



DOUGLAS COUNTY EMERGENCY MANAGEMENT BOARD

111 East Eleventh Street, Unit 200
Lawrence, Kansas 66044-2909
Office: (785) 832-5259
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Executive Committee Meeting Minutes

December 7, 2022

Executive Board and Emergency Management met virtually.

Those virtually present in the meeting included: Brad August—Chemtrade; Truman Waugh—City of Lawrence; Tony Foster—Douglas County Emergency Communications; Greg Gardner—Douglas County Commission; Mike Baxter – Douglas County Consolidated Fire District #1, Joe Hardy – Lawrence Douglas County Fire Medical; Dennis Leslie – Lawrence Douglas County Fire Medical

Emergency Management staff virtually present in the meeting included: Robert Bieniecki, Joshua Taylor, Erin Huneke

Minutes – Tony Foster entertained a motion to receive the virtual meeting minutes for November 2, 2022. Brad August made the motion to accept and was seconded by Mike Baxter. All members voted in favor to approve.

Executive Committee Business –Robert Bieniecki, Erin Huneke

- January Full Board Meeting
 - The January 4th, 2023 Full Board Meeting will take place at the Lawrence Police Department’s Training Center. A program will be presented by Dave Short from Ascenttra, the contractor who designed and ran the recent Full Scale Exercise.
- 2022 LEPC Compliance
 - Each year, the LEPC must complete a compliance form for the state, indicating it has fulfilled its required duties. This form will be sent to Robert Bieniecki and filled out by Emergency Management, with notification made to the Executive Committee.

Staff Updates – Joshua Taylor, Robert Bieniecki, Erin Huneke

- Planning –
 - LEOP: The full review of all ESF annexes has been completed, with important updates and changes made to the plan. The review cycle will begin again in the new year.
 - EM continues its work with the City of Lawrence to create their own EOP. A Base Plan draft is now complete. The plan calls for an EM liaison position, which may become its own position or be added to another position at the city.
 - COOP: Participants from the Fall 2022 COOP training sessions will be receiving devolution plan and binder templates. Spring COOP trainings are being planned with the goal of exercising new COOPs established through the training in late Spring.

Common Acronyms:

Volunteers: Community Emergency Response Team (CERT) Auxiliary Communications Team (ACT)
Grants: Hazardous Materials Emergency Preparedness Grant (HMEP), Emergency Management Performance Grant (EMPG)
Plans: Local Emergency Operations Plan (LEOP), Continuity of Operations Plan (COOP)
COVID-19 Related: Unified Command (UC), Emergency Support Function (ESF), Recovery Support Function (RSF)
RFP: Request for Proposal
IPPW: Integrated Preparedness Planning Workshop
EOC: Emergency Operations Center
KDEM: Kansas Division of Emergency Management
ARPA: American Recovery Plan Act



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- IPP: Staff are working on revamping the IPPW survey to make it more efficient and effective. The survey asks LEPC partners for their preparedness priorities and preferred exercise modes.
- Mitigation: Douglas County Public Works Lone Star Acquisition/Demolition project was approved for mitigation grant funds. There are currently no open grant application opportunities.
- Panasonic Plant Planning: Josh presented on a recent meeting with the EM in Storey County, NV, where Panasonic currently has a plant. This conversation included a discussion of planning and hazards surrounding the plant, as well as challenges and successes Storey County has experienced. While the plant will be located in Johnson County, Douglas County will be planning carefully due to the plant's proximity to the county line and the City of Eudora.
- Grants—
 - HMEP 2022: The Final Project Report and reimbursement application has been submitted to the State for the 2022 HEMP Full Scale Exercise project.
 - HMEP 2023: EM signed a contract with the state for the gap analysis project. EM will be getting quotes from consultants for this project soon.
 - EMPG: EM's application for EMPG 2022 was approved, and reimbursement requests are due in January.
- ARPA Project Updates—
 - PPE: Raincoats for volunteers are in and have been partially distributed. 3-in-1 jackets for staff are currently in shipment.
 - CERT Trailer: In the process of purchasing, and hope to do so by the end of the year. Working with Peaslee Tech on the possibility of collaboration for the interior build.
 - Sirens, Digipeter Project and Cellular Backup Project: Equipment has been received and installation is being planned. The digipeter equipment will be self-powering through solar panels.
 - Vehicle: A vehicle has been chosen and Laird Noller will place an order when Ford orders open again in the next couple of months.
 - Alternate EOC: Work has started on some aspects. Waiting on a quote for the AV system.
 - EOC: IT has ordered some pieces already and expects delays. Waiting on an updated quote for the AV system.
- Sirens—
 - Work is underway for the second year of the three-year project to replace older siren poles, boxes, and equipment. 5/10 sirens have been completed, with the other 5 to be completed this week.
- Volunteers—
 - The annual Volunteer Recognition event was held Sunday, November 6th. EM provided lunch and presented awards at the Carnegie Building. PPE raincoats were distributed.
 - The end of the year meeting will take place in December, reviewing the year and looking ahead to 2023.
 - Several new volunteers are onboarding after taking the Fall 2022 CERT Weekend Class.
 - In the coming months, EM will be adjusting the management of the volunteer groups.

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- Preparedness / Outreach –
 - EM Staff met with regional members of the Kansas Libraries Association in Baldwin City to discuss the role libraries play in community preparedness and how COOP and preparedness plans for libraries are unique.
 - The goal is to help libraries create a plan which allows the library to serve the community during response and recovery from any local disaster and to create possible outreach efforts to further community preparedness.
 - Robert and Jillian helped facilitate discussion at the December 1, 2022 Town Hall Meeting about the new districting for the 5-member Board of County Commissioners.

Information Sharing

- Greg Gardner referenced the Volunteer Newsletter and suggested that it be sent to LEPC members.
- Dennis Leslie retires this week. Joe Hardy will be acting as Interim Chief for Training and will take Dennis's place on the LEPC.

Close – Tony Foster

A motion was made by Brad August to adjourn the meeting and was seconded by Mike Baxter. Meeting adjourned.

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