



## MEMC Plans Subcommittee

January 25, 2010

### MEETING SUMMARY

#### **Present:**

Tim Lynch, Overland Park Police Department, Co-chair  
Chuck Thacker, Grandview Fire Department, Co-Chair  
Mike Henderson, Jackson County Medical Examiners' Office  
Rita Hoffman, Olathe Emergency Management  
Marshall McClure, Missouri Army MARS  
Mary Parrott, City of Overland Park  
Dan Robeson, Johnson County Emergency management  
Pete Sturner, Platte County Emergency Management

**MARC Staff:** Justin Sorg, Mike Hicks, Dan Manley, Bill McCabe, Sally McGraw

#### **1. Welcome and Introductions**

Tim Lynch opened the meeting and welcomed all attendees. Introductions were made.

#### **2. Nationwide Plans Review 2010**

Tim Lynch explained that FEMA conducted a national assessment of emergency plans in 2006. In order to gauge progress, FEMA has initiated another Nationwide Plans Review (NPR) and made completion of the review a prerequisite to apply for 2010 UASI funding. The 2006 review was conducted on Kansas City, Missouri's LEOP along with county EOPs in the region. The Regional Coordination Guide (RCG) did not exist in 2006, so was not assessed at that time. The 2010 assessment focuses on Kansas City, Missouri's LEOP but will include elements from regional plans where applicable. . The NPR is due to SEMA by February 17 and to FEMA by February 19. The transmittal letter for the NPR will include a request that FEMA consider the RCG in the review; and in the future, switch the focus from local to regional plans. Tim Lynch suggested the committee offer contractor support to Kansas City for this 2010 review of their LEOP. He also suggested the MEMC be made aware of the review and the Plans Subcommittee review and comment on the deliverables. Pete Sturner made a motion to provide contractor support to Kansas City for this review. Rita Hoffman seconded the motion. The committee approved the motion with all in favor

#### **3. Document library presentation**

Homeland Security Information System (HSIN)-Bill McCabe discussed this system to replace the MEIS document library currently used in the region. This system is managed by The Department of Homeland Security (DHS) and is free of charge. The PASS/MEIS Subcommittee proposed oversight for the document library be moved to the Plans Subcommittee. After discussion, Rita Hoffman made a motion to use the HSIN system on a trial basis. Mary Parrott seconded the motion. All members were in favor, none opposed. Bill McCabe will move forward to form a community of interest to begin using the system. The RHSCC Co-Chairs could be helpful in determining who should be in that group to represent the subcommittees. Ownership will need to be determined. Bill suggested a member of the committee or possibly Justin Sorg.

Justin Sorg did a short presentation of another document library system, netPlanner. The cost is \$17,000, per operating jurisdiction, with a reduction in cost for multiple jurisdictions. There was no interest in pursuing this system further.

#### **4. Mass Fatality Planning**

Justin Sorg stated the committee has \$60,000 to develop a regional, bi-state Mass Fatalities Plan. Dan Manley spoke to the committee regarding securing contract support for the development of the Mass Fatalities Plan. He stated the goal is to develop a plan to handle 500 fatalities. The recently completed Target Capabilities Assessment has helped identify areas of concern to be addressed. This plan will have a much higher level of detail than the RCG provides. After considerable discussion on the importance of bi-state commitment and engagement, all supported Dan Manley's offer to provide analysis and literary reviews of contractors qualified to do mass fatalities planning; with special consideration given to statutory requirements of both states in the region.

#### **5. Revised financial report**

Project measurement report - the committee reviewed the revised financial report and the updated project measurement report included in the meeting materials. It was noted that development of a Mass Care Special Needs sheltering development is not included in the budget or project timeline, but will be added.

#### **6. Regional Coordination Guide (RCG)**

Protocols for updating – Justin Sorg presented a draft policy for updating the RCG to the committee. Chuck Thacker suggested the policy be expanded to encompass the documents in the HSIN. A draft of the updating policy will go to the MEMC for approval then to the RHSCC for endorsement.

#### **7. 2010 UASI Proposal**

The committee members were provided copies of the 2010 UASI Proposal. Mary Parrott questioned if the committee wanted to set a precedent of hiring a contractor to be responsible for updating the RCG. After discussion, the group agreed to leave contractor support for updating the RCG in the proposal. There were no other points of discussion and the group approved submitting the proposal as is.

#### **8. Other business**

Tim Lynch proposed reprioritizing two of the ESFs in Phase II. He suggested ESF 10, due to begin work in the third quarter, be moved up to the first quarter, as the task force is ready to begin development, and ESF 14 be moved back to begin work in quarter three. All members agreed with this proposition. Justin Sorg reported the work on ESF 2 is progressing well with the target for final draft completion in March, the ESF 11 workgroup is forming in March and the next meeting on ESF 8 will be held on February 2.

#### **9. Next meeting**

Regularly scheduled meeting date falls on President's Day, February 15. The committee selected the alternate date of Thursday, February 11, 2010 at 11:30 a.m.; in between the LEPC and MEMC meetings.

#### Handouts:

Agenda

November Meeting Summary

FY2010 Nationwide Plan Review

Nationwide Plans Review 2010 Certification Matrix

Document Library Recommendation

Event Calendar Recommendation

Mass Fatality Plan

Plans Committee Financial Report

Plans Projects

Policy for Updating RCG

FY10 UASI Plans Proposal