



## Region C RHSOC Meeting Minutes

January 12, 2016, 10:00am

Eureka Fire Protection District House No. 1

4849 Highway 109

Eureka, MO 63025 (636) 938-5505

Conference Number: (641) 715-3580, Access Code: 347-980#

Adobe Connect: <https://share.dhs.gov/crhsoc/>

- **Opening Comments:** Lincoln County Emergency Management Director, Emma Eplin-Birdsell, opened the meeting at 1005. Al Sullivan immediately called a point of order regarding Emma's eligibility to be elected chairperson. Al objected to any business being conducted until the point of order was settled. Barbara Miller stated that she agreed with Al. Emma stated that much of what is done in the RHSOC does not follow the by-laws, for instance, rotating Chair and vice-chair. Emma went on to say that if we review the by-laws we should review all the bylaws, that is, the RHSOC should not enforce some bylaws and not others. Someone commented that the RHSOC cannot even discuss possible changes to the bylaws until the issue with the chairperson's eligibility is settled. Alan Wells stated that if Emma was not eligible to be elected, then he is still the chair and can conduct the meeting until the seat can be filled. Barbara Miller stated that she thought Emma was well qualified but the RHSOC should not amend bylaws just to make Emma eligible. Margie Harrell questioned why the RHSOC allowed Emma to take the gavel at the November meeting if they believed she was not eligible. Barbara Miller stated that she did object at the meeting but that it was not included in the minutes. Emma stated that she is aware of no grievances being filed as a result of the November meeting election of officers. Al Sullivan suggested that because the minutes of the November meeting were not yet approved, the actions taken at the meeting were not approved and that another point of order may be needed to adopt the November 17 meeting minutes before continuing. Margie Harrell stated that regardless of whether the minutes are approved or not, what took place at the meeting did in fact take place. Al Sullivan stated that those on the payroll and/or those in charge, should have known about the eligibility of the candidates while he, in Farmington, would not have known. Emma countered that she announced her leave of the Health department during the roll call and again at the beginning of the nomination process so everyone voting did know she no longer represented the Health department. Alan Wells stated that Emma should have declined the nomination on the grounds that she no longer represents a discipline. Barbara Miller stated that Emma should have sent a notice of her resignation as the bylaws require. Al Sullivan suggested C-North nominate and elect a chairperson. Mike Cherry asked where the bylaws state that a representative must be an employee of the discipline or can he or she be just a representative of the discipline. Some discussion ensued regarding the question without a resolution. Barbara Miller asked if a motion could be made to repeal the November 17<sup>th</sup> election and start over at this meeting. Mark Cunningham stated that since this meeting is not convened, there can be no motion. He suggested that Alan Wells, with the consensus of the group, step

forward and convene the meeting. Emma stated that she believes the entire slate of candidates should be nominated because the North and South rotation is not allowed per the bylaws. Bruce Clemonds made a statement about collaboration and how effective that collaboration is depends on how well the RHSOC follows its bylaws, processes, and practices. The bylaws or other processes should be followed uniformly and not selectively. If not, our practices and credibility are damaged and could be called into question. The RHSOC practices define what is done. It is OK to continue with past practices such as rotating primary and alternate positions if the RHSOC wishes. In the end, Bruce believes the RHSOC should re-vote the chair position using existing bylaws and practices. Following Bruce's statement, Emma stepped aside so that the vice-chair, Alan Wells, can preside until such time as the issue is settled.

- **Roll Call:** RHSOC Vice Chair, Alan Wells called roll. There were ten voting members present and therefore a quorum was established. In addition to the RHSOC voting membership; Scott Davis, Joni McCarter, Bob Bloomberg, Tom Charrette, and Bruce Clemonds were present from the Department of Public Safety. Gregg Camp was present from the City of Desloge, Frank Wideman from Perry County EMD and Linda Doerge from St. Francois Public Health. Mark Cunningham represented the Boonslick Regional Planning Commission.
- **Motion to Accept Agenda:** RHSOC Vice Chair, Alan Wells, called for a motion to accept the agenda. A suggestion was made to accept the agenda with amendments. Therefore, a motion was made by Doris Coffman to accept the agenda as submitted with the amendment being that Emma was not in the chair position. Al Sullivan seconded the motion. The motion carried by voice vote. There were no nays. The approved agenda is included in the meeting package.
- **Motion to Approve Minutes of November 17, 2015 Meeting:** A motion was made by Al Sullivan to approve the minutes up to the time when the vote was taken for the RHSOC chair position. After some discussion, Al amended his motion to negate the minutes of the November 17<sup>th</sup> meeting and replace them with the minutes of January 12<sup>th</sup> meeting. Bruce Clemonds stated that all RHSOC minutes need to be kept as part of the public record. Al again amended his motion to state that the minutes of the November 18<sup>th</sup> meeting be disapproved. Mark Cunningham stated the minutes are only intended to be a fair and accurate representation of what occurred at the meeting. Al withdrew his motion. A motion was made to amend the November 17 minutes with Barbara's comment added under the section dealing with the election of chair and vice chair that follows the Mike Daniels question. The language suggested by Barbara is, "Emma is not eligible for an elected position because she no longer represents public health." Al Sullivan made the motion to accept the minutes with the above changes, Barbara Miller seconded the motion. The motion passed on a voice vote. There were no nays.
- **Call for Nominations for Chairman Position** – Doris Coffman suggested a motion to amend the RHSOC bylaws to address those who are eligible for chair and vice chair, and vote for chairperson at the next meeting. Bruce Clemonds stated that the RHSOC cannot amend the bylaws to be in opposition to the state-wide bylaws. Following this discussion, the consensus of the RHSOC was to move the conversation to Old Business.
- **Flow-Down From State Agencies**
  - **OHS** – Joni McCarter reported FY14 projects are moving along well and that the FY14 grant cycle will close on August 31, 2016. FY15 continues well also.



- **GRANTS** – Bruce Clemonds spoke on the FY16 grant. The federal allocation will be about the same as last year. Notice of Funding Available should be released around February 16 with the award coming to the state in mid-July. The local application period will likely be between March 1 and April 15.
- **SEMA** – Derek Lohner – No Presentation
- **MOSWIN** – Tom Charrette briefed on MOSWIN progress since last meeting. Tom provided a handout which is part of the meeting package.
- **FirstNET** – Bob Bloomberg briefed on status of FirstNET. RFP will go out soon for a nationwide provider of service and equipment. Bob is pushing out information using sign in sheets from his meetings.
- **THIRA** – Scott Davis elected to brief the RHSOC under New Business.
- **Old Business**
  - Resolve issue regarding election qualifications – Completed earlier
  - Review unfilled positions in RHSOC – Alan Wells reviewed the open positions. Alan asked for a motion to accept Gregg Camp, City Administrator of Desloge, as the primary representative for City Administrators/Mayors. A motion was made by Barbara Miller and seconded. On a voice vote the motion carried with no nays.
  - A motion was made by Doris Coffman to move Barbara Miller into the primary position of Public Health due to there being no candidate from C-North. The motion was seconded. Mike Cherry asked if it was the RHSOC's intent to do away with the North/South system that has been in practice for many years. Mike maintains that is no need to make Barbara the primary because she is the alternate and with the primary seat vacant, Barbara will vote as the primary. After discussion, the motion and second was withdrawn.
  - Mark Cunningham brought up the minimum attendance requirement for voting members which is not being met by a significant number of the group. Mark asked that the RHSOC review this requirement. Alan suggested we remind folks of the attendance requirement. Mark will provide facts and data at the next RHSOC meeting, along with specimen letter for notification of members who are not meeting attendance requirements.
  - Kevin Pirrung asked about the North / South split and why it doesn't appear to be even. Mark Cunningham explained that each discipline has a primary and alternate position so they should be balanced between north and south. Mike Cherry and Alan Wells continued to clarify. According to Bruce Clemonds the requirement is for the four required meetings held each year.
  - Reallocate unspent FY14 Forensic Kit Dollars – Mark Cunningham reviewed Surplus and Spending Issues spreadsheet which is part of this meeting package. He suggested the RHSOC consider reallocating the money. There are also CERT supplies that should be spent down as listed on the FY14 CERT Expenses sheet, also attached.

- Reallocate unspent Badging Funds – Mark Cunningham stated that all badging funds remaining have been spent for the printer and accessories with the remaining \$277 earmarked for licensing of the printer software. Thus far, no invoice has been received for the licensing.
- **New Business**
  - Review / Discuss Equipment Photo Log – Mark Cunningham reviewed the photo requirements for OHS funded equipment and showed the RHSOC the photos organized in PowerPoint by grant year and county. Mark asked the RHSOC to send him photos of missing equipment that they may have. This presentation will be distributed to the RHSOC under separate cover. A question was asked about how to dispose of equipment. Bruce Clemonds explained the process. Copies of the process, and inventory sheets have already been sent to the RHSOC team.
  - THIRA Discussion – Scott Davis made a brief presentation on 2016 THIRA. A copy of the presentation has been sent to the RHSOC under separate cover. This year there are six additional core capabilities required. No new threats are required for this year although more may be added if the RHSOC wishes. Scott offered his suggestions for how to proceed with updating the THIRA. Alan Wells suggested the RHSOC divide up and handle the requirements as was done last year.
- **Other Business as Necessary/Open Discussion:** RHSOC Vice Chair, Alan Wells
  - Elect Chairperson – Alan Wells asked for nominations for chairperson from primary members from the North. Ralph Hellebush was nominated but declined. Alan then asked for nominations from the RHSOC at large. None were received. Discussion continued regarding interpretation of the bylaws regarding eligibility. Alan tabled the election to the next meeting due to there being no nominations.
  - After some discussion the RHSOC agreed to hold 2016 meetings on the first Wednesday of each meeting month; April 6, July 6, and October 5 for 2016.
  - Bylaws – Following discussion it was agreed no amendments are required at this time.
- **Future Events**
  - April RHSOC Meeting – April 6 in Eureka
  - SEMA Conference – April 19-22
  - State-Wide Mass Casualty Exercise – August
- **Motion to Adjourn:** RHSOC Vice Chair, Alan Wells, asked for a motion to adjourn. The motion was made and seconded and passed by voice vote. There were no nays. Meeting was adjourned at 1200.

These minutes were approved by the Region C RHSOC on:

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Date

Chair/Vice Chair:

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Signature