



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

March 1, 2023

Executive Board and Emergency Management met virtually.

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

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

Minutes – Tony Foster entertained a motion to receive the virtual meeting minutes for February 1, 2023. Mike Baxter made the motion to accept and was seconded by Brad August. All members voted in favor to approve.

Executive Committee Business –Jillian Rodrigue

- 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. The results of the IPPW Survey will be discussed.

Staff Updates – Joshua Taylor, Jillian Rodrigue, Robert Bieniecki

- Planning –
 - LEOP: Invitations have gone out to ESF partners for annual review and exercise meetings. These reviews will build toward the full EOP update due in 2024.
 - City of Lawrence EOP: the draft document has been reviewed by the Fire Chief and will be on the City Administrator’s desk shortly.
 - 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 summer.
 - Tony Foster suggested including more basic training on the content of a COOP plan, rather than focusing only on the use of the BOLD system. Mike Patrick suggested providing example COOP plans from similar agencies.
 - Mass Casualty Plan: Planning is starting by focusing on the NCAA tournament celebration, which will hopefully lead to a template that can be built out for other situations. The next step is to bring Public Information Officers and the Universities into the conversation.
- Grants—
 - HMEP 2023: EM will be hiring a consultant to perform a program gap analysis. A request for informal bids is going out today.

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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- ARPA Project Updates—
 - Sirens, Digipeater Project and Cellular Backup Project: Two out of three digipeaters have been installed. Cellular Backup is in the final stages and will move to installation soon.
 - Alternate EOC: We are required to get 2 bids for electronics, but we have been unable to get more than 1. With permission from County Admin, we will be able to move forward with the 1 contractor who bid. Tables and chairs are ordered and expected in 6-8 weeks.
 - EOC: Electronics updates will be planned after Alternate EOC.
- Volunteers—
 - Skywarn Spotter Locations training got postponed due to weather. It will be happening next week, giving volunteers a chance to be in the spaces they would be in an activation.
 - Emergency Communications reprogrammed all volunteer and staff radios recently.
 - EM is finalizing the volunteer training calendar for the year.
- Preparedness / Outreach –
 - Severe Weather Awareness Week will be March 6-12, with the Statewide Tornado Drill taking place March 7. EM will be on-air with KLWN Monday-Friday.
 - 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. Emergency Communications will be there as well with a booth on Smart 911.
 - The State of Kansas is building a state recovery plan. In April, the state is hosting recovery exercises with 6 people per county to get started with the planning process. EM will be sharing everything that comes out of that exercise and the overall planning process.
 - Magellan will be hosting a hazardous materials tabletop exercise in late April. EM is helping to schedule the date and time to include relevant county agencies.
 - On February 23, Leadership Lawrence toured EM and Emergency Communications.
- IPAWs –
 - Staff received initial training on testing the IPAWs system last week.

Close – Mike Pattrick

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

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