

# **Southeast Nebraska Emergency Management Group**

## **Regional Governance Board**

**Draft MINUTES – Regular Meeting**

**December 3, 2015**

**Gage County EOC, Beatrice, Nebraska**

### **Call to Order**

Chairman John McKee called the regular meeting of the Southeast Regional Emergency Management Governance Board to order at 10:05 a.m. on December 3, 2015 at the Gage County EOC, Beatrice, Nebraska. Chairman McKee noted that the meeting was being held in compliance with the Nebraska Open Meetings Act and a copy of the Act was available for inspection in the meeting room.

Board members present were John McKee (Jefferson County), Renee Critser (Nemaha County), Bill McPherson (Thayer County), Clint Strayhorn (Johnson/Pawnee Counties), Sandy Weyers (Cass County), Jim Dunker (Fillmore County), Gary Petersen (Seward/York Counties), Jim Davidsaver (Lancaster County) and Tylene Windle (Richardson County EM Specialist). Also present were Mark Hosking (Deputy Lancaster County), Emily Scribner (Richardson County EM Specialist), and recording secretary Jana Gerdes (Nemaha County).

Visitors at the meeting were Lisa Bloss (Southeast District Health Department), Denise Bulling (University of Nebraska Public Policy Center), Andra Bartels (Lincoln Lancaster County Health Department), Teri Roberts (Volunteers Partners), Clint Kaspar (City of Lincoln Radio Shop), Brian Daake (Beatrice Fire & Rescue), Mark Schoemock (Jefferson County Commissioner) and Dave Wieting (Public Health Solutions).

### **Introduction**

McKee welcomed the visitors and guests and introductions were made.

### **Approval of Agenda**

Motion was made by Lancaster, seconded by Thayer to approve the December 3, 2015 agenda as presented. Voting aye were Jefferson, Nemaha, Johnson/Pawnee, Lancaster, Seward/York, Thayer, Fillmore, Richardson and Cass; nays, none; motion carried.

### **Approval of Minutes**

Motion was made by Nemaha, seconded by Johnson/Pawnee to approve the November 5, 2015 meeting minutes as presented. Voting aye were Cass, Richardson, Fillmore, Thayer, Seward/York, Lancaster, Johnson/Pawnee, Nemaha and Jefferson; nays, none; motion carried.

### **ATAP National Conference Report**

Captain Jon Sundermeier and Investigator Curt Reha both spoke with the board and gave an overview of the recent ATAP National Conference they attended. Both individuals thanked the board for the funding in the past and the continued support from the region. Both individuals also described some of the benefits and goals of the Risk Assessment team that has been developed between members of both departments.

### **Financial Report & Review of Grant Funding**

Jim Davidsaver gave an overview of the current setting of both the 2014 and 2015 workplans and what needs to be done to close out the 2014 work plan completely by the end of the grant period.

**Memorandum of Agreement – Communications/NRIN**

Tabled due to needing the final agreement, will be added to the agenda for January’s meeting.

**Requests for Funding & Claims – Seward/York Counties L965 Resource Unit Leader Training**

Motion was made by Johnson/Pawnee and seconded by Nemaha to approve the funding request for Seward/York Counties for a L965 Resource Unit Leader Training in the amount of \$5,000.00 out of the FY2014 grant. Voting aye were Jefferson, Nemaha, Johnson/Pawnee, Lancaster, Seward/York, Thayer, Fillmore, Richardson and Cass; nays, none; motion carried.

**Request for Funding & Claims – York County NPPD Tower Rent NRIN**

Motion was made by Nemaha, and seconded by Fillmore to approve the funding request from York County for NPPD Tower Rent for the NRIN program in the amount of \$750.00 out of the FY2014 grant. Voting aye were Cass, Richardson, Fillmore, Thayer, Seward/York, Lancaster, Johnson/Pawnee, Nemaha and Jefferson; nays, none; motion carried.

**Request of Funding & Claims – Gage County NRD NRIN Water Tower**

Motion was made by Nemaha, and seconded by Cass to approve the funding request from Gage County for NRD Water Tower for the NRIN program in the amount of \$500.00 out of the FY2014 grant. Voting aye were Jefferson, Nemaha, Johnson/Pawnee, Lancaster, Seward/York, Thayer, Fillmore, Richardson and Cass; nays, none; motion carried.

**Request for Funding & Claims – Cass County L958 Operations Section Chief Training**

Motion was made by Johnson/Pawnee, and seconded by Nemaha to approve the funding request from Cass County for L958 Operations Section Chief Training in the amount of \$7,500.00 out of the FY2014 grant. Voting aye were Cass, Richardson, Fillmore, Thayer, Seward/York, Lancaster, Johnson/Pawnee, Nemaha and Jefferson; nays, none; motion carried.

**Request for Funding & Claims – Saline County Wilber Water Tower**

No vote was needed due to the request already being approved at the previous meeting.

**Discussion on Salamander/Rapid Tag Workshop November 20, 2015**

Renee Critser gave an overview of the Salamander/Rapid Tag workshop and discussed in detail the ease and accessibility of the mobile apps and the cost of the system. Renee submitted three proposals for the rapid tag equipment:

- 1. 3 full rapid tag systems with a track app for mobile apps at a cost of \$14,735.00
- 2. 3 full rapid tag systems without the track app at a cost of \$14,235.00
- 3. A regional cache of cards, ribbons, and other supplies for the rapid tag systems

**Decision on Salamander/Rapid Tag Equipment**

Motion was made by Cass, and seconded by Johnson/Pawnee to approve the funding request for proposal number 1 for the 3 rapid tag systems with the track app in the amount of \$14,735.00 out of the FY2014 grant. Voting aye were Jefferson, Nemaha, Johnson/Pawnee, Lancaster, Seward/York, Thayer, Fillmore, Richardson and Cass; nays, none; motion carried.

Motion was made by Cass, and seconded by Fillmore to approve the funding request for proposal number 2 for the 3 rapid tag systems without the track app in the amount of \$14,235.00 out of the FY2014 grant. Voting aye were Cass, Richardson, Fillmore, Thayer, Seward/York, Lancaster, Johnson/Pawnee, Nemaha and Jefferson; nays, none; motion carried.

Motion was made by Cass, and seconded by Fillmore to approve the funding request for proposal number 3 for the regional cache of cards, ribbons, and other supplies for the rapid tag systems in the amount of \$9,980.00 out of the FY2014 grant. Voting aye were Jefferson, Nemaha, Johnson/Pawnee, Lancaster, Seward/York, Thayer, Fillmore, Richardson and Cass; nays, none; motion carried.

#### **Bylaws Changes Discussion/Notice**

The board reviewed the bylaw changes drawn up and submitted by Denise Bulling to change the terms of offices elected on the board. The two sections with changes to the bylaws are Article IV – Officers and Article IX – Amendment of Bylaws. The changes will be voted on at the January 14, 2016 meeting. The changes to the bylaws will now read as follows:

### **ARTICLE IV — OFFICERS**

**Section 1.** *Candidates for positions as officers of the organization shall be nominated and elected by the voting members in attendance at each Annual Meeting of the organization, pursuant to Nebraska Law as follows:*

**(a) Officers.** *Annually the Governing Board shall elect a person who serves one year as vice-chairperson elect. This person progresses without election the following year to the position of vice-chairperson and the next year to the position of chairperson. Bi-annually the Governing Board shall elect a person who serves as secretary-elect. This person serves two years as secretary elect and progresses without election to the position of secretary for a term of two years. The officers of the Governing Board shall consist of the chairperson, vice-chairperson, vice-chairperson elect, secretary, and secretary elect.*

**(b) Election of Officers.** *Election of the officers shall be by a two-thirds (2/3) majority vote of the voting members present at the first meeting of the calendar year. When there is more than one candidate for a position, election of individual officers will be by secret ballot as allowed by law. The winner of any election will be determined by simple majority of the members present.*

**Section 2.** *Duties of the officers of the organization shall be pursuant to Nebraska law as follows:*

**(a) Chairperson.** *The Chairperson sets meeting dates and locations, appoints committees, presides over meetings, sees that the resolutions passed by the Regional Board are carried out, and other duties as assigned.*

**(b) Vice-Chairperson.** *The Vice Chairperson shall serve as meeting chair in the absence of the Chairperson. The Vice Chairperson shall perform other Governance Board duties as assigned by the chairperson.*

**(c) Vice Chairperson elect.** *The Vice Chairperson elect shall serve as the planning, exercise and training coordinator for the Region and shall perform other Governance Board duties as assigned by the chairperson.*

**(d) Secretary.** *The Secretary shall keep all records of meetings and actions or decisions of the Governance Board. Duties shall include public notification of meetings and decisions, news releases, and other record-keeping duties as needed to facilitate the duties of the board. The Secretary shall record and distribute the minutes and agendas of all board meetings in accordance with Nebraska State Statutes.*

**(e) Secretary elect.** *The Secretary elect shall create and maintain grant related*

*documents under the direction of the Secretary. The Secretary elect performs the duties of Secretary when the Secretary is absent.*

**Section 3. Removal.** *Any officer may be removed for cause upon the affirmative roll-call vote of a two-thirds (2/3) majority of the voting members present at any meeting.*

and

### **ARTICLE IX — AMENDMENT OF BYLAWS**

*These By-Laws may be amended at any meeting of the Governance Board by an affirmative roll-call vote of a two-thirds (2/3) majority of the total Governance Board membership present, provided that the amendment(s) has/have been submitted in writing for consideration at the previous meeting of the Governance Board.*

*These amended By-Laws were adopted January 14, 2016 by an affirmative roll-call vote of a simple majority of the total Southeast Nebraska Emergency Management Group membership.*

The board broke for a brief break from 11:25 – 11:30 a.m.

#### **Approved Amended FY2015 Workplan**

Motion by Johnson/Pawnee, and seconded by Cass to approve the amended FY2015 Workplan with the addition of Project 5 Citizen Corps to the workplan at \$18,000.00. Voting aye were Cass, Richardson, Fillmore, Thayer, Seward/York, Lancaster, Johnson/Pawnee, and Jefferson; nays, none; abstaining, Nemaha; motion carried.

#### **Committee/Board Reports – Executive Board**

No report at this time.

#### **Committee/Board Reports – Communications**

Denise Bulling gave an update for Sue Krogman on the NRIN system. She stated that there are 2 or 3 crews that are out working on installing equipment on towers when able but the crews are not going to make the deadline of December 31, 2015. She also stated that there are “As Builts”, listings of what equipment is being installed on each individual tower, available for each county to be able to ensure that they have the proper coverage of the equipment as well as a back up stock available if needed.

#### **Committee/Board Reports – Exercise/Planning/Training**

Gary Petersen will be compiling a 2016 training calendar for the region. Gary also informed the group that he will be hosting a table top exercise on January 11<sup>th</sup> 2016, and is hosting ICS courses from February 29, 2016 thru March 3.

#### **Committee/Board Reports – SE Health Care Coalition Update**

Andra Bartels informed the group that the TEPW has chosen to go with an active shooter exercise in 2016. The SE Health Care Coalition is also looking at going to a bi-monthly meeting schedule instead of monthly.

#### **Committee/Board Reports – State Projects Update**

Denise Bulling discussed that the 2016 IJ is due by April. She also told the group that the priorities for the Investment Justification Workshop have not changed.

**Committee/Board Reports – Fusion Center Update**

No report at this time.

**TICP Project Progress Review**

No report at this time.

**Board & Public Comment**

Renee Critser announced that on December 29, 2015 from 2-4 p.m. there will be a retirement gathering for Karla Shriver who is retiring from the Nebraska State Patrol.

**Set Time, Date, and Location for meetings**

The board scheduled the next meeting for Thursday, January 14, 2016 at 10:00 a.m. at the Southeast Health Care Coalition Office, Auburn, NE.

**Adjournment**

There being no further business to come before the board, a motion was made by Cass and seconded by Lancaster that the meeting be adjourned at 12:08 p.m. Voting aye were Cass, Nemaha, Otoe, Thayer, Richardson, Gage, Johnson/Pawnee, Lancaster, and Jefferson; nays, none; motion carried.