

Mid-Missouri Regional Planning Commission  
Region F Homeland Security Oversight Committee  
Tuesday, July 21, 2009  
Meeting Minutes

Primary Representatives:

Name:	Representing:
Jim Jones	Education
Anne Johnson	Volunteer
David Severson	Police
Jane Hubbs	Public Health
Rich Green	Public Utilities and Industry
Gary Woodson	Fire Services Agencies
John Fortman	Agriculture
Mary Ellen Lee	Public Works
Lisa Schlottach	911
Doc Kritzer	County Government
Bob Bishop	EMD
Chuck Witt	HSRT

Ex-Officio, Alternate Representative, and Others:

Name:	Representing:
Tom White	Cooper County 911
Stephanie Helton	Gasconade County 911
Paul Fennewald	DPS
Bob Cynova	JCPD
Jack Raetz	SEMA
Lisa Binkley	Region F RHSOC Mass Care
Mike McNeil	L&B Electronics
Gary Woodson	City of Osage Beach
Barlow Biggers	Miller County EMA
Sherril Gladney	Division of Fire Safety
Bill Farr	Cole County
Melanie Hein	Cooper County Public Health
Paul Rueff	PPS-OHS
Karen M. Miller	Boone County Commission
Zim Schwartze	Columbia/Boone Co EMD
Denise Russell	Camden EMD
Michael Arnold	Miller County 911
Laura Kliethermes	DHSS
Steve Devine	MO DPS
David Earney	MSHP
Zada Farris	SEMA
Sherri Burch	Howard County 911
Lisa Calvert	Howard County 911
Pete Busalacki	Pilot Grove PD-EMD
Ed Siegmund	MidMO RPC
Curtis Owens	MidMO RPC

**Agenda Item I. Call to Order**

Chairman Dave Severson called the meeting at 1:33 pm.

**Agenda Item II. Review and Approval of Agenda**

Bob Bishop motioned to approve the agenda. Gary Woodson asked to amend the agenda to have Jack Raetz present the item "Training Needs Prioritization" instead of Dave Severson. Gary Woodson seconded to approve the agenda, as amended, and it passed unanimously.

**Agenda Item III. Review and Approval of Minutes**

Doc Kritzer motioned to approve the minutes from the April 21, 2009, meeting. Jim Jones seconded the motion and it passed unanimously.

Dave Severson introduced Mary Ellen Lea, Public Works Director for Columbia, as the new representative for the Public Works discipline, finishing the term for M.L. Cauthon.

**Agenda Item IV. Area F Activity Report**

Ed Siegmund gave an update regarding the details for the first Annual Meeting of the RHSOC. This meeting will showcase the items purchased with grant money for the RHSOC. The meeting will also allow representatives from all disciplines to gather together and recommit to representation on the committee. This meeting will take place on Tuesday, October 6, 2009, from 10 am to 4 pm. It is most likely to occur at the Schepper's Warehouse location (now know as the Cole County Emergency Services Building at 1736 Southridge Road in Jefferson City.

Curtis Owens gave updates regarding the FY07 and FY08 grant cycles. The radio and mass care coordinator FY07 projects have been granted extensions to December 2009. FY08 projects/equipment that have been purchased are the generators, explosive detectors, and spectrometer. The flash uniforms have been ordered. The RFP (request for proposals) will be released soon for the police robot. The specifics for the training exercises are being worked out. Owens explained that the company that presented the low bid for the generators (total of nine) came in at \$25,000 over the amount allocated by the committee for the generators. A motion was made by John Fortman to allow the RPC to go ahead and use \$25,000, from funds budgeted but not used on other projects, to cover the overage. Bob Bishop seconded the motion and it passed unanimously.

**Agenda Item V. Area F Reports****a) Training Needs Prioritization**

Jack Raetz, with SEMA, gave an update regarding the Training Needs survey and asked for a prioritization from the committee. There were only twenty one participants from Region F in the survey. The informal results of the prioritization are as follows:

- Recovery Tools and Training
- Developing and Managing Volunteers
- CERT-Train the Trainer
- Basic Public Info Officers Course
- Homeland Security Planning for Local Governments
- Emergency Planning – Special Needs

- Community Mass Care Management
  - Local Government Role in Recovery from Disaster
  - Resource Management
- b) Radio Cache Draft Procedures  
Kris Bayless is no longer going to serve on the committee. Lisa Schlottach will be consulted to assist in completing the Radio Cache Draft procedures.
- c) Credentialing Working Group Update  
Gary Woodson gave an update on the Credentialing Working Group. Even though there was discussion about badging, compatibility, and the role of different departments, there is still much to discuss and work out.

### **Agenda Item VI. Office of Homeland Security Updates**

Paul Fennewald presented Office of Homeland Security updates. Fennewald recently attended a summit on Pandemic Planning in Washington DC. President Obama expressed a sense of urgency to the audience to plan more vigorously to prepare for a worsening season of pandemic flu this winter. An online training in crisis communication and a frequently asked question list of 77 questions has been developed by the Public Health Department. Fennewald also announced that in September 2009, \$11,200,000.00, will be allocated for the FY09 grant cycle. 20% will be allocated to LETPP(Law Enforcement Terrorism Protection Program) and 25% will be allocated to support Law Enforcement. Input on the investment justifications for the FY09 grant cycle will be upcoming and will probably be a session during the annual meeting on October 6. Fennewald also announced that there will be a change in wording in the MOU (memorandum of understanding) to include verbage that says that the borrowing jurisdiction must return borrowed equipment in equal or better condition that when it was borrowed and also to include that someone will be sent to operate the equipment, if needed. This new wording and amendments to the MOU will be on the agenda at the next Governor's Advisory Council meeting in September.

### **Agenda Item VII. RHSOC Grant Updates**

Zada Farris gave a brief update on the current grant cycles. Some extensions were given for the FY07 cycle, including two projects for the Region F RHSOC (radios and mass care coordinator). The FY08 grant cycle is still open and the FY09 process will begin in October 2009.

### **Agenda Item VIII. Presentations**

Matt Buydos, with Elliott Data Systems, gave a presentation about credentialing systems. The system produces high quality plastic cards, has software that manages the data, and comes in a self-contained case complete with everything needed to run the system. The software tracks people that log in or out of an incident, what discipline the person represents, can tie to other identification, track specialites with expiration dates, track inventories, and has many various repoting capabilities.

Laura Kliethermes with the Department of Health and Senior Services gave a brief presentation regarding Ready in 3, Three Steps to Preapare for an Emergency program. Pamphlets have been developed for use as a checklist to help with disaster planning.

Paul Rueff gave an update on the ERIP (Emergency Response Information Portal). Superintendents can sign up for a user name and password for the system at no cost to the

school. Information, including maps, evacuation routes, staff contacts, utilities shutoffs, and floorplans or aerials can be included. A minimum of about 3 hours should be spent on putting basic information into the system. Education discipline representative, Jim Jones, told the committee that he sent out a letter to each eligible school in Region F to request their participation in the program.

#### **Agenda Item IX. Interoperability Update**

Steve Devine gave an update on state interoperability. The Statewide Communications Interoperability Plan (SCIP) is currently being updated. These updates will be finished by July 30, 2009. The update will include progress on governance issues and requirements for each region. Devine also explained that PSIC (Public Safety Interoperable Communication) grant funds will allow for a Tactical Interoperable Communications Plan (TIC Plan) and CASM (Communication Asset Survey and Mapping) database for population in each region. These grant funds will allow for the hiring of a contractor for assessment and TIC plan in each region.

#### **Agenda Item X. GIS Updates**

Tim Haithcoat gave a GIS (Geographical Information System) update. GIS information is being populated in the MERIS (Missouri Emergency Resource Information System). It will fully integrate county, local, region, and state GIS data, including roads, streams, lakes, ponds, and forests. The database will also be backed-up off site to allow for security in the event of a statewide disaster.

#### **Agenda Item XI. Public Comment**

There was no public comment.

#### **Agenda Item XII. Announcements**

Doc Kritzer asked if there was possible flexibility for the deadline of the radio project for the FY07 grant activity. The current deadline is December 31, 2009. Hopefully, this won't be an issue, but SEMA should be somewhat flexible, if needed.

#### **Agenda Item XIII. Adjournment**

Dave Severson adjourned the meeting at 4:18 pm.