



# DOUGLAS COUNTY EMERGENCY MANAGEMENT BOARD

111 East Eleventh Street, Unit 200  
Lawrence, Kansas 66044-2909  
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## Executive Committee Meeting Minutes

November 1, 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; Veronica White – Lawrence-Douglas County Public Health; Tony Foster—Douglas County Emergency Communications; Meg Pearson—Kaw Valley United Way

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

**Minutes** – Tony Foster entertained a motion to receive the virtual meeting minutes for September 6, 2023. Veronica White made the motion to accept and was seconded by Mike Pattrick. All members voted in favor to approve.

### **Executive Committee Business** –Erin Huneke, Jillian Rodrigue

- January Full Board
  - The location is to be determined. We are hoping to have a presentation from the City of Lawrence on emergency planning efforts for Lawrence’s houseless population.
  - The Full Board meeting may include a proposed update to the LEPC bylaws; this depends on the ongoing process to update the Joint Cities-County Resolution and county code. It is possible this update will occur in April.
    - These changes will include taking LEPC information out of the Resolution and instead include it in the LEPC bylaws.

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

- Planning –
  - LEOP: Josh has begun the complete re-write process. New standards for the plan are coming from the state by the end of 2023. These new standards will not be required due to the quick turnaround, but we will ideally write to the standards. 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: The EOP is in its final draft. The Police and Fire chiefs are reviewing this draft. This draft will be a good template for the other cities in the county.
  - COOP: Josh met with department heads in Eudora to talk about COOP planning. Open seats remain for the Bold system workshop in November and December.
  - IPP: We are looking at the overall process to get more tangible outcomes to track progress better. There will be an update on this at the January Full Board meeting.
  - Mitigation: The Kansas Division of Emergency Management has contracted Blue Umbrella to update the Regional Hazard Mitigation Plan. This process will kickoff later this month. Jurisdictional involvement at this stage is important for future ability to apply for hazard mitigation grants.

#### 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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- Building Resilient Infrastructure and Communities and Flood Mitigation Assistance grants are open until November 7<sup>th</sup>.
- Recovery Plan: This plan is moving forward. The state will provide a template soon.
- Grants—
  - HMEP: No updates.
  - EMPG: No updates.
- ARPA Project Updates—
  - Sirens, Digipeater Project and Cellular Backup Project: Complete.
  - Main EOC: Currently collecting bids for the electronics/AV work in the EOC.
  - Alternate EOC: Final steps include finishing up programming and job aids for AV and power.
  - EM Vehicle: Final steps include radio installation and decals.
  - EM Trailer: The trailer will be ready later this month. We are looking at building a carport for the trailer at Public Works.
  - PPE: Improvements to volunteer safety vests are in progress.
- Open Burning –
  - A new resolution draft is complete.
  - Code updates are being reviewed.
  - Policy and procedure updates are in progress.
  - EM will go before the County Commission on November 29<sup>th</sup> to approve the new 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 End of Year meeting will be in December, where we will look back at the year and begin planning for the year ahead.
  - Skywarn is participating in monthly nets where members can check in and practice radio etiquette. Skywarn nets will increase in the first quarter of the year, leading into severe weather season. ACT continues its weekly nets.
- Preparedness / Outreach –
  - The After Action Meeting for the county cybersecurity exercise will take place in December. An After Action Report is drafted and departments will identify their respective corrective actions.
    - If cities in the county are interested in a similar exercise, we can assist.
  - Kate and Josh are presenting a pre-conference session on Disaster Prepared Library today at the Kansas Libraries Association conference.
  - Website: The county website was overhauled this year and the new site launched in September. EM is working on finalizing these updates to be as useful as possible to the public.

### Information Sharing

- Greg Gardner: Thanks to a donor, the First Responder Chaplains Association was able to purchase and decal EM's old vehicle. Due to this increased recognition, the Association has become significantly busier.

### Close – Tony Foster

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

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