AGENDA

ST. LOUIS AREA REGIONAL RESPONSE SYSTEM

BOARD OF DIRECTORS

Thursday, August 18, 2016 - 11:30 A.M.

ST. LOUIS CITY FIRE HEADQUARTERS

1. CALL TO ORDER BY GARY CHRISTMANN, PRESIDENT

2. APPROVAL OF MINUTES OF JUNE 16, 2016 MEETING

3. DISCUSSION ITEMS

A. U.S. Senate Legislative Update	COURTNEY HOUSTON-CARTER Legislative Assistant Office of U.S. Senator Roy Blunt
B. Executive Director's Report	NICK GRAGNANI STARRS
C. National Preparedness Report	DALE CHAMBERS STARRS
	MARYGRACE LEWANDOWSKI East-West Gateway
D. National Network of Fusion Centers Report	DETECTIVE BRIAN NAEGER St. Louis Metropolitan PD St. Louis Fusion Center

4. ACTION ITEMS

A. Finance Committee Report	JOANN LEYKAM St. Charles County
B. Nominating Committee Report	SGT BILL ROCHE St. Louis County Police & St. Louis Fusion Center

5. OTHER BUSINESS

6. NEXT MEETING AND ADJOURNMENT

The next meeting of the Board will occur on Thursday, September 15, 2016 at 11:30 AM

STARRS BOARD OF DIRECTORS
MEETING MINUTES
JUNE 16, 2016

The meeting of the STARRS Board of Directors was called to order at 11:30 a.m. at the City of St. Louis Fire Headquarters, 1421 N. Jefferson, St. Louis, Missouri, with attendance as follows:

Directors Present

Joann Leykam, Vice President
Don Feher, Treasurer
John Anthony
Frank Arnoldy
Debbie Beezley
Jon Belmar
Mark Diedrich
Dennis Jenkerson
Tom Koch
Debbie Mays
John Nowak
Lawrence O'Toole
Larry Ringering
Mark Thorp
David Todd
Ryan Weber

Ex Officio

Jim Wild

Directors Emeritus

Morris Taylor

Also in attendance were Nick Gragnani, Leah Hummert, Ky Kee, Karen Kunkel, John Whitaker of STARRS / East-West Gateway Council of Governments staff.

CALL TO ORDER

Joann Leykam, Vice-Chair, called the meeting to order.

APPROVAL OF MINUTES OF APRIL 14, 2016 MEETING

Motion was made by Debbie Beezley, seconded by Frank Arnoldy, to approve the minutes of the April 14, 2016 meeting. Motion passed unanimously.

DISCUSSION ITEMS

Executive Director's Report

Nick Gragnani, provided a status of the current UASI operating grants. He advised that staff is currently in the process of shutting down the FY2014 grant that officially ends on August 31, 2016. Staff has begun making purchases under FY 2015 funding, a three year grant that ends on August 31, 2018. He advised that the Department of Homeland Security has yet to provide the FY2016 grant award, which he surmised would be awarded in the very near future.

He also reported on upcoming grant opportunities. He opined that FY2017 UASI funding would remain the same as that of FY2016, and he briefly summarized the $39 million nationwide Complex Coordinated Terrorist Attack Program grant which will be released sometime in July 2016. That grant is available to individual jurisdictions and emergency responders, with an emphasis on counter-terrorist training and preparation. He advised that staff would coordinate

with the Board and its committees to analyze the Joint Counter Terrorism Work Shop (JCTWS) after action report to identify local programs that would meet the criteria for inclusion in a regional funding request application.

Mr. Gragnani advised that staff recently met with the Department of Homeland Security Public Safety Administrator assigned to this region's program, Beverly Finley, who was complementary of the region's work and the completeness of paperwork submitted by staff. He requested that if anyone has any regional success stories involving UASI purchases, please send them to his attention so they can be forwarded to Ms. Finley.

Mr. Gragnani cautioned about individuals registering for but not attending costly training exercises. There were several recently held training courses where 20 plus students were registered but less than 5 showed up for the training. He outlined possible solutions for guaranteeing attendance, including requiring a refundable deposit fee for each class.

St. Louis Regional Hospital Alternate Care Site Plan
Debbie Mays, BJC Healthcare, provided a history and overview of the progressive planning efforts underway towards full implementation of the Regional Alternate Care Site (ACS) Plan for the St. Louis Region. She explained the three components of the plan, and summarized the three layered operational approaches contained within that are essential to guiding ACS operations. She advised that the focal point of the plan contains an operational toolkit and she described the appendices that can be utilized during real-time activation.

East-West Gateway/STARRS Inventory Requirements
Leah Hummert-Watkins, EWGCOG, reminded those signings MOUs of their commitment to maintain, insure, and to provide records and contact information regarding equipment purchased through STARRS. Associated inventories are required twice yearly, on July 31 and January 31.

Additional discussion followed regarding putting policies in place to force compliance, such as suspending those non-compliant jurisdictions from receiving further equipment until compliance is met.

ACTION ITEMS

Regional Security Expenditures
Nick Gragnani, STARRS, summarized staff's recommendation of the following expenditures, totaling $396,321. The expenditures will be funded from the U.S. Department of Homeland Security's Urban Area Security Initiative ("UASI") grant programs.

Action	Description	Amount
Purchase	Botach Tactical, Inc.– 24 ballistic helmets for St. Louis Regional EMS Task Force	$14,715
Purchase	First Spear, LLC – 25 ballistic vests for the St. Louis County Police Dept.	$52,134
Purchase	Ed Roehr Safety Products – 28 tactical communications headsets for the St. Louis Metropolitan Police Dept.	$21,194
Purchase	Jefferson City Flying Service – two cockpit flight display systems for the Metro Air Support unit	$175,000
Purchase	Veteran Corps of America – six high definition network capable video cameras plus necessary operating software and support hardware consisting of camera mounting bases and cables	$20,778
Contract	Intermedix/ESi for the regional use of the WebEOC system	$112,500

Motion approving the recommendation was made by Dave Todd, seconded by John Belmar. Motion passed unanimously.

Nominating Committee Report

Nick Gragnani, STARRS, summarized the Nominating Committee's recommendations of the following individuals for membership on either the STARRS Board or a sub-committee as referenced below:

Category C Director Appointment

Mass Fatality

Sarah Gamblin-Luig, City of St. Louis Emergency Management Agency

Sub-committee

Emergency Medical Services

Mark Flauter, Deputy Chief/Chief Medical Officer, Florissant Valley Protection District

Mass Fatality

Roger Smith, Chief Deputy Coronoer, Madison County Coroner's Office

Mr. Gragnani also summarized the Nominating Committee's recommendations for the following subcommittee removals/resignations:

Mass Fatality

Curtis Schildknecht, St. Clair County Coroner

Alison Tucker, St. Charles County Department of Health

Public Health

Zidong Zhang, Jefferson County Department of Health

Motion approving the recommendations was made by Dave Todd, seconded by Don Feher. Motion passed unanimously.

OTHER BUSINESS

Lengthy discussion occurred among the Board members following Debbie Mays' expression of concerns about vital information not being properly communicated from first responders to hospitals during the recent bomb scare at Mercy Hospital. It was suggested that either the STARRS Emergency Management Sub-committee or an ad hoc committee be tasked with exploring the matter further for solutions.

John Nowak, Medstar Ambulance, expressed his concerns about the lack of policies and protocols in place to address emergencies/evacuations at alternative care facilities. He cited, as an example, a recent fire at a long care facility that required the evacuation and relocation of 106 residents.

NEXT MEETING & ADJOURNMENT

The next STARRS Board of Directors meeting is scheduled for Thursday, July 14, 2016 at 11:30 a.m., in the auditorium of St. Louis City Fire Headquarters.

Motion to adjourn the meeting was made by Dave Todd, seconded by Dennis Jenkerson. Motion passed unanimously.

The meeting was adjourned at 12:44 p.m.

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Bill Roche, Secretary

STARRS St. Louis Area Regional Response System

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To: Board of Directors

From: Staff

Subject: STARRS Staff Points of Contact

Date: August 18, 2016

Whenever a first responder on the scene of an incident does not follow the Incident Command System (ICS), the flow of important information is lost and confusion occurs. This breakdown causes problems in the overall response and the flow information within the incident action plan is lost.

Recently, there have been issues associated with the coordination of procurement information from several STARRS Subcommittee members. This has caused delays, confusion, and errors regarding the purchase of equipment and the reconciliation of invoices. Consequently, there is a need to clarify the STARRS process so that it runs as smoothly and as quickly as possible.

Each STARRS' staff member has been assigned as a project manager to the STARRS subcommittee. It is important that all STARRS subcommittee members communicate directly with the right STARRS Project Manager so that the correct procurement information is received, reviewed, and processed. As STARRS Project Managers, it is our responsibility to communicate directly with the subcommittees to which we are assigned. This means information regarding the fiscal year grant budget, purchase requests, request for proposal (RFP) documentation, inventory control forms, transfer forms, or any committee business related to UASI or ASPR grant funding.

When someone circumvents the system or sends information to the wrong person, it only complicates our ability to effectively manage the grants we administer. Thus causing confusion and slowing down the entire process of completing the purchases on time, ensuring the correct items are purchased, and the successful management of the grant overall.

The staff assignments and staff contact information is as follows:

Communications Core Group, Emergency Management Committee, and STARRS Information Technology Products
Brian Marler
Brian.marler@ewgateway.org
Office: 314-421-4220, ext 277
Cell: 636-448-4408

EMS, Mass Fatality, Public Health, and STARRS Committee Membership
Ky Kee
Ky.kee@ewgateway.org
Office 314-421-4220, ext 275

ESF-8, Hazmat, and Hospital Preparedness
John Whitaker
John.whitaker@ewgateway.org
314-421-4220, ext 272
Cell: 314-570-8483

Law Enforcement, Terrorism Early Warning/Fusion Center, and USAR
Nick Gragnani
Nick.gragnani@ewgateway.org
Office: 314-421-4220, ext 274
Cell: 314-393-1748

THIRA, Training & Exercise and St. Louis Area Regional Coalition of COADS , which includes All Ready and Community Emergency Response Team (CERT)
Dale Chambers
Dale.chambers@ewgateway.org
314-421-4220, ext 247

Please be sure to always work first with the STARRS Project Manager assigned to your committee. This better guarantees the information will flow correctly through our processes and that there are fewer errors or problems with subcommittee purchases.

I appreciate your assistance adhering to these guidelines and am, as always, available to discuss ways to improve how we can better provide service to the STARRS Subcommittee members. Please feel free to contact me if you wish to discuss this further.

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Memo to: Board of Directors

From: Staff

Subject: FY 2015 UASI Unspent Funds Reallocation

Date: August 11, 2016

At the June Board meeting the regional security expenditures included the renewal of the regional use of the WebEOC software for a period of one year at a cost of $112,500. However, because the STARRS EMA Sub-Committee determined there was no use for expansion modules that were included in the WebEOC software, only $54,693 was needed to sustain WebEOC for another year. This left a total of $57,807 as unspent FY 2015 UASI funding.

The STARRS Emergency Management Sub-committee requested that the remaining washout funds be used to purchase a disaster incident management software program for the St. Louis regional emergency management agencies. This software will be utilized tactically at the command post level to track resources and record the FEMA's Schedule of Equipment Rates, better known as the "Burn Rate," when a resource is deployed.

Although the funding request is in accordance with the FY 2015 UASI Investment Justification for regional collaboration, there was a need for the STARRS Finance Committee to review and approve the project for funding. Therefore, a telephone conference call meeting of the Finance Committee was held on Thursday, August 4, 2016 at 9:00 AM. Mr. Gary Christmann, Commissioner for City of St. Louis Emergency Management Agency and Chair of the STARRS Emergency Management Sub-Committee advised the Committee on the need for a tactical level disaster incident management software program that would be used to track the deployment of emergency response resources and record the FEMA “Burn Rate”.

After a period of discussion on the merits of purchasing the software which included questions regarding how it would benefit the region, a motion was made to allocate a total of $57,807 for the purchase of disaster incident management software for the eight local emergency management agencies within the St. Louis region and the St. Louis Medical Operations Center (SMOC). The motion passed unanimously.

Staff Recommendation: Staff recommends the approval of the STARRS Finance Committee action to fund the purchase of disaster incident management software for the eight local emergency management agencies and the SMOC as recorded on the attached Finance Committee Meeting Minutes.

STARRS Finance Committee
Meeting Notes
August 4, 2016

Meeting Conducted Via Conference Call

Members Present:

John Anthony
Greg Brown
Abe Cook
Gary Christmann
Don Feher
Joann Leykam
Debbie Mays
Larry Ringering
David Todd
Mark Thorp

Others Present:

Nick Gragnani, John Whitaker, Dale Chambers, STARRS and Leah Hummert, EWGCOG

Ms. Joann Leykam, Chairperson called the meeting to order at 9:05 AM. The meeting began with Nick Gragnani providing an update on the available funds from the FY 2015 UASI grant budget. He stated that $112,500 was allocated in the FY 2015 budget to sustain the WebEOC project. Because the STARRS EMA Sub-Committee determined there was no need for the purchase of WebEOC expansion modules, only $54,693 was needed to sustain WebEOC for another year. Therefore, $57,807 was now available for washout funding. Mr. Gragnani explained further that the STARRS EMA committee has requested that the remaining funds be used for the purchase of a disaster incident management software program for the eight county emergency management agencies in the region. He asked Gary Christmann to brief the committee on the merits of the EMA Sub-Committee's request.

Gary Christmann explained the EMA Sub-Committee's request to use the remaining funds from the WebEOC line item to purchase a tactical incident management software product for each of the eight county emergency operation centers (EOC) in the region. Gary gave a detailed explanation on the type of software the EMA Committee was requesting. He stated the software is an Incident Action Plan (IAP) fully NIMS compliant package tool for incident management within the EOC. It utilizes NIMS ICS forms and will have the ability to prepopulate the data through continuing operational periods.

Additionally, it will contain direct integration with the IAP forms and reports while providing operational status updates. Gary stated the real advantage is the ability to track the FEMA Burn Rate through the software's Resource Tracking tool which tracks personnel and equipment including check-in scanning through bar code technology. It can log individual and event times, upload geo-tagged photos and provide printed reports.

Chief Dave Todd questioned who would pay the reoccurring costs for the software license renewal? Gary explained it would be similar to the WebEOC where sustainment funding is requested from each UASI grant fiscal year. If there is no more federal Homeland Security grant funds available then the cost would be the

responsibility of the local jurisdictions. He stated that the only downside to purchasing this software would be if the local emergency management agencies did not use it when a real time incident occurred.

Ms. Debbie Mays questioned if the asset tracking part of the software was only useable during real time incidents or could it also be used for inventory tracking for audit needs and commented that the hospitals do not have access to WebEOC and inquired if they would have access to this new incident management software? Gary explained that the hospitals have access to WebEOC. Debbie asked if the local emergency management agencies had to grant access to their systems in order to share their data? Mr. Christmann explained that Brian Marler is currently providing training to the local EOC's which includes showing how hospitals can be granted access to the local systems through the use of passwords access. Abe Cook explained that the St. Louis Medical Operations Center (SMOC) is recognized like any local jurisdiction within WebEOC and can get access from any local jurisdiction.

In response to Ms. Mays' question regarding the use of the software to track inventories, Gary explained that this may have to be added to the request for proposal (RFP).

Chief Todd asked if the software would have the ability to be shared with other local jurisdictions like O'Fallon and St. Peters within St. Charles County? Gary stated that this was possible.

Joan Leykam inquired about the cost of the software, asking what the worst case scenario on the final costs would be? Gary explained that the initial purchase would be for the standard software and cautioned that the costs could go higher if more features are added to the RFP.

Ms. Leykam then made a motion to allocate a total of $57,807 to be allocated for the purchase of incident management software for the eight local emergency management agencies within the St. Louis region and the St. Louis Medical Operations Center (SMOC). Larry Ringering seconded the motion. Motion passed unanimously.

David Todd made a motion to adjourn the meeting. Greg Brown seconded the motion. The motion passed unanimously. The meeting was adjourned at approximately 9:28 AM.

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Memo to: Board of Directors

From: Staff

Subject: Nomination of Sub-Committee Appointments

Date: August 11, 2016

The Nominating Committee recommends the following individuals for membership on a STARRS Sub-Committee:

Training and Exercise

Jason Campbell, Emergency Preparedness Manager, Barnes-Jewish Hospital – As the Barnes-Jewish Emergency Preparedness Manager, Jason evaluates and improves the hospital's all-hazards healthcare emergency management program in accordance with system, local, state, federal and accreditation requirements. He sustains the constant state of hospital readiness to respond to incidents and events with potential to interrupt or diminish hospital operations. He provides education and training opportunities for all hospital staff and plans, conducts and evaluates drills and exercises adhering to the Homeland Security Exercise Evaluation Program (HSEEP) principles. In that capacity Jason facilitates hot wash debriefings, creates after action reports, and oversees completion of all identified action items.

Staff Recommendation: Staff recommends that the Board of Directors approve the Nominating Committee recommendations.