



## 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

May 3, 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 Pattrick – Baldwin City Police Department; Tony Foster—Douglas County Emergency Communications; Brad August – Chemtrade; Stu Moeckel – Eudora Schools

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

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

#### **Executive Committee Business** –Erin Huneke

- July Full Board Meeting and Reorganization
  - The July 5<sup>th</sup> Full Board Meeting will take place in Eudora at the Public Safety Building.
  - A survey was sent to all board members this week to ascertain interest in continuing on the board next year, as well as serving on the executive committee. A follow up email will be sent next week, and responses are due 5/17.
  - At the next Executive Committee meeting, survey results will be analyzed alongside an analysis of agency participation over the past year to determine recruitment goals for 2023-2024 board membership.

#### **Staff Updates** – Joshua Taylor, Robert Bieniecki

- Planning –
  - LEOP: Annual ESF reviews have begun. The tabletop exercise for these reviews has been changed into a workshop, the first of which will take place this week for ESFs 4/9. These reviews will build toward the full EOP update due in 2024.
  - IPP: EM has received responses for the survey, but the process needs tweaking to get the best information.
  - COOP: The May 3-part training series has no one signed up, but June will be well attended.
  - Recovery Plan: The state has a new requirement for counties to have a recovery plan as part of a state-wide planning effort. EM sent a 6-person team made up of EM, County Administration, the Lawrence Chamber of Commerce, and Lawrence Municipal Services & Operations to the initial training and exercise.
- Grants—
  - HMEP 2023: Yesterday, EM met with the gap analysis consultant for the first time. LEPC partners can expect to see invitations to workshops in June and July as part of the information gathering process. The consultant will present on the project at the October Full Board meeting.

#### 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)

IPPW: Integrated Preparedness Planning Workshop

EOC: Emergency Operations Center

KDEM: Kansas Division of Emergency Management

ARPA: American Recovery Plan Act



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- Robert will present to the CEPR (State Commission on Emergency Planning and Response) on June 1 about our recent HMEP projects and outcomes.
- ARPA Project Updates—
  - Sirens, Digipeater Project and Cellular Backup Project: Digipeater project is complete. The cellular backup project is delayed due to an issue at Federal Signal.
  - Main EOC: This project is in a holding pattern until the alternate EOC is complete.
  - Alternate EOC: An IT project management meeting was held yesterday.
  - EM Vehicle: We are waiting for it to come in at Ford.
  - EM Trailer: The trailer has come in. The next step is to get possible floor plan designs.
  - PPE: Volunteer t-shirts are being redesigned and ordered.
- Open Burning —
  - EM has been working with the District Attorney's office on potential charging for violation of the burn ban. There is now a draft resolution to change the county code which will be reviewed later this week with Chief Baxter. A county policy will be drafted as well, which will allow for more flexibility without having to change the code. We are looking at a potential online form option to register burns, and hope to have everything ready well ahead of next burn season to be able to do adequate education.
- EM Budget—
  - EM's budget hearing for 2024 is today. The budget is largely the same with two exceptions: 1) An increase in maintenance budget to account for alternate EOC maintenance, and 2) An increase in personnel budget to do a reclassification of Erin's position.
- Volunteers—
  - Training continues for all volunteers, including a Cyber Security training that took place this week with county IT director, Starla Jones.
  - Skywarn has started a weekly radio net where members can check in and practice radio etiquette. The first one was held this week.
  - We are onboarding 5 new volunteers, 4 of which came out of the CERT class.
- Preparedness / Outreach —
  - Lawrence Parks and Recreation has requested some severe weather trainings for outdoor staff, as well as participation in a tabling event which will take place this summer.
  - We will be participating in the Juneteenth event in South Park again this year.
  - Lawrence-Douglas County Fire Medical is hosting ICS 400 July 26-27. Training slots are still available for any agency employees who need this class.
  - EM invited partners to and participated in a training and exercise put on by Magellan, a pipeline company that runs fuel through Douglas County.
  - Work continues on materials to help libraries be prepared for disasters, both for their own institutions and as a community resource. EM will be meeting with the Northeast Kansas Library System so that this work can be shared regionally. Additionally, resources have been requested by others in the country.

### 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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