center. There was some concern over the future of the vehicle, now that the Specialist position has not been funded beyond 2012. It was determined that the truck would remain a regional and federal asset until the time an application was made for its disposal. Todd Schubert stated that there is a standing agreement with the MU Extension office outlining the expectations of possession of the asset, and they have agreed to continue to abide by these expectations. Mrs. Sandgren said that she was informed that the contact person for the truck is now Jay Chism.

FY12 Grant Application Update – Dorothy Wittorff-Sandgren

Mrs. Sandgren stated that the FY12 grant was submitted on time. However, the signature pages for Springfield, Joplin and Battlefield were not included. Those jurisdictions wanted to wait until the projects had been approved by the RHSOC before they convened their city councils to approve and sign the documents. This did not affect the application process, as it had been preapproved by OHS.

Region D Staff Reports

Conne Burnham, Agricultural Preparedness Specialist – Not present. No report at this time.

Greg Gaines, Mass Care Coordinator – Written report in handouts. Mr. Gaines reported that The Missouri Faith-based Disaster Initiative will be on May 5 in Springfield from 10:00 am to 3:00 pm. He encouraged members to support and help this program and get churches and organizations involved. He also stated that the Red Cross was in the process of signing MOUs with area grocery stores in order to expand the mass feeding capacity. Mr. Gaines reported that nearly 199 people had been trained in shelter management, and the Red Cross was working with area universities to train additional university staff in shelter management. Jeanne Beas asked about item number 5 in the mass care report. He stated that there had been no action taken recruiting additional personnel because he had been in response mode since January and had not had the time.

Holly Johnston, CERT Coordinator - Ms. Johnston stated that primarily she had been occupied with administrative activities. She did report that CERT had responded to Branson and Kimberling City. Volunteers performed cleanup activities and wellness checks. She also reported that she had had requests for classes in Dade County, Sarcoxie and in Stockton. Greg Gaines stood up and commended CERT for its assistance in the response to the Missouri Hotel fire. He stated that CERT was a true asset as a regional partner. David Compton also commended the work of Ms. Johnston and Mr. Gaines as well as Amanda Marney since the positions were ending on June 30.

Jonathan Ayres, Regional Communications Planning & Exercise Specialist – Not present. Ryan Nicholls reported that the Communication Plan was about 85% completed. Mr. Nicholls also reported that Mr. Ayres was working to coordinate the printing of the Field Operating Guides (FOGs). Apparently there are federal and state level FOGs, and Mr. Ayres is working to make this plan as user friendly as possible.

State Committee Representatives Reports

SIEC, J. R. Webb/Kent Vanderpool – Mr. Vanderpool reported that he had attended a state interoperability conference and learned how truly useful the FOGs are. He also reported that at the conference he had learned of Region D’s low response rate to the Phase II Interoperability Survey. He stated that he plans to redistribute the survey to the Emergency Management Directors (EMDs) and encouraged each jurisdiction to fill it out. The survey will help expose gaps in interoperability and help the region compete for future grants. David Compton suggested that Mr. Vanderpool send the survey to both EMDs and 911.

Exercise, Lisa McCarthy – Ms. McCarthy stated that she needs to know when training and exercises are scheduled for the region so she can respond to questions asked of her by OHS. She also has to report these at the annual meeting. Mrs. Sandgren said that she and Ms. McCarthy need to be cc’ed on any email regarding IST training or exercises.

Disciplinary Group Reports

Police - The tactical team commanders are beginning quarterly meetings in order for departments in the region to get to know each other better. There is also a regional training facility being built in Springfield which will serve both police and fire departments in the region.

EMS - EMS departments are daily moving toward implementation of triage protocols and the use of tags. The Joplin disaster revealed some problems with patient tracking and triage management. EMS is also working with Fire to develop a rehab program for personnel during large events.

County Health - Currently there are several cases of Shigellosis currently in the state, 5 of which are tied to consumption of raw milk. Mrs. Beas encouraged everyone not to drink raw milk. And since rabies is also an issue right now, it is very important to have animals vaccinated.

Other Business/Open Discussion

Ron Potter stated that the RHSOC would no longer be able to provide refreshments. He raised the idea of establishing a voluntary fund to pay for refreshments. Chris Berndt suggested that if someone wanted to bring something, they would be welcomed to do so. The issue of the fund was dropped.

Next Meeting Date

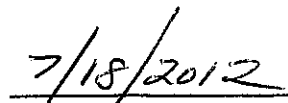
Next meeting scheduled for July 18, 2012 at 9:00 a.m. Location will be the Mt. Vernon Arts and Recreation Center, Mt. Vernon, MO.

Adjourn

Ryan Nicholls moved and Rance Duffy seconded the motion to adjourn. Motion carried. Meeting adjourned at 11:15 a.m.



Ron Potter, Region D RHSOC Chair



Date Approved