

Mid-Missouri Regional Planning Commission  
Region F Homeland Security Oversight Committee  
Tuesday, February 16, 2010  
Meeting Minutes

Discipline Representatives:

Name:	Representing:
Jerry Hobbs	Education
Anne Johnson	Volunteer
Melanie Hein	Public Health
Mike Rackers	Public Utilities and Industry
John Fortman	Agriculture
Mary Ellen Lea	Public Works
Lisa Schlottach	911
Doc Kritzer	County Government
Bob Bishop	EMD
Chuck Witt	HSRT
Gary Woodson	Emergency Medical Services
Scott Frandsen	Fire
Tony St. Romaine	Municipal Government
Dwight Franklin	Sheriff Agencies

Ex-Officio, Alternate Representative, and Others:

Name:	Representing:
Lisa Binkley	Region F RHSOC Mass Care
Barlow Biggers	Miller County EMA
Bill Farr	Cole County
Zim Schwartze	Columbia/Boone Co EMD
Denise Russell	Camden EMD
Doug Keeney	911
MB Jones	Ag
Melissa Friel	Volunteer Sector Alternate
David Edwards	HSRRS/Camden County
Larry Benz	Cole County Public Works
William Kessler	Missouri Pork Association
Doug Westhoff	Boone County Fire
Scott Pasley	A&W
Norman Forman	Van-Far Ambulance
Tom White	Cooper County 911
Tyler Beauchamp	EMD-Boone
Ed Siegmund	Mid-MO RPC
Curtis Owens	Mid-MO RPC
Becky Covington	OHS

### **Agenda Item I. Call to Order**

Chairman Chuck Witt called the meeting at 1:34 pm.

### **Agenda Item II. Roll Call**

Roll call was taken. All disciplines were present except for police.

### **Agenda Item III. Motion to accept Agenda**

John Fortman motioned to approve the agenda. Mary Ellen Lea seconded the motion and it passed unanimously.

### **Agenda Item IV. Approval of minutes of previous meeting**

Scott Frandsen motioned to approve the minutes from the January 19<sup>th</sup>, 2010 meeting. Tony St. Romaine seconded the motion and it passed unanimously. Ann Johnson abstained from the vote.

### **Agenda Item V. Area F Budget update**

Curtis Owens from the Mid-MO RPC gave the budget update for the FY07 and FY08 grant activities. FY07 Budget update, a sole source request for Motorola brand radios was sent to SEMA today. FY08 Budget update, the Primary Mover for the Health Department, is scheduled for production around the 15<sup>th</sup> of February and should be delivered around the 1<sup>st</sup> of March. Curtis mentioned that he has received information about the training workshop for the Incident Support Team. The FY08 total remaining balance is \$28,190 which will go toward the purchase of generators per the RHSOC's previous recommendation.

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

Paul Fennewald was not present.

### **Agenda Item VII. Department of Public Safety**

Steve Devine was not present.

### **Agenda Item VIII. Area F Reports/Activities**

A) Mass Care Coordinator: Lisa Binkley handed out information to update the RHSOC. The information covered current activities that include: 1) Identifying Shelter Sites, 2) Special Needs Planning Workshop, 3) Project Inventory, 4) Pet Disaster Planning, 5) Volunteer Training and Local Planning Meeting. Edward Siegmund mentioned that discipline representatives from the EMA and the Volunteer sector met with Lisa Binkley to review and assist with her work activities and that all disciplines are welcome to participate.

### **Agenda Item IX. RHSOC Old Business**

A) Procurement Policy: Edward Sigmund presented the procurement policy. This policy would set aside 3 percent of the total grant funds for flexibility of purchasing. The remaining funds would be allocated ensuring all the grant funds will be spent on Region F projects. Discussion followed. Melanie Hein motioned to adopt the procurement policy as presented, seconded by John Fortman. Chairman Witt took a vote to adopt the procurement policy as presented by Edward Siegmund. Motion passed.

B) FY09 Grant Selection: Chairman Witt informed the RHSOC that the item ranked 5<sup>th</sup> (*100 ft heavy duty aluminum crank up mobile communications tower*) submitted by the 911 group doesn't meet the FY09 investment justification and will not be considered for the FY09 selection.

Bob Bishop motioned to approve the list as ranked which included the first 11 ranked projects excluding the mobile tower because it does not meet the FY09 Investment justification, and that \$19,000 not be allocated in compliance with the adopted procurement policy.

Discussion concluded that the generator funding be reduced from \$120,000 to \$100,000, and that \$19,000 not be allocated to comply with the newly adopted procurement policy, and that the remaining funds of \$74,428.45 be set aside for allocation at a later date.

Bob Bishop amended his motion to approve the list as ranked excluding the mobile tower, and that funding for the towable generators be changed from \$120,000 to \$100,000, and that \$19,000 not be allocated in compliance with the newly adopted procurement policy, and that the remaining funds of \$74,428.45 be set aside for allocation at a later date. The motion was seconded by John Fortman.

The following projects were proposed for the FY09 grant cycle:

**Rank 1)** Towable Generators for Boone, Camden, Cole and Morgan counties submitted by the Emergency Management Agencies. \$120,000 changed to \$100,000

**Rank 2)** 100 watt P-25 Mobile Radio submitted by the 911 group. \$60,000

**Rank 3)** Area F (87 four gas metering devices) submitted by the Fire Agencies. \$52,200

**Rank 4)** Decon Equipment for the Region F HSRT Submitted by the HSRT group. \$121,468

**Rank 5) Not eligible for FY09 funding**

**Rank 6)** HRST Budget Funds for Camdenton, Cole and Columbia submitted by the HRST group. \$90,000

**Rank 7)** Two -16' Tandem axle mobile pet shelters submitted by the Agriculture group. \$37,000

**Rank 8)** Wireless Cellular/PCS Dual-Band 800/1900 MHZ Amplifiers submitted by the 911 group. \$4,900

**Rank 9)** Cellular Amplifier Kit (21 units) submitted by the Emergency Management Agencies. \$6,720

**Rank 10)** Mass Care Coordinator / Planner Position submitted by the Volunteer group. \$65,000

**Rank 11)** Pork Producers 8 Hr Training Session submitted by the Agriculture group. \$2,000

Chairman Witt took a voice vote, some nays. A roll call vote was then taken. The motion passed –(12 yes), (2 No). Police agency representative was not present. The votes recorded were:

911-Yes  
Agriculture-Yes  
County Government-Yes  
Education-Yes  
Emergency Management Agencies-Yes  
Emergency Medical Services-Yes  
Fire Agencies-Yes  
Health Department-No  
HSRT-Yes  
Industry / Utilities-Yes  
Municipal Government-Yes  
**Police Agencies-not present**  
Public Works-Yes  
Sheriff Agencies-Yes  
Volunteer Sector-No

#### **Agenda Item X. RHSOC New Business**

No New Business

#### **Agenda Item XI. Subcommittee Report**

A. Security Science and Technology Advisory Sub-Committee(SSTSC): Doug Keeney gave the update from the SSTSC meetings he attended. The committee identified 7 issues for universal commutability.

The committee made recommendations for FY10 and beyond.

- 1) Trailers should include a 2 inch by 2 inch square receiver hitch. The hitch should be capable of a minimum rise of 5 ½" and drop of 5 ½" in adjustment distance from the receiver of the prime mover, also with the matching class, type, and size (ball or pintle) connection.
- 2) Trailer braking systems must be equipped with a manual trailer brake control installed on it to insure that it can accommodate any type of trailer braking system (excluding air brakes).
- 3) Trailer's will have a braking system meeting current Federal DOT Standards.
- 4) Recommendation: **4a** Trailers that are equipped with braking systems that meet current Federal Department of Transportation standard shall be wired with the 7 pin Standard RV connector and; **4b** Trailers wired with the 4 pin flat connector shall carry on that trailer a 4

pin flat to 7 pin Standard RV connection adaptor to be used exclusively for the movement of that individual trailer.

5) Trailers must be equipped with a small metal key box permanently attached to the trailer. The box will have the minimum dimension of 3" by 5" by 2" deep and will have either an electronic or mechanical combination key pad locked lid.

6) Generators must be able to produce clean power and be wired according to the National Electric Code and have an MOU established with the receiving agency.

7) The Office of Homeland Security should develop and authorize an investment justification that will support the retro fit of this equipment as recommended in items 1 through 6 respectively.

Jerry Hobbs motioned to adopt the SSTCS recommendation. Motion was withdrawn due to Recommendation #7.

Mike Rackers motioned to send back to the SSTSC item 5 and 7 for future review. Motion was seconded by Scott Frandsen. Passed unanimously.

#### **Agenda Item XII. Public Comment**

Barlow Biggers commented that he did not want other agencies having access to his agency's equipment. This was in reference to the Security Science and Technology Advisory Sub-Committee's (SSTSC) recommendations of installing a universal key lockbox. Chairman Witt explained that it was generally understood one jurisdiction would never take equipment without approval and collaboration of both jurisdictions.

Bob Bishop asked if other agencies expressing interest in purchasing the cell booster equipment during the procurement process could also buy into the purchase with their own funds. Edward Siegmund replied yes as long as the other agencies have the funds available.

#### **Agenda Item XIII. Announcements**

A. Annual Meeting in October Chairman Witt reminded the RHSOC that the Annual Meeting will be in October sometime around the 19<sup>th</sup>.

#### **Agenda Item XIV. Set Date for next RHSOC Meeting**

The next quarterly meeting for the RHSOC will take place April 13, 2010, 1:30 pm, Cole County Fire Station #4, 5206 Monticello Road, Jefferson City.

#### **Agenda Item XV. Motion to Adjourn**

Bob Bishop moved to adjourn the meeting at 2:28 pm. Motion was seconded by Gary Woodson and approved by the RHSOC Meeting Adjourned 2:28 pm.