



**Region D Homeland Security Oversight Committee
Quarterly Meeting Minutes
July 16, 2014
9:00 A.M.
Mt. Vernon Arts & Recreation Center
822 W. Mt. Vernon Blvd, Mt. Vernon, MO**

Attendance:

RHSOC Members:

Rance Duffy, Chair
Ted Martin, Emergency Management
David Pennington, Fire
Paige Behm, County Health
Bruce Bjorge, HSRRS
Ron Bailey, Public Works
Rick Hess, Mayor/City Administrator
Greg Gaines, Volunteer Groups

RHSOC Alternates:

Bill Sexton, Emergency Management
Steve Lisby, Police
David Hall, Fire
Michael White, Fire
Jeanne Beas, County Health
Gregg Sweeten, Industry/LEPC
Shawn DeBaar, Volunteer Groups
Michael Pfander, Agriculture

Guests/Visitors:

Chris Pickering, OHS
Joni McCarter, OHS
Frank Coots, OHS
Tom Charrette, MOSWIN

Guests/Visitors (continued):

Merrel Breyer, MDA
Robert Dickson, Polk County EMA
Lynn Hollandworth, Republic OEM
Chet Hunter, Greene County OEM
Bob Kitsmiller, Dade Co EMD
Tom Martin, Stone County OEM
Brent Watkins, Bolivar OEM
Larry Woods, Greene County OEM
Shea Lane, Greene County OEM
Tom Ryan, Barton County OEM
Keith Stammer, Joplin/Jasper EMA
Phil Amtower, Christian County OEM
Andrew Roughton, Webb City EMA
Don Melton, Webb City EMA
Kevin Binam, Springfield Fire
Matt Stoller, Jasper County Sheriff
Julie Stolting, American Red Cross
Zim Schwartz, Spld/Greene Co 911
J.R. Webb, Spld/Greene Co 911
Janet Silvus, Webster Co 911

Staff:

Dorothy Wittorff-Sandgren, SMCOG
Dave Faucett, SMCOG

Open Meeting

Opening Comments/Pledge of Allegiance

Rance Duffy opened the meeting at 9:03 a.m., followed by the Pledge of Allegiance.

Roll Call/Introductions

Roll call was taken and self-introductions were made.

Approval of Agenda

Bruce Bjorge moved and Greg Gaines seconded the motion to approve the agenda for the July 16, 2014 Region D RHSOC quarterly meeting. Motion carried unanimously.

Approval of Minutes of April 16, 2014 Region D RHSOC Annual Meeting

Bruce Bjorge moved and Greg Sweeten seconded the motion to approve of the minutes of the April 16, 2014 Region D RHSOC quarterly meeting as corrected. Motion carried unanimously.

State Reports

OHS Update - HSAC & Other Initiatives – Chris Pickering

Mr. Pickering introduced Frank Coats, the new OHS lead for Critical Infrastructure and Key Resources. He then reported that there were a couple of initiatives in progress. Work is underway to develop an asset management inventory system to aid in mutual aid. This effort is being coordinated with the kind and typing initiative. The system will allow deployable assets to be visible across jurisdictions. A working group of stakeholders has been established. The group is responsible for state assets and is currently working on reviewing vendors that meet the grant requirements under federal and state mandates. The new system will be called Asset Inventory Management System (AIMS), and they are working with SEMA to front end it with WebEOC. This will also aid in the Threat and Hazard Identification and Risk Assessment (THIRA) process by showing grant applicants what assets are out there before they request more of the same thing.

The other initiative underway is updating Emergency Response Incident Planning (ERIP) which involves over 500 schools. ERIP is a planning portal for public schools that is now web-based. It is no longer a 400-page static template. It will also have a mobile app. Paul Fennewald with the Center for Education Safety (CES) has applied for a Department of Secondary and Elementary Education grant for \$500,000 for training school safety officers and first responders on the system. First responders weren't involved at the beginning of ERIP, and they realize that was a mistake. ERIP is available through CES. The revised system should be in place by the end of August.

THIRA Update - Chris Pickering

A new THIRA template meant to simplify the process was rolled out at the RHSOC Chair conference call on May 15. The THIRA worksheet has been simplified to evaluate and communicate needs irrespective of funding. He requested that all discipline representatives push the form down to their peers and fill out what they can fill out. The State needs to know what is needed for planning, organization, equipment, training and exercise. Costs can be filled in later for sustainment, costs for any new enhancements that need to be done and projected sustainment costs for those projects. He added that the RHSOC may find that the target capabilities are probably insufficiently documented as far as what the gaps truly are. But after December 1, the THIRA steps will start over with Steps 1 and 2. Steps 3 and 4 will be completed in March, 2015 and Step 5 hopefully by the end of April, 2015. Discipline participation should improve as THIRA is recognized for its importance in funding and is also now a requirement for funding through the Emergency Management Performance Grant (EMPG) program.

Homeland Security Grants Update - Joni McCarter

Ms. McCarter reported that FY11 and FY12 grant cycles will close on August 31. Region D will be closing without any issues. FY13 will close on August 31, 2015, and Region D is on track with no issues. Ms. McCarter stated that Webgrants opened on July 15 for FY14 applications, and an application workshop will be conducted following the RHSOC meeting. Any recipients of EMPG funds are already registered with the program.

Interoperable Communications – Tom Charrette

Mr. Charrette reported that there will be a MOSWIN communication conference from September 14 – 17 and provided a handout with more detailed information. Preparations were also underway for the second round of meetings for State and Local Implementation Grant Program (SLIGP) FirstNet planning. He emphasized the importance of the second meetings, in particular, the survey instrument for determining how much public safety broadband Missouri will need in the future. The meeting dates were also on the handout.

Mr. Charrette reported that there were 106 Level 1 and 645 Level 2 users and approximately 20,000 radios on the Missouri Statewide Wireless Interoperable Network (MOSWIN). He was told to remind those attending that according to policy, Level 1 users would not be able to use the same control stations they were granted under the interoperability program. There are 13 new 700 MHz communications towers under construction to be completed by October 31. There will then be another round to look for holes in the system to fill. Dual-band radios are needed to use the system. There are MOSWIN training dates on the handout. A question was raised as to whether local agencies would have to reprogram radios as new sites come online. Mr. Charrette responded they won't need to, the radios will automatically recognize it. A comment was also made that the new tower going up in Barry County will be VHF and not 700 MHz, to which Mr. Charrette agreed.

Critical Infrastructure and Key Resources - Frank Coots

Mr. Coots reported that they have two initiatives. The first is an internal review underway at the Department of Public Safety concerning the 2014 Critical Infrastructure Protection and Resiliency Strategy. This will lay out the vision for the protection and resiliency of critical infrastructure. Mr. Coots said that before they can identify critical infrastructure, they need to define the term *infrastructure*. It also determines the process of how the State will undertake the identification of critical infrastructure. Individual sector-specific industries will be asked to assist in developing plans for the 16 sectors identified by DHS.

The second initiative is the development of the Asset Protection and Response System (APRS) governance and use policy. This sets out the mission and objectives for APRS on a state-wide basis. It is a system developed by the Kansas City Police Department that is an integrated, comprehensive, web-based program for input of identified critical infrastructure potential targets and key sites throughout the state. It is used for pre-planning in any of the 16 sectors as well as response so that 911 dispatchers or those in the EOCs can pull up the information and assist the responders on any type of structure. It also provides a risk and vulnerability assessment that fits nicely with the THIRA process.

DHSS Update

Not present.

Agriculture Update - Merrel Breyer

Mr. Breyer reported that he has been working to educate FEMA through a series of conference calls and webinars on the function of agriculture in and during animal health emergencies. Agriculture personnel and regional veterinarians have been refitted with respirators by the USDA in case of agriculture emergencies. They have participated in the yearly review of the Food Safety Rapid Response team with the Department of Health, and it did very well. He participated in the multi-state Capstone earthquake exercise and was very pleased with the constructive suggestions. He attended last quarter's RHSOC meetings around the state. Finally, refits had been completed on the seven animal health emergency response trailers and a flatbed trailer was refurbished.

DNR Update - Wendell Hall

Nothing to report.

Mutual Aid/IST - Sherril Gladney

Not present. Handout provided.

Mass Care Coordinator – Rebecca Estes

Not present. Handout provided.

New Business

Report on 2014 SEMA Conference by Scholarship Recipients - Ted Martin, Rick Hess

Mr. Martin reported that there were important lessons learned and good ideas presented in seminars and breakout sessions. He took lots of notes to share with his own staff as well as other emergency managers and those in the Southwest Missouri Emergency Support Organization (SMESO). He remarked on the high quality of all speakers at the conference. Finally, he expressed gratitude for the scholarship on behalf of the City of Branson.

Mr. Hess stated that each of the breakout sessions provided great training opportunities, but it wasn't possible to get to them all. He thought the conference could actually be twice as long with all the information it provides. It was the first time he had ever gone, and it was a great experience. What he learned he was able to bring back to the City of Battlefield. He also expressed gratitude to the RHSOC for making this trip possible through the scholarship funding as the conference was an invaluable experience. Ted Martin added that the conference will be held in Branson next year, so travel should be very cost effective for Region D.

Homeland Security Grant Procurement Updates-Dorothy Wittorff-Sandgren

FY11: Has been completed.

FY12: \$4,448.87 is remaining and will go to CERT via reallocated funds. CERT has requested enough that the balance will be zero.

FY13: \$75,835.98 is remaining that will mostly go towards vehicle communication services. There probably will not be a lot in remaining funds for reallocation since the budget was so tight this year.

Rance Duffy stated that there were some questions about FY14 funding. David Pennington asked for clarification about \$200,000 slated to be distributed evenly statewide that had been held back for some reason. Chris Pickering responded that he wasn't certain as to the \$200,000 in question. There are two amounts for \$200,000 that he knows of. One was for the Regional Planning Commissions (RPCs) that cover the work program and the other was allocated to training. Joni McCarter explained that each RPC is given \$20,000 for their work program, which Mr. Duffy and Mr. Pennington said was made clear on the conference call. She also said that Bruce Clemonds gave an example that SEMA could apply for the \$200,000 in the competitive process this year. Ms. McCarter explained that the State was awarded a little over \$7,000,000. One million of that went to Kansas City and three million went to St. Louis, leaving \$3,978,000 out of which 20% is retained by the State and 80% is passed down to the locals. Out of that, 25% is taken off the top for law enforcement terrorism prevention activities (LETPA), leaving \$2,386,800 to divide among the nine regions. Each region received the same amount as last year plus a division of what had gone to Kansas City last year since it wasn't getting it this year with its return to Urban Areas Security Initiative (UASI) status. What was left over will go back into the competitive process.

Electronic Voting Procedures for FY14 Projects - Rance Duffy

Rance Duffy explained that this agenda item should actually say "Scoring" instead of "Voting" since that is what will actually be discussed. This year instead of scoring taking place at a meeting everything will be electronic. Applications will be submitted electronically, and the RHSOC will still score as before but it will be online. They don't have to meet, it can be done at their own time in the office or wherever. Chris Pickering interjected that there is a subject matter working group that will put together scoring sheets for the RHSOC. The committee will use the template from last year as a starting point and make the

appropriate corrections and additions required for this year's scoring sheet. Joni McCarter added that it was up to the RHSOC to decide how the scoring will be done. Mr. Pickering suggested that all disciplines do the scoring. Greg Gaines asked about the peer review process. Ms. McCarter explained that once applications are submitted there will be an administrative review to determine if all the information is there and if it is an allowable project. The applications will then be returned to the RHSOC for scoring.

It was asked if there would be an opportunity for questions to the applicants via email or will all applicants have to provide complete information. Ms. McCarter responded that particular emphasis will be placed on the project narrative which should provide a thorough description of the project. Bruce Borge noted that some projects may suffer from a weak narrative. Ms. McCarter said that Region F has proposed a separate meeting solely comprised of Q & A prior to scoring. Mr. Pickering added that there may be applications from organizations that don't participate in the RHSOC and be available for presentations. Mr. Duffy enquired about the timeframe for the review process. Mr. Pickering responded that it would be dependent on how quick the working group can put together the scoring sheet and the number of applications submitted.

Jeanie Beas asked how the applications will be viewed. Ms. McCarter responded that they will be viewed through Webgrants. Ms. Beas responded that some disciplines may not be able to view applications in Webgrants to which Mr. Pickering responded that it was up to the RHSOC as to how they wanted it done. They could be reviewed at a meeting.

Ms. McCarter clarified the timeline of the process for the RHSOC. The application window opened on July 15 and will close on August 15 at 5:00 p.m. The peer review timeframe will be August 15 to September 15. The award period of performance will be September 1, 2014 through August 31, 2016. It was asked when the awards may be finalized, and Ms. McCarter responded that the compliance workshop has been scheduled on September 15 where the awards will then go out. Dorothy Wittorff-Sandgren added that two weeks should be added to the award date for the turnaround of signatures through financial services at Missouri State University. Mr. Pickering also clarified that the awards will go through the RPCs. Mr. Duffy stated that total funding for Region D projects will be \$387,797.99 after deductions for RPC administration and M & A, which will also be voted on as part of the application process.

A question was raised regarding the competitive grant process. Ms. McCarter responded that a working group will be formed to get local input and subject matter expert input to form and define the purpose areas. The funding would be used for statewide initiatives. They are looking for local projects that will benefit the entire state. The working group should be formed in August or September and they are hoping to have it opened in January or February. Mr. Pickering added that the competition would be correlated to the THIRA. It was confirmed that new projects are allowable in the current application process, but no new projects will be granted at the cost of sustainment.

There was a question as to whether there will be any more money for reallocation. Mr. Pickering replied that there probably won't be. If there is, there is a short window for turnaround, so it is usually used to buy more MOSWIN radios for those on the "waiting list."

State Committee Representatives Reports

Credentialing – Tom Martin

Mr. Martin said there was not much to report during the interim from the last meeting. There was a consensus that badging and credentialing will not be vendor specific. To date, there are more disciplines

than colors for cards, however, color codes will not change. There is a meeting tentatively scheduled for August.

Exercise/Training – Melissa Duckworth

Not present. Handout provided. Chris Pickering added regarding the annual Training and Exercise Planning Workshop (TEPW) that he, Jim Charrier and Jack Raetz had talked, and they will use the training and exercise portion of the THIRA to come up with a list for the region to prioritize.

Disciplinary Group Reports

Emergency Management - Ted Martin made note of new burn ban legislation that would aid in local government enforcement. He also noted that Chet Hunter would be serving on an advisory board for the SEMA director. Ongoing discussions were underway concerning the EOC in a Box concept for EMPG requirements. He added that the SMESO meeting location on October 8 was moving from Barton County to Joplin.

HS RRS - Bruce Bjorge reported that the HS HRS group will be meeting in a few weeks regarding applications.

County Health - Paige Behm reported that county health departments were working on new capabilities from Centers for Disease Control and Prevention (CDC) and rewriting emergency plans. She asked for RHSOC members to reach out to their public health officials.

Volunteer - Greg Gaines reported that the regional preparedness subcommittee met and is working on a sustainment list.

Other Business/Open Discussion

Ted Martin offered thanks to David Hall for the effort in completing the Structural Collapse training for Type III teams in the Branson area. They are now ready to deploy.

David Hall brought up about the requirements for teams to be self-sustaining for 72 hours. He questioned what that meant. Is that a p-card to purchase hotel, food, etc. or does it mean you bring your own tents, food, fuel, etc.? He wondered if we should have some type of a logistics team. Chris Pickering thought that Chief Hall was on the right track, but he wasn't sure who would be in charge of that, an Incident Support Team (IST), a separate team, SEMA? That is a need that could be requested in the competitive grant process. Mr. Pickering made the point that there are ten tents with environmental control that can house up to 40 people each in the state. How do we make better use of these resources?

Michael White added that this was a need that the IST saw, and it is a challenge. Who will keep it and take care of it? He has talked to OHS about this, and he knows there are a lot of assets out there. He thinks the assets should be identified and memorandums of understanding (MOUs) be put in place. They are working towards developing a singular cache for the three teams operating in the state. Mr. Pickering suggested that those are strategic plans that they should take to their SEMA area coordinator and have it brought up at the SEMA meetings. He added that this is the direction federal and state preparedness is headed, and Region D is the first region to vocalize this.

Jeanne Beas brought up that there are many unused items in inventory throughout the regions, for example, a tent in Henry County that will never be used. Mr. Pickering said that OHS is well aware of that, which was part of the reason for kind and typing initiative and the asset inventory lists. These will then be

put in AIMS so the disciplines can have visibility. Part of the issue is that when the program started, the contracts stipulated that assets would belong to local jurisdictions after a period of performance. He pointed out that deployable assets are not the property of local agencies per federal grant requirements. He said that if there is equipment out there that was purchased using the previous agreements and the jurisdiction refuses to deploy that piece of equipment, he will be happy to come out and mediate with that jurisdiction.

Bruce Bjorge asked Mr. Pickering what is the State's expectations for the HS RRS. Mr. Pickering suggested that first, the HS RRS needs to come together as a group and "define" Homeland Security Response Teams (HSRTs) in THIRA. What is the risk for the State and what is needed to take care of that risk? There is not a definition for HSRTs in the kind and typing, just the individual groups. The discipline members should then get together and figure out if they need to be kind and typed as a Tier 2 team in Missouri, bring a definition to OHS, OHS will vet it with the regions and have everyone agree to a standard. Mr. Pickering thinks that HS RRS is on the right path because the State is moving to that direction of standardizing within the regions. He would be willing to help in whatever way he can.


Finally, there was discussion on inventory and whether it can be put on Region D's WebEOC. Ms. McCarter said that some inventory from the regions is very sketchy. OHS is requesting all regions update their inventory as it is required every two years. Dorothy Wittorff-Sandgren said that she could send Region D's inventory to Jonathan Ayres to put in WebEOC.

Next Meeting Date

The annual meeting is scheduled to be held on October 15, 2014 at 9:00 a.m. Location will be the Mt. Vernon Arts and Recreation Center, Mt. Vernon, Missouri. Those coming off this year are Emergency Management, Police, Sheriff, Fire, County Health, County Commissioner, Agriculture and Hospitals.

Adjourn

Bruce Bjorge moved and David Pennington seconded the motion to adjourn. Motion carried. Meeting adjourned at 10:50 a.m.



Rance Duffy, Region D RHSOC Chair

10/15/14

Date Approved