



MEMC Plans Subcommittee

March 15, 2010

MEETING SUMMARY

Present:

Tim Lynch, Overland Park Police Department, Co-chair
Chuck Thacker, Grandview Fire Department, Co-Chair
Steve Bean, Kansas City Emergency Management
Ken Cope, American Red Cross
Rita Hoffman, Olathe Emergency Management
Marshall McClure, Missouri Army MARS
Pete Sturner, Platte County Emergency Management

MARC Staff: Justin Sorg, Bill McCabe, Sally McGraw

1. Welcome and Introductions

Tim Lynch welcomed those in attendance. Introductions were dispensed with. The February meeting summary was reviewed and approved.

2. HSIN Document Library

Justin Sorg presented a Build Questionnaire for the Homeland Security Information Network (HSIN) document library. The HSIN is intended to serve as the region's document repository as well as a communication tool amongst and between area agencies and other Communities of Interest (COI). The system allows the creation of customizable homepages which can be used to house a number of differing documents such as meeting agendas and summaries. The members were asked to review the questionnaire, specifically in reference to the proposed procedures for adding new members to the COI. Tim Lynch instructed the committee to continue to review the document for further discussion/approval at the April meeting. Bill McCabe stated folder structure setup is the next key step in the development of the HSIN document library. Bill McCabe and John Hwang will develop a markup of the proposed folder structure for the committee to review and approve. A Department of Homeland Security (DHS) Mission Advocate will then build the COI, add users and documents.

3. Regional Coordination Guide (RCG)

Justin Sorg presented the committee with a memorandum outlining protocols for updating the RCG for review. Chuck Thacker referred to #3B(1) with the suggestion to indicate that updates outside of the annual review be the exception while including a provision for emergency adaptation. The members agreed any proposed changes will be first presented to the Plans Subcommittee who will review the proposition or refer it to the appropriate ESF work group or subject matter expert(s). If approved, the request will be returned to the requesting committee with a course of actions. If Plans declines the change, it will then go to the full MEMC for final approval. If MEMC declines the request, the requesting body may appeal to the RHSCC for disposition. The committee discussed and concluded a reasonable method for regular review /update of the RCG would be to review of five ESFs and the Base Guide annually. In this way, the entire RCG would be reviewed every three years. Exercise After Action Reports (AARs) will also be reviewed for relevant updates identified during an exercise.

Tim Lynch will get the review of this protocol for changes/updates to the RCG on the April MEMC meeting agenda. Justin Sorg will develop a flow chart outlining the path of review for changes/updates.

4. 2010 Plans Work Plan

The 2009-2010 and 2010-2011 Work Plans were reviewed. The 2009 plan has been completed except for the sections of ESF 6 Mass Care involving sheltering of special needs populations and development of a regional animal care system to shelter and care for animals, with focus on household pets.

Chuck Thacker suggested the formation of a Joint Utilities System be eliminated from ESF 12. Rita Hoffman suggested utilities coordination be achieved in the form of a list of resources. Justin Sorg will follow up with KCPL and Erin Lynch regarding the Joint Utilities System.

These two items in the 2010 Work Plan have been reassigned to 2011:

Begin research for development of support and incident annexes to the RCG to include Mass Evacuation Incidents, Debris Management and Agro-Terrorism.

Conduct an exercise to validate Phase I of the RCG against a National Planning Scenario.

Begin initial planning for an exercise to validate Phase II of the RCG against a National Planning Scenario.

This item in the 2011 Work Plan has been reassigned to 2012:

Begin drafting a framework for a Mass Evacuation Incident annex to the RCG.

This item was added to Continuous Projects:

Provide oversight of HSIN document library.

5. Other business

a. Report on Oxygen Dependent Project resource vectors meeting

A handout of the PowerPoint presentation was provided in the meeting materials. Rita Hoffman summarized the meeting for the members. Next steps will be to receive a summary of the meeting and plan additional workshops. It was stated there may be UASI 07 dollars available to fund a workshop. Information on this project will be presented to the full MEMC as needed.

b. Update on Phase II ESF development progress

Special needs sheltering and animal sheltering both require much more planning towards regional collaboration. Ownership of these projects is lacking. Kansas City Missouri and Johnson County Kansas continue to work together to develop plans.

6. Next meeting

April 19, 2010 1:00 p.m. in the Heartland Room

Handouts:

Agenda

February Meeting Summary

HSIN Document Library Build Questionnaire

RCG update memo

RCG Update Request

2009-11 Plans Work Plan

2010-11 Plans Work Plan (Mar15)

Plans Projects

Oxygen ProjectL.ppt

Plans Committee Financial Report