

DOUGLAS COUNTY EMERGENCY MANAGEMENT BOARD / LOCAL EMERGENCY PLANNING COMMITTEE

BYLAWS

ARTICLE I. PURPOSE:

Douglas County Joint Cities-County Resolution 15-10 established a single body to serve as the Douglas County Emergency Management Board/Local Emergency Planning Committee by the governing bodies of Douglas County and the Cities of Baldwin, Eudora, Lawrence, and Lecompton.

The purpose of the Board is as follows:

- A. To function as a single body that will serve as an advisory board to the Douglas County Commission and the governing bodies of the Cities on emergency management concerns and as the Local Emergency Planning Committee for Douglas County.
- B. To ensure coordinated input by Emergency Management Program stakeholders in the preparation, implementation, evaluation, and revision of the Emergency Management Program's Multi-Year Strategic Plan including the vision statement, mission, goals, objectives, and milestones of the program.
- C. To provide for the preparation and execution of the disaster management plans for the protection of persons and property within Douglas County in accordance with the provisions and requirements of Kansas Statutes Annotated 48-904 through 48-939, and K.A.R. 56-2-1 ~ specifying the standards for local disaster agencies.
- D. To provide for carrying out the requirements of both Kansas and Federal laws as they relate to the responsibilities of the Local Emergency Planning Committee, and as specified in K.S.A. 65-5701 through 65-5710 and the Federal Emergency Planning and Community Right-to-Know Act of 1986.

ARTICLE II. MEMBERSHIP:

Board members serve without compensation.

Section 1. Core members:

- The Douglas County Sheriff or designee
- The Lawrence Police Chief or designee
- The Baldwin Police Chief or designee
- The Eudora Police Chief or designee
- The KU Police Department Chief or designee
- The Lawrence-Douglas County Fire Medical Chief or designee
- The Douglas County Emergency Communications Director or designee
- The Douglas County Public Works Director or designee
- The City of Lawrence Municipal Services and Operations Director or designee

Section 2. Appointments: The Douglas County Emergency Management Board/LEPC Executive Committee in coordination with Emergency Management Staff shall appoint the following members:

- Emergency management organization or emergency support function to serve a term of 1 year
- Disaster mass care function to serve for a term of 1 year
- Public information function to serve for a term of 1 year
- Community group or social service agency with an interest in emergency management for a term of 1 year
- Transportation organization to serve for a term of 1 year
- Owners and operators of facilities subject to the provisions of the Emergency Planning and Community Right-to-Know Act of 1986 for a term of 1 year
- Representative with a background/experience in chemistry and an interest in chemical emergency preparedness for a term of 1 year

Appointed by other entities:

- A member of the Board of Commissioners of Douglas County or their designee for a term of one year
- A member from each of the governing bodies of Baldwin City, Eudora, Lawrence and Lecompton or a designee from each for a term of one year
- A fire chief selected by the Douglas County Fire Chiefs Association for a term of 1 year
- The chief administrative officer of LMH Health or his/her designee for a term of 1 year
- The Director of Lawrence-Douglas County Public Health or his/her designee for a term of 1 year

- An appointee by the Provost of the Lawrence Campus of the University of Kansas of a university official with an interest in emergency preparedness for a term of 1 year.
- An appointee by the Superintendent from the Lawrence, Baldwin, Eudora, and Lecompton public school districts for a term of 1 year
- An appointee by the President of Haskell Indian Nations University with an interest in emergency preparedness for a term of 1 year
- An appointee of a private, local utility provider for a term of 1 year

Note: The Board may appoint other members as deemed necessary. Board members may also designate personnel to attend meetings as appropriate.

Section 3: Board Approval: By July 31 of each year, Emergency Management, on behalf of the Board, will submit the proposed membership list to the Douglas County Commission for approval. Following approval, the membership list will be submitted to the Kansas Commission on Emergency Planning and Response (CEPR) for review and appointment.

The CEPR has divided the state into districts by county and is responsible for appointing an LEPC for each county. Upon appointment by the CEPR, members of the Douglas County Emergency Management Board/LEPC will serve terms as noted above.

ARTICLE III. MEETINGS

Section 1. FULL BOARD MEETINGS. Full Board meetings of the Douglas County Emergency Management Board shall occur four (4) times each year. Special meetings may be called by the Chairperson. Board members will be provided notice of the meeting at least 7 days in advance.

Section 2. ATTENDANCE AT FULL BOARD MEETINGS. All members of the Board shall be required to attend at least fifty percent (50%) of all meetings of the Board held in any twelve (12) consecutive months, unless excused. A Board member may be excused upon request to the Chairperson or Vice Chairperson.

Section 3. QUORUM. The powers of the Board shall be vested in the Board. Fifty percent (50%) of the total Board shall constitute a quorum for the purpose of opening a meeting. Action may be taken upon an affirmative vote by the majority of the quorum.

Section 4. BOARD ORGANIZATIONAL MEETING. The Board shall hold an annual organizational meeting on or before July 30 of each year. At such an organization meeting, the Board shall elect the Chairperson, Vice Chairperson, and 3 additional members of the Executive Committee to serve during the ensuing year and may conduct such other business as may come before the Board. See Article IV for more information on Board Officers and Executive Committee members.

Section 5. EXECUTIVE COMMITTEE MEETINGS. Executive Committee meetings shall be subject to the call of the Chairperson. Committee members will be provided with notice of the meeting at least seven (7) days in advance. The Executive Committee shall meet as necessary. Sixty percent (60%) of the Executive Committee shall constitute a quorum for the purpose of opening a meeting. Action may be taken upon an affirmative vote by the majority of the quorum.

Section 6. MINUTES OF MEETINGS. Accurate minutes of all meetings shall be kept by Douglas County Emergency Management Staff. Minutes shall include, but not be limited to, a record of all votes, a record of attendance, and a summary of discussions. Minutes of the Board meetings and Executive Committee meetings shall be provided to all Board members.

Section 7. PUBLIC PARTICIPATION. Members of the public may attend all regular and special meetings of the Board. An opportunity will be provided for the public to address the Board on issues relating to local emergency management. The Chairperson may limit the amount of time any member of the public is allowed to address the Board. Members of the public may submit written opinions and information to the Chairperson of the Board in care of the Douglas County Emergency Management Department.

ARTICLE IV. BOARD OFFICERS / EXECUTIVE COMMITTEE DUTIES

Section 1. NOMINATIONS. The Executive Committee will prepare nominations for membership positions on the Executive Committee (3), and for the position of Chairperson and Vice Chairperson. Nominations will be presented to the Board at the annual organization meeting in July of each year.

Section 2. VICE CHAIRPERSON. The Vice Chairperson shall perform the duties of the Chairperson in the absence or incapacity of the Chairperson. In the event of the resignation or death of the Chairperson, the Vice Chairperson shall perform the duties of the Chairperson until the Board elects a new Chairperson.

Section 3. OFFICER VACANCIES. Should the positions of Chairperson or Vice Chairperson or other Executive Committee members become vacant, the Board shall elect a successor from its membership at the next meeting. The successor shall serve for the remaining term of the office.

Section 4. REMOVAL OF MEMBERS. The Executive Committee will review Board attendance records and recommend to the Board the removal of members who do not fulfill the attendance requirements.

Section 5. PERSONNEL MATTERS. The Executive Committee, in collaboration with the Douglas County Administrator, may review and participate in personnel

matters concerning the Douglas County Emergency Management Department.

Section 6. ADDITIONAL DUTIES. The Officers of the Board shall perform other duties and functions as may be required by the Board or by the bylaws, laws, or rules and regulations governing the Board.

ARTICLE IV. BYLAWS & AMENDMENTS

Section 1. BYLAWS ANNUAL REVIEW. The Bylaws of the Board shall be reviewed annually by the Board Executive Committee.

Section 2. AMENDMENTS TO THE BYLAWS. The Bylaws of the Board may be amended by an affirmative vote of the majority membership of the Board. Proposed bylaw amendments shall be presented in writing to the Board.

Section 3. FILING OF BYLAWS AND AMENDMENTS. A copy of the bylaws and any amendments shall be provided to the Board of County Commissioners of Douglas County; the Commission on Emergency Planning and Response; and to any person who requests a copy.

**ADOPTED BY THE DOUGLAS COUNTY EMERGENCY MANAGEMENT BOARD,
this 3rd day of July, 2024.**

Bradley August

Bradley August, April 8, 2024 14:49 CDT

Chairperson

Original 1/93
Revised 4/98
Reviewed 3/04
Revised 9/07
Revised 7/15
Revised 9/16
Revised 06/06/18 by Exec Committee

Approved 10/03/18 by Full Board
Reviewed 11/06/19 by Executive Committee
Reviewed 06/03/20 by Executive Committee
Reviewed 06/02/21 by Executive Committee
Revised 11/2/2022 by Executive Committee
Revised 6/5/24 by Executive Committee
Approved 7/3/24 by Full Board







DOUGLAS COUNTY EMERGENCY MANAGEMENT BOARD

Final Audit Report

2024-07-08

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