



# DOUGLAS COUNTY EMERGENCY MANAGEMENT BOARD

111 East Eleventh Street, Unit 200  
Lawrence, Kansas 66044-2909  
Office: (785) 832-5259  
Fax: (785) 832-5101

---

## Executive Committee Meeting Minutes

December 6, 2023

Executive Board and Emergency Management met virtually.

Those virtually present in the meeting included: Kathy Porsch—City of Lawrence; Greg Gardner – Douglas County; Veronica White – Lawrence-Douglas County Public Health; Tony Foster—Douglas County Emergency Communications; Meg Pearson—Kaw Valley United Way; Mindy Andrasevits—Eudora Fire; Brade August—Trecora; Chad Voigt—Douglas County Public Works

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

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

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

- January Full Board – The meeting will take place at Lawrence-Douglas County Fire Medical Station 5 and will feature a presentation from the City of Lawrence on emergency planning efforts for Lawrence’s houseless population.
- Bylaws – Staff will bring proposed bylaws updates to the executive committee in March. These changes will include taking LEPC information out of the Joint Cities-County Resolution and instead include it in the LEPC bylaws.
- LEPC Annual Compliance Survey—Each December the state asks the LEPC to confirm it is meeting and posting minutes. EM staff will complete this survey when it is sent out.
- City of Lawrence appointment – Lawrence did not appoint a representative to the LEPC for the 2023-2024 year until November; Kathy Porsch has been appointed through July 2024.

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

- Planning –
  - EOP: The next rewrite of the EOP is due in June of 2024, after which the revision cycle will be back to a 5-year schedule. New standards come out this month but will not be required. Douglas County will rewrite according to the old standards and incorporate new standards in updates over the next months and years.
  - IPPW: The process for the Integrated Preparedness Planning Workshop will be changing to both better fit the expectations of the state as well as better serve our partners.
  - COOP: EM submitted its COOP plan to the state, initially in 2022, to be officially graded. They have provided feedback which as been integrated. The plan has been resubmitted.
    - Other county departments and agencies continue to develop their COOP plans. EM is able to take a bird’s eye view in the BOLD planning system and is working to adjust for resource conflicts.

#### 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



## DOUGLAS COUNTY EMERGENCY MANAGEMENT BOARD

111 East Eleventh Street, Unit 200  
Lawrence, Kansas 66044-2909  
Office: (785) 832-5259  
Fax: (785) 832-5101

- Mitigation: The Region K Hazard Mitigation plan is due for a rewrite in 2024; a kickoff meeting was hosted in the Emergency Operations Center last month. Participation in planning and promulgation of the finished plan are required for jurisdictions and their residents to be eligible to apply for future mitigation grant funding.
- Grants—
  - HMEP: The 2022-2023 project (Gap Analysis) has fully closed out and the county has received reimbursement. Approval for the 2023-2024 project is still pending due to delays in the federal budget process. The 2024-2025 project applications will be due in early 2024; please send in any ideas or requests for hazardous materials transportation training preparedness.
  - EMPG: EM has received approval for 2023; reimbursement documentation will be due in February.
- 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: Complete except for job aids and signage.
  - EM Vehicle: Final steps include radio installation and decals.
  - EM Trailer: The trailer has been picked up. We are looking at building a carport for the trailer at Public Works. The trailer will need further decaling and build out next.
  - PPE: Improvements to volunteer safety vests are in progress.
  - All ARPA projects will be complete by the end of 2024.
- Open Burning –
  - Last week, the Board of County Commissioners approved a resolution updating the county code as pertains to open burning. The code change will be published in the paper twice before it goes into effect.
  - The next step is the finalization of a policy to be both clear and applicable for county entities and easy to understand for community members.
  - The education piece of the open burning updates is in progress; the new process will include an online form for registering burns as an alternative to calling dispatch. 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 December 14, where we will look back at the year and begin planning for the year ahead. Updates on new volunteer groups will be shared.
  - 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.
  - Training will gear up in early 2024 leading into severe weather season.
- Preparedness / Outreach –
  - The After Action Meeting for the county cybersecurity exercise will take place December 14. An After Action Report and Improvement Plan is drafted.
  - EM supported KU's cyber exercise last month.

### Close – Tony Foster

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

#### 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