



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

February 1, 2023

Executive Board and Emergency Management met virtually.

Those virtually present in the meeting included: Truman Waugh—City of Lawrence; Tony Foster—Douglas County Emergency Communications; Greg Gardner—Douglas County Commission; Mike Baxter – Douglas County Consolidated Fire District #1, Mike Patrick – Baldwin City Police Department

Emergency Management staff virtually present in the meeting included: Robert Bieniecki, Joshua Taylor, Jillian Rodrigue

Minutes – Mike Patrick entertained a motion to receive the virtual meeting minutes for December 7, 2022. Mike Baxter made the motion to accept and was seconded by Tony Foster. All members voted in favor to approve.

Executive Committee Business –Robert Bieniecki

- April Full Board Meeting
 - The April 5th Full Board Meeting will take place at the Judicial and Law Enforcement Center in EOC-A and will focus on the IPPW.

Staff Updates – Joshua Taylor, Robert Bieniecki, Jillian Rodrigue

- Planning –
 - LEOP: Each ESF will review and exercise their materials again in 2023. That information will go out this week. These reviews will build toward the full EOP update due in 2024.
 - The City of Lawrence EOP is now in a completed draft stage and ready for city review. This collaborative process has led to improvements in the county EOP.
 - COOP: Training invites have gone out to city departments for all cities in the county. This is the same 3-part series EM presented to county departments in 2022. There are dates available in April, May, and June. Josh will be checking in with departments who completed the training last fall; we hope to help exercise their plans this year.
 - IPP: The IPPW Survey went out last month in preparation for the IPPW in April. We have 7 responses so far. A reminder will be sent out again on Monday with one more week to response. Josh will compile the results for the April IPPW.
 - Mass Casualty Plan: EM is working with Lawrence Police and Fire Medical, KU, and Emergency Communications on the development of a mass casualty plan that can be applied to large-scale events. This will start with building a more specific plan for downtown events such as NCAA Tournament celebrations; this process will then be applied in other parts of the county.
- Grants—

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), Emergency Support Function (ESF)

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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- HMEP 2022: The Final Project Report and reimbursement application have been submitted to the State for the 2022 HEMP Full Scale Exercise project.
- HMEP 2023: EM will be hiring a consultant to perform a program gap analysis.
- HMEP 2024: EM just applied for funding to run a tabletop exercise that will be informed by the 2023 gap analysis and partner interest.
- EMPG: EM's request for 2022 reimbursement was approved.
- ARPA Project Updates—
 - PPE: Ongoing project working on different needs for staff and volunteers.
 - CERT Trailer: Trailer has been ordered. We will build it out when it comes in in 3-6 months.
 - Sirens, Digipeater Project and Cellular Backup Project: Two out of three digipeaters have been installed. Cellular Backup is in the final stages of programming and will move to installation soon.
 - Vehicle: A vehicle has been ordered.
 - Alternate EOC: Electric and IT hardware work has gotten started. Tables and chairs have been ordered. Waiting on a second quote for AV.
 - EOC: New chairs have been ordered. 7 TVs were purchased and installed in EMOC and staff offices. This was able to come out of EM budget instead of ARPA.
- Sirens—
 - One of the sirens was moved (#33). The siren was moved according to code and procedure, but in the future we will make a better effort to inform area homeowners about the move.
- Volunteers—
 - Volunteers have been busy with training already this year, including Radio Etiquette. We are planning to build out our radio training more. Coming up we have Skywarn Support training and spotter location and rally points training.
- Preparedness / Outreach –
 - Severe Weather Awareness Week will be March 6-12, with the Statewide Tornado Drill taking place March 7.
 - Weather 101, a public class on storm spotting and severe weather preparedness will take place on March 2nd at 6:30pm at the Lawrence Public Library.
 - Thursday, February 2 is Local Government Day at Leadership Lawrence and EM will present an exercise based on the 2019 tornado, having students walk through how they might manage short- and long-term recovery. On February 23, Leadership Lawrence will be touring several facilities in the city, including DgCo Emergency Management.
- Burn Resolution –
 - Updating the burn resolution is an ongoing process including code considerations.
- IPAWs –
 - This system allows for emergency messages to be pushed to all cell phones in a certain area. Douglas County is now operational for this system and has had its first test.

Close – Mike Patrick

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

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