

Northwest Kansas Regional Homeland Security Meeting
January 12, 2009 Sheridan County EMS Building, Hoxie

Keith Haberer, Region Chair, called the January 12, 2009 meeting of the Northwest Kansas Regional Homeland Security Council to order at 10:00 a.m. Participants were asked to introduce themselves.

Members and Guests Present:

Jason Moses, Member at Large

Doug Janssen, Russell Fire Dept./Fire Service

Gary Rogers, CH/RA/SH Co. EM / KEMA

Lorraine Baughman, Rooks Co. PH / Public Health

Kerry McCue, Ellis Co.

Mickie Helberg, Graham Co.

Chris Brown, Phillips Co.

Jim Fisher, Rush Co.

Jacque Boultinghouse, Sheridan Co.

Kathleen Fabrizio, Trego Co.

Toby Prine, NW KS Reg Coordinator for KEMA

Michelle Wishon, CPHP Oper & Plan RS / KDHE

Gail Ogle, Russell Co. GIS Coordinator

Keith Haberer, Russell Co.

Deb Kaufman, Region I EMS

Bob McLemore, Colby Fire Dept. / Fire Service

Ray Smee, Goodland PD / Chiefs of Police

Deb Hays, Phillips Co. EM / KEMA

Tami Wood, NW Regional Hospital Coordinator

George (Pappy) Lies, Gove Co.

Cindy Mullen, Logan Co.

Jim Schroeder, Rawlins Co.

Crissy Conger, Sherman Co.

Mike Albers, Thomas Co.

Steve Sutton, KS Board of EMS

Susan McMahan, Thomas Co. EM

Kerry McCue moved the minutes of the December 8, 2008 meeting be approved as distributed and posted. Jim Schroeder provided motion second. Motion carried.

Northwest Kansas Regional Coordinator for Kansas Emergency Management: Toby Prine reported there was an exercise and training meeting for the state in December. There are issues they are working through for the state training plan. [G318 - Mitigation Planning Workshop for Local Governments](#) was originally scheduled in Colby for February 17-18, 2009, but will be moved to Hays with no date set yet. We are hoping to get some others; we are trying to get an emergency operations center management and operations course in this area. There is a [G300 - Intermediate Incident Command System*](#) class being held in Dodge City on January 14-15, 2009. Fundamentals of COOP Planning - Kansas Continuity of Operations Planning Project Course will be held January 20 – January 23, 2009 in Topeka. The [G191 - Incident Command System/Emergency Operations Center Interface](#) Course will be held February 5, 2009 in Salina. [G400 - Advanced Incident Command System*](#) will be held in Dodge City on March 4-5, 2009. There is a [G202 - Debris Management Planning Workshop](#) in Colby on March 30 – April 1, 2009. These courses are all listed on the KDEM website in Kansas Training and Council members should monitor the site for relevant classes and schedules.

Project Balance Fiscal Agent Report: Kerry McCue reported the Council has expended 98.4% of our allocated 2006 grant funds.

- There is \$1,700.46 LETPP and \$1,223.32 SHSP dollars in the MOCOM project after the second regular stockpile dollars are subtracted.
- The Regional Rescue Team project has concluded with \$2,061.76 left in the SHSP equipment portion and 2,000.00 in training SHSP.
- NET EOP project has all funds expended.
- 2006 M&A remains with zero balance with all funds expended.

- These project totals leave us with \$1,707.46 left in the LETPP funds, and \$5,285.08 left in the SHSP, for a total of \$6,992.54. Jason Moses stated the remaining radio stockpile will be purchased following assurances Russell County's MOCOM system is complete. Kerry McCue reported that we have surplus funds in that account past the second stockpile estimated costs. He will need Council direction concerning remaining funds. The close out for the 2006 grant cycle is May 31, 2009.

2007 Grant Fund Summary:

- Kerry McCue reported the budget and work plan change for the EOC/GIS project has been submitted and \$80,171.00 remains in the budget for that project with no expenditures to date. As of this date, approval has not been received.
- There was a \$33,794.10 expenditure to CDW-G for equipment from the IMT equipment project. Trailer remodeling is ready to begin and budget remains at \$54,205.90. The IMT training budget has \$887.49 remaining in SHSP training dollars. The \$80.00 expenditure to KU Fire School is awaiting payment.
- The electronic finger printing project purchases are complete. Ness County still needs to report GPS coordinates for equipment location.

Purchase Policy: Toby Prine presented the 2008 purchase policy in the unplanned absence of Corina Cox. Council questions on the policy may be emailed to Corina Cox or asked at the next meeting. It is a standard policy; it follows the Federal Grant Management Handbook. Deb Kaufman will forward the policy out to Council members. If you are ready to process a bid or request for proposal, please call the NWKS Planning Commission. There are three policies for procurement; the small purchase, which is under \$100,000 and three bids are solicited, the sealed bid method, and competitive and noncompetitive proposals. Corina Cox also attached a conflict of interest code of conduct for the NWKS Planning Commission.

Committee Meetings and Reports:

- **Training and Exercise Committee:** Cindy Mullen reported they have not met again since the last Council meeting. Toby Prine reported a push in exercises for public health and hospitals is to make sure they are compliant with the Homeland Security Exercise Evaluation Program guidelines. Training on exercise guidelines will be held in Colby in June. Watch the KS Training website for class posting. It is worth taking again even if you have attended previously due to the number of changes.
- **Communications and Technologies:** Jason Moses reported he is working with the remaining 2006 budget dollars on the MOCOM project. Testing on MOCOM began December 15, 2008 and is going well. Mike Albers has submitted the paperwork for the communication grant proposal for 2008-2009 to Connie Satzler. The IMT radios have been delivered. Communications training was discussed. Two training and exercise specialist positions were posted on the state website. The positions are funded through the 2008 IECGP Grant. It is the objective to fill those positions within the next 4-6 weeks. The 2009 IECGP Grant has been considered. We will be developing SOP templates.
Crissy Conger reported the GIS inventory is finished for most of the counties; reports were distributed. MVP meetings have been scheduled for March 31/April 1, 2009. The GIS training and committee work will be continued.
Jason Moses reported last Thursday, Gary Rogers, Toby Prine, and he attended a 3-state interoperability discussion between Colorado, Nebraska, and Kansas. The purpose was to attempt to tie the 3-state area together. Additionally, the MOTO Bridge tower work is starting in Northwest Kansas.

- Deployable Resource Committee: Bob McLemore reported work on IMT Trailers will be started on Friday. In regards to training exercises, they have the guard exercise in Salina on June 18-24, 2009. This exercise will include HAZMAT teams, IMT teams, and heavy rescue. They may pull in some IMTs to work EOC duty. As soon as the IMT trailers are outfitted, the committee will start looking at portable equipment. IMT personal jump kits need to be ready. We have the 2009 – 2010 project sheets submitted to Keith Haberer, as were e-mailed to the Council. We need to schedule an IMT meeting; the last one was cancelled due to weather. There will be a “Pool of Resources” Meeting on January 22, 2009 in Emporia.
- Executive Committee: Toby Prine reported they are completing a review of the Council Bi Laws. The committee will propose making a few minor working changes. Toby Prine has contacted Steve Hirsch and asked legal questions regarding quorum. The address, title of the Regional Coordinator, and section on replacement of members following resignations will also require re-addressing.

Kerry McCue reported that he had gotten a message by phone from Gary Brown, and that they are officially finished with the Hays Regional Rescue Team project. The Council needs to decide what to do with the remaining funds. The committee on R07 revision has not met. If we stay within that project, we could have a sub-regional rescue team in Colby and purchase some equipment for that. Discussion followed about using the funds for purchase of equipment for the regional trailers; in the same concept as the parameters of the grant. Generators for the trailers were discussed. Mike Albers moved one generator be purchased for the IMT trailer. Pappy Lies provided motion second. Motion passed.

Michelle Wishon presented information on Medical Material Request Forms for hospitals and health departments. She will be sending the information to Toby Prine. It is just a temporary request form, and next month you will be able to get a different request form via Web EOC. It will be a drop-down list form for what type of materials you are requesting for hospitals and health departments. There is a new training for state medical assistant teams. SMAT teams are a group of medical experts that come out during an incident to assist. The SMAT teams will consist of pharmacists, physicians, RN's, and many types of medical subject matter experts as may be required. Twenty states have started this already. Kansas is working with other states to get this project started. Also, if you are an EMS partner, there is an EMS Preparedness Guidance that is currently being reviewed and is open for review until approximately February 4, 2009. If you need any additional information, please let her know. We should have our KDHE COOP plan finished by the end of January, and the Kansas Pandemic Influenza Response. KDHE and Kansas Funeral Directors are setting up a group to write the Kansas Mass Fatality Plan.

The next meeting was set for March 9, 2009 at 10:00 a.m. at the Sheridan County EMS building. Jim Fisher moved to adjourn. Jacque Boultinghouse provided motion second. Motion carried.

Respectfully submitted,

Deb Kaufman, Secretary
(These minutes are not yet Council approved.)