



**Council Minutes**  
**Northeast Kansas Homeland Security Council**  
**June 25th, 2008**

**A. Call to Order-**The meeting was opened by Alan Radcliffe at 10:00 a.m.

**B. Roll Call for-**

Garry Berges-Geary County	Rick Frevert-Lyon County
M.T. Brown-City of Lawrence	Kathy Allen-Shawnee Co. /KEMA
Steve Zeller-KHP	Todd Ackerman-Law Enforcement
Jonathan York-Marshall Co.	Danny Barnett-Atchison Co.
Midge Ransom-Public Health	Doug Schmitt-Jefferson Co
John Cyr-Fiscal Agent	Lance Royer-Sheriff Assoc.
Ken Justice-KDOT	Alan Radcliffe-Franklin Co/Vice Chair
Steve Granzow-NE Hospitals	Howard Giles-City of Topeka
Carrie Boetcher-Lyon Co. Public Hlth.	Russel Stukey-Coffey Co.
Dave Sterbenz-Shawnee Co. EM.	Todd Swart-Nemaha Co.
Brett Stewart-Platt-Pott. Co. /EMS	Marvin Grimes-Anderson Co.
Shelia Meggison-Douglas Co. EM	Deb Swoboda-Washington Co EM
Bill Brubaker-KDEM	Carrie Boettcher-Lyon Co. Pub. Hlth.
Shelia Dale-Osage Co.	Marvin Grimes-Anderson Co.
Roy Hallouer-Jackson Co.	

Were present for the meeting held in Topeka, Kansas.

**C. Approval of Past Minutes**

Alan Radcliffe presented the May minutes. There was a correction made to the minutes. The correct figure for the accountability system is \$232,325. The council would like Dave Sterbenz's motion to read: Dave Sterbenz moved for the council to resign the basic accountability system that Miami County has not accepted. Todd Ackerman moved to accept the May minutes with the amendment. Motion was 2<sup>nd</sup> by Midge Ransom. Motion passed by unanimous vote.

**Approved by:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**D. Pat Iakes-Presentation**

Pat Iakes would like to council to fund a workshop for the health departments and emergency worker that would train them on working with the disable in emergency preparedness.

**E. Fiscal Agent Report- John Cyr's new phone number 785-738-8349.**

**NEK Fiscal Agent Report  
June 2008**

1. The NCRPC has undergone its OMB Circular A-133 audit for FY08 which encompasses the period April 1, 2007 to March 31, 2008. The audit was performed by Woods & Durham Chtd in Salina, Kansas with Jim Trower and Bonnie Sanderson performing the work. While it will be several weeks before we have the final results, nothing of any consequence was noted in the exit interview.
  - Everyone should be made aware the Homeland Security program was given special attention this year given the amount of money involved. As you know, the NCRPC is fiscal agent not only for Northeast Kansas, but for North Central, Southeast and Southwest as well.
  - The auditor did express some concern for inventory in that he typically visits a select few sites and confirm the presence of purchased equipment and/or materials. Logistically, that was not feasible given time and distance in this case. How Jim will handle this has yet to be determined.
  
2. There has been no financial activity impacting the FY06 program this past month.
  - A list of items to be purchased for IMT units has been provided, but no orders placed.
  
3. The spreadsheets accounting for all funds received and spent plus the individual project budgets for FY07 have been provided. The individual project budgets have been updated in accordance to last month's discussion. The projects have also been clustered into SHSG and LETP groupings which may make it easier to track.
  - All bills have been paid save those received in June. On those, funds have been requested.
  - Funds flow from the state was slow during May and early June. This was a period of time when Homeland Security (federal level) was monitoring KHP and staff time was devoted to responding to their questions.
  
4. Approximately two (2) weeks ago letters were sent out to seven (7) counties and one (1) city concerning FY07 Phase II of the Personnel Accountability System. Those contacted were Atchison, Brown, Franklin, Geary, Lyon, Riley and Shawnee counties plus the City of Lawrence. The letter included a copy of the MOU and asked that the various jurisdictions confirm they were willing to receive the equipment and sign the MOU. To date there has been no response.
  - We have since learned from Midwest Card and ID Solutions that Salamander is willing to extend the maintenance agreement out through the fourth year at no additional charge. That improves the MOU, since it now reads the first

three (3) years are covered by the grant but the fourth year became the responsibility of the county/city receiving the equipment.

- The catch is we have to perfect the contract by the end of June. That requires action by the NEK Council.

5. We have the specifications on the FY07 Regional Rescue Vehicle and will be developing bid documents pursuant to the project.

## **F. Project working groups**

### **Management and Administration**

Steven Granzow  
Kelly Schmelzle  
Cade Rensink  
Garry Berges  
Bill Walker  
Pat Collins

No report.

### **LETPP**

1. **Bomb Robot**-\$108,000
2. **Surveillance Platform**-\$154,800
3. **Rescue Vehicle**-\$230,00
4. **Stop Movement Trailer**-\$159,808
5. **M&A**-\$28,194.00

### **SHSG**

1. **Accountability System(hardware)**-\$235,3325
2. **Call Notification System**-\$94,000
3. **IMT Training** -\$75,000
4. **IMT equipment**-\$25,000
5. **IMT Trailer**-\$99,033
6. **Water Response**-\$24,177
7. **M&A**-\$48,378

### **Grants Committee**

Kathy Allen-Chair  
Steven Granzow  
Midge Ransom  
Jonathon York  
Brett Stewart-Platt

Sheriff Barta  
Jack Taylor

Kathy Allen made informational packets about the FY08 Grant to be sent to each council representative. Kathy asked the council to approve the information.

Doug Schmitt moved for Kathy Allen to send the packets out to each council representative and each county. The motion was 2<sup>nd</sup> by Shelia Dale. Motion passed by unanimous vote.

KHP would like to setup a review committee to review all the grant applications that are received by the Homeland Security Councils. This committee would advise the councils, provide comments, and to help justified projects. There was a discussion by the council.

**Incident Management Team**

Alan Radcliffe-Chair	Steven Granzow
Todd Ackerman	Kathryn Allen
Bill Brubaker	Doug Schmitt
Rick Frevert	Jonathon York
Dave Sterbenz	Richard Barta
Shelia Dale	Bill Walker
Pat Collins	Marvin Grime
Don Smies	

Alan Radcliffe reported that 3 of our IMT members were sent to Chapman, KS.

**Accountability System**

Alan Radcliffe  
Steve Granzow  
Don Smies  
Jack Taylor  
Pat Collins  
Doug Schmitt  
Julie Meng  
Danny Barnett  
Bill Walker

Alan sent out MOUs for the accountability systems.

**Inventory**

Kathy Allen  
Kelly Schmelzle

Steve Granzow  
Brett Steward-Platt

Robin Reitmeyer sent out a spreadsheet to Pat Collins of the equipment that has been purchased with the grant monies since 1999.

**LEOP Update**

Don Smies  
Danny Barnett  
Steve Granzow

E-FM is still working with individual counties.

**Notification System**

Jonathan York  
Marvin Grimes  
Doug Schmitt

No report.

**Regional Response Vehicle**

Richard Barta  
Darrin Stewart  
Steve Granzow

No report.

**Surveillance Platform**

Doug Schmitt  
Darrin Stewart  
Mark Bradford  
M.T. Brown  
Dean Brown

They have received bids for the camera.

**Stop Movement Trailer**

Pat Collins  
Garry Berges  
Doug Barlet

**Upcoming Meeting Dates**

**Bill Walker suggested that the council meets every other month due to the increasing gas prices.**

**August 27th at the Topeka Fire Station from 10am-2 pm**

**Meetings will be scheduled for the fourth Wednesday of each month unless stated otherwise.**

Council meeting was adjourned at 2:00 p.m.