



## DOUGLAS COUNTY EMERGENCY MANAGEMENT BOARD

111 East Eleventh Street, Unit 200  
Lawrence, KS 66044-2909

Office: (785) 832-5259

Fax: (785) 832-5101

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**January 4, 2023**

*Baldwin City Police Department*

Chair Mike Patrick welcomed members of the the Douglas County Emergency Management Board/Local Emergency Planning Committee on January 4, 2023.

**LEPC Board Members present in the meeting included:**

Sara Kerkhoff  
Hubert White  
Matthew Faulk  
Teri Axman  
Brad August  
Joe Hardy  
Casey Quigley  
Chris LaMar  
David Ernst

Steve Devore  
Gabi Sprague  
Veronica White  
Ethan Unfred  
Kjrsten Abel Ruch  
Truman Waugh  
Mike Russell  
John Stipetich  
Marlin Bates

**Emergency Management staff included:**

Robert Bieniecki  
Joshua Taylor

Jillian Rodrigue  
Erin Huneke

**Others attending:** Charles Garzillo, Terry Kegin, Matt Matheis

**Welcome/Minutes of October 5, 2022**

- Chair Mike Patrick called the meeting to order.
- Mike Russell moved to approve the minutes of the October 5 Full Board Meeting. Teri Axman seconded and the motion passed.

**Presentation:**

- David Short from Ascentra, the contractor who helped to plan, design, and execute the September 23, 2022 hazardous materials full scale exercise, gave a short presentation. David discussed the planning process, the exercise itself, and strengths and areas of improvements that were identified in the exercise After Action Report.

**Executive Committee Business:**

- **Bylaws change:** A change in the Douglas County LEPC bylaws was recommended by the executive committee. This change updates the name of the "State Emergency Response Commission of Kansas" to the "Commission on Emergency Planning and Response." Mike Patrick asked for a motion to approve the change. Mike Russell so moved and Marlin Bates seconded. The bylaws adoption passed.

**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)

Procurement: Request for Proposal (RFP), Request for Quote (RFQ)

IPPW: Integrated Preparedness Planning Workshop

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- **2022 LEPC Compliance Form:** Each year, the LEPC must submit a compliance form to the Kansas Division of Emergency Management stating that meetings have been held and that minutes and other public right-to-know information are publicly available. This form was submitted by EM on behalf of the LEPC Executive Committee chair in December 2022.

### **Staff Updates** – Robert Bieniecki, Jillian Rodrigue, Josh Taylor, Erin Huneke

- Annual Report: The EM 2022 Annual Report is complete and can be viewed here: <https://gis.douglascountyks.org/portal/apps/storymaps/stories/a359e6be82d644c582e1f128f92ccc61>
- Plans:
  - **Strategic Plan:** The 2023-2024 Strategic Plan has been completed. Elements of the plan will be entered into EM's new project management software to ensure staff stay on track and deadlines are met. The plan will be distributed to the LEPC after this meeting.
  - **LEOP:** The 2022 review of all ESF annexes has been completed, with important updates and changes made to the plan. The 2023 review cycle dates have been set to continue this work.
    - The City of Lawrence EOP base plan draft is complete and the ESFs are being drafted, supported by EM.
  - **IPPW:** Josh gave a short presentation detailing the creation of the Integrated Preparedness Plan and the importance of LEPC member participation.
  - **COOP:** Twelve county departments participated in EM COOP training in the fall of 2022 and are developing their own COOPs. A new round of training classes will take place in April, May, and June, focusing on the cities.
  - **Mitigation:** BRIC and HMGP grant applications are closed. While only one county project has been funded so far, the state has indicated that other applications may still be considered for other funding.
- Grants:
  - **HMEP:**
    - 2022: A reimbursement request has been submitted for the 2022 project, the full scale exercise.
    - 2023: EM will be hiring a consultant to perform a program gap analysis.
    - 2024: Applications for 2024 funding are due in February. All LEPC member agencies are eligible to apply for funds which can cover a range of opportunities, from training, to exercising, to equipment. EM can help interested agencies develop a project proposal.
  - **EMPG:** EM received notice of its 2022 award. The reimbursement request will be submitted within the next two weeks.
- ARPA Project Updates: The goal is to have all projects complete by the end of 2023.

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- EOC projects (primary and alternate): The alternate EOC now has power in the floor. Set up is established for both EOCs. Fiber has been contracted and is waiting on installation. IT has ordered things for both spaces.
  - New Vehicle: A vehicle has been selected and will be ordered when Ford's ordering process opens again.
  - CERT Trailer: A trailer will be ordered in the next week or two. Continuing to work on the interior design.
  - Siren Projects (Digipeater and cellular backup): 2 out of 3 digipeaters are installed. Cellular backup is in progress.
  - PPE: Volunteers have received raincoats and staff jackets are in process.
  - Sirens:
    - The second year of the 3-year pole and part replacement project has been completed. The final 8 or 9 will be completed in Fall 2023.
  - Volunteer Groups
    - Spotter training starts Thursday, and training continues every two weeks for the first few months of the year.
    - The volunteer group organization will be changing some this year to encourage further participation and distribute the workload more evenly among staff.
    - EM sends a newsletter to volunteers monthly. LEPC members are welcome to receive this email as well; talk to Erin if you are interested.
  - Outreach and Preparedness:
    - 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 2<sup>nd</sup> at 7pm, location TBD.
    - If your agency or business would like any severe weather or preparedness training or assistance, let us know.
    - 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. A walkthrough of the Baldwin City Library was conducted with the Baldwin City Police Department.
    - EM is helping to build a mass casualty plan template for downtown Lawrence. This plan could potentially be adapted for large events in other areas of the county.
    - The Kansas Division of Emergency Management is holding multiple trainings in Lawrence this winter/spring, including COOP training, HSEEP, and KS 132 and 133. Please see [www.train.org/ks](http://www.train.org/ks) for full details.

### **Information Sharing**

- Gabi Sprague, Douglas County Human Services: Citizens can apply for rent and utility assistance at the beginning of every month at [hscdgco.org](http://hscdgco.org).

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- John Stipetich, KU Emergency Management:
    - KU Public Safety is now the KU Police Department.
    - Matt Matheis is the new Associate Director for EM.
    - KUEM is currently working on an active shooter seminar for top-level KU administrators.
    - The KUEM EOP is nearing completion of its first draft.
    - The County interagency active shooter plan is being reworked.
    - KUEM is looking at long-term plans to build an EOC, potentially as part of the new KU football stadium construction.
  - Joe Hardy, Lawrence-Douglas County Fire Medical: Joe is taking over for Dennis Leslie.
  - KJ Abel Ruch, United Way: Topeka and Douglas County organizations are uniting to form the United Way of Kaw Valley, and physical offices have moved.
  - Terry Kegin, KDEM: The state is working on a state recovery plan.
  - Charles Garzillo, DgCo Building and Codes: Zoning regulations between the City of Lawrence and the county have been aligned.
  - Veronica White, Lawrence-Douglas County Public Health: PH is working on monkey pox and COVID vaccines as well as workplace safety.
  - Sara Kerkhoff, American Red Cross: Working on severe weather awareness and prep.
  - Teri Axman, LMH Health: LMH is still holding weekly Incident Command meetings for COVID-19. In April, she will present to the LEPC to share their hazard analysis. LMH Health EM came back clean in the accreditation process. Teri is working on 3 annual reports for EM, Environment of Care, and Workplace Safety.
  - Steve Devore, Kansas Suicide Prevention HQ: The 988 line has been live for several months. Douglas County still has a local crisis line so that calls from out-of-state cell phones can be directed locally. With Bert Nash, they have a mobile crisis response team that can be dispatched rather than consuming police/EMS resources. This team is not up to 24/7 staffing yet, but that is the goal. Working the Douglas County 911 to transfer calls between call centers to best serve callers.

### **Adjourn:**

Mike Patrick called for a motion to adjourn. Mike Russell so moved, and John Stipetich seconded the motion. The motion was approved.

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