



Council Minutes
Northeast Kansas Homeland Security Council
February 22, 2012

Call to Order- The meeting was opened by Pat Collins at 10:00 AM.

Roll Call

Approved by: _____

Date: _____

Meeting: Northeast Kansas Homeland Security Council Meeting

Date: 2/22/2012
 Department

Time: 10:00am

Location: Topeka Fire Department

Attendees:

Randy Lynch – Brown	Russel Stuckey – Coffey	Alan Radcliffe – Franklin
Garry Berges – Geary	Vern Waechter – Jackson	Doug Schmitt – Jefferson
Doug Bartlet – Linn	Rick Frevert – Lyon	William Schwindamann – Marshall
Tim Gibbs – Miami	Ross Olson – Morris	Todd Swart – Nemaha
Bryce Romine – Osage	Chris Trudo – Pottawatomie	Pat Collins – Riley
Dave Sterbenz – Shawnee	Darrin Stewart – Waubensee	Michael Pattrick – City of Lawrence
Scott French – City of Manhattan	Brett Stewart-Platt – EMS	Brandon Beck – Fire Services
Karl Mc Norton – Fire Services	Forrest Walter – Fire Services	Julie Schmidt – Hospital
Lance Royer – Ks. Assn of Sheriffs	Sheila Meggison – KEMA	Carrie Boettcher – Public Health
Tammy Bennett – Public Works	John Cyr – Fiscal Agent	Susan Belt – NCRI Public Health
Dennis Colsden – KDEM	Ida Kirmse – SLEMC	Dan Hay – SLEMC
Ed Holm -- SLEMC	Suzanne [Redacted] -- KHP	

Agenda Item	Discussion	Decisions / Details	Action Items/ Responsible
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Call to Order / Introductions	Chairman Collins called the meeting to order at 10:00am.	Information only	None
Council Membership	Randy Lynch was introduced as the new representative from Brown County. Ross Olson announced that this meeting would be his last meeting.	Todd Ackerman moved, and Darrin Stewart seconded a motion that Randy Lynch be approved by the council as the official representative for Brown County. The motion carried.	None
Approval of Minutes	Review and approval of the January 2012 minutes was postponed until the March 2012 meeting.	Information only	None
Regional Summit	<p>Chairman Collins and others shared information about activities and presentations at the recent Homeland Security Summit.</p> <ul style="list-style-type: none"> • The summit allowed regions to share the types of projects they have in place or are planning. Projects are similar in several regions. Summit participants discussed strategies for sustainability. • Development of a Strategic Plan is on the agenda for the next summit. • The statewide communications project is to be completed by June 2012, including the western towers. 	The NE Police Chiefs Association is having a display of assets at their meeting on September 19, 2012. Counties are encouraged to participate. A panel discussion with county emergency managers and KHP is also planned. The group is interested in making the event a staging exercise.	Information only

	<ul style="list-style-type: none"> • Jason Moses has accepted a position as the Deputy Police Chief in Oakley, KS and will be leaving KDEM as the grant which funded his position expires in May 2012. • The South Central region is hosting an “equipment rodeo” in Hutchinson this summer. 		
<p>Fiscal Agent Report</p>	<p>John Cyr provided a fiscal report for open project years of 2009, 2010, and 2011. He reminded the group that the close date for the 2009 grant is 4/30/2012. Mr. Cyr informed the group that the 2009 Planning project with SLEMC was due to expire on 2/28/2012, and that a contract extension to 3/31/2012 was pending and required council approval.</p> <p>The group discussed the possibility of leftover funding, specifically the \$30,000 set-aside in the planning project. Mr. Cyr informed the group that the Southeast Region was in need of \$9,000 to complete their financial commitment to SLEMC for the planning project. Several other options for spending leftover 2009 funds were discussed. Options discussed included: additional light towers and</p>	<p>Karl McNorton moved and Dave Sterbenz seconded a motion to approve the contract extension for SLEMC to complete the planning project. The motion carried.</p> <p>Todd Ackerman moved and Gary Berges seconded a motion to approve transfer of \$9,000 of the \$30,000 set-aside for the Planning project to the South Central Council to be used to pay SLEMC for services rendered.</p>	<p>See the attached fiscal agent’s report for details of each open project.</p> <p>Corrections to the notations on the fiscal agent’s report should be sent to John Cyr.</p> <p>Alan Radcliffe will contact Blue Cell to arrange for the required invoices.</p>

	<p>replacement equipment or software for the accountability system</p> <p>Mr. Cyr discussed the training programs being provided by Blue Cell. He indicated that although the trainings were considered one project he would need two invoices from Blue Cell in order to split the funding between 2009 and 2010.</p>		
<p>KCRIP Project Report</p>	<p>Ida Kirmse, Ed Holm, and Dan Hay presented an update on the KRICP project and the KARMAS data system. Information included:</p> <ul style="list-style-type: none"> • Full scale exercises were conducted in February and indicated the need for additional exercises. • On-line review sessions are scheduled for March 7-8, 2012. Dates for other sessions are on Facebook. • Thank you went to those who attended the ESF 4, ESF 9, and ESF 10 sessions on 2/21/2012. • Version #5 of the Mutual Aid Agreement will be available on 3/1/2012. FEMA requirements have been reviewed by the attorney working on the agreement. 	<p>Changes have been requested to the ESF #2 section of the plan.</p> <p>The administrative rights to KARMAS which were given to exercise participants are being rescinded, and now users should see only their own assets. Pat Collins has been designated as a “super administrator”. Emergency Managers can see/edit resources, but they won’t be able to give system permissions to other users.</p> <p>The group held a</p>	<p>SLEMC will notify Pat Collins when additional exercises / review have been planned and he will forward the notices to Council members.</p> <p>SLEMC will make the “KARMAS for Dummies” manual available.</p> <p>John Cyr will put together an e-mail detailing the possibilities of setting up a 501(c) 3 or 501(c)6 and sent it to Pat Collins.</p>

	<ul style="list-style-type: none"> • Lessons learned from the full-scale exercise were discussed. • A “KARMAS for Dummies” manual is being prepared. • There are currently more than 9,000 resources listed in the KARMAS data system. • The 4 tribes in the region have been approached and have expressed interest in joining KARMAS. • KARMAS is able to import all types of data, however currently KARMAS data cannot be imported electronically into CRMCS at KDEM. 	<p>discussion regarding funding maintenance for KARMAS. SLEMC estimates that it will cost \$48,000/year. It is uncertain whether or not KHP would approve such a contract. Numerous methods for funding were discussed.</p>	
2012 Projects Prioritization	<p>The group discussed the new guidance regarding projects for 2012. Projects which “maintain current capabilities” must have the highest priority. KHP representatives reminded the group that the project period for the 2012 grant has been reduced from 36 months to 24 months. 2012 projects must be sustainable by the end of the project period. The group was also reminded of the requirement for 25% of the funding to go to Law Enforcement.</p>	<p>The group indicated that they wanted a list of the 2012 projects.</p>	<p>Chairman Collins will send out a list of the 2012 projects for review prior to the next meeting.</p> <p>KHP will be at the next meeting to discuss the 2012 projects process.</p>
KDEM Regional	Dennis Colsdon, North Central Regional	Information only	None

<p>Coordinator Report</p>	<p>Coordinator provided a report on the status of the Northeast Coordinator position. The position has been re-posted following the addition of a residency requirement. The position closes 2/26/2012. Mr. Colsden and Jonathon York with KDEM Operations are reviewing the applications. Interviews are expected to be conducted the week of 3/12/2012. It is hoped that a new coordinator will be appointed by April 2012.</p> <p>Preparedness Day at Crisis City is 3/24/2012. Everyone is welcome to attend. A full-scale hazardous materials and search and rescue exercise will be held on 3/22 and 3/23 at Crisis City. The exercise will also test wide area search.</p>		
<p>Project Committee Reports</p>	<p>Accountability: The group discussed using funds earmarked for the Accountability project to fund other purchases.</p> <p>IMT: An IMT meeting is scheduled for March. They will be revising the Operations Manual and doing a strategic plan. Numerous changes are predicted. Alan Radcliffe also informed the group that 4 Topeka Police Department members have completed applications to become IMT members.</p>	<p> moved and Dave Sterbenz seconded a motion to approve all 4 applicants as IMT members. The motion carried.</p>	<p>Doug Schmitt will get a quote from Midwest for the Accountability project in case funds still need to be expended.</p>

Next Meeting	<p>The next meeting of the Regional Council will be 3/28/2012. The group discussed starting the meeting early in order to discuss prioritization of 2012 projects prior to the presentation by the Kansas Highway Patrol Preparedness Program staff.</p>	<p>PLEASE NOTE: Next meeting will start at 9:00am.</p>	<p>Council members were encouraged to review the projects prior to the meeting.</p>
Adjourn	<p>A motion was made by [REDACTED] to adjourn the regional meeting. The motion was seconded by [REDACTED]. The motion carried and the meeting was adjourned.</p>	Information only	None.