

South Central Region Homeland Security Council November 10, 2011

MEETING MINUTES

I. Call to order and remarks from Council Chairperson

Council Chair Oscar Thomasson called the meeting to order at 9:31 a.m.

II. Approval of minutes from previous meeting

ITEM #	DETAILS		
II-1			
ACTION/MOTION			
Motion to approve the September meeting minutes.			
MOTION	Charlie Keeton	SECOND	Gary Curmode
DISCUSSION			
None.			
ACTION TAKEN			
Voice vote – motion carried.			

III. Old business

ITEM #	DETAILS		
III-1	Fiscal Agent's Reports: FY08, FY09, FY10		
<p>John Cyr began his report by discussing the recent OIG audit. He noted that one of the most significant findings for the region involved procurement procedures. Even though the regional councils are standalone entities, their procurement procedures were not recognized by the OIG. Going forward, the state's procurement procedures must be followed (regardless of the fiscal year the project falls under). Those projects that were started before the audit will continue under the old process. Those that started during the audit will follow a blended process and be handled on a case-by-case basis. A brief summary of the state's procedures follows:</p> <ul style="list-style-type: none"> • Single items or aggregate purchases less than \$2,000: Notify John to ensure eligibility and that the project is still within budget, otherwise go ahead and make the purchase (using a "commonly recognized vendor"). • Purchases between \$2,000 and \$25,000: Continue to seek at least three bids from vendors of choice, but also submit specifications to John so he can post them to the public bulletin board (http://procurement.ncprc.org/hs/projects.html). • Purchases between \$25,000 and \$50,000: These must be handled via sealed bids. Specifications should be sent to John; all bids/quotes must be directed to his organization as well. Any preferred vendors should be communicated to John and he will ensure they are invited to submit a bid. • Purchases in excess of \$50,000: Again, these must be handled through sealed bids, but must also be posted in the Kansas Register. 			

Sole source purchases were also discussed (these are highly discouraged by the auditors). In order to proceed sole source, project managers must check with a variety of vendors and be able to demonstrate that there is really only one option available (also applies in the case of a multi-phase project where there has been an “established process” for purchasing – the OIG does not recognize this approach and wants bids obtained at each phase).

The other purchasing matter discussed involved training projects. John reminded everyone that all training projects must be run by Paula Phillips at KDEM first. He did note, though, that the OIG did not recognize the KDEM approval forms as sufficient documentation. Project managers will need to assemble a file that includes all info from their training: sign-in sheets, invoices, rosters, reimbursements, trainer information, catering information, etc. Additionally, if a meal is catered as part of the training, a separate sign-in sheet must be used to document who ate the meal (which will be matched up against the caterer’s per-person charge). As for the actual procurement side, John’s group will not go through that process with a training project, since they don’t have the expertise to evaluate one trainer against another. The only requirement is that the trainers be accredited.

The NCRPC created a checklist (which John distributed to the council members) for those project managers working on a training project. Oscar made a request that a general project checklist be made as well to ensure that all project managers are collecting the correct documentation and following all the required processes.

The other audit finding affecting the councils concerned the fiscal agents’ contractual relationship with the KHP (specifically the handling of the M&A from each fiscal year). The OIG determined that the NCRPC, functioning as a beneficiary of the grant rather than a pass-through, could only recover the actual costs they incurred (rather than using other calculations/methods of drawing down those funds). After the actual expenses have been calculated, there will likely be some M&A money going back into the fiscal years and needing to be spent.

Following the audit update, John briefly ran through his reports for the various fiscal years. Of particular note, John advised that the SWAT armored vehicle has been delivered, an additional training under the Bomb Squad Sustainment project is being pursued for the spring, and the contract has been let out for the CBRNE HazMat vehicle (all FY10 projects). Gary Curmode reported that he will have people going out to the vendor site within 30 days to confirm the specs on the CBRNE vehicle. They plan to send people out twice during the course of the project. Christen Skaer also clarified that the Behavioral Health project (FY10) no longer has an animal health component and needs to be re-classified. Oscar will follow up on this.

ITEM #	DETAILS
III-2	Project Managers’ Updates: FY08, FY09, FY10, FY11
<p><i>FY09: Regional Planning Project / KRICP (Oscar Thomasson)</i> – Oscar reported on a meeting that had recently taken place in Salina with the KHP. The OIG had raised concerns that the SC Region’s planning project (KRICP) and KDEM’s CRMCS overlapped/duplicated efforts. At the meeting, both projects were fully reviewed. It was determined that both projects had followed grant guidance, both had received SAA review and approval, and the resulting systems were</p>	

complimentary, not duplications. Oscar advised that there is a plan at the state level to integrate the two systems.

FY11: Accountability – Phase 3 (Jim Schmidt) – In DeAnn Konkel’s absence, Jim reported that the project team had identified a way to spend the remaining \$10k left in the Phase 3 project. Midwest Card updated their quote to include 4 iron keys containing the CNIP software (a program for developing IAPs) for the SC IMTs. One copy will be secured with the IMT trailer and the other three will be housed with various team members. Some additional RapidTAG supplies were also added to the quote to round out the total.

FY09: Animal Patient Tracking (Christen Skaer) – Christen reported that her project will include a barcode system that will link animals to owners and will be able to integrate with the existing MMRS human tracking system.

IV. New business

ITEM #	DETAILS
IV-1	Responder’s Rodeo (Bill Guy and Shelly Abbott)
<p>Bill and Shelly reported that, at the recent ESF 2 meeting, brainstorming was done on holding a resource rodeo in conjunction with the upcoming APCO Conference (April 1st and 2nd at the Ramada in Hutch). The rodeo would pull together a sampling of the region’s DHS-funded deployable resources for individuals to view and learn about. The planning committee would like to have fact sheets available for each piece of equipment that would address such things as how to activate the equipment and what is deployed with it (vehicles, personnel, etc). Anyone interested in bringing an item to the rodeo should contact Bill. He noted that he will need the footprint of each piece of equipment in order to figure out the space requirements for the event. Depending on the space available, this event could include other regions’ resources or even Federal assets – those details are still to be determined. Bill also noted that more planning team members are needed...</p>	

ITEM #	DETAILS
IV-2	Training for Mobile Communication Towers
<p>In response to a question from Bill Guy about the mobile communication towers, Oscar noted that a satisfactory response has <u>not</u> been received from the vendor yet regarding the training that is owed to the region. Oscar will be talking with John Cyr about the region’s options (such as imposing sanctions on the vendor).</p>	

ITEM #	DETAILS
IV-3	Nomination of 2012-2014 Council Officers
<p>Oscar asked that any nominations for Chair, Vice-Chair or Secretary be emailed to Jim Leftwich. Elections will be held at the first meeting of 2012.</p>	

ITEM #	DETAILS
IV-4	Update on HMEP Grant (Swapan Saha)
<p>Swapan Saha (KDEM) then presented an update on the HMEP grant. He reported that \$397,120 was received with FY 2011 (75% pass-through with an 80/20 match required of the LEPCs). He noted that grant contracts for FY 2012 were just sent out; grant close-out for the</p>	

LEPCs under these contracts will be August 31st, 2012. He advised that the actual grant calendar runs from Oct 1st to Sept 30th; however, KDEM needs time to complete their own wrap-up before the close-out date. For FY 2013 funds, KDEM will ask LEPCs to have their proposals submitted by March 15th, 2012.

Swapan then reminded the Council members that food, travel costs and personnel costs (such as overtime and backfill costs) are ineligible under the grant. He reported that, due to some discrepancies found during an OIG audit of the program, all projects (and any subsequent project changes) must now be pre-approved by the US DOT. He did advise that, as long as project proposals are submitted to KDEM by the due date, they will be included in the State’s submission to the US DOT (allowing everything to be reviewed and approved at once). Additionally, pay-out of grant funds can only be done as reimbursements of actual incurred expenses.

In closing, Swapan cautioned the Council to keep copies of all project paperwork (rosters, invoices, match information, etc). He also recommended that proposed projects be as cost-effective as possible, with more focus placed on projects that will benefit multiple jurisdictions rather than a few people (regional project are strongly encouraged).

ITEM #	DETAILS
IV-5	Regional Capability Assessment (Lt. Amy Ayers and Connie Satzler)
	<p>Prior to beginning the capability assessment discussion, Terri Ploger-McCool (KDEM) gave a brief summary of Presidential Policy Directive 8 (PPD-8). This included the switch from “Target Capabilities” to “Core Capabilities,” as well as performing assessments using POETE (Planning, Organization, Equipment, Training, and Exercise).</p> <p>Lt. Amy Ayers (KHP) then led a discussion on updating the region’s capability assessment and priorities. She and Connie Satzler began by discussing the new State Preparedness Report (SPR), which must be completed by the state as a requirement of accepting DHS funds. They then walked through the survey tool, explaining how to use it to document an assessment. Though the tool was developed to be used by the states, Lt. Ayers stressed its value at all jurisdictional levels. She also noted a big change to the assessment process: the new tool has the ability to assess a jurisdiction’s capabilities both with and without factoring in mutual aid. At the request of the council, Connie pulled up the results of the region’s 2009 assessment, noting the following results:</p> <p>2009 Weaknesses: Communications, Community Prep and Participation, Search & Rescue (water-based), and Epi Surveillance/Investigation</p> <p>2009 Strengths: Communications, On-site Incident Management, Fire Incident Response, Explosive Device Response, Community Prep and Participation, Mass Prophylaxis, Search & Rescue (land-based)</p> <p>2009 Funding Needs: Community Prep and Participation</p> <p>In the discussion that followed, council members identified the following potential priority areas:</p>

- a. Planning
- b. Communication/Public Information: both external (with the community, private sector, schools, etc) and internal to the response community (EOC to EOC, EOC to responders, etc).
- c. Mass Care, with an emphasis on companion animals (Christen pointed out that companion animals had been dropped from Mass Care Services in the move from the TCL to the Core Capabilities. Lt. Ayers assured the council that the region can define “family” as including pets and assess capabilities based on that definition.)
- d. Credentialing
- e. Community Resilience
- f. Private Resources (including VOADs and school districts)

The group identified two Core Capabilities that would qualify for the region’s “Top Five” list: Operational Communications and Public Information & Warning. Lt. Ayers then used the survey tool to do a sample assessment, completing the POETE components for the Operational Communications capability. She re-iterated that this is just a trial run, and the region’s formal assessment process will occur at a later date.

ITEM #	DETAILS
IV-6	EMPG Exercise Requirements – Clarification (Jim Leftwich / Terri Ploger-McCool)
<p>After being approached by a few members of the Council, Jim and Terri took a moment to clarify the full-scale exercise component of the new EMPG requirements. They noted that EMPG counties (the sub-grantees) will need to conduct one full-scale or EOC exercise every three years. This wording gives EMs the option of either doing a “traditional” full-scale exercise (actually moving people and equipment around) or activating their EOC call-down lists and bringing all the players into the EOC to talk about moving people and equipment around. Terri confirmed that this is a change from what was originally announced and from what is required of the grantees/states (which is one full-scale exercise <u>every</u> year).</p>	

V. Next meeting

ITEM #	DETAILS
V-1	Discuss the date and time of the next meeting
<p>The next meeting is tentatively set for 9:30 a.m. on Thursday, December 8th, in Hutchinson. Oscar will send confirmation when the time gets closer.</p>	

VI. Adjournment

ITEM #	DETAILS		
VI-1			
ACTION/MOTION			
Motion to Adjourn.			
MOTION	Multiple	SECOND	Multiple
DISCUSSION			
None.			
ACTION TAKEN			
Voice vote – motion carried.			