



**Regional Homeland Security Council**  
**Sheridan County EMS Building**  
**1717 Oak Avenue (E Hwy 24), Hoxie, KS**  
**February 14, 2011 10:00 a.m.**

Tami Wood called the February 14, 2011 meeting to order at 10:00 a.m. Visitors were welcomed. Introductions were made.

Cole Presley moved for approval of the December 13, 2010 minutes. Butch Post provided motion second. Motion passed. Al Pietrycha moved for approval of the January 19, 2011 minutes. Chris Brown requested the individual votes should be recorded in the minutes due to the nature of this vote. Also the number needs to be consistent. Motion died for lack of second. Bob McLemore moved the minutes be approved with reflection of individual vote results. Cindy Mullen provided motion second. Motion passed.

**NWKS Regional Coordinator for KDEM Report:** Toby Prine reported on the inauguration of Maj. Gen. Lee Tafanelli, Adjutant General. Kathy Hernandez is now officially the SWKS Regional Coordinator for KDEM. Calendar meeting dates of interest are the February 22, 24, 2011 is a HSEEP course in Topeka. February 22 and 23, 2011 is a Special Events Contingency Planning Course in Hays. April 5, 6, 2011 is an ICS 300 Course in Colby. May 3, 4, 2011 is an ICS 400 Course in Goodland. A KDEM Integrated Emergency Management Course will be held in Emporia February 28 - March 3, 2011. The NW Region may host a like course in 2012.

**KDEM's State-Wide Accountability and Credentialing Project:** Brandt Haehn and Rikki Stewart presented an informational presentation on the Comprehensive Resource Management and Credential System (CRMCS). It has been identified Kansas lacks a comprehensive system. This could result in poor situational awareness, deployment of un-credentialed responders and equipment, and unknown NIMS compliance. We need to take a holistic approach. The CRMCS team will develop a Kansas customized resource management system. They will define and adopt state-wide personnel credentialing and state resource typing standards, provide quick visual identification of Kansas identification cards (i.e. driver's licenses), and ensure initial and annual training in support of the CRMCS. They plan to execute in three phases. The first is project construction, assessment, and preliminary web-based CRMCS roll-out. This phase will also involve definition of state-wide credentialing/resource standards and CRMCS software customization. The process will then be ready to beta test, conduct training, and begin program rollout. Dates have been established for each goal. The long term goal is to provide visibility and tracking of all deployable assets within the state of Kansas by July 7, 2014. Salamander has the capacity to consolidate all existing Resource Manager databases into a single resource database that would be available at any computer. Each department would have access to maintain their own credentials. System costs were provided as well as cost savings to Kansas. A regional map was displayed showing over half of Kansas already participating. Salamander is giving a credit to those Regions who have already purchased. The hardware would be the responsibility of the regions. KDEM would possibly have some grant money available to purchase printers after July 2011 and again after July 2012.

The second phase is to develop deployable resource protocol. Phase three is integration of automated incident action planning software. There are two options to move forward: to deploy out of the box system, or wait for the rollout of CRMCS until system is fully developed.

We will place this on the agenda for the next months' meetings as well. The law enforcement working group has made some progress. Bob McLemore and Keith Haberer are both attending meetings where typing related discussion will take place before our next meeting. We will ask them for report.

**Local emergency Operations Plan Update:** We then heard a presentation from Richard Hernandez and

Dan Kostelny from E-FM Consulting regarding the LEOP Project. Dan Kostelny is project manager. EOPs assistance to get them completed. The Council was reminded the EOP is required by SARA Title III/EPCRA, USDOT (HMEP), the National response framework (NRF), National incident management system and applies to the LEPC at each county level. There are LEOP guidance documents available through SARA Title III/EPCRA, NRF, NIMS, SLG-101, NRT-I, and CPG-101. There is a state planning standard currently being updated. Basic components will be updated to make clarifications, and increase resources. They are utilizing the 16 section ESF menu and incident and support annexes. SOG's provide specific guidance for tasks and may be attached or referenced. They will be meeting with the counties in groups. Beginning in March, Group 1 (Cheyenne, Rawlins, Sherman, and Thomas) will begin review and the goal is to finish by May. Group 2 (Decatur, Sheridan, Wallace, Logan, and Gove) will meet from May to August, Group 3 (Norton, Phillips, Graham, and Rooks), and Group 4 (Ness, Rush, Ellis, Russell, and Trego) will finish in the following months. Displayed was a progress chart. Keith Haberer serves as liaison. They will obtain and review existing EOP information, meet with the EM and LEPC's to gather and review any additional or current EOP information, input EOP information into HzVat, checking against applicable regulatory standards, do HzVat comparison, perform quality control on the draft and final reports in conjunction with EM and LEPC, check against the KS Planning standards, and submit to KDEM for review. EFM will need counties to allow them access to their EOP in NetEOP, provide previous EOP and supporting documents in electronic format, and facilitate meetings and communications with EFM as needed. Individual counties will be asked to review final drafts and obtain required signatures. They would like to see consolidation of many plans as well. They enter information into a data base to give search capability. They will provide flash drives with plan and information. Contact information is located at [www.efmconsult.com](http://www.efmconsult.com).

Tami Wood distributed a Non-Binding Letter of Intent for the EOP project. The Council adopted the form to be used as a template for all projects by motion. The form will be modified to make it project specific and should be accompanied by a description of the project as formulated through the fiscal agent. The form should then be taken to the county commission for signature. Tami Wood will talk to John Cyr regarding the specific wording necessary for the EOP project and the best method for distribution to emergency managers.

**Fiscal Agent Report by Project:** Randy Hrabe and project contacts presented report status. Randy Hrabe distributed comments from John Cyr. The Statewide DTRS Upgrade inventory will need to be located. Jason Moses has submitted this inventory to Wesley Kendall on several occasions. The IMT Equipment training budget has been adjusted to reflect the money moved from equipment to training to address the cash shortfall. We need to keep in mind our contract with the Kansas Highway Patrol for this fiscal year ends May 31, 2011. It is preferable purchases be completed by April 30, 2011 so we have 30 days to request the funds and get them in-house. FY09 GIS contract with KDEM is signed with instructions to proceed given.

Deb Kaufman asked about an extension for a project due to vendor delivery delay. John Eichkorn will be contacted. Randy Hrabe was unaware of the answer or process as well as budget specific questions. The Council requested John Cyr come to every meeting to answer questions so issues can be addressed in a timely fashion.

FY08 – Statewide DTRS Upgrade: Jason Moses reported the equipment is in place. It appears the majority of the installations have also been completed. We have an approximate \$87,000 balance. Motion Keith Haberer moved to purchase an antenna for the weather service. Dale Staab provided motion second. Motion passed.

FY08 IMT – Training: Bob McLemore reported they are almost finished. The training budget is exhausted and the equipment line item is at approximately \$1,300.00. They will meet with the IMT group to identify any further needs.

FY08 Electronic fingerprint – Cross Match: Cole Presley moved we request to move the remaining \$10,073.44 FY08 Electronic fingerprinting project dollars to the DTRS project. Ryan Murray provided motion second. Motion passed. Randy Hrabe will talk to John Cyr to get back to Tami Wood with the

process to accomplish that move.

**FY08 Medical Surge:** We have spent \$17,904.00 and have \$52,096.00 remaining with an additional outstanding invoice that was forwarded last fall to Westley Kendall. The invoice is not showing on the fiscal report. The invoice has not been paid due to the vendor not completing the order to date.

**FY09 Food & Ag/Planning:** This project will need to be reworked. Toby Prine said the intent was to combine with the SW. As the SW defined their project, it will not be conducive to us participating. This needs further work.

**FY09 GIS Planning/Equipment:** Chris Brown reported he sent the email out to the schools February 11, 2011. He has received an MOA back from USD 208 Trego County Schools, USD 297 St. Francis Community Schools, USD 275 TriPlains, and USD 271 Stockton. They have also received digital building layouts from USD 315 Colby and St. Mary's Elementary in Ellis. They received an inquiry regarding sending a CAD file from St. Francis. USD 314 does not have a current superintendent. The school board president was provided with the information on 02-11-11. Heartland Christian Center has withdrawn from the project.

**FY09 Med Surge Pre-Hospital Treatment and Triage Planning/Equipment:** no activity.

**FY09 Communications/ Equipment:** completed with dollars to date.

**FY09 IMT Equipment/Training/Exercises:** Bob McLemore reported the PIO course for the Northwest region will exceed FY09 budgeted amount. The cost for the class alone is \$14,439 for maximum of 24 people. Bob McLemore will collect cost estimates for the facility, food, and additional projected costs to prepare for doing a budget and work plan modification.

**FY09 M&A:** no report

**GIS Project information:** Chris Brown reported KDEM received money for a GIS project. The project consists of collecting information from all the counties in Kansas. The Northwest is slated to being done in the spring or summer of 2012. Handouts were distributed. Jessica Frye has indicated they will accept any information from the counties in any method that is available if counties would like to participate. The GIS/POCs have been working on inputting the data a database. If you are interested in seeing the information, it will be presented at the GIS/POC meeting beginning today at 13:00.

**Strategic Planning Update:** Cole Presley reviewed that we have been developing a strategic plan. We started by looking at where we are currently. The capabilities assessment was determined to be out of date. An inventory of deployable assets was conducted and, to date, 80% of counties have responded. Using that data, the original assessment group analyzed numbers and concluded the overall scores from the NW Assessment were as distributed by handout. Using that data, the 6 goals were combined to 4:

1) Improve the Region's ability to share information among public agencies and on all hazards facing citizens.

2) Strengthen the Region's ability to protect, prevent, respond to, and recover from all hazards.

3) Enhance region wide health and medical capabilities.

4) Enhance Region wide preparedness capabilities through collaboration and partnerships.

Keith Haberer moved the Council adopt these 4 goals. Jacque Boultinghouse provided motion second. Motion passed.

The next step is to break those goals back down into sub-goals. Looking first at goal number one, it was broken back down into measurable objectives and timelines were assigned. The Council reviewed the seven sub-goals. Cole Presley moved these seven sub-goals be adopted by the Council. These seven will fall largely to the communications committee. Dale Staab seconded. Motion passed.

Cole Presley asked for volunteers to work on the next three goals. Keith Haberer, Micky Helberg, and Toby Prine will assist with the 2nd. Tami Wood, Deb Kaufman, Cindy Mullen, and Lorraine Baughman were assigned the 3rd. Butch Post, Toby Prine, and Susan McMahan will work on the 4<sup>th</sup>. These will be revisited in April and then quarterly reports to track progress will be made.

**Other Business:** The Public Works Representative position is currently vacant. Discussion was held. Ray Smee has also resigned as Chiefs of Police Representative. Their organization president has been notified.

Statewide Digital System Update: The Statewide project proposal to finish the radio system has been proposed statewide. All 7 regions have agreed to assist with the potential project. The matching funds will have to be made up front. Jason Moses commended Tami Wood for her efforts in promoting this project. She personally attended all Regional meetings and her presence was appreciated. This is based on availability of 2011 dollars. The regions should be prepared with another project if this does not move forward. Jason Moses was thanked as well for his efforts on behalf of the project.

Council Committees; Bylaws: There are several bylaw updates that need to be made. Discussion will be tabled due to time restraints.

NIMSCAST Update: Deb Kaufman had contacted Paula Phillips for the Council. It is possible to get the NIMSCAST county status information for the Region. Kathleen Fabrizius moved Deb Kaufman contact Paula Phillips to have the reports for the 18 counties of Northwest Kansas sent to Toby Prine. Butch Post provided motion second. Motion passed.

Kathleen Fabrizius moved Tami Wood pen a letter to the counties regarding the reception of funding and equipment being tied to NIMSCAST compliance. Kerry McCue provided motion second. Motion passed.

Council was adjourned. Reminder issued in a few minutes the 13:00 GIS POC meeting will commence.

Respectfully submitted,

Deb Kaufman, Secretary  
(These minutes are pending Council approval.)

<b>Members Present</b>	
Tami Wood, Chair, Regional Hospital	Deb Kaufman, Sec., Region I EMS
Deb Hays, Vice Chair, KDEM	Bob McLemore, Fire Chiefs
Cole Presley, Sheriff's Association	Gary Winter, Region I EMS
Lorraine Baughman, Public Health	Mike Albers, City of Colby
Al Pietrycha, National Weather Service	Ryan Murray, Cheyenne County
Kerry McCue, Ellis County	Michelle Helberg, Graham County
Cindy Mullen, Logan County	Dale Staab, Ness County
Chris Brown, Phillips County	Jim Schroeder, Rawlins County
Butch Post, Rooks County	Keith Haberer, Russell County
Crissy Livingood, Sherman County	Jacque Boultinghouse, Sheridan County
Susan McMahan, Thomas County	Kathleen Fabrizius, Trego County
Toby Prine, HS NW Region Coordinator	Randy Hrabe, NW KS Planning & Development
Jason Moses, Interoperable Communications Coordinator -Kansas Adjutant General's Dept.	Richelle Stewart, KDEM Resource Management Planner
Brandt Haehn, KDEM	Richard Hernandez - EFM
Dan Kostelny, EFM	Barry Autrey, CPHP Oper & Plan RS / KDHE

<b>Members Absent</b>	
Ed Conard, Fire Services	Gary Rogers, KDEM
Steve Hirsch, Decatur County	George "Pappy" Lies, Gove County

Troy Thompson, Norton County	Jim Fisher, Rush County
Larry Townsend, Wallace County	