



DOUGLAS COUNTY EMERGENCY MANAGEMENT BOARD

111 East Eleventh Street, Unit 200
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Executive Committee Meeting Minutes

August 2, 2023

Executive Board and Emergency Management met virtually.

Those virtually present in the meeting included: Truman Waugh—City of Lawrence; Mike Pattrick – Baldwin City Police Department; Tony Foster—Douglas County Emergency Communications; Greg Gardner – Douglas County Appointee; Mindy Andrsevits – Eudora Fire

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

Minutes – Tony Foster entertained a motion to receive the virtual meeting minutes for June 7, 2023. Mike Pattrick made the motion to accept and was seconded by Mindy Andrsevits. All members voted in favor to approve.

Executive Committee Business –Erin Huneke

- BOCC Membership Approval
 - Following the July board reorganization, LEPC membership has been submitted to the Douglas County Board of County Commissioners for approval and will appear on the August 9 agenda.
- October Full Board
 - Pending completion of renovations, the October full board meeting will take place at Consolidated Fire District #1 Station 111 in the new Alternate Emergency Operations Center.

Staff Updates – Joshua Taylor, Robert Bieniecki, Jillian Rodrigue

- Planning –
 - LEOP: Annual ESF reviews are in progress. Guidelines will come out this fall for the required review and rewrite of the EOP due in 2024.
 - City of Lawrence EOP: this project is getting finalized. This city EOP can be used as a template for other cities in the county.
 - COOP: Dates are set for fall sessions of the 3-part workshop series. Additionally, EM will hold a COOP 101 session in September that will act as an introduction to COOP concepts.
 - IPP: We've been getting some responses to the survey; this is an ongoing process.
- Grants—
 - HMEP 2023: Gap Analysis Project. July workshops went extremely well, both for the project and as a tool for interagency communication. Tony and Mindy both gave positive feedback. Two more workshops will be held this month.
 - HMEP 2024: We have applied for funding for a Tabletop Exercise, yet to be approved.
- ARPA Project Updates—
 - Sirens, Digipeater Project and Cellular Backup Project: Digipeater project is complete. The cellular backup project is in final testing before installation.
 - Main EOC: This project is in a holding pattern until the alternate EOC is complete.
 - Alternate EOC: The AV system contractor is working this month. Painting is also in process.

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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- EM Vehicle: The vehicle ordering process has made little progress, and we've been discussing buying off the lot with the dealership to expedite things. This is also moving slowly.
- EM Trailer: The trailer has come in and planning is in process for building it out.
- PPE: Improvements to volunteer safety vests are in progress.
- Open Burning –
 - Last week, Jillian, Robert, and Mike Baxter finished a draft of the new resolution and sent it to county legal, who returned it with very few changes. The next steps are to work on updating the Douglas County policy which will then be reviewed by stakeholders and legal. Once the Board of County Commissioners approves the resolution, updating the county code will be next. Hopefully this new process will be complete by the start of 2024.
- EM Budget—
 - EM's budget hearing with the Board of County Commissioners took place last month and went through with no changes.
- Volunteers—
 - Skywarn is moving to monthly nets where members can check in and practice radio etiquette. ACT continues its weekly nets.
 - EM is funding/hosting 3 sessions of CPR/AED training for volunteers, taught by Kirsten Rhoads, EM Volunteer and EMT with Consolidated Fire District #1. CPR is not a part of what our CERT team does, but we offered this training as an additional skill.
 - Volunteers will receive the next level of mental health training from Paul Taylor later this month.
 - Football season is around the corner; EM volunteers will help with accountability at KU.
- Preparedness / Outreach –
 - EM will participate in the Community Safety Fair on 8/5, bringing the Wheel of Misfortune plus a flood simulation from the Kansas Water Office.
 - July 14th storms prompted several new requests for weather radio installs.
 - EM supported the County Fair with decision support (wind and severe weather).
 - The CERT Weekend Class will be in Eudora, October 13-15.
 - Work continues on a Cyber Tabletop Exercise for county leaders. The Wyandotte County EM team is helping and will be present to share their real-life experience.
- July 14 Update—
 - Jillian gave an update on the decisions that were made to sound sirens for the severe weather on July 14, including lessons learned from the event.

Information Sharing

- Mindy Andrasevits: Eudora Fire will be installing smoke alarms out in the community on August 26th. They will be passing out flyers the week before. Smoke alarms will be provided by the American Red Cross and installed by Eudora Fire free-of-charge for residents.
- Jillian: Lawrence-Douglas County Public Health has a new director, Jonathan Smith. Sonia Jordan leaves her role today.
- Jillian is running for Kansas Emergency Managers Association president.
- Tony Foster: Emergency Communication got to take deployables to the fair to demonstrate. First Net got approval from the Federal Communications Commission to be a primary connection to public safety.

Close – Tony Foster

A motion was made by Mike Patrick to adjourn the meeting and was seconded by Mindy Andrasevits. Meeting adjourned.

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