



METROPOLITAN EMERGENCY MANAGERS COMMITTEE

Mid-America Regional Council
600 Broadway Kansas City, MO 64105

October 14, 2010 1:00 p.m.

MEETING SUMMARY

Present:

Mike O'Neal, Chairman-Platte County EM

Tim Lynch, Vice Chair- Overland Park EM

Michael Baughman, Wyandotte County EM

Steve Bean, KCMO EM

Mike Bellingier, ARES District A

Clarín Blessing, InterCity FPD

Les Boatright, KCP&L

Mike Boos, Raymore EM

Maureen Burke, SEMA Area A

Chris Butler, Johnson County Public Works

Ken Cope, American Red Cross

Nick Crossley, Johnson County EM

Michael Curry, Jackson County EM

Jeff DeGraffenreid, City of Olathe

Kent Dickinson, KS Army MARS

Bruce Fisher, Blue Valley Public Safety

James Ham, North Kansas City PD

Jean Herrick, GSA

Rita Hoffman, Retired, City of Olathe EM

Chuck Magaha, Leavenworth County EM

Thomas Magee, GSA

Matt May, Johnson County EM

Marshall McClure, MARS

Alisa Pacer, JCCC Emer. Preparedness

Robert Russell, North Kansas City PD

Sandy Schiess, Independence Fire Dept.

Mark Sherwood, Oak Grove/Sni Valley EM

Dee Smith, The Salvation Army

Ken Smith, Lake Winnebago EM

Mike Snider, Liberty Fire Dept.

Bill Stewart, KCTEW

Frank Stranimier, Raytown PD

Pete Sturner, Platte County EM

Stan Swaggart, Cass County EM

Chuck Thacker, Grandview Fire Dept.

Liz Ticer, Johnson County Health Dept.

Carolyn Wells, Liberty Hospital

Mark Widner, Independence EP

David Hoffman, KCPD, son of Rita Hoffman

MARC Staff: Julie Alt, Aaron Baumgarden, Paul Czaszewicz, Keith Faddis, Barbara Hensley, Erin Lynch, Kristine Martin, Justin Sorg, Nikki Thomas

1. WELCOME & INTRODUCTIONS

Mike O'Neal opened the meeting and all attendees introduced themselves. Mike O'Neal presented a certificate of appreciation to Rita Hoffman for her work and contributions to the MEMC and Citizen Preparedness Sub-Committee, upon her retirement from the City of Olathe Emergency Management.

2. APPROVAL OF AGENDA AND MEETING SUMMARY

The following items were noted and corrected from the August 12, 2010 Meeting Summary:

- a. mythology to methodology, p. 3, Item 4, paragraph 2;
- b. Inserted the word "fill" to read "to fill out...", p. 2, Item h, paragraph 2;
- c. MERC to MERS, p. 2, Item e;
- d. FURMAC to FRMAC, p. 3, Item 4, 6th bullet under Kourtney Woodbury – Upcoming Training Exercises. A motion was made to accept the summary with the changes. The motion was seconded by Chuck Thacker. All members were in favor, none opposed. The summary was approved.

3. NOMINATIONS AND ELECTION OF VICE CHAIR

Steve Bean announced the slate for the vice chair position of Stan Swaggart of Cass County and Chuck Thacker of Grandview. Mr. Bean asked for the ballots to be passed out to all voting members. Chair O'Neal reiterated that only one representative from each agency/jurisdiction would be allowed to vote. Chair O'Neal asked if the candidates would like to say a few words on their behalf. Both candidates offered their service if elected. The floor was then opened for any additional nominations. There were none and a motion was made to close nominations. It was seconded and approved with none opposed. Chair

O'Neal then invited the voting members to cast their ballots. The ballots were collected and tallied by MARC staff.

4. FINANCIAL REPORT

Chair O'Neal noted KU has paid up their outstanding MERS balance, and Tim Lynch was looking into Overland Park's unpaid balance.

5. SUBCOMMITTEE AND TASK FORCE REPORTS

a. Citizen Readiness (Public Education/PCA/CERT/Safety City) – Tim Lynch stated, in Mark Owen's absence, the subcommittee had not met and there was no new report.

Mike O'Neal shared that they are actively seeking more involvement with Safety City which will be held February 11-13, 2011. Safety City has been allocated 25,000 square feet at the American Royal. Anyone interested should contact him or Lisa Elsas.

b. Communications – Chuck Magaha reported that the MERS roll call went well with 33 of 36 responses. He reminded members of the discussion last month of the back-up repeater which needed repairs. This was taken care of with \$1,072 of UASI funds. The main repeater will remain at City Hall, with the stand-by to be located at 27th and Van Brunt.

- MERS Policy Review Follow Up – Chuck Magaha reported the policy was reviewed and no major problems were perceived, but then sent to Andy Bailey, who requested a change be made on p. 2 under III. A. 1. c. Hail (3/4 inch...), the size of the hail was changed from 1/2 inch. He also clarified on the same page under III. A. 1. j. that the rainfall greater than 2 inches refers to total rainfall, as per p. 4, C.4.g., but he will clarify with Andy Bailey. Also on p. 4, under C.4.d. the hail size will be changed from one inch to 3/4 inch. Steve Bean made a motion to change the rules to only require members to execute a revised policy if significant changes are made. Mr. Magaha reiterated the reason for the review was two-fold – to serve as a refresher for the new chair and to determine if the National Weather Service still agrees with the information they provided. Mr. Magaha added the National Weather Service was not ready to roll out the HazCollect, as Matt May mentioned at the last meeting in August. This will not be added to the policy at this time, and Mike O'Neal clarified this would be one of those major changes where signatures would be required. A motion was made to amend the document as discussed and accept the changes without signatures, sending it to by-laws for approval. Once received back from by-laws, the policy would be finalized at that time. This decision was accepted and approved.

Chair Mike O'Neal interrupted the meeting to announce the results of the Vice Chair election: Chuck Thacker was elected 12-7 as the new Vice Chair. Mike O'Neal then surrendered the rest of the meeting and his duties to the new Chair, Tim Lynch.

- Co-Chair for Communications Subcommittee – Tim Lynch mentioned in preparation for this meeting and assuming the Chair, he noticed the organizational chart did not show a Missouri co-chair for the Communications Subcommittee. After discussion, it was explained Mike Boos had been asked to serve as the co-chair for the Communications Subcommittee previously. The organization chart will be updated.

- c. WebEOC – Matt May reported positive feedback on a training session in September held for hospitals. The Hospital Evacuation Tabletop Exercise was also received positively, and will hopefully continue with the same format of administrators solving problems on WebEOC in real time in the future.
- ESi Contract – With Charles Roberts resignation, Mike O’Neal reported a contract is being drafted for six months of support with ESi. A replacement search for the position is currently underway.
 - Mike O’Neal added they are currently working with city EOC status boards for some of the counties. As soon as these are brought online, the counties will notify the cities that are active in WebEOC. There will be an add-on to the city EOC so changes within the city can be detected.
 - O’Neal reported a funding request had been submitted to the Training and Exercise Subcommittee for the 2011 ESi Conference. The conference will be attended by IT staff, one MARC staff, one Co-chair and/or a possible emergency manager. Training with ESi is also being submitted for 2011 and 2012.
 - Matt May stated the Project Management Task Force was looking at the effectiveness of WebEOC. Information will be shared in early November after the TEPW.
- d. Membership & Bylaws –
- Affiliate Membership Application – Mike O’Neal reported an application had been submitted by Superior Response Solutions in January but it is not clear if their membership was actually approved. The previous meeting summaries will be reviewed to clarify at the next meeting.
 - MEMC Quorum – Chair Tim Lynch raised a concern involving the required quorum which has been temporarily resolved, but wanted Bylaws to clarify for next meeting. There were 14 members present today, while according to the bylaws of the committee, a quorum is represented by 24 members. The vote for the new co-chair was able to move forward based on those members present. Nick Crossley suggested the quorum issue can be divided into two parts, with elections possibly done online. Tim asked the Bylaws subcommittee to meet and come up with a clarification for the next meeting.
 - Membership list – Chair Lynch asked those present to review the latest membership list. Chair Lynch reminded membership is represented as the agencies/jurisdictions and not the individuals who represent them. All omitted or updated information should be submitted to Julie Alt.
- e. Plans – Tim Lynch reported the subcommittee is working toward the objective of finishing Phase 2 of the Regional Coordination Guide by the end of the year. They will not make the deadline, but in the coming year, as they will be supporting the ESF workgroups, they will be asking for more participation. While representation has been small in the past, support is critical and help is needed.
- Chair Lynch also shared information about an upcoming conference hosted by the Denver area on December 13-16, 2010. The areas of focus include Medical Mass Casualty Incident Scenario, Citizen Integration, IED Response, Infrastructure Protection, and Hazardous Materials. Rita Hoffman remarked that people from Israel will be presenting and leading discussions at this conference. Tim Lynch continued

that it is the region's desire to send a small delegation to this conference, and if anyone is interested, they should contact Julie Alt. Chuck Thacker emphasized a meeting in the past which featured a nurse from Israel, who basically said that we, as a country, are not ready, and he encouraged the attendance of the Denver conference.

- Erin Lynch added that recently several from the committee went to a recent conference which the Plans Subcommittee helped support on functional and access needs. This conference reinforced the work going on in the subcommittee and the need to develop strategies to address our diverse community. It was the intention of those who attended to give a presentation at the November/December MEMC meeting. Tim Lynch hopes to offer conference opportunities for member representatives on an ongoing basis.
- f. Regional Hazard Mitigation Plan – Justin Sorg reported FEMA formally approved the plan on August 31, 2010. Therefore the next update will be due August 31, 2015. Also, the plan won the 2010 Missouri APA (American Planning Association) Award for Outstanding Plan, and Justin thanked everyone involved, reflecting the strong regional effort. Justin also noted that five other jurisdictions expressed interest and will be added.
- g. Integrated Warning Team
 - HazCollect/EAS – Tim Lynch noted this item was previously discussed under Item 5. b. Communications/MERS Policy Review Follow Up.

6. OTHER HOMELAND SECURITY/EMERGENCY SERVICES REGIONAL ACTIVITIES

Training & Exercise Activities

- Hospital Exercise Recap – Carolyn Wells reported it was a very good exercise with 91 total participants, including 60 players, facilitators and MARC staff. The exercise involved a flood evacuation scenario of a fictitious hospital, where the fire departments explained their responsibility along with the community's effort. It was beneficial for the Subject Matter Experts (SME's) to hear that hospitals cannot perform an exercise like this alone. A regular After Action Report will be provided. For future exercises, each hospital will do a functional or tabletop exercise as a receiving facility, admitting patients whom will have to be absorbed by the hospitals.
- Perfect Storm – Kristine Martin reported the after action report is complete. Corrective action plans have been prepared for specific regional committees, such as WebEOC and Plans. All participating counties will receive CD's with After Action materials.
- FRMAC Exercise 2012 – Kristine Martin introduced the exercise by referring to the handout titled Amber Waves 2012 Exercise, which was a summary of her notes from a meeting attended in September about the level of participation from federal, state and county jurisdictions. Chuck Magaha continued with a synopsis of the exercise, providing the following background information: Leavenworth County attended a meeting with the Kansas Department of Health and Environment to determine its involvement in the exercise. The exercise will be held on September 24-28, 2012, precluded by a tabletop exercise leading up to Amber Waves, and including a full-scale exercise on Wednesday. It will involve a radiological dispersal in the quarry just west of Tonganoxie, KS. Fairgrounds will also be used south and west of the city of Leavenworth. It was thought this would be a good opportunity to bring these federal resources to the region, especially the free training provided to

responders and management teams in KS, IA, and MO. Participation and commitment is still not fully declared at the county and state levels. Chuck Magaha mentioned the exercise planning groups were also considering a focus on an agricultural recovery process, including crops, animals, equipment, etc. The cities of Kansas City, MO and Independence have committed an undetermined capacity in the exercise.

- MECC, October 2, 2010 – Although not included on the agenda, Kristine Martin requested a report on the MECC exercise. Chair Tim Lynch approved the non-agenda item. Matt May reported t the exercise went well with 106 participants. It offered a long distance pathway course, and will do a new scenario next year. The AAR is 95% completed, with two recommendations: 1) assignments for individual improvements are done for each local jurisdiction; and 2) an appendix needs to be added at the end for each jurisdiction, describing what they did. Carolyn Wells commended the Kansas City CERT teams mentioned the exercise looked at shelters, which helped the Red Cross, and was considered a best practice.
- TEPW – Kristine Martin reported the annual Training & Exercise Planning Workshop (TEPW) to be held on November 2, 2010 is the RHSCC's way to look annually at the training and exercise needs of the various regional committees to help support their effort. She asked all chairs and co-chairs look at the current calendar and determine any changes for 2011, 2012 and 2013. She also asked that information be provided to the Training and Exercise Subcommittee in advance so everyone in attendance will come prepared with a draft calendar. Regarding the MEMC, Kristine mentioned there are potential activities from each group, such as WebEOC, and new events that have been mentioned to the chairs. It is an opportunity to look at together the urban area funding available. Erin Lynch mentioned there are state and federal approved training courses to support MEMC's mission, and for the committee to look at these which have and have not been brought to the area. Nick Crossley suggested forming a group which would look at the training needs of the MEMC, and the funds available. Tim Lynch asked if he would be willing to lead this effort and he agreed, and Ms. Martin will send him a list.

7. STATE REPORTS

- SEMA – Maureen Burke thanked everyone who attended the Region A National Level Exercise training for the New Madrid exercise. There were 136 in attendance, and A.J. will collect the feedbacks from all nine tabletops he's conducting between now and December to help build the exercise in May, 2011. The next planning meeting is scheduled for November 16, 2010 in Jefferson City, MO. To her knowledge there are no more discussions/calls regarding the Louisiana Evacuee issue. The next area coordinator's meeting is scheduled for December 8, 2010 at the Central Jackson County Fire Protection District in Blue Springs, MO. She reminded the committee of the upcoming Interoperability Communication Conference February 8-10, 2011 at the Four Seasons Lodge, hosted by the Missouri Office of Homeland Security.
- KDEM – Keith Yoder reported the current state Adjutant General (AG) Todd Bunting will be resigning and a new AG will take the position in January, 2011. KDEM is currently going through a strategic planning process. On November 3-5, 2010, a Search and Rescue conference and training will take place, involving 35 fire departments.

8. OTHER BUSINESS/ANNOUNCEMENTS

Medical Reserve Corp (MRC)– Tim Lynch introduced the proposal of the KCMRC becoming an MEMC subcommittee. He presented a handout outlining the details of the proposal, and introduced Donna Martin, who gave an overview of the MRC/proposal with a PowerPoint presentation. Ms. Martin described the current organization and structure of the MRC, highlighting its mission, core values, and goals to improve disaster resiliency the health of the community through education, training and volunteer service. Chair Lynch then opened the floor for discussion. Nick Crossley identified MRC's two pillars: community health and disaster response, and asked what its dominant function was. Ms. Martin responded that it is primarily public health, but emphasized its willingness to assist in any way, with a current push to refocus the volunteers to understand that their role is to respond to requests from all of their stakeholders. Erin Lynch summarized the development of the proposal from the considerations of Public Health, Hospitals and Emergency Management and that MRC's funding sources include MMRS, UASI, and ASPR, but no request for funds was made last year. A motion was made to recommend the acceptance of the KCMRC as a MEMC subcommittee. The motion was seconded and approved. The Committee's action will be forwarded to the Policy Subcommittee for review and presented to the Regional Homeland Security Coordinating Committee (RHSCC) for approval.

Mass Notification – Mike O'Neal reported the workgroup was currently waiting for responses to an RFP and should have them by November 1, 2010.

9. ANNOUNCEMENTS

Nick Crossley announced the National Task Force report has been submitted to Congress and he has asked it also be submitted to the RHSCC. He will be reporting to Congress in Washington, D.C. in November or December, 2010. Also he announced there is a new guide for the Private Sector Preparedness Accreditation and Certification Program through the Department of Homeland Security. KCP&L is also hosting an event in December with DHS to discuss emergency preparedness.

Tim Lynch invited participation in the subcommittees in the coming year, as well as reappointing their current co-chairs.

Tim Lynch presented a plaque of recognition to the outgoing chair, Mike O'Neal.

Julie Alt informed the committee the 2010 "Operation Bulldozer" (Emergency Resources Catalog) is available.

10. NEXT MEETING

December 9, 2010 – it was proposed and agreed that the November 11, 2010 meeting be cancelled due to Veteran's Day.

Handouts:

Agenda

August Meeting Summary

MERS Requisitions (as of 10/12/10)

MEMC Metropolitan Emergency Radio System (MERS) Operation Instructions

Affiliate Membership Application dated 1/14/10 from Superior Response Solutions Inc.

2010 MEMC Membership List

Amber Waves 2012 Exercise Update (as of September 10, 2010)

Recommendation to align MRC with the MEMC

RAPIC training flier: The Impact of Social Media on the Incident Command System, Tuesday, December 14, 2010.