

## **Regional Council Coordinating Committee/Senior Advisory Committee**

**May 19, 2016 – Meeting Minutes**

### **Attendees**

Chuck Magaha (KC), Kevin Jones (SE), John Koelsch (Law Enf WG), Alan Radcliffe (NE), Pat Collins (NE), Vaughn Lorensen (SW), Don Button (SW), Terry David (MERGe), Jim Leftwich (KDEM-SC), Cathy Hernandez (KDEM-SW), Hank Dupont (OSFM), Liz Adams (OSFM), Brian Rogers (KDEM-CRMCS), Nathan Brown (KDEM-Exercise), Michael McNulty (KDHE), Erin McGinnis (KDEM-Training), Lisa Peters (Fiscal), Edna Cordner (KHP-SAA), Kim Torrey (KHP-Fiscal), Sue Cooper (NC), Hannah Stambaugh (NC), Dennis Colsden (KDEM-NC), Doug McKinney (NCKRPC), Kathleen Fabrizius (NW), Bill Ring (NW), Toby Prine (KDEM-NW), Sherry Angell (Fiscal), Fred Rinne (HPP), Erin Lynch (Fiscal), Bob Stamey (Citizen Corps), Matt May (KC), Hans Stephensen (KDEM), Terri Ploger (KDEM), Isabel Herrera (KDEM), Melanie Lawrence (KHP).

### **Welcome**

The Chair brought the meeting to order and made opening remarks related the agenda and the various documents in front of them. Explained the table tents and the voting rights at each seat, some representing the Regional Council Coordinating Committee (RCCC), some representing the Senior Advisory Committee (SAC) and others were representation of both. At each seat they were provided a list of Core Capability descriptions, a copy of the SAC charter, summary of the 2015 State Preparedness Report (SPR), draft minutes from the last meeting, as well as sticky notes and dots to be used during an activity later in the meeting. The group went around the room and made introductions. Minutes from the March 16, 2016 meeting were reviewed; Bill Ring moved to approve, and seconded by Kevin Jones; all approved. Chair asked if there were any additional agenda items, hearing none, meeting continued.

### **Regional Council Highlights/Strategic Plan Implementation**

#### **Southwest**

- Completed FY2014 projects, spent well giving back \$1.24. FY2015 projects are underway, completed a preparedness brochure for the region in Spanish; had two people review them. FY2016 projects are mostly sustainment initiatives or finishing out current projects. Now have a light tower in every county and have been using them during events. Everybody has been keeping busy – been involved in functional exercises throughout the region and were finished out last month.

#### **Northwest**

- Finished out FY2014 projects, and selected FY2016 projects that focus on sustainment or finishing up current projects. Having difficulty in getting council to look at the strategic plan.

#### **South Central**

- Have finished FY2014 projects and had a good energetic meeting to decide FY2016 investments. Close to 50% of the projects will be designated for law enforcement; looking at armored and

command vehicles for law enforcement. No council meetings will be held in June or July. The plan is to use Kansas Capability Assessment Tool (KCAT) to identify gaps in the region and help define region's strategic plan. Going to be introducing that in the next council meeting in August.

#### North Central

- Projects for FY2014 are complete. In March the council decided on FY2016 projects: light towers (inflatable), all IMT members impressed with them. Focused on law enforcement needs with FY16, to include communications and the development for regional processes for LEO teams. Was able to host an active shooter class including fire and EMS roles (August 30 – Sept 1) and will discuss details in next meeting. Next regional council meeting is next week.

#### Southeast

- Finished FY2014, gave back \$118 and change. Many years ago the council decided to focus only on sustainment projects; have had no new projects for quite some time. A lot of the investments will change to trainings now. Strategic plan has been brought up but that's as far as it's gone.

#### Northeast

- The region has made huge strides on strategic plan, have added a 911 representative and now have one tribal rep on the council. Most projects are sustainment, but have two new projects this year that gained momentum and got through the process: one investment addresses a security issue that will include the purchase of an elevated camera system that will be able to be placed at a large venue to watch crowds. The fire service rescue task force requested vests and ballistic equipment (helmets) for active shooter settings. Topeka Fire and 8 different jurisdictions shared a desire to participate in that project.

#### KC Metro

- The region participated in a large scale multi discipline exercise at the speedway, with approximately 250 people per day participating (720 man hours). The exercise involved Hazmat response, tact team command center with a communications element. The event provided a couple of EOD members an opportunity to get task book signed. It was a busy 3 days, great exercise, still developing the AAR. For FY2016, there are no new projects, just sustainment.

#### Strategic Plan

- The councils report difficulty on this every meeting. Need to examine what our stumbling blocks and gaps are. Would like to develop another committee to look over the strategic plan - to look it over good and hard – shorten it or make it fit the regions. There doesn't seem to be a lot of energy to push it through. It serves as our roadmap and that's why we developed it. Are there any volunteers to look over the plan?
- South Central brought a recommendation to the committee about sustainment funding and maybe something to reconsider. Funding and amounts needed to help sustain projects. KC/Metro funding levels changed and the region took those limited funding sources seriously, knowing just to sustain projects had to be fought for; the region went to city and county

businesses requesting fiscal dollar amounts – not that this would work in other regions – but that is how the metro sustains projects.

- If we're having trouble at the regional level, can we bring that back to our groups and find ways to make sure the regions can help get it done, help the regions follow the plan and help them complete related goals. It is the Chair's responsibility to make sure our regions are following the plan. Need a group to review the plan and find out why it is so difficult. It was asked what would be the recourse if the plan is not satisfactory. Need to have additional funding and maybe start working on the process. It is this group that had members put this strategic plan together. Nothing in it is attached to funding, just a strategy to make Kansas better. Maybe we need to review it to see what we have accomplished.

#### Fiscal Agents

Pleased that the regions were successful in getting the FY2014 projects completed. In the metro they are solely focused on sustainment and critical equipment replacements, planning, training and exercise initiatives. Working on forecasting on when equipment will expire and are developing a plan for how things will be sustained.

#### Kansas Department of Health & Environment

The budget period #4 is ending 30 June. CDC and DHS conducting a site visit next week. The review will show where we are and what we'd like to do. Budget period #5 will complete the funding.

PHP is providing \$50m grant to the states for Zika efforts. Of this, Kansas is receiving \$306k and will need conferences to decide what needs to be done. New Preparedness Director position at KDHE will be posted soon. CDC is dealing primarily with Puerto Rico and other issues in TX, AZ and mosquitos that can transmit the virus. Some states lost money, and are not allowed to ask for it back.

#### Kansas Highway Patrol

The SAA successfully submitted FY2016 application. As briefed before, the KHP has made some program changes, the Chief Fiscal officer is the new program lead. Still in transition but ready to pick up momentum and ready to work. Staff has been travelling out to working group and other meetings; attending accountability training. Momentum of the SAC charter can take on more of the ownership of the strategic plan. May need to ask and/or require the use of the Strategic Plan and the State Preparedness Report input.

#### Senior Advisory Committee – Updates

- Search & Rescue: since the last meeting, have hosted workshops with all task forces to cover EMAP standard requirements, everyone is on board. Next phase is the strategic planning requirement. Getting a contract to help craft a strategic plan for the program. Finishing up SFY16 money on some specialized rescue trainings utilizing USAR instructors from around the country. Trainings were well received. Held a structural technician class at Crisis City for 8 days straight - turned out a few rough days with weather. Will be contracting for a taskforce leader course in June to finish out 2016 trainings. Have several more trainings coming on the books. Having the OSFM in the lead has brought SAR some tremendous benefits. Still trying to figure

out where we are on typing resources. The strategic plan is going to be critical in taking all 7 teams in the same direction.

- Haz-Mat: finishing contract regulatory language – made contract thicker – each of the teams reviewing and signing; some have already signed. Want to follow FEMA typing definitions and needing to revise 2005 language. DHS has a nuclear protection program and brings together several entities to create plans on how it will all play out. State program is working together with homeland security, Civil Support Teams, law enforcement on the interdiction side...dovetails into radiological plan. Also opens the door to resources such as training and extra radiological assets to help with large events. DHS does all the leg work, just needs stakeholder input. The Amber Waves exercise a few years ago brought visibility of all the federal resources; KDHE had a lot of input into that.
- Law Enforcement Working Group: Discussed the Hesston shooting incident at their last meeting. Saw value of bringing in the IMT, based on IMTs in SC that assisted and supported the various investigative capabilities. Due to the sensitive nature of the incident, there were gaps in the ability to work side by side – struck up conversations within the KBI about the need for a LEO IMT group to help with issues like this. People were not familiar with IMTs and how they work, especially based on an active shooter scenario. LEOs understand they are not as strong on using ICS, and behind the curve on using it every day; need to get everyone on board with ICS principles to be able to work incidents such as this. The issues arise when there is a large insurgence of law enforcement officials on your community – it is overwhelming. The KBI is in charge of the need to get a plan together for this.
- IMT: the Hesston incident has been a topic of discussion for IMTs also. Will see a change in the new NIMS updates; the ICS structure will be adding a Section Chief position for Intelligence and Information Sharing in the LEO section – will have its own box in the ICS chart.

There are lots of changes going on with the IMTs. Looking at deployment procedure changes and the number for team member involved in activations. These changes began with discussions a year ago. By the end of the year the plan is to have one IMT in the state – only going to affect the deployment and notification procedures. Notifications and communications is something they are working on. In the past, when team deployments are being requested and organized, the IMT members have no knowledge of what going on. Now, when deployments are made, everyone will be notified.

There was discussion on the topic of task books and about the AHIMT standards and qualifications, as well as the models for Type 3 teams. In the process of evaluating the Kansas task books and will make decisions at the next IMT working group meeting. The IMT working group has formed several committees to help with all the things going on. Now going to monthly meetings – working on operations manual, strategic plan needs to be reviewed (try to review every year). Not sending enough people when they deploy, so now sending a 14 person team (AHIMT standard is a 14 person team). Check in status recorders will be added to the team. Priorities in the initial hours of the event include situational assessment and

accountability. During the Barber Co AAR, the accountability discussion came up with only 50% of the resources tracked for the 190 fire departments involved. It's not just law that doesn't understand ICS; can include fire and EMS in that category too. Getting commitment by locals to attend training is needed, as well as instilling the importance of carrying their salamander card.

- MERGe – still on process in having an open application process. EMS regions have to be vested through their regions and submit an internal process for the entire team to choose new members. Still have 22 people. Have people all over the place and offers some challenges for them when they try to get people from across the area. Russell EMS director in Hesston is the only full time employee but was in Indiana during the event. The crews were all volunteers and waiting for directions as they were supposed to do. When Willis got there he called for some assistance right off the bat and used mutual aid response and duty officer for Clay County started calling and getting truck available. Dealt with news people and Channel 12 in Wichita and talked about the mutual aid response. Hesston is doing ceremony next Wednesday and sending out challenge coins. They wanted a list of names of everyone involved in the incident. They are going to recognize all those people. They're going to have a big crowd. Chief Willis said Hesston EMS has a lot of young members on the staff that has had some struggles after this event. Active shooting situations are different from other mass casualty events. All but one was code red out of the 14 patients transported.
- Fire working group – no report
- Training - all agencies are going through reorganizations. i.e. EMI, NDPC, DHS – applications being submitted are back logged. All L level classes (federal level) need to be submitted a minimum of 90 days in advance. DHS has completed a NIMS re-write, changes in IC structure and functionality of EOC, to create more consistency. Formalizing response partners; formalizing the recovery support functions. All ICS trainings are going to change; ICS/EOC interface classes will change. Anticipate a lot of changes coming within the next two years.

Announcement of upcoming classes: Office of Emergency Communications is bringing the AUXCOMM class to Topeka. Changes in Pueblo Colorado (SERTC), going to be offering rail classes; they have depleted the FEMA funding but people can still come and pay for their seats. State Fire Marshal's office has funding for additional seats. Have some NDPC classes from New Mexico Tech coming in to Wichita and Olathe. Two classes (homemade explosives) coming in from Office of Bombing Prevention. Staff is working with EMI to bring some EMI classes to Kansas. The O-305 class is part of EMI's position specific trainings and now is a G level course with permission to teach in Kansas.

When training requests for federal level courses come in, they are automatically approved if funding exists. All you need to give us is the name of the individuals and what project year is funding them. They must have a 119 FEMA form signed/approved before application can be submitted. Regions do not need to submit additional funding or permission forms.

- Exercise updates – working on scheduling concepts of objectives meeting for next Full-Scale Exercise (FSE) projected to be held in April. Have identified areas of improvement that will be

easy to implement with procedures identified during the after action meeting. Once the finalized documents are back from Blue Cell all information will be put together and submitted into KETS. Need to get sign-in sheets so that people needing [individual] exercise credit can submit their paperwork.

- CRMCS – conducting regional trainings; getting training needs as they go along. No real updates to share. Working with vendor for more enhancements in the system.

### **Senior Advisory Committee Charter – Revision Update**

Discussion: Committee Roles/Responsibilities; New timelines for consideration

- A working group has been meeting to streamline what they have been working on and to define accomplishments and gaining ownership on the capabilities that need sustained or built. Regions will examine their capabilities and identify investments and projects they are going to present next year for FY2017. The SAC will review FY2016 projects to get them on track to approve investment and projects for next year. Timeline allows us time to go back and forth and work with the regions to get all that information back. Between now and the end of December of the next year the regions will identify additional capabilities that might need additional funding.
- Recording presentation---
  - NC accountability – based off of that some accountability sustainment; might change based on training received last week.
  - NE – 5 SWAT teams have been helped with support. Osage county has been back in the local LEO group.
  - SW – some of the equipment is high dollar, the training that goes with it and other funding streams for that training. No need for us to spend all our money on equipment.
- With the direction and guidance from the Senior Advisory Committee, investments will be given pre-approvals instead of just basing it on what we've done in the past and not committing dollars for things we already have. Better planning will be noticeable.
- The visuals create a perception that we're all buying equipment. Planning is a big piece of the pie chart. This is not going to show up there; there are a lot of things that don't show up. People ask questions and sometimes we second-guess the requests with people that don't necessarily understand that. We need to make sure that if we're showing this to other people they need to understand the things that are not shown, this only shows one perspective.
- Right now we don't have enough input as to why we're funding those capabilities, why we're spending the majority of our money on equipment instead of planning, training. The more input we have and the more informed we are, we can put more ownership on what our projects are. That's why we need to do some pre-approvals before we submit requests.
- We need to look at core capabilities that we see as priorities, then we talk with our regions about those priorities. Also need to figure out sustainability levels we need to keep. What is the benefit of the subject matter we are addressing?

- Having challenges capturing “good stories”. We need to capture how multi-disciplinary tools have been used to fix problems and fill gaps; need to have the ability to track uses or applications of actual POETE investments, not just tracking the money, but how gaps were filled by the funding, and what impacts would be if the funding should go away. Need to be able to capture uses of other funding sources.
- We still don’t have all of our players working with us on a consistent basis. How do we hold the people on the other end accountable for the use of the funding? If the funding source wants to know what is going on “out there” our reports don’t necessarily reflect that correctly.
- Is there actually a way to report that? The AAR after the event? Most of the time in those we don’t correlate the findings of the equipment that was used or how other resources or specialties benefited the situation. How do we document skills, knowledge, experience that was acquired through past trainings and exercises?
- Regions have submitted “recent events successes” with pictures and stories that we can submit with the state preparedness report. There are avenues to report the use of knowledge and skills during real events, we absolutely want to record what the successes are.
- State Preparedness Report has ratings and also helps Erin figure out the needs and input from different counties of the systems that might need more training. Looking at AAR and reports like that to figure out what has been tested and what has not and other training or exercise gaps that need to be met. When we start looking at Federal classes being offered to us we know which should be high priority.
- As the working group framed a new timeline of events, it was collectively thought that the RCCC/SAC should meet every third Thursday, on a quarterly basis. That would be January, April, July, and October. If we start this, the next meeting dates would be **July 21, and October 20, then Jan 19 of 2017**. Motion was made by Pat Collins to approve this schedule of meeting dates, seconded by Kevin Jones. All voted in favor of the motion.

### Review of FY16 HSGP Investments/2015 State Preparedness Report

Discussion on Investment Priorities for Building Capabilities; Activity: Nominal Group Technique

- Participants were asked to identify 6 core capabilities (using dots) that they felt needed a greater emphasis for investment in the future – beyond what is currently being done.
  - Add a sticky note and write down the capability and describe what the state should be doing for that capability, explaining what we need to invest in.
- Wrap up – The SPR chart shows an upside down picture of our mission areas/core capabilities we have identified today. KDEM staff will summarize what has been suggested. We’ll get it sent out to everyone.

2016 State Preparedness Report – Vision for Involvement

- Suggest going back to the regions to review the state preparedness report to see what you agree with and what you don’t. We’ll make a way to facilitate this nominal group activity within the regions from now until the end of December. We’ll have some opportunity to gather more input from locals at the regional meeting and explain to them what it’s all trying to accomplish. They might not put their hands on the money but they know that our best interests are invested in the whole community. We’ll review the state preparedness report here so we know how to

increase our local government outlook and to cover the things that we might not know as far as local needs of the regions.

#### SAC Charter / Signatory Page and Conflict of Interest Disclosure Form

- Discussed the need for identifying proxy if SAC member is missing and whether a proxy statement needs to be in the charter. Proxy language can be included as an amendment and be attached so we can get this moving forward for DHS approval. Otherwise we'll get caught up on doing that whenever we need to change it. Are the SAC members okay with attaching an amendment for a proxy? A motion was made by Fred Rinne to approve the charter with the changes, seconded by Hannah Stambaugh. All members approved. All SAC members were asked to sign the conflict of interest form and give to Lt Corder.

#### Old Business/Announcements/Questions

- Leadership Summit – discussed hosting a summit like we've done in past years, to include decision makers. Propose to host this summit in January to help us frame future investments and participate in a group think setting. We have discussed the need to mentor people so we might want to bring a few more people into the summit to get them more committed and involved in the process. Maybe we need to have a different leadership summit; maybe developing a multi-day agenda. In past events we have had each region bring their decision makers/project leads to help frame the direction.
- Announcement – Ellis County going through organizational changes, Bill Ring has changed to Road and Bridge and Landfill in his county. Public Health is going to EMS, and the Fire Chief will be the new Emergency Manager in Ellis County. Starting within 3 weeks, Bill will move to Road and Bridge Dept. but could still be available to teach.

**Next Meeting: July 21, 2016** (*postponed meeting until October 20, 2016*)

**Adjourn**