

Northwest Kansas Regional Homeland Security Meeting
May 14, 2010 Sheridan County EMS Building, Hoxie KS

Tami Wood, Chair, called the May 14, 2010 meeting of the Northwest Kansas Regional Homeland Security Council to order at 10:00 a.m. Participant introductions were completed.

Members and Guests Present:

Deb Kaufman, Region I EMS
Ray Smee, Chiefs of Police
Mike Albers, Member at Large
Kerry McCue, Ellis County
Mickie Helberg, Graham County
Dale Staab, Ness County
Jim Schroeder, Rawlins County
Crissy Conger, Sherman County
Kathleen Fabrizius, Trego County
Jason Moses, TAG - OEC
Vicki Shanley, KDOT

Tami Wood, Regional Hospital Representative
Deb Hays, KDEM
Bob McLemore, Fire Chief's Association
Cole Presley, NW KS Sheriff's
George "Pappy" Lies, Gove County
Cindy Mullen, Logan County
Chris Brown, Phillips County
Butch Post, Rooks County
Susan McMahan, Thomas County
Toby Prine, Kansas Homeland Security
Gail Ogle, Russell County GIS

Approval of the Minutes: Pappy Lies made a motion for approval of the April 14, 2010 minutes. Cole Presley provided motion second. Motion carried.

NWKS Regional Coordinator for KDEM Report: Toby Prine reported there is a Regional Council Coordinating Committee meeting May 25, 2010 in Salina. The Business and Industry Workshop is at Crisis City in Salina on May 26-27, 2010. It is an excellent meeting for recognizing how public services and the private sector can work together. An update: the State EOC has been activated to a Level I status due to weather forecast.

Fiscal Agent Reports: Kerry McCue circulated a summary of the 2007 budget showing \$4,259.96 remaining. Funds remaining are in the IMT line item (\$2,180.98 equipment and 8.19 training) and M&A (\$2,062.92). The electronic fingerprinting project budget is complete. \$7.87 remains in EOC/GIS. They continue to work with HP and the printers/plotters. They have a confirmation number and ship date.

Wesley Kendall sent the report for the 2008 and 2009 project accounts for Council review with the minutes and agenda. The medical surge trailer change order of \$1,166.00 is the only change.

Vicki Shanley, Lease Program Coordinator for the Kansas Department of Transportation, reported on the status of the 800 MHz radio system and P25 Digital Wide Area Trunking System. The state maintains 76 tower sites, and began transitioning them to P25 towers in 2005. She projected maps showing the phases of the conversion work. They are currently working on Phase 3 to be completed by September 30, 2010. Funding and agreement finalization is in progress for eight more counties. The MOTOBRIDGE system will provide mutual aid interoperability for all users by patching users together. The Region will have training. Utilize the State of Kansas Radio Communications Mutual Aid Reference Guide instructions. She extended their thanks to the NC, NW, SC and SW Homeland Security Regions for giving their PSIC money back to the state to assist in making this possible. Ms. Shanley continued by presenting the Communications System Revolving Fund / Lease Program (CSRF), an alternative to paying the full cost of the equipment up front. There are three components: equipment lease, system lease, and tower access lease. Required repeaters may be added to the equipment lease agreement. The lease terms are 12 years for the equipment (Kansas public safety agencies) and system leases and 15 years (public) or 5 years (private) tower access leases.

The process consists of an application, cost estimate, and approval. The lease agreement is finalized and signed by both parties. At that point, equipment is ordered, programmed, and distributed. Current radio manufacturers are Motorola, EF Johnson, & TAIT Radio (contract pending). The fleet mapping and programming is included in the lease. The advantage to the agency is the distribution of the cost over 12 years as opposed to the full price upfront. At the end of the lease, you own the radios. Fleet mapping is the determination of what talkgroups are needed in your system. P25 Digital wide Area Trunking system uses digital talkgroups and not conventional channels to allow for a more efficient use of the resources. A talkgroup is a group of radios that can share calls and messages as a group. Once identified, they are created and activated in the system. Also determined would be how many user groups are needed in your communications system both inside and outside the agency. The programming archive is built in anticipation of the radio arrival and then the programming is completed. Programming includes the statewide interoperability template unless it is declined. Contact information: Vickish@ksdot.org or (785) 296-3662.

Questions and answers: Radios are ordered with a 3-year warranty. After the three years, repair costs are the responsibility of the leasing entity. The tower lease covers the cost of the equipment shelter. A general rule is 100 users will require a repeater being added. An advantage of coming into the system is KDOT's system expertise. This program should be presented at a KAC meeting and other county commissioner meetings. There is no fee just to use the system. An average repeater cost is \$23,000 and is lease program eligible. There is a \$250.00 / radio administrator fee paid upfront or rolled into lease. A radio purchased outright is charged a \$50.00 fleet mapping / programming fee if not on the lease program. Installs are still completed through local entities. Paging capabilities are not available on 800 MHz. We are reminded about the narrow banding 2013 deadline when considering pager capabilities. If towers go down, there are two communication trailers available to provide emergency communications. There is also some overlap between towers. Each site has three levels of redundancy to ensure backup capability. Paging systems on other frequencies with existing narrow banding capable equipment should be maintained for additional coverage.

Kerry McCue moved the Council draft a letter to Ed Geer that KDOT also consider moving extra tower equipment to Gove County or Rawlins County in light of the 2010 contribution from the Region. Pappy Lies provided motion second. Motion passed.

Strategic Planning Discussion: Deb Kaufman previously circulated the State Strategic Plan via internet. South Central is contracting to complete a strategic plan. Tami Wood and Toby Prine will consider discussion of ideas at the Regional Council Coordinating Meeting. Council members will also consider bringing options for discussion.

GIS Project: Chris Brown reported they had modified the proposal presented at the last meeting. The GIS POCs meet today at 13:00. Emergency managers are also welcome. The meeting agenda will focus on the school-mapping project but they will also discuss the GPS cameras and ensure they are operational, and check on software distributed. They will discuss plans for possible tutorials or hands on training and the direction the POCs wish to go. The school mapping project proposal will be sent to Council members.

Medical Surge Trailers: Deb Kaufman reported the change order is complete on the trailers. One trailer is currently in the bay area for viewing following the meeting. The back door panel is painted and lettering completed on the sides and back of the trailer by Sun Graphics. The trailers will be rotated tomorrow and the second trailer completed.

Cross Match Project: Cole Presley completed the utilization analysis of the systems throughout the Region and found all units in use. He has completed one-on-one training with another county.

IMT Project: Bob McLemore reported the trailers are deployable. The IMTs are working to complete their personal Go Kits. They had one training day in Hays and scheduled another in September. They wish some to train in Crisis City this summer as that becomes available. We need more IMT members willing to commit for 2 years, particularly in logistics and finance. The Liaison Officer Course was held in Russell. David Stithem and Kerry McCue will complete the Safety Officer Course at the end of May. Anticipate seeing those expenditures in the 2008 IMT budget reports.

Communications Project: Jason Moses reported the FY 09 Radio order has been delivered and he will inventory it today. He will get that equipment out to emergency managers. Norton and Wallace counties do not have shared user agreements on file.

The FY 08 equipment (EMS – EOC – PSAP) is in and the antennas should be delivered within the next week. He will send out bid specifications for the installation of the EOC and PSAP radios. There has been a history of a large cost range (\$750.00 - \$3,000) to install. As your counties' bids come in do not hesitate to call Jason Moses. The PSAPs would like the ability to hear the Highway Patrol. It would be beneficial to pick up a scanning receiver for the communication centers. A quick orientation program will be given when equipment is handed out. They will then be training county by county as well.

Cole Presley moved to adjourn. Robert provided second. The next meeting is June 14, 2010. A KEMA meeting will follow that meeting.

Respectfully submitted,

Deb Kaufman, Secretary

(These minutes are not yet Council approved.)