



## Northwest Kansas Homeland Security Meeting

Sheridan County EMS Building  
 1717 Oak Avenue (E Hwy 24), Hoxie  
 January 9, 2012  
 10:00 a.m.

Tami Wood called the January 9, 2012 Northwest Kansas Homeland Security Council meeting to order at 10:00 a.m. Introductions were made. Visitors were welcomed.

<u>Members and Guests Present:</u>	Tami Wood, Chair, NW Region Hospitals
Deb Hays, KDEM	Deb Kaufman, Region I EMS
JL Ellis, Fire Services	Bill Ring, NW KEMA
Robert McLemore, Fire Chiefs	Mickie Helberg, Graham County
Sydney Beydler, Graham Co. Public Health	Chris Brown, Phillips County
Ryan Murray, Cheyenne County	Jim Schroeder, Rawlins County
Cindy Mullen, Logan County	Jim Fisher, Rush County
Butch Post, Rooks County	Keith Haberer, Russell County
Gary Winter, Region I EMS	Kathleen Fabrizio, Trego County
Susan McMahan, Thomas County	Kerry McCue, Ellis County
Jacque Boltinghouse, Sheridan County	Jason Moses, KS Communications
Toby Prine, NWKS Reg. Coordinator for KDEM	Kathleen Fabrizio, Trego County
Lt Amy Ayers, Homeland Security Grants Coord.	Connie Satzler, KHP
Sherry Angell, NCRPC	

Keith Haberer made a motion that the business meeting be conducted first, the motion was seconded by Jacque Boltinghouse, motion carried.

Tami Wood began by stating that there needed to be an election of the Chair, Vice-Chair and Secretary. Kathleen Fabrizio nominated Butch Post as Chair. Kerry McCue made a motion to cease nominations and cast a unanimous ballot for Butch Post for the Chair position, Keith Haberer seconded the motion. Motion carried.

New Chairman Butch Post asked for nominations for Vice-Chair. Jim Fisher nominated Mickie Helberg as Vice-Chair. Kerry McCue made a motion to cease nominations and cast a unanimous ballot for Mickie Helberg for the Vice-Chair position, Kathleen Fabrizio seconded. Motion carried.

Chairman Post asked for nominations for secretary. Deb Hays nominated Kathleen Fabrizio for secretary. Bob McLemore moved to cease nominations and cast a unanimous ballot for Kathleen Fabrizio as Secretary, Keith Haberer seconded. Prior to accepting the nomination, Kathleen inquired as to the duties of the secretary. Toby stated that the biggest job is the minutes. It is a requirement that 14 days after a meeting the minutes are out, and an agenda must also go out. The Chair sets the agenda, but the secretary sends it out. Toby stated that until the 2009 dollars are spent, quarterly meetings will continue. Kathleen asked if the meetings would remain in Hoxie. Toby stated that Hoxie is a good central location and that they had originally been here because Deb had said she would be the secretary but the meetings would need to be in Hoxie because of her job duties. Kathleen accepted the nomination. Motion was voted on and carried.

**Fiscal Agent Report by Project – Fiscal Agent and Project Contacts:** Copies of the FY09 reports were distributed. A P.O. has been issued for the Med Surge in the amount of \$3858.00, and also a P.O. has been issued for KDEM for \$3681.50 and will be paid out of the GIS money. Sherry said she was waiting to talk to Chris Brown to see if the data was complete before it was paid. Cindy Mullen

asked if those involved were getting flash drives or CDs with their data for this project, Chris Brown said he has flash drives or CDs for those counties that participated in the project.

Sherry reminded everyone that the FY 09 projects need to be completed by May 31<sup>st</sup>.

Sherry questioned the amount of money still remaining in the EOC Enhancement Project and how the project was going. Only \$34,525.00 has been paid at this point. Keith Haberer said that he believed that the contractor was waiting on the Kansas Planning Standards to be approved. Keith was going to check into the progress on the EOC Enhancement Project and report back at the February meeting.

Chris Brown said that there would be money remaining in the GIS project and we needed to decide what do with that remaining money.

Amy Ayers told the group that Brett and Suzanne would be checking with the regions to see where they are on FY09 monies. DHS has additional criteria in order to ask for an extension, councils are not entitled to an extension, it must be asked for and approved.

Sherry said she passed out property transfer agreements on radios at the last meeting and they need to be completed and sent back. Sherry is still waiting on direction from the KHP on transfer agreements and inventory on any item under \$500. Everything over \$500 has to have a transfer agreement.

More direction on approval to start spending FY11 money will be given at the February Summit meeting.

Toby Prine explained the CRMCS printers that were to be purchased with the FY11 money. That money will not be needed to purchase printers because KDHE and KDEM are going to place printers in each county. So the council will need to look at spending the money in a different direction. Property agreements will need to be given to the counties by KDEM for the CRMCS printers. Toby listed the counties that have accepted printers and those that have agreed to accept a printer. The phases of the accountability project were briefly discussed.

**Medical Surge 2009 Project:** Deb Kaufman reported on the Medical Surge Trailers. She reported that last month a motion was made to get bids on EPV200 ventilators and they would proceed with ordering them with a \$4000 limit. Two bids were received, one for \$3858.00 from BounTree Medical and the other from PennCare-Public Safety for \$4320.00. The BounTree bid was accepted, as the only bid under the \$4000 limit. Deb explained the next part of the project was to move the trailers to Sherman and Graham Counties. A planning meeting will be held on February 15<sup>th</sup> and \$1000 was budgeted for that meeting. She asked if there needed to be a motion made to hold that meeting. Sherry affirmed that there needed to be a motion to spend up to \$1000 and it should be run by Suzanne at KHP. Deb made a motion that the 2009 Med Surge Project hold a planning meeting on February 15<sup>th</sup> for the purpose of planning deployment of Med Surge trailers, not to exceed \$1000 as budgeted in the project description, upon approval of KHP. Cindy Mullen seconded, motion carried.

**Communications:** Jason Moses updated the council on the tower project. The last seven sites have been ordered on December 12<sup>th</sup> and will stage on February 7<sup>th</sup>. The state project deadline is June 30<sup>th</sup>. Basic trainings will be scheduled in counties, including counties that are new users like Sheridan, Sherman, Logan and Gove.

**FY09 GIS:** Chris Brown said he had data to be send home with representatives if their school districts participated in the project. There will be approximately \$5000 left in the project. Chris moved to transfer the money left in the GIS project to the Communications Project, after the final

payment is made to KDEM. Dale Staab seconded, motion carried. Jason discussed briefly possible uses for the money. Bob McLemore said that one possible use was more radios for the IMT trailers. Sherry Angell said that procurement policies would need to be followed.

**IMT:** Bob McLemore gave an update on upgrading the laptops, he was going to get quotes. He said a Comm T Training was held in Colby in December, three attended from this region and reported it was a good training. The NW Region's trailers were reported to be very useful, needing some small improvements. An IMT exercise is planned the end of May. Bob was to get quotes on laptops and IMT equipment and report back at the February meeting.

Cindy Mullen moved to approved the minutes of the November meeting, following changing the word "fiscal" to replace the word "physical" in two places. Bob McLemore seconded, motion carried.

Kerry McCue moved to purchase a voice recorder for the secretary. Motion died for lack of second. Jason Moses said he had a personal voice recorder that he was not using and would donate it to the council secretary.

**Next meeting:** February 13<sup>th</sup>, 2012.

Jim Fisher moved to adjourn, seconded by Kerry McCue. Motion passed.

Respectfully submitted,

Kathleen Fabrizius, Secretary

**(These minutes are not yet Council approved.)**