

Northwest Kansas Regional Homeland Security Council Meeting  
January 14, 2008  
Sheridan County EMS Building, Hoxie

Debbie Hays, Chair called the January 14, 2008 closing session of the 2005-2007 Northwest Kansas Regional Homeland Security Council to order at 10:00. Introductions were made.

**Present**

Toby Prine, NWK Homeland Security Coordinator	Steven Hirsch, Decatur Co.
Deb Hays, Phillips Co. EM/KEMA	Kerry McCue, Ellis Co.
Deb Kaufman, Region I EMS	Jim Engel, Thomas Co.
Doug Janssen, Russell City FD/KSFFA	Addie Homburg, Ellis Co.
Bob McLemore, Colby FD	Keith Haberer, Russell Co.
Richard Schneider, Trego Co. SO	Cindy Mullen, Logan Co.
Gary Rogers, CH/RA/SH Co. EM/KEMA	David Snyder, Ness Co.
Brenda Herrman, Public Works	Jim Schroeder, Rawlins Co.
Lorraine Baughman, Public Health	Jim Fisher, Rush Co.
Tami Wood, NW Region Hospital Coordinator	Patti Skubal, Decatur Co.
Ella Vajnar, KDHE	Mike Albers, Thomas Co.
CPT Kelly McGuire, Kansas Highway Patrol	Daniel Reese, Graham Co.
Doug Reed, KHP Homeland Security Operations	Bret Rowe, KHP Homeland Security Operations
Dan Hay, KDEM	Paula Phillips, KDEM
Devan Tucking, KDEM	

The minutes of the November 13, 2007 meeting were presented as emailed previously. Corrections were called for. Steve Hirsch motioned for minutes approved without correction. Rich Schneider seconded. Motion passed.

**Membership:** Toby Prine gave a report on current 2008-2010 membership. He has received appointments for Doug Janssen, KSFFA, Bob McLemore, KSAFC, Gary Rogers and Debbie Hays, Emergency Management, Deb Kaufman and Gary Winter, Region I EMS, Tami Wood, NW Region Hospitals, and Brenda Herrman, Public Works. County representatives are: Cheyenne County - Kari Gilliland, Ellis County - Addie Homburg, Decatur County - Patti Skubal, Gove County - Pappy Leis, Logan County - Cindy Mullen, Ness County - David Snyder, Rawlins County - Jim Schroeder, Russell County - Keith Haberer, Rush County - Jim Fisher, Sheridan County - Jacque Boultinghouse, Sherman County - Crissy Conger, and Thomas County - Mike Albers. Those entities who have not appointed representatives are urged to do so.

**Regional Coordinator End of Year Report:** Toby Prine reported the Council Chair and Vice-Chair for 2008-2010 will be meeting for a risk assessment at a leadership council February 11-12, 2008 in Wichita. Toby Prine has a copy of the risk assessment from the last meeting and much of it has changed. Our Council has focused on communications and incident command instruction and much of that has been accomplished. We have ICS 300 and 400 courses throughout the Region and at the end of these sessions we will have trained close to 350 responders. The IMT will happen quickly over the next several months. He also has several Bi Law suggestions and perhaps a committee can look at those. Projects have generally come in under budget.

This will allow the present projects to be re-evaluated and enhanced if necessary.

**NetEOP:** Gary Rogers reported on the NetEOP. The first task of phase one has been completed and NetEOP has the preliminary information for each county. The next task of phase one will begin this week as they start meeting with each county. Kerry McCue circulated the financial spreadsheets for the projects. We have made one payment. Gary Rogers will contact NetEOP to confirm status and report back to Kerry McCue on the status of the project for the quarterly report.

**MOCOM:** Jason Moses could not be here but Deb Hays read a letter sent to the Council. As of January 11, 2008, 17 of the 18 counties have MOCOM installed in their communications center. Installation is in progress in Ness County and should be completed shortly. The radio reserve has been delivered and awaits programming. To ensure the current frequencies are programmed into those radios, please work with the appropriate individual in your jurisdiction to secure and send the updated frequencies to his office. Additionally, paging code frequencies will be needed if you want the reserve to have that capability within your jurisdiction. Jason Moses is securing quotes for the 2) P-25 800 MHz radios; Motorola XTL 2500 with control station option for addition to the reserve. Progress continues on the MOCOM standard operating guidelines. A few technical issues need to be resolved prior to completion. The goal is to have them done by the end of the month. He has contacted a consulting company. A training CD to provide on-going training to counties as need arose would be \$5,000 to \$7,000. This cost might be reduced if we would be willing to provide the Regional staff for the CD. Kerry McCue gave financial review of the project. Rooks County and Thomas County will have no costs. The Ness County request has just been received. We are awaiting payment for Russell County and the stockpile. The project is nearing completion with many objectives reached at 100%. The radio stockpile and Win Link will fall under the MOA with Thomas County. Win Link packages have been completed. There is a need for training forthcoming for MOCOM and Win Link. This is not currently a budgeted line item. The Council will wait to hear from Jason Moses. We have remaining dollars available for that communications project. Kerry McCue had an August 2007 request for a portable 800 MHz radio for the MERGe team and repairing the Med 7 channel repeater. These two requests would amount to approximately \$3,500 and \$10,000 respectively. Following topic discussion, Rich Schneider moved to table any further discussion or decision. Keith Haberer seconded. Motion passed.

**Technical Rescue:** Chief Gary Brown distributed a project update. All tools have been purchased. The trailer is out for bids and the truck bids will be out soon. The training is moving along and should be concluded by the May deadline. A draft standard operating procedure was presented. On page 2, section 11.1.5, are notification procedures which outline processes for calling for the team and who would have authority to request. The intent of the standard response procedures is to have a team ready to respond within 30 minutes of the call. The standard team will consist of an 8 man team, rescue engine and an ambulance from Ellis County EMS. A second wave team will be organized to relieve the initial team. On scene operations, the intent is to not be in charge of the local situation but rather the team would be a rescue branch / group (under NIMS) and the

local incident commander would provide all the support for the team. Cost recovery – if the incident merits disaster declaration, or if there is insurance involved, the team is asking to be included in any federal or insurance reimbursement. If there are questions after Council members review the SOP, contact Chief Brown at [gbrown@haysusa.com](mailto:gbrown@haysusa.com). Kerry McCue reported all tools have been paid for except for the last 4 shipments. The trailer specs went out to all trailer advertisers in local phone books. Kerry McCue requested the Regional letterhead to send out RFPs. Toby Prine will send letterhead. No training or overtime dollar requests have been received. A reminder was given training has to be submitted prior to training. Back fill or overtime are paid but not both. All training must be pre-approved. KHP wants a heads up with date, agenda and objectives.

**Electronic Fingerprinting - Cross Match:** Rich Schneider reported on the Cross Match electronic fingerprinting. The units have been ordered. Cross Match has sent the agencies receiving the electronic fingerprinting a packet that explains what they need to do to get approved by the State KBI. Rich Schneider will be calling all the sheriffs to make sure they follow through with that. Thomas County is the only county that has been approved to date and they were commended. Regarding the options packet that was sent out with the basic; if you want any of the options such as a desk or the interface cross link to connect to your data software, it is better to get it now. Once this initial installation is complete, Cross Match will charge another \$2,500 to come out again and install any further options. It is anticipated the project will be completed in 1 ½ to 2 months and will be operational. Kerry McCue reported ordering this equipment was difficult. Deb Hays, Addie Homburg, and Kerry McCue worked on the purchase and were ready only to find the money for 2007 was not out there. On December 11, 2007, all requirements were met and it was finally ordered. Rich Schneider reported Cross Match intends to set up an installation and training date with each department. It will be hooked up on-line the day they install it. Kerry McCue reported they had to break up the order. There is one order with nine units for \$192,664 and the second four are \$88,956. Rich Schneider reported Kerry McCue will receive all packing slips. Each unit will be directly shipped to individual departments. Kerry McCue will need serial numbers from each unit. Progress on the project was checked off.

**IMT** – Steve Hirsch turned the project report over to Toby Prine. Bill Brubaker, Northeast Homeland Security Coordinator will attend the Command and General Staff Train the Trainer Course in Emmetsburg, Maryland January 28, 2008 to February 1, 2008. Following that, on February 24 – 29, 2008 in Hutchinson, February 3 – 8, 2008 in Topeka, and March 24 – 28, 2008 in Ulysses, we will hold IMT training. We would like to set up a fourth course in Hays and hope to join with the North Central Region. The goal is to have the IMTs in place, equipped and trained by April 1, 2008. We will be scheduling an IMT meeting soon. We hope we will be adding 5 to 7 members from Ellis County to our 12 current members and our goal is to develop a west and east team. Kerry McCue checked project progress with the Council.

**EOC Upgrade:** Keith Haberer sent a survey to each county and only half responded. This left him unsure at this point of individual county needs. We have funding for an average of \$4,500 per county. Addie Homburg just completed the Ellis County EOC and

Keith Haberer would like to enlist her experience as well as that of a few other Council members to determine a standard baseline for equipment. Toby Prine reiterated the project purpose is to set up standard baseline equipment for use during an emergency. Kerry McCue made adjustments to the project completion report. Interactive wallboards, projectors, and other standard equipment could be ordered from Fisher. The question was asked from the Council if there were problems with Fisher on the Cross Match project. Kerry McCue reported there were some issues. Discussion issued as to possible reasons for the problems.

**New Business:** Bob McLemore reported the South Central fire chiefs have come up with response capabilities very similar to what MERGe has done there with EMS only to support fire departments. It is being mentioned now as there is consideration of a meeting with the Northwest. It is a mutual aid agreement program where if you need assistance with an extended event, you call one number and this would be coordinated with South Central as they have it all set up. They could then deploy resources to you. The biggest hurdle is many people think their resources are so limited they could not be of assistance. But that is not completely true. We would like to be able to resource type (NFPA) all the assets we have in the area. It could be set up you would only respond into the next county, with no requirements to respond further into the region or state. We are looking to set up a meeting, perhaps the second week in February in Hoxie. Command staff is also being discussed. There is also a meeting in Hutchinson January 30, 2008. Please contact Chief Brown or Bob McLemore for more information.

Brenda Herrman reported public works will also be looking at resource typing. Toby Prine reported all entities will be working on resource typing in the near future.

Rich Schneider moved to adjourn. Keith Haberer seconded. Motion passed.

Respectfully submitted,

Deb Kaufman, Secretary

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

**Toby Prine called the 2008 – 2010 term of the Northwest Regional Homeland Security Council** to order. A list of current members was read as well as the bi law concerning written membership appointment. Toby Prine received unanimous consent of the members present to conduct election of officers. Keith Haberer moved Deb Kaufman serve as election teller, record the nominations and count votes. Brenda Herrman seconded motion. Motion passed. Following elections, Toby Prine will turn the meeting over to the newly elected chairperson.

Nominations were opened for Chairperson. Keith Haberer nominated Bob McLemore for Council chairperson. Bob McLemore declined the nomination. Addie Homburg nominated Keith Haberer. Hearing no further nominations, Council ceased nominations and elected Keith Haberer as Council chairperson by acclamation.

Nominations open for Council vice chairperson. Keith Haberer nominated Addie Homburg. With no further nominations from the floor, nominations were ceased and Addie Homburg elected by acclamation.

Nominations for secretary opened. Gary Rogers nominated Deb Kaufman as Council secretary. Keith Haberer seconded. Hearing no further nominations, nominations closed. Addie Homburg moved to elect by acclamation. Patty Skubal seconded. Motion passed. Toby Prine closed the election session.

**Keith Haberer called the 2008-2010 session of the Northwest Regional Homeland Security Council** to order on January 14, 2008 at 11:10.

Toby Prine requested to meet with Doug Jenson and Tami Wood to get contact information from them. When the contact list is complete, he will send it out to Council members.

**New Business:**

Mike Albers reported he has been contacted by the National Weather Service regarding the Win-Link system location screen used in weather spotting. They would like to look at expanding the position reporting network currently existing in Goodland, Colby, and Hoxie. If there are dollars left from our communications MOCOM project, they are proposing adding to this network and coordinating with the other weather services to provide this region wide to assist weather spotters, EOC members and IMT. They have asked to attend the next meeting in February to make a presentation. Our region has four weather services reporting. This is an amateur radio operation. There is also an internet network so the information can be seen world wide. Region Council consensus was to approve them for the next agenda. Mike Albers will notify them.

Addie Homburg has been appointed to the State Animal Rescue Response Team Board. They are working with Dan Hay as well as others. They are looking at animal rescue response teams. They are currently working on a standardized training manual. They would like to meet with the Council, perhaps at the April meeting.

Colby police department purchased a 24 x 18 enclosed trailer. They have not utilized the trailer as they had intended. A potential project for the next round might be to fund equipment purchase to equip it as a mobile command post with emergency communications equipment and the IMT equipment. It belongs to the City of Colby at this time. Jason Moses will be looking at pricing of equipment and also what he has on hand.

Toby Prine reported 2008 project proposals will need to be looked at by summer. Now is the time to be looking at potential projects and getting general costs.

Deb Kaufman reported EMS has started gathering information regarding resources much as Bob McLemore reported fire services will be doing. Working with Tami Wood with the NW Region Hospital Council and public health, we have started to look at gaps in emergency medical resources. The hospitals also have the 800 MHz radio project and we are monitoring that to see what the need for 800 MHz radios on Regional ambulances will be.

Dan Hay, KDEM asked if the Region has started individual agency credentialing and identification. He would like to see standardization in the card and reader. The NE is also tagging equipment with a key chain and bar code which serves a dual purpose: accountability and reimbursement documentation. It would be helpful if KDEM would

set up a template with standardized requirements. The state has to anticipate what the federal government will require for NIMS compliance. On February 4, 2008, FEMA, the forestry service, and KDEM will be meeting regarding the fire management assistance grants. This grant is the only grant DHS gives while the incident is happening. There is a very brief application window. It will require communications with local EM and fire responders. Following their February 4 meeting, another meeting will be set up with county emergency managers.

Brenda Hermann moved to adjourn. Rich Schneider seconded. Motion passed.

Respectfully submitted,

Deb Kaufman, Secretary

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