

DRAFT

**Region F Homeland Security Oversight Committee (RHSOC) Meeting
Wednesday, February 7, 2007 at 1:30 pm
Jefferson City Police Training Classroom, Jefferson City, MO**

Attendees:

HSOC Primary Members
Mike Rackers, Chairman
Tom White
Larry Benz
Kevin Lowrance
Victor Pittman
Mike Shirts
Rich Green
Gary Woodson
Melissa Friel
Greg White
Barlow Biggers

Representing
HSRT
911
Public Works
Health Department
Police Agencies
Emergency Services
Industry/Utility
Fire Agencies
Volunteer Agencies
Sherriff's Agencies
Emergency Management

HSOC Alternates

Rich Daniels
Dave Severson
Susan Green
Chuck Witt
David Edwards
Kris Bayless
Melanie Hein
Lisa Jordan
Michelle Kidwell
David Colbert
Lisa Binkley
Jane Hubbs

County Government
Police Agencies
Emergency Management Agency
HSRT
HSRT
Emergency Management
Public Health
911
911
Emergency Management Agency
Volunteer Agencies
Public Health

Ex-Officio Members/Other

Paul Fennewald
MB Jones, DVM
David Lineberry
Dale Schmidt
Andrea Rice
Bryan Norman
Larry Lehman
Ray Wadley
Zada Farris
Jay Bosch
Jaclyn Neylon
Ed Siegmund
Reece Rose
Lee Ann Jestis

Missouri Homeland Security
MVMA, proposed Agriculture Chair
MSBA, proposed Education Chair
MSHP
911 Osage Co.
DHSS
MDNR
Mo. Dept. of Ag
SEMA
SEMA
MHA-Region F Hospitals
MMRPC
MMRPC
MMRPC

Agenda Item I. Call to Order

Chairman Mike Rackers called the meeting to order at 1:35 pm.

Agenda Item II. Review and Approval of Minutes

A motion was made by Mike Shirts to approve the minutes. Larry Benz seconded this motion. Motion carried.

Agenda item III. 2006 Grant Applications- Grant Deadline: February 16, 2007

The grant applications for the ten (10) project proposals selected by the committee were submitted to the group for approval. Two of the proposals were combined to form the "Mass Care Coordinator/Mass Care Supplies" proposal. Two other proposals were combined to form the "Health Department Trailer and Supplies" project. This reduces the ten (10) project proposals into eight (8) project applications. During the meeting, each application was reviewed and approved per the committee, as follows:

- **Region-Wide Radio Cache (\$183,318)**- Larry Benz presented the application. Discussion followed regarding the number of radios purchased and the corresponding equipment necessary to maintain those radios. There was also discussion regarding splitting the cache into two or three caches over the region. No decisions were made yet on these two discussions, pending more details regarding what charging equipment and number of radios that will be purchased with these funds. A sub-committee was formed, charged with preparing Standard Operating Guidelines (SOG). This committee will be comprised of Larry Benz (chair), Victor Pittman, Tom White, and Greg White.
- **Region-Wide Communications Study (\$100,000)**-Gary Woodson presented the application. Discussion resolved some questions regarding hiring a contractor for this study, as well as, clarifying that each discipline will be involved and contacted for input.
- **Satellite Communications (\$156,741)**- Tom White presented this application. He said everything seemed straightforward and clear.
- **Business Emergency Planning (\$104,000)**- Rich Green presented this application. He was very pleased with the application. He asked that an implied concept in the following statement be written more specifically: "The position will meet with major employers in the region and persons responsible for emergency planning, with a goal
- **Mass Care Coordinator/Mass Care Supplies (\$224,780)**- Melissa Friel presented this application. She handed out an updated detail of the purchases to be made. Some of the actual costs have gone down after researching proposed costs. Some of the money will be used to purchase cot trailers for each county in the region. These adjustments were made after research on prices and realizations from the recent snow/ice storms.
- **Health Department Trailer & Supplies (\$40,000)**- Kevin Lowrance presented this application. There was some discussion about supplies and cots for special needs, specifically obese people. The Health Department will be responsible for maintaining insurance for the trailer. Licensing is not an issue for trailers.
- **Volunteer Management Coordinator (\$142,205)**- Melissa Friel presented this application. The coordinator will report to the RHSOC through reports from the Volunteer chair for the committee. Details of the hiring process and job were given in the application.
- **Regional Functional Exercises (\$75,000)**- Barlow Biggers presented this application. The application gives a project timeline to include three exercises to encompass all disciplines. These exercises must and will be completed by June 30, 2008.

Agenda Item IV. RHSOC Quarterly Meeting Dates

The Homeland Security Advisory Council (HSAC) has requested a more uniform schedule of meeting dates so that they can have representation at each regional meeting. Their proposed schedule would have Region F meeting on April 17 in the evening, July 17 during the day, and October 16 in the evening (the third Tuesday of the month alternating between evening and day times). After discussion, Tom White motioned to have the next meeting on April 25 at 1:30 pm. Barlow Biggers seconded this motion. Motion carried. Greg White then motioned to adhere to the HSAC's proposal of dates following the April meeting. Rich Green seconded this motion. The motioned carried by a 7 to 5 vote in favor. Subsequent quarterly meeting dates will be July 17 during the day and October 16 in the evening.

Agenda Item V. Paul Fennewald-Office of Homeland Security Coordinator

Paul Fennewald addressed the committee. Attached with these minutes, is the power point presentation of his meeting. The following are some additional notes regarding this presentation:

There will be one set of by-laws for all the Regional Homeland Security Oversight Committees. Any additions to these by-laws, such as adding chairs specific to that region (Agriculture) will be added as a "Region F addendum." Changes from the HSAC include changing the year for the committees from a July beginning to an October beginning; as well as, changing or clarifying that no one with a felony conviction can serve on the committee.

The Governor's Advisory Council was set to meet on February 8, and there would obviously be more information available after that meeting.

Paul spoke regarding the addition of the Education chair to the committees, as well as updating on other school safety issues. \$1.6 million will be spent to create and implement a safer schools planning tool. It will have templates for the school to use to create emergency plans, as well as, access for First Responders. It will be available for all private and public schools, K-12, colleges and other facilities of higher education, and day-care facilities. Visit <https://dhss.safeplans.net>.

Paul gave an update on Missouri Emergency Resource and Information System (MERIS). He said that during Hurricane Katrina, resources were wasted and unknowingly duplicated because of lack of communication between agencies. MERIS will be able to track events and needs. For a little less than \$2 million, this system will function for five years. MERIS and the school-planning tool will be able to link together. MERIS will also be National Incident Management System (NIMS) compliant. It will be managed out of the Department of Homeland Security. It will be available at no cost to first responder agencies and will be available as early as May 2007. Alan Garrison has been the contact on this project, but he is leaving, David Finch will be taking over this project.

There will be some changes to the Homeland Security Response Teams (HSRT). Currently, there are twenty-eight (28); this will be realigned to form eleven (11) Response Regions, corresponding with the nine (9) RHSOCS plus Kansas City and St. Louis. They will also be referred to as Regional Homeland Security Emergency Response Systems (RHSEERS) going forward.

OJ Stone (replacing David Finch for this project) will be implementing and coordinating a Critical Infrastructure working group. Each RHSOC is charged with naming a primary and alternate to this working group. The working group will be contacting local jurisdictions, ex-official members, etc. to get an accurate inventory. OJ Stone will be in contact with each region by April 2007.

Agenda Item VI. Announcements

David Lineberry with Missouri School Board Association (MSBA) introduced himself as the nominee to take the Education chair. He explained his background and interest in being on this committee. Rich Green motioned to accept David Lineberry as the new Education chair. Gary Woodson seconded the motion. Motion carried. David Lineberry was charged with bringing the name of at least one alternate to the next meeting also.

Ray Wadley announced that Dr. Bill Jones, DVM, has been designated as the Primary for the Agriculture chair on the committee. He will attend the next meeting.

Tom White gave a committee report on the State Interoperability Executive Committee (SIEC). They met on Tuesday, February 6, 2007. They talked about finalizing three standard operating procedures and are going to try to publish some sort of guideline for all agencies in the state regarding all communications.

Susan Green gave a committee report on the Missouri Emergency Command System. Susan is having some difficulty getting in contact and in the loop for this committee. Mike Rackers will help her with this.

Susan Green (primary) and Tom White (alternate) have been nominated to represent the RHSOC in the Critical Infrastructure Working Group.

Kevin Lowrance (primary) and Jane Hubbs (alternate) have been nominated to represent the RHSOC in the Pandemic Planning Working Group.

Melissa Friel questioned Zada Farris regarding our next step in the application process. The applications will go through approval at the state level. Then they will be reviewed and approved at SEMA. Then they will go to the HSAC for review and approval. Her best guess is that it will be April before this process is complete. The deadline for the completion of all projects is June 30, 2008.

Tom White has asked that going forward, we have a roll call style of voting. Voting-roll call sheets will be prepared for the next meeting.

The next meeting will be on Wednesday, April 25, 2007 at 1:30 pm in the Jefferson City Police Training Classroom.

Agenda Item VII. Adjournment

A motion was made by Rich Daniels to adjourn the meeting. Mike Shirts seconded this motion. Motion carried, meeting adjourned at 3:35 pm.