



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

September 6, 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; Greg Gardner – Douglas County Appointee; Mindy Andrasevits – Eudora Fire; Brad August – Chemtrade; Veronica White – Lawrence-Douglas County Public Health; Terry Kengin – Kansas Division of Emergency Management; Gabi Sprague—Douglas County Housing and Human Services

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

Minutes – Brad August entertained a motion to receive the virtual meeting minutes for August 2, 2023. Mindy Andrasevits made the motion to accept and was seconded by Veronica White. All members voted in favor to approve.

Executive Committee Business –Erin Huneke

- BOCC Membership Approval and submission to CEPR
 - The LEPC 2023-2024 membership was approved by the Douglas County Board of County Commissioners on August 9 and then submitted to the state Commission on Emergency Planning and Response.
- October Full Board
 - The October Full Board meeting will take place at Consolidated Fire District #1 Station 111 in the new Alternate Emergency Operations Center. Southern Star will give a short presentation, and the HMEP contractor will present on the final Gap Analysis Report.
- Bylaws Review
 - A bylaws review will take place in upcoming months in conjunction with the updating of the Joint Cities-County Resolution. The resolution will be revised as part of the Open Burning updates. If board members have suggestions or thoughts, please let staff know.

Staff Updates – Joshua Taylor, Robert Bieniecki, Jillian Rodrigue

- Planning –
 - LEOP: The base plan is being updated with lessons learned from the creation of the City of Lawrence EOP. New standards for the plan are coming from the state by the end of 2023. The new update is due in June of 2024, at which point the revision cycle will be back to a 5-year schedule.
 - City of Lawrence EOP: this project is being finalized with input from the city Fire and Police chiefs. This city EOP can be used as a template for other cities in the county.
 - COOP: So far, sign-ups are low for the COOP 101 session and the fall 2023 3-part workshop. EM is working with Just Food on the creation of their COOP plan.
 - IPP: Changes in EMPG reporting requirements may lead to changes in the way information is collected for the IPP.

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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- Recovery Plan: This plan is moving forward. The state will provide a template soon.
- Grants—
 - HMEP 2023: Gap Analysis Project July and August workshops went well. The contractor has completed a final draft of the Gap Analysis report and grant closeout is in progress. The report will be presented at the October Full Board meeting.
 - EMPG: This month, EM applied for EMPG funding for 2023.
- ARPA Project Updates—
 - Sirens, Digipeater Project and Cellular Backup Project: Complete.
 - Main EOC: Bids and work will begin soon as work on the Alternate EOC nears completion.
 - Alternate EOC: Scheduled to be complete the week of September 18th.
 - EM Vehicle: After delays in the ordering process, a different vehicle was purchased which is currently on its way.
 - EM Trailer: The trailer interior design is complete and building will start soon.
 - PPE: Improvements to volunteer safety vests are in progress.
- Open Burning –
 - A resolution draft and policy draft are complete. Feedback from Douglas County Emergency Communications and the District Attorney's office will be incorporated. Next, the Fire Chiefs input will be solicited. The final step will be updating county code and the Joint Cities-County resolution.
 - When the new process is complete, members of the public will be able to sign up to receive notifications from Everbridge when the burn ban is in effect.
- Volunteers—
 - The 2023 Volunteer Recognition Event will take place on October 1. Executive Committee members are welcome to attend.
 - In August, volunteers attended a mental health training with Paul Taylor and Tom Willis about meeting people in crisis.
 - Skywarn is participating in monthly nets where members can check in and practice radio etiquette. ACT continues its weekly nets.
- Preparedness / Outreach –
 - EM is supporting the Maple Leaf Festival with Incident Action Planning and weather assistance.
 - EM and volunteers assisted and will assist with accountability and weather/emergency support at all KU home football games.
 - The CERT Weekend Class will be in Eudora, October 13-15.
 - EM volunteers will support the Great Kaw Adventure Race with accountability.
 - Work continues on a Cyber Tabletop Exercise for county leaders which will take place this month.
 - Staff will be attending the Kansas Emergency Management Association conference this month.

Information Sharing

- Mindy Andrasevits: Eudora Fire installed 21 smoke alarms for free in partnership with the American Red Cross in August.

Close – Brad August

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

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