

SOUTH CENTRAL REGIONAL HOMELAND SECURITY COUNCIL

Meeting Notes

July 10, 2008

9:30 a.m.

Hutchinson Fire Department Training Facility

3201 E 4th Ave.

Hutchinson, KS

I. Call to order

Introduction of members and guests

Two items were added to the agenda. Item F – Discussion of Fiscal Agent for 2008 and Item G – Revised By-Laws presented by Terry David.

II. Approval of minutes:

Randy Duncan moved and Dee Konkell seconded to have the minutes approved as sent out by the SCR chair via Email. Motion approved on a voice vote.

III. Old/New Business:

A. Report by Fiscal Agent

1. Quarterly Expenditure Report (2006) (2007) (Due July 15)
Quarterly Workplan Updates needed by Project Managers
For (2006) & (2007) (Due July 15)

Michelle Abbott-Becker gave the monthly Fiscal Agent report stating all projects for the exception of the Winfield USAR were closed and recommended excess funds in the amount of \$1,218.30 from closed projects be transferred to the USAR FFY06-SC04(2) project. Bill Guy moved to have the recommendation adopted, seconded by Jim Reed. Motion carried on a voice vote.

2. Transfer of Property Agreements

- Transfer of property agreement for Kingman County and the Corral/Chute FFY06-SC12
- Transfer of property agreement for EMS Region III FFY06-SC08
- Transfer of property agreement for USAR-FFY06-SC04 and USAR FFY06-SC04(2)
- Transfer of property agreement for Newton Police Department

And the ACU crossband repeater FFY06-SC02

Michelle Abbott-Becker reported that the above Transfer of Property Agreements have been received, and will be filed.

3. State Inventory Form Discussion

Michelle Abbott-Becker presented a new Inventory Excel Spreadsheet and recommended its adoption for use by the SCR. Terry David made a motion and Oscar Thomasson seconded to adopt the new form, approved on a voice vote.

B. PSIC - MOU for South Central Regional Homeland Security Council
KHP terminated the SC Region PSIC MOU, dated 11-30-07. Council now needs to determine the scope of the project and how to proceed with a new MOU with KHP. Available for comments will be: Jason Moses, Interoperable Communications Coordinator Adjutant General's Department

Jimmy Reed announced the resignation of Scott Eckberg as the APCO representative to the SCRHSC and chairman of the communications sub committee, Courtney Becker, acting chair of the Communications Subcommittee presented a recommendation that the region enter into a MOU with the state to build out the Moto Bridge installations at the KDOT towers located in McPherson and Marion Counties. He went on to say that the remaining balance would be used for subscriber units which would be divided among the nineteen counties making up the South Central Region Homeland Security Council. (Discussion was suspended to allow the GIS Technical Subcommittee to present.) When the council returned to discussing the MOU the issue of KDOT Moto-Bridge operations interference with SCR repeater tower trailers was brought up by Randy Duncan. Courtney Becker related the outcome of the meeting with Ed Geer over this issue and he reported that KDOT and the SCR had come to an understanding on the matter.

Further discussion was held on how the PSIC Management and Administration would be conducted. According to the Communications sub committee one of the nineteen counties with sufficient administrative support could step up and handle the M&A in return for an extra allotment for additional equipment. It was revealed that Butler County had expressed interest in taking on that task.

Jason Moses KDEM, reminded the council that it we should take care to make sure that equipment purchased met the PSIC guidelines for equipment.

[Oscar note: I got the following information on the PSIC guidance off the NTIA website.] Those guidelines as established by Public Law Number 110-53, section 2201 as noted in the PSIC grant guidance include:

- *Utilize reallocated public safety spectrum for radio communication [e.g. 700 MHz];*
- *Enable interoperability with communications systems that can utilize reallocated public safety spectrum or communication [again 700 MHz]; **OR** [emphasis added]*

- **Otherwise improve or advance the interoperability of public safety communications systems that utilize other public safety bands. [e.g. 800 MHz, UHF and VHF “legacy” systems]**
- *Solutions from public safety agencies must (1) achieve meaningful and measurable improvements in the state of interoperability for public safety communications and (2) fill interoperability gaps identified in the Statewide Plans.*

The NTIA guidance says the States must consider the following when selecting projects for PSIC funding:

- **Technology**
 - *Adopt advanced technological solutions*
 - *Improve spectrum efficiency*
 - *Use cost-effective measures*
- **All Hazards Mitigation**
 - *Improve communications in areas at high risk for natural disasters [all of Kansas]*
 - *Continue improve interoperability efforts in urban and metropolitan areas at high risk for threats of terrorism [Wichita and surrounding areas]*
 - *Pre-position or secure interoperable communications in advance for immediate deployment in an emergency or major disaster*

Michelle Abbott-Becker made the following motion which was seconded by John Lloyd and approved on a voice vote:

1. The South Central Region Homeland Security Council shall enter into a memorandum of understanding with the state of Kansas to install Moto-bridge interoperable communications equipment at the KDOT tower sites located in Marion and McPherson counties at a cost not to exceed \$400,000.
2. The South Central Region Homeland Security Council shall spend the remaining funds on subscriber units.

Following the approval of the above motion the Council directed the following actions to implement this decision.

1. The Fiscal Agent shall work with the KHP SAA to draft the appropriate memorandum of understanding to cover the Moto-bridge installation.
2. The SCRHSC Communications Sub Committee shall take the following actions:
 - develop an Approved Equipment List (AEL) for equipment purchases that meets the PSIC grant guidance;
 - present a plan describing the allocation of funds between the nineteen counties composing the South Central Region Homeland Security Council;

- **present a recommendation concerning the management and administration (M&A) for the subscriber unit acquisition**

Scheduled for 10:30 a.m. is the following Presentation

- C. GIS Project Presentation by Kathleen Harnish-Doucet
GIS Project Committee will provide additional comments.
Oscar Thomasson, GIS Project Committee Chair

Oscar Thomasson gave a presentation on the work of the GIS Technical Sub-Committee regarding the SCR GIS project. During the presentation he went over the technical aspects of the collection, verification and deployment of the GIS data within the framework of the project. Kathleen Harnish-Doucet gave an update to the council on the expenditure of the funds for the project that included software, equipment and training costs paid through the grant.

- D. Update on Patient Tracking Project – Seth Konkel
Seth will be providing this an update on this project as well as other MMRS projects. (Seth must attend another meeting Thursday morning and will provide this update when he arrives.)

Seth Konkel was unable to attend the meeting and De Ann Konkel gave the following report on his behalf:

The purchases for the Patient Tracking Project have been approved and the system will be on line by October 1, 2008.

- E. FY 2008 Interoperable Emergency Communications Grant
Funding with this grant is for planning, training and exercises only. Each HS region in Kansas has been allocated \$42,172.28 under this program.
Under FY 2008 IECGP guidelines, we are required to coordinate with our statewide interoperability coordinator (Jason Moses) and our statewide interoperable emergency communications governance committee (SIEC) and the appropriate SCIP stakeholders / committees.

Application material must be emailed to the SAA (KHP) by 5 p.m. Thursday, July 17th to be considered. NO APPLICATIONS WILL BE ACCEPTED PAST THIS DEADLINE.

A motion was made by Pat [Mark](#) McManaman and seconded by Terry David directing the council to MOU the funds back to the state with the proviso that at least 50% of the money be spent on training delivered with the South Central Region. The motion was approved on a voice vote.

F. Presentation on proposal to have the Fiscal Agent functions for the SCR carried out by the South Central Kansas Community Development organization. **Some of the highpoints of the presentation included:**

- The organization have a CPA as part of their staff of twelve
- They follow federal grant management guidelines
- They use computer software that can generate custom reports for us
- They would be responsible for paying invoices, tracking expenditures, performing internal audits and keeping accounts
- They would **not** be responsible for approving or disapproving equipment purchases based on technical specifications. That function would remain with the sub committees

Michelle Abbott-Becker suggested that Guidelines for Project Managers be adopted by the Council because the new Fiscal Agent will only handle “money” related work. They will not do a lot of the work that she had done, i.e. quarterly workplans, project worksheet completion, etc.

Discussion continued on the matter and it was tabled for the time being.

G. Presentation of Suggested Changes to By-Laws – by Terry David

Terry David reported that he had incorporated the suggested changes from members who responded to his email about By-Lays changes. Terry stated that he would resend the By-Laws to all members and that the changes would be ready for a vote at the next Regional Council meeting.

IV. Next Meeting

August 14, 2008
Hutchinson Fire Department Training Facility

V. Adjourn