

# NCK Homeland Security Region Council

Meeting Minutes for 7/26/11

Representatives in attendance:

Sue Cooper- Hospital, Reg. Council Chairperson  
 Sherry Angell-Public Health, NCRPC  
 Doug McKinney- Regional Planning  
 Brad Homman-Communications, DK Co.  
 Russ Black- Law Enforcement  
 Scott Davies-Mitchell County  
 John Hultgren- EMS

Roy Folk-Ellsworth County  
 Pam Kemp- EMS, Clay County-Vice Chair  
 Calvin Kelsey- Fire Service/Haz-Mat  
 Marie Ballou - Ottawa County  
 Rodney Job- Emergency Management  
 Marvin VanBlaricon- EMS

Representatives absent:

Lanny Zadina- Law Enforcement  
 Don Snyder- Jewell County  
 Dr. Bill Bryant-Agriculture  
 Steve Ade-American Red Cross  
 Dennis Colsden- Regional EM Coordinator  
 Debbie Hays- Smith County

Jim Cary- Osborne County  
 Gary Caspers –Cloud County  
 Joe Koch-Saline County  
 Larry Heidrick-Fire Service  
 Dave Nowak-Public Works  
 Raymond Raney- Emergency Management

Guests in attendance:

Lt. Joel Cates-KHP

Opening Business:	Discussion	Action
Welcome	-Sue Cooper, Chairperson	
Acceptance of New Council Appointees	-Letter received from OT. Co. Bd. of Commissioners appointing Marie Ballou as their representative on the Council -Letter received from Region 4 EMS Council appointing Marvin VanBlaricon to replace Pam Kemp as EMS Rep. on the Council.	<b>-Motion</b> to accept made by: Don Snyder 2 <sup>nd</sup> : Doug McKinney Motion Carried. <b>-Motion</b> to accept made by: Roy Folk 2 <sup>nd</sup> : Scott Davies Motion Carried.
April meeting minutes approval	-Minutes were sent out per email.	<b>Motion</b> to approve made by: Calvin Kelsey 2 <sup>nd</sup> : Scott Davies Motion Carried.
FY 08 Project Reports:	Discussion	Action
3. Vulnerability & Critical Infrastructure Project: GIS- Brad Homman, Chair Technical Subcommittee Chair- Sherry Massey	-Due to flooding issues work has not been completed. Request made to extend the contract until Sept. 15, 2011 with all work to be completed and all invoices submitted prior to that date.	- <b>Motion</b> to approve made by: Brad Homman 2 <sup>nd</sup> : Marvin VanBlaricon Motion Carried.

	-Council also requested a project wrap-up presentation & demonstration at one of our upcoming meetings.	-Sherry will contact Jessica re: both issues.
4. EMS, Mass Care & Communications Equipment	-\$1242.61 remains in this project budget line. Proposal and quote for 2 battery chargers at \$599 each plus shipping & handling not to exceed amount available was presented for Council consideration.	<b>-Motion</b> to approve made by: Brad Homman 2 <sup>nd</sup> : Calvin Kelsey Motion Carried.
5. Management & Administration: Sherry Angell & John Cyr	- FY08 Account Summary distributed for review. - An Extension was granted for the FY08 grant year. All project funds need to be expended by the end of Sept. 2011	
<b>FY09 Project Reports:</b>	<b>Discussion</b>	<b>Action</b>
1. Deployable Resources/Onsite Incident Manage. Project: IMT- Bryan Armstrong, Chair Project: Accountability- Pam Kemp, Chair	-No Report -Project Completed	
2. Assessment, Planning, Community & Regional Preparedness and Collaboration Project: Mass Care- Jim Cary -Chair	- Reviewed project description and communiqué from Dennis and Lt. Robin Reitmeyer re: feasibility of installing transfer switches. Reworking the project discussed with the following proposals up for consideration: 1. Purchasing charlie horses to place in existing mass casualty, IMT, &/or EMS trailers. John H. and Marvin will bring back proposal details to next meeting. 2. Lifetime Upgrades for the Garmin's previously purchased with HS \$. Sherry will check with KHP if allowable expense. 3. Request to transfer up to \$3,000 of this project into the Search & Rescue project to purchase the remaining 4 generators to complete that project pending KHP approval.	<b>-Motion</b> to approve made by: Calvin Kelsey 2 <sup>nd</sup> : Russ Black Motion Carried.
3. Communications: Contacts-Pam Kemp, John Hultgren., Brad Homman	-Communication projects discussed as a whole; along with goals and priorities. Plans are to re-evaluate where we are now and what gaps are left to be filled.	

	-Request for approval of revised project description & work plan as presented. (Project itself was approved 4/26/11)	<b>-Motion</b> to approve made by: Marvin VanBlaricon 2 <sup>nd</sup> : Roy Folk Motion Carried.
4. Emergency Public Safety & Security Project: Active Shooter Training for LE- Russ Black & Rodney Job, Chair Project: Economic & Community Recovery- Doug McKinney, Chair	-Both Projects Completed. Need to determine what to do with remaining \$.	
5. Multi-State Partnership for Security in Ag. Project: KS/NE Functional Exercise- Sue Cooper, Chair	-No Report	
6. Deployable Response Resource Project: Search & Rescue/CBRNE- Calvin Kelsey, Chair	-Generators are here and are in the process of distributing	
7. Management & Administration: Sherry Angell & John Cyr Training and Exercise.	-FY09 Account Summary distributed for review with no concerns voiced.	
FY10 Project Reports:		
1. Regional Collaboration, Planning, Training & Exercise. Project: Active Shooter/LE Training- Russ Black, Chair	-Discussed damage claim submitted by DK. Co. to repair target stands that were damaged during the Active Shooter training. After discussion a motion was made to pay the damage claim of \$900.00. -Active Shooter classes have been completed. Request was made to purchase additional training weapons and upgrades to the MILO systems with the remaining \$16, 821.55.	<b>-Motion</b> to approve made by: Russ Black 2 <sup>nd</sup> : Calvin Kelsey Motion Carried  <b>-Motion</b> to approve made by: Marvin VanBlaricon 2 <sup>nd</sup> : Brad Homman Motion Carried
2. Enhanced Interoperable Communication. Project: EMS & EM Radios -Keith Coleman, Chair	-EMS radios are here and are in the process of distributing. This will complete this part of the project.	
3. Deployable Resources. Project: Accountability Phase II-Pam Kemp, Chair	-Request for approval of Midwest Card & ID quote for \$109, 180.00 as presented following review and discussion of said project. -Pam will FU if a revision of the project description, wp & budget detail are required.	<b>-Motion</b> to approve made by: Rodney Job 2 <sup>nd</sup> : Roy Folk Motion Carried
4. Deployable Resources Project: IMT-Bryan Armstrong, Chair Project: HazMat- Calvin Kelsey-Chair	-No Report	
5. Regional Collaboration, Planning, Training & Exercise. Project: Training and Exercise-HazMat & Regional IMT Bryan Armstrong and Calvin Kelsey- Co-Chairs	-No Report	
6. Management & Administration: Sherry Angell & John Cyr Training and Exercise.	-FY10 Account Summary distributed for review with no concerns voiced.	
Old Business:		

By-Laws Revision Approval	-The By-laws Revision discussed in April was emailed out in May with no additions or corrections received. Revision's reviewed and a request made to approve as presented.	- <b>Motion</b> to approve made by: Russ Black 2 <sup>nd</sup> : Roy Folk Motion Carried -See attachment for approved By-laws -A letter will be drafted by Brad and Sue and sent to the Counties notifying them of the change in By-laws, along with promoting the importance of their input and representation on the Council and instances of HS purchased equipment/project use.
FY11 Projects	-Review of email communication and vote re: final FY11 projects and money.	-See attachment for final project list
John Deere Gator, Requests for use of AC Unit	-Brad reported Gator has now been modified and will fit into the IMT trailer. Pictures provided. -Brad reported had had two requests to loan out the AC unit that is in the DK Co. IMT trailer and was purchased to cool the IMT Command tent. After a lot of discussion, the consensus of the group was that the AC unit was intended for use with the tent and was not large enough to meet the needs of the request; and that all requests for deployment need to come formally through the state with a mission tasking number assigned. Discussed developing some kind of check out form or agreement. A request was also made to bring this up at the Leadership Council for further discussion and input.	
Meeting change	-Reminder that the Council voted to go to meetings every other month. Because of this; meetings will start a 9a.m. and go until 3p.m. May go back to monthly meetings during peak periods of grant activity.	
New Business:		
Council Positions for 2012-2014	-Elections will be held next meeting.	

Damage Claim	-See FY10 Active Shooter Project notes	
Absenteeism at Council meetings	-Discussed absenteeism and the importance of proper representation of Counties and Disciplines. The need to set criteria for excused and unexcused absences discussed. A review will be made of the past year's absences and presented at the next meeting for further discussion.	
OIG Audit, New Reimbursement Rates, Outstanding MOU's, Missing Equipment	-OIG is in Topeka this week conducting an audit at KHP. Anticipating they will be out to NCRPC also. -Reviewed new training reimbursement rates effective July 1, 2011. -Difficulties in getting MOU's back in a timely basis discussed; along with questions as to the level of accountability and tracking is needed. Sherry will FU with John Cyr. -OB Co. has reported unable to locate a Garmin Nuvi from their inventory list and KHP reported a Garmin Nuvi recently stolen. Both have been told to provide NCRPC with a written letter and will then notify KHP. Discussion commenced that when Counties/Agencies accept the equipment by signing the MOU they are responsible for replacement	
SAFE Program	-Information shared re: the SAFE Program	-See info. forwarded from Russ
Executive Committee	-Reported had discussed an issue re: payment made to a hotel for rooms reserved and set up as a direct bill for the Mass Care Instructors; which were not used. The remaining nights were cancelled or verified with Instructors as needed.	
Concluding Business:	Discussion	Action
Excused Absences	- Jim Cary, Dr. Bryant, Dave Nowak, Raymond Raney, Dennis Colsden, Larry Heidrick, Gary Caspers, Joe Koch, Steve Ade, Deb Hays, Lanny Zadina	<b>Motion</b> to approve made by: Russ Black 2 <sup>nd</sup> : Don Snyder Motion Carried.
Next Meeting	-Sept. 27, 2011 9am-3pm	

Adjourned

***Motion*** to adjourn made by:  
Russ Black  
2<sup>nd</sup>: Scott Davies  
Motion Carried.

