



**Region D Homeland Security Oversight Committee  
Annual Meeting Minutes  
January 21, 2015  
9:00 A.M.**

**Mt. Vernon Arts & Recreation Center  
822 W. Mt. Vernon Blvd, Mt. Vernon, MO**

**Attendance:**

**RHSOC Members:**

Bill Sexton, Emergency Management  
Matt Stewart, Police  
David Hall, Fire/Vice Chair  
Jeanne Beas, County Health  
Chris Berndt, HSRRS  
Ron Bailey, Public Works  
Rick Hess, Mayor/City Administrator  
Bob Patterson, EMS  
Bonnie Witt-Schulte, 911  
Greg Gaines, Volunteer Groups  
Michael Pfander, Agriculture  
Russ Conroy, Hospitals

**RHSOC Alternates:**

Steve Lisby, Police  
Greg Wheelen, Police  
Michael White, Fire  
Gregg Sweeten, Industry/LEPC  
Paul Carter, Industry/LEPC  
Lori Sneed, 911  
Joe Bright, 911  
Linda Barger, Volunteer Groups

**Ex-Officios:**

Wendell Hall, DNR  
Randall Willoughby, DNR  
Denise Russell, SEMA

**Staff:**

Dorothy Wittorff-Sandgren, SMCOG  
Dave Faucett, SMCOG

**Guests/Visitors:**

Joni McCarter, OHS  
Scott Davis, OHS  
Frank Coots, OHS  
Bryan Courtney, MIC  
Merrel Breyer, MDA  
Phil Amtower, Christian County EMA  
Robert Dickson, Polk County EMA  
Bob Kitsmiller, Dade Co EMD  
Tom Martin, Stone County OEM  
Chet Hunter, Greene County OEM  
Larry Woods, Greene County OEM  
Shea Lane, Greene County OEM  
Jonathan Ayres, Greene County OEM  
Erin Pope, Greene County OEM  
Mark Burchfield, Greene County OEM  
John Elmore, Greene County OEM  
Erin Hedlun, Greene County OEM  
Melissa Duckworth, Taney County OEM  
Lynn Hollandworth, Republic OEM  
Zim Schwartze, Spld/Greene Co 911  
J.R. Webb, Spld/Greene Co 911  
Karen Brown, Monett 911/EM  
David Myers, Carthage Fire  
Roger Williams, Carthage Fire/EM  
Morgan Housh, Carthage Fire  
Richard O'Connor, Springfield Fire  
Christina Marcum, Barry County Health Dept  
Kimberly Scritchfield, Barry County Health Dept  
John Perdue, AmeriCorps St. Louis  
Greg Reed, Cox Branson

**Open Meeting**

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

Vice Chair David Hall 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 Consent Agenda***

David Hall entertained comments for revisions to the minutes of the October 15, 2014 RHSOC annual meeting. There were no comments for revisions. Hall moved for approval of the January 21, 2015 Meeting Agenda and the October 15, 2014 minutes. Approved unanimously.

### **State Reports**

#### ***OHS Update - HSAC & Other Initiatives – Scott Davis***

Scott Davis announced to the RHSOC that Chris Pickering had taken a position in the private sector. He gave a presentation on the reorganization of OHS staff areas of responsibilities, the Statewide Preparedness Working Group (SPWG) and the Threat and Hazard Identification and Risk Assessment (THIRA). Reorganized staff areas of responsibility include:

#### **Frank Coots**

- Asset Protection Response System (APRS)
- Critical Infrastructure, Security and Resiliency (CIRS)
- Missouri 1 Plan (Formerly ERIP - Emergency Response Information Plan)
- Missouri Public Private Partnership

#### **Laurie Crawford**

- Chairing: HSAC, RHSOC, SEIC, 911 Oversight Committee
- Special Projects: Asset Inventory Management, WebEOC
- Project Manager: HISN, MoDEx, MoSWIN, Missouri Alert Network, Attribute Management/Credentialing

#### **Linda Frazier**

- Full Spectrum Risk Knowledge Base
- OHS Administration
- U.S. Homeland Security Clearances

#### **Scott Davis**

- Threat and Hazard Identification Risk Assessment (THIRA)
- Statewide Preparedness Working Group (SPWG)
- State Preparedness Report
- NIMS Kind and Typing

Frank Coots reported that the Department of Homeland Security's Office of Bombing Prevention (OBP) has postponed the National Counter IED (Improved Explosive Device) Capability Analysis Database Assessment (NCCAD) from last October to later in the spring. It focuses specifically on bomb squads, dive teams, bomb k-9 teams and SWAT SRT (Special Weapons and Tactics Special Response Teams) and will look at their capabilities and gaps in order to identify where future funding needs to go. More information will be coming out.

He also reported that he attended a Missouri 1 Plan presentation. Beta testing began December 1, 2014 and ended January 7, 2015. A detailed training was provided on January 15 to people from the State Department of Education and Secondary Education as well as representatives from the regions and local facilities. The plan is to have it out by February 15. Right now it is just for schools but will eventually

branch out to hospitals. It will be going out through the schools and SEMA to the emergency management directors.

Mr. Davis gave a report on the SPWG, which is a collaborative group of 31, two from each region, the UASIs (Urban Areas Security Initiative) and state agencies. The purpose of the group is to identify and prioritize resources to sustain or enhance capabilities for statewide acts of terrorism and other catastrophic events. The SPWG is currently working on classifying threats and hazards as high, medium, or low; identifying critical tasks and 15 core capabilities that would be best from a state-wide reasonable response to any threat or hazard event; and listing deployable assets. David Hall added that as a regional member of the group, he has been very pleased with how the State has been handling this. It hasn't dictated at all and has left it totally in the hands of the group. He feels this should have been done ten years ago and they all recognize that. It will be very important for future decision making. Mr. Davis added that the group is charged to look at acts of terrorism as their "left" limit to catastrophic events as their "right" limit.

David Hall asked if there were any plans to fill the position vacated by Chris Pickering. Mr. Davis stated that he didn't see it happening soon since it is a governor-appointed position.

#### ***THIRA Update – Scott Davis***

Mr. Davis reported that they are getting ready to start the 2015 THIRA process. It would be a four-step process. The events should be natural, technological and human caused. Step one, identify threats and hazards, and step two, give threats and hazards context, are to be completed by February. Step three, establish capability target, by May and step four, apply results, by June. The focus should be on response and recovery, but the region can add others if it wants to. He offered his services to assist in facilitating the process. Russ Conroy asked if the THIRA was developed to be a shared document that he could take to the SW Missouri Health Coalition to tier with existing plans. Mr. Davis replied that it was and encouraged doing so.

David Hall asked about dates and suggested that the RHSOC invite Mr. Davis to facilitate the process. Mr. Davis said that it takes approximately 24 total hours to complete the risk assessment process and that there should be multiple meetings. Jeanne Beas suggested that there be a meeting in February to review steps one and two. Mr. Hall stated that he would look into arrangements to meet on February 25 and Chet Hunter was selected to take the lead for the THIRA process.

#### ***Homeland Security Grants Update - Joni McCarter***

Joni McCarter stated that FY13 would close on August 31, 2015 and that a spending plan for the remainder of funds in FY13 was due by February 27. She added that after the 27<sup>th</sup> there could be no modifications to the budget and that some transfers from line items would not be allowed.

The first round of FY14 funding has been completed. There was \$584,000 set aside for statewide initiatives. At the last RHSOC Chair meeting, the chairs decided that the funds should be returned for spending. They did not oppose the whole process of the statewide initiatives, but they felt there was too short of a timeframe for allocating the remainder of the FY14 funds. \$200,000 will be set aside for statewide training and the balance will be distributed per the funding formula back out to the regions. Region D will receive \$96,727.98. The funding opportunity opened in Webgrants on January 2 and will close on February 27. There also is the ability to copy existing applications if anyone wishes to resubmit one. She asked that applicants please call if they have any questions at all and don't forget to hit the submit button. The OHS technical review for these applications will occur from March 1 through March 15.

They will then be released back to the regions for scoring from March 16 through March 27. Awards should follow on April 3. David Hall enquired about changes to primary membership since the first round of FY14 scoring. Ms. McCarter responded that new primaries must be assigned reviewer rights in Webgrants.

The next RHSOC Chair and HSAC meetings will be on February 26 in the Department of Natural Resources building. The SEMA conference will be at the Chateau on the Lake in Branson from March 31 to April 3. Scholarships for the conference are currently unavailable. Ms. McCarter also wanted to let the RHSOC know that some of OHS staff are at the located at the DNR building and some, including her, are located at the SEMA building.

***Interoperable Communications – Bryan Courtney***

Bryan Courtney reported that 12 new 700 MHz sites have been added to the system including one site in Joplin. There are some gaps in the Branson corridor as well as a few in Dade County and they will add more sites as they can to fix them. They may also add a site in the Republic area. Mr. Courtney also reported that those that have been on the air since the first round in January, 2013 will have system keys that are getting ready to expire. He said to let their office know and they will get them reprogrammed. There were now 931 agencies and nearly 30,000 radios on the system including hospitals and health departments.

Mr. Courtney handed out newly updated Field Operations Guides and did a quick review. Missouri Statewide Wireless Interoperable Network (MOSWIN) member agency training will continue on a region by region basis. He also asked for input on what attendees would like to see at the next Communications Conference. There will be Communications Unit Leader and Communications Technician training sometime in the next year. The Missouri Interoperable Communications Plan (MO SCIP) update meeting for Region D will be held on January 27 at the Greene County EOC. This is the strategic plan for spending, training, technology and usage for interoperable communications in the State. The new plan will include the individual region profiles as appendices or addendums. Drafts from every region will be completed by the end of January and submitted to the Missouri Statewide Interoperability Executive Committee to be put into the official SCIP and adopted.

Mr. Courtney added that J.D. Simmons and Steve Devine have both retired but are helping out on a part-time basis. He is hoping that their positions will be filled before the middle of the year.

***DHSS Update – Douglas Baker***

Not present. No report.

***Agriculture Update - Merrel Breyer***

Written report in handouts. Merrel Breyer added that he had worked on a Memorandum of Understanding (MOU) with the Office of Administration for use of a warehouse facility in an agriculture emergency. He was also working with the Multi-State Partnership on developing an incident command center operations since nothing has ever been written down. This effort will continue at the national meeting in June.

***DNR Update – Randall Willoughby***

Nothing to report.

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

Not present. Written report in handouts. David Hall wanted to highlight that the agreements for fire mutual aid frequencies is now required and must be filled out and signed. He also reminded fire agencies that they must be registered and should have by January 1.

***Mass Care Coordinator – Aren Koenig***

Not present. No report.

**Break**

**Old Business**

***Sustainment/Enhancement Guidance Committee Report – Michael White***

Michael White reported that the committee was gathering data on how projects have been approved in the past by the RHSOC, how the HSAC has voted and Federal guidelines. He was hoping the committee would meet by the end of the month. He stated that there would be a draft document completed between April and July for RHSOC review and approval that will describe how the process will work with potential changes in guidance.

***Strategic Planning Committee Report – David Hall***

David Hall reported that the committee has met twice. Ted Martin has contacted Rick Todd, a vice-president for Herschend Entertainment who also does strategic planning, about facilitating the process and plan development. Mr. Todd is willing to work at no cost. It will take about three days to do spread over a period of time. Mr. Hall would like to see it completed by October. March 4 was the tentative date to start, but he doesn't want it to interfere with the THIRA update. Mr. Hall added that developing goals and actions would include representation from all disciplines. He asked the RHSOC for a motion to move forward and utilize the services of Rick Todd for developing a strategic plan and include if all RHSOC disciplines should participate.

Bonnie Witt-Schulte moved to utilize the services of Rick Todd for developing a strategic plan which includes participation by all RHSOC disciplines. Chris Berndt seconded. Motion carried unanimously.

David said that he would check on the date for the first session, but may wait until the THIRA is completed since it is an important part of the strategic plan. He will let the RHSOC know.

**New Business**

***Report on RHSOC Chair Meeting – David Hall***

David Hall reported that the RHSOC chairs had voted to send the statewide initiative funds back to the locals. They recognized that there is some benefit for pooling funding together for all the regions because not every region needs to have certain resources like an IST or HSRRS. That is what the State is encouraging the regions to do. But the State wasn't at the point to determine priorities at this time and that is why the chairs voted to return the money. They will look at the statewide initiatives again next year. He added that Region H was the only RHSOC that voted to fund the Missouri Information Analysis Center (MIAC), one of the State proposals. They were under the impression that it was all or nothing as before and when they found out that it wasn't, they thought it was not fair to them. The chairs voted to let them present their concerns to the HSAC. He added that the MIAC group offered to return the money to the region, although he didn't know how it got resolved.

***Homeland Security Grant Procurement Update – Dorothy Wittorff-Sandgren***

FY13: Financials in handouts. Dorothy Wittorff-Sandgren added that FY 13 reallocation was going towards what was not funded in FY14. The funds are going towards Red Cross cots and CERT. Chris Berndt asked about a balance of \$51,000 showing on FY13. Ms. Wittorff-Sandgren replied that charges for satellite and other communicate vehicles services and IST travel have not come in yet, but it will be all spent.

FY14: Financials in handouts. The FY14 bomb robot refurbishing is the only project encumbered for FY14 but nothing has been spent yet.

***Scoring Procedures for Second Round of FY14 Projects – David Hall***

David Hall summarized that there is a little over \$96,000 for the second round. He reminded the RHSOC there would need to be additional Management and Administration (M&A) for SMCOG. So the remaining amount would be \$91,891.58 for projects. This would be online scoring after the OHS review as before. Last time, the primaries scored when they wanted to during the open period. There was a day when primaries could get together to ask questions and score, but not many showed up. Mr. Hall asked if the RHSOC would like to do it the same way this time or have a day when applicants could come and explain their projects and the primaries would score at that time as we have done in the past. Then the RHSOC can vote on which projects will be funded.

Michael White asked about the two projects that were enhancements on the first round and how they will fit in the budget. In previous years, whatever money was left over through savings would go to the next project on the list. Dorothy Wittorff-Sandgren said that at the RHSOC Chair meeting, it was specifically stated that it didn't matter if a project was previously submitted and scored, it needed to be submitted as a new project. Mr. Hall added that it should be commented on the application that this was a previously submitted project. Mr. White asked why the RHSOC couldn't do as before and just go down its list and fund the last two projects from round one. Joni McCarter said that the RHSOC can do that, but it would need to have justification as to why it is funding a project in the second round that could possibly score lower than other projects. Mr. Hall asked how many projects remained unfunded the first round. Ms. Wittorff-Sandgren replied that there were two projects with \$52,000 and \$30,000 remaining to be funded. Mr. Hall commented that the RHSOC needs to consider what kind of weight it wants to give to projects that were already on the list and their ranking and how does it weigh enhancements over sustainment versus brand new projects that may come in that are sustainment.

Jeanne Beas asked if alternates could be given reviewer permissions if the primary representative was not available. Joni McCarter stated that if there was notification in advance the alternate could be added. She asked if anyone has comments on the process to please let her know. Mr. Hall responded that if there was a meeting where RHSOC members would physically have to come, they would know who could vote. Ms. Beas added that she was concerned that the primaries were voting without their peers having the ability to see the projects and make suggestions beforehand. Ms. Wittorff-Sandgren replied that the primary reviewer does have the option to print out the projects and can send the copies to the other peer members.

Mr. Hall asked if the RHSOC wanted a special meeting for project presentations and prioritization. Ron Baily moved that there be a special RHSOC scoring meeting for project presentations and group on-line scoring for the second round of FY14 funding. Bonnie Witt-Schulte seconded. Motion carried unanimously.

The date for the special RHSOC scoring meeting will be March 16 at the Greene County EOC. Weighting methods for enhancement, sustainment and unfunded or partially unfunded projects will be determined after project presentations.

### ***State Committee Representative Reports***

#### ***Credentialing – Tom Martin***

Tom Martin reported that the committee will be meeting in Jefferson City on February 10. He did not have much to add since his report after the last meeting. The committee will entertain any additional comments. The guidelines were established for the credentialing at a statewide basis. It is a recommendation but hopefully it will be finalized after the next meeting and all the RHSOCs and counties will buy in on it and follow that format. Mr. Martin stated that the committee did make it that it will not be vendor specific.

#### ***Exercise/Training – Melissa Duckworth***

Written report in handouts. Melissa Duckworth added that there will be no capstone this year. Emergency management directors will participate in regional exercises to receive credits and dates have already been set for all jurisdictions. There will be a full-scale exercise on August 10 and every jurisdiction must open its EOC. Dates have been entered on the training calendar on the RHSOC website and linked to SEMA's training page.

#### ***Center for Education Safety Planning Team – Linda Barger***

Written report in handouts. Linda Barger reported that schools are being asked to focus on their Emergency Operations Plans (EOP). The Center for Education Safety received a grant from the US Department of Education. The plan is to hire the Readiness and Emergency Management for Schools Technical Assistance Center (REMS/TA) and get the schools to ask them to come and train and discuss their plans. It is a four-hour class. She is concerned that it is too simplistic. Schools in Christian County and Republic have gone through FEMA Multi-hazard Emergency Planning for Schools. Funding for this training is also available through SEMA and is being offered in Regions I and A. SEMA would fund additional trainings in Region D if there was sufficient demand. She recommends that course for schools because it has NIMS training. She had expressed that concern to the coordinator for the REMS/TA training and he told her that he and Jack Raetz at SEMA plan to try to work together to bring the courses together for the schools. Ms. Barger believes it is crucial to bring first responders to the table in development of EOPs to get everyone on the same page.

She also reported that the Missouri 1 Plan is set to roll out in mid-February. This is not mandated for schools but provides them the ability to upload EOPs online so that they are accessible to dispatchers and first responders before they arrive on scene. The Missouri 1 Plan is a replacement for ERIP which did not work well. Schools did not trust the system and were reticent to have all of their plans in one place. Frank Coots added that the Missouri 1 Plan vendor can migrate school plans from the ERIP system at no cost. It is also certified as an anti-terrorism system. Shea Lane asked who would be responsible for maintaining the system. Mr. Coots replied that OHS would cover the cost of maintaining the system and the information will be housed on state computers which greatly reduces the cost of maintenance.

### ***Disciplinary Group Reports***

***Hospitals*** – Russ Conroy reported that the Southwest Region Health Coalition will meet March 17 in Lebanon. Also, with the help of the Missouri Hospital Association, several command centers inside the hospitals are getting MOSWIN radios.

*EMS* – Bob Patterson reported that EMS is working on a statewide mutual aid plan and a community paramedicine project to extend medical services and avoid hospitalizations. The Mercy Hospital in Joplin will open on March 22 and tours for EMS personnel will follow as soon as dates and times are set.

*Volunteer* – Greg Gaines reported that the Red Cross had recently reorganized which has resulted in staff reduction and management placed in St. Louis. The savings have gone into client services. His original 40-county service area has been reduced to 29 counties. The Red Cross is executing MOUs with EMDs and partner agencies to replace handshake deals.

*911* – Bonnie Witt-Schulte reported that 911 will hold its annual conference from March 28 through April 1. They are also starting their legislative initiative with the new session since Missouri is the only state that doesn't have any type of funding mechanism for 911.

*County Health* – Jeanne Beas reported that influenza was going around.

**Other Business/Open Discussion**

Jonathan Ayres announced that printed copies of the Regional WebEOC Annual Report were available for those who have not received a copy.

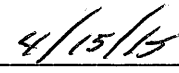
**Next Meeting Date**

The next meeting is scheduled to be held on April 15, 2015 at 9:00 a.m. Location will be the Mt. Vernon Arts and Recreation Center, Mt. Vernon, Missouri.

**Adjourn**

With no other business or comments David Hall called the meeting adjourned at 11:10 a.m.

  
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Rance Duffy, Region D RHSOC Chair

  
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Date Approved