

Agreement

Mid-Missouri Regional Planning Commission and Mo-Kan Regional Planning Commission

Regional Homeland Security
Regionalization Administration Services

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SCOPE OF SERVICES

The Mo-Kan Regional Planning Commission shall provide planning, support and organizational services to the Region H Regional Homeland Security Oversight Committee (RHSOC), the Missouri Office of Homeland Security (OHS) and Missouri Department of Public Safety (DPS), in the preparation and implementation of a homeland security regionalization framework. These services shall include the following:

Task 1: Program Administration

Purpose:

The RPC (MACOG) will track and report Homeland Security related activities of the nine (9) regions to OHS. The Program Administration is not only for the purpose of requesting reimbursement of funds from OHS, but is also a basis of providing the audit detail to justify expenditures.

Deliverables:

- Provide procurement services to the RHSOC.
- Provide inventory control procedures to the RHSOC including updating the HSIN Resource database.
- Organize and facilitate a minimum of four (4) RHSOC quarterly meetings in each region, inclusive of utilizing HSIN Connect, during the last two weeks of October 2012, January 2013, April 2013 and July 2013.
- Organize and facilitate other RHSOC meetings as needed
- Attendance/participation from each RPC (MACOG) at the RHSOC Chair/Lead RPC - HSAC meetings.
- Assist each RHSOC in the development of budgets for Homeland Security projects and planning activities.
- Provide administration and staffing support for each RHSOC.
- Prepare agendas, record meeting minutes and maintain records for each RHSOC meeting.
- Coordinate in each region new RHSOC member orientation annually.
- Assist RHSOC members in each region with all HSGP Grant Application processes.
- Enter RHSOC budgets from each region into EGMS within 30 days of notification of approved budgets.
- Provide assistance to OHS on data calls for the State Preparedness Report.
- Provide updates to the Missouri Homeland Security Resource database for each region when submitting FY13 Homeland Security Grant Program application.
- Coordinate regional participation in statewide subcommittee, such as, training & exercise, interoperable communications, etc.
- Coordinate and develop a regional Threat and Hazard Identification and Risk Assessment plan consistent with the State guidelines and template.

Task 2: Professional Development

Purpose:

In order to provide the highest quality of Homeland Security planning services, staff should attend various professional training courses, conferences and workshops to gain additional knowledge and insight on Homeland Security related activities.

Deliverables:

- Staffs from each region are highly encouraged to attend the annual state emergency management conference.
- Ensure completion of NIMS Independent Study course <http://training.fema.gov/emiweb/is/is700a.asp> 700a. This is a required course for the RPC Executive Director and Homeland Security program staff in each region.
- Staff attending training/conferences funded by this agreement will submit a report of attendance outlining the benefits of attendance and recommendations for future attendance of the training/conference. Reports will be submitted within 30 days after completion of the training/conference.

Task 3: Public Information and Education

Purpose:

The purpose of this task is to provide the public with information about homeland security and the activities of each RHSOC. Each region shall inform the public by various means of pertinent homeland security issues within the region.

Deliverables:

- The RPC shall keep the general public and specific interest groups, such as elected officials and community leaders, informed about regional homeland security issues through the use of news releases, public presentations, radio programs, newsletters, and other media.
- Plan and coordinate with OHS the development of the Region's annual report.
- The RPC shall provide a website for the RHSOC - To include at a minimum the following

RHSOC regional logo
Calendar of Events
RHSOC members - chair and vice chair with contact information
Meeting Minutes
Press Releases, if any

Links to DPS/OHS, FEMA and other sites, such as, DNR, DHSS, MSHP, SEMA, local EMDs
Brief summary of the region and priorities
List of major items and related planning/coordination initiatives.
Information on the websites from each region will be reviewed and updated monthly.

Mo-Kan Regional Planning Commission

Mid-Missouri RPC

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