



## Northwest Kansas Homeland Security Meeting

Sheridan County EMS Building  
1717 Oak Avenue (E Hwy 24), Hoxie

February 13, 2012

10:00 a.m.

Butch Post called the February 13, 2012 Northwest Kansas Homeland Security Council meeting to order at 10:00 a.m. Introductions were made. Visitors were welcomed.

<b><u>Members Present:</u></b>	Chris Brown, Phillips County
JL Ellis, Fire Service	Butch Post, Rooks County
Bob McLemore, Fire Service	Keith Haberer, Russell County
Ed Harbin, Law Enforcement	Jim Fisher, Rush County
Jon Quinday, Law Enforcement	Crissy Livengood, Sherman County
Bill Ring, Emergency Management	Jacque Boltinghouse, Sheridan County
Deb Hays, Emergency Management	
Deb Kaufman, EMS	Susan McMahan, Thomas County
Sydnee Beydler, Public Health	Kathleen Fabrizius, Trego County
Ryan Murray, Cheyenne County	Larry Townsend, Wallace County
Kerry McCue, Ellis County	Jason Moses, KS Communications
George "Pappy" Lies, Gove County	Toby Prine, NWKS Reg. Coordinator for
Mickie Helberg, Graham County	Cpt. Mike Murphy, KHP
Justina Smith, Norton County	Sherry Angell, Fiscal Agent

**Guests Present:** Richard Hernandez, EF-M, Dan Kostelny, EF-m.

**Members Absent:** Tami Wood, Hospital ( Excused); Dale Staab, Ness County (Excused), Jim Schroeder, Rawlins County (Excused); Gary Winter.

Kerry McCue moved to approve the minutes of the January 9<sup>th</sup>, 2012 meeting, seconded by Jacque Boltinghouse, motion carried.

**Toby Prine, Regional Coordinator, KDEM Report:** The LEPC Conference will be held in Salina, April 3-5. Next week there will be a ICS 300 class in Haysville, and on February 29<sup>th</sup> and March 1<sup>st</sup> in Dodge City. There is an HSEEP class in Topeka March 7-9 and an ICS 400 class in Ellsworth, March 13 and 14.

Toby gave a synopsis of the Regional Council Leadership Summit in Salina. The region was represented by Butch, Kathleen, Mickie and Deb Hays. The minutes will be distributed in the future. Toby said that the trends for 2012 were regional exercises, sustainability, fiscal agents seeking more coordination, regional collaboration and better coordination of training.

The South Central Region is having a Resource Rodeo, where they will put the equipment purchased by Homeland Security funds on display, along with a one page description of the resource, to be distributed to those in attendance on how to ask for the resource and information about it.

The North East Region has been working on credentialing and resource typing for quite some time and is encountering counties in their region that don't participate, some that partially participate and those that fully participate. Toby thinks that will be an issue in our region also.

The KC Metro Region is concerned about the formula used to distribute Homeland Security funds throughout the regions. They want to use current census date, and also look at the formula itself.

Formalizing the regional councils was also discussed, right now they are just a conglomerate of counties working together. Discussion was held on formalizing them through use of statutes, or

through the planning commissions. The chief concern is that would create another level of bureaucracy.

Jacque Boltinghouse asked if the funding for the council goes away is there a benefit to the council? Toby said he believes that our council has strengthened partnerships. Toby explained that Dave Young of the Adjutant General's office gave a report at the Summit on trends. Right now the financial situation is a 17 year trend, and to get through this situation there will have to be local and state collaboration, and that is what the regional councils provide. There is concern that there is no funding, what is the reason to meet. Toby said personally he thinks that the council is similar to a regional LEPC.

Toby said that the Summit also discussed how to sustain projects with no money.

**Fiscal Agent Report– Project 08 to present:** Sherry Angell reported that the money is in to pay BounTree and the M&A for the Planning Commission.

Sherry said that there are notes on the front of the handout showing the update on each project in FY09. There is \$178,267.90 left to spend by April 30<sup>th</sup>, 2012. The deadline for the April 09 projects is April 30<sup>th</sup>. After the OIG visit and the new leadership at KHP, it is not likely to be extended.

The final report on the OIG visit has been received yet, so some of the changes that have been made, may change again, this is a learning process.

KHP has put together preparedness grant policies. They are also putting a lot of information on the DataCounts website, such as frequently asked questions, policies, etc. There will be changes in the procurement policy, and the inventory and monitoring will be different.

Transfer agreements will need to be signed, and used to provide annual reports and more KHP oversight. KHP is becoming more involved in inventory and reports and so will members of the council. Brentt Johnson will come out twice in 36 months to monitor all equipment. Inventory will be kept on all equipment, the end user will keep the inventory from back to 2006. KHP will be doing a database and send inventory lists out and inventory will need to be reconciled. This will put more work on the end user. The transfer agreements will come out with an invoice attached from the fiscal agent. KHP will come out to do the monitoring, and will give a 30 day heads up.

If any projects are changed, budgetarily or the project description, it has to be approved by KHP before it can proceed.

FY11 has projects and budget amounts, documentation is provided to members, to verify that numbers are consistent with projects.

Bill Ring said that the OIG had worse records than the counties do, and couldn't anyone tell what they wanted to see.

Sherry said the first round will be difficult, and the 06 equipment may be hard to find. If the equipment is transferred outside of the county, lost or stolen, or isn't unuseable, a equipment disposition report needs to be filled out right away and it will be taken off the inventory.

Toby questioned the 09 IMT Enhancement Training funds of \$3031.64, and anyone needing training must use it by April 30<sup>th</sup>, 2012, and every time someone is going to IMT training it has to be approved by Paula Phillips at KDEM. Worksheets will be filled out at the training for reimbursement expenses.

**FY09: EOC Enhancements project, Keith Haberer and Richard Hernandez:** Keith turned the floor to Richard to give a project update from E-Fm.

Richard said he would be giving a more detailed report at the KEMA meeting after lunch. He updated the group on the Kansas Planning Standards. The Planning Standards were supposed to be finalized by October 1<sup>st</sup> and they were finally finished on January 12, 2012. Because EF-m has done EOPs in the past and all the counties had EOPs, a lot of the work has already been done. He said that they would be contacting the counties. Now that the planning standards are done so they know what is required to gain approval, the groundwork has already been laid, and how they need to get

meetings scheduled in the counties. The analysis in the mitigation plans will meet the change in the planning standards. It was originally anticipated that each county would need a full blown hazard analysis.

In the new standards there is more emphasis on ESF's, all are populated, they just need updating. There needs to be interaction between ESF's, EM's and EF-m and it needs to happen quickly.

Attachments in the new standards are huge. There are already attachments in your plan, meetings with people involved in ESF's are needed to provide supporting information, all attachments won't be populated. The attachments are meant to be worked at.

As far as the schedule, it needs to be as fast as we can go. Progress chart shows that it is 60% complete at this point. EM's will be given view in print username and passwords so they can see what progress has been made.

Toby asked if the project would be done by April 30<sup>th</sup>. Richard said he hoped so, but they need to get together with ESF partners.

Butch asked if all ESF's could be done in one meeting. Richard said yes.

ESF questionnaires will be handed out to EM's at afternoon meeting.

**FY09 GIS:** Chris Brown reported that LaCrosse had an issue installing the data on a computer, he advised them to install Arc Reader, and he hasn't received a call back.

**FY09 Food & Ag:** No Report.

**Communications:** Jason Moses said the last seven tower sites, along with another site that was ordered, will stage on February 29<sup>th</sup>. The last sites must be done by June 30<sup>th</sup>, 2012.

Jason gave recommendations on FY09 expenditures. He said he had a request from Pleasant Hill Weather Office wanting to become part of the statewide radio network, looking for a region to purchase equipment on behalf of the office and provide it to them, estimated \$4000.00 cost. Jason said this would be a gesture for those regions that MOUed money for tower sites out west. Providing radio equipment to the Hastings Weather Office was also discussed, they are talking to the North Central region.

Chris Brown expressed concerned if providing the equipment was a benefit to this region.

Jason said that savings has been realized on the FY10 and 11 projects, and a surplus of funds will be coming back to KDOT.

Jason said the OEC office will cease to operate on May 31<sup>st</sup>, 2012, and council monies could possibly help finance that office.

Bill Ring questioned if money could be used to buy equipment for another state. Jason said that equipment can be provided because they provide service to Kansas jurisdictions and Kansas will maintain ownership of the equipment.

Deb Kaufman said that there may be money left in the Med Surge project, and could be transferred to communications to possibly buy ambulance radios.

The Goodland Weather Office would also like a scanner for their office to monitor radio traffic. Cost would be \$460.00.

Toby discussed supplanting radios to counties that had already budgeted for them.

Susan McMahan asked if it was supplanting to provide them for Thomas County. Jason said that because Thomas County EMS hadn't switched or budgeted for radios, they would be eligible. If the county had fleet mapped for talk groups, or budgeted for radios, they would not be eligible to receive radios.

There is \$16,493.00 in this project, he suggested finishing buying radios for one of the disciplines in the region that were started, it is possible because some counties already have finished their 800 systems. This would fill in capability that isn't there. Currently there are three backup control stations, and adding to that would also be possible.

Sydnee Beydler asked about putting radios on med surge trailers.

Jim Fisher moved to purchase a scanner for the Goodland Weather Office, seconded by Pappy Lies, motion passed.

Kerry McCue said if around \$40,000 was left, more should be spent towards completing communications in our region.

Jason said if any jurisdiction is attainable of being completed, it would be EMS.

Sherry said there was \$26,643.00 in the 09 projects left to spend.

**IMT:** Bob McLemore said every IMT member has a laptop, and they are all getting old. He recommended buying two laptops with GIS capabilities, one for each trailer. He suggested moving the \$3000.00 from exercise into equipment.

Jacque asked if the IMT team had been deployed, it was pointed out that they had been deployed as a team and also members of the team independently.

Deb Kaufman made a motion to move the \$10,142 that will be left in the Med Surge Equipment fund, along with the leftover money from the \$1000 planning meeting fund, after the meeting is completed, into the communications fund and purchase as many mobile radios for remaining ambulances in our region as is possible, pending KHP approval. Kerry McCue seconded, motion carried.

Jason Moses will need the number of the balance of radios needed. Vendors will program with state template, and installation will be each county's expense.

Kathleen Fabrizius asked whether transfer agreements need to be signed before radios are purchased for counties. Paperwork will be required saying they will accept the radios and maintain them.

More discussion was held on purchasing the radio equipment for the Pleasant Hill Weather Office. Mickie Helberg moved to purchase a radio, coax and antenna, not to exceed \$4000.00 for the Pleasant Hill Weather Office, pending KHP approval. Keith Haberer seconded, motion carried.

Bob McLemore moved to expend the remaining funds in the IMT equipment fund, on two computers with GIS capabilities for the two IMT trailers, and then buy as many laptops and cases as necessary to expend remaining funds. Jon Quinday seconded, motion carried. There is \$12,531.64 funds in the IMT equipment fund.

The use of the IMT laptops was discussed. Sherry reminded the group that the procurement procedure will need to be followed.

**Medical Surge 2009 Project:** Mickie Helberg passed out mutual aid forms for the Med Surge trailer located in Graham County. The agreement was drawn up by the Graham County Commissioners, and covers replacement of equipment inside the trailer when it is deployed and also how it can be requested and treatment of the trailer when it is deployed. The trailer maybe deployed to any Northwest Kansas county, and also can be deployed outside the region.

The liability of the trailer was discussed. Mickie said that the agreement covers damage to trailer, that anyone using the trailer will reimburse Graham County for any costs not covered by insurance.

Kerry McCue told the group that if the trailer is not towed by a county vehicle, the liability is on the vehicle towing the trailer, and if a volunteer pulls it, they need to be notified that they are liable.

Mickie said the agreement was an attempt to prevent the trailer from coming back to Graham County without being depleted of equipment. Sherry said that the North Central region is using this type of agreements for their trailers. Discussion was held on having counties sign the agreement ahead of time.

**Old Business:** Toby read the list of appointment letters he has gotten for council members.

**New Business:** During the Summit a committee was formed to look at the formula for distributing Homeland Security funds to the regional councils, Deb Hays has volunteered to serve on that committee. Butch appointed Deb Hays to that committee. Also someone from our council is needed to serve on the Fire Working Group to work on the credentials. J.L. Ellis is already serving on that group and will represent our council as well.

Discussion was held on next meeting date. Next meeting will be held on May 14<sup>th</sup> at 10 a.m. in Hoxie.

Jason Moses asked if there were any openings on the council, as he will be taking a job in law enforcement in Oakley and would be interested in serving on the council.

Kathleen Fabrizius moved to appoint Jason Moses as the member-at-large for the council. J.L. Ellis seconded, motion carried.

Chairman Butch Post presented certificates of appreciation to Deb Kaufman and Deb Hays for serving as past council officers.

Keith Haberer moved to adjourn, seconded by Jacque Boltinghouse. Motion passed.

**Next meeting:** May 14th, 2012.

Respectfully submitted,

Kathleen Fabrizius, Secretary

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