



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 June 4, 2025

Executive Board members and Emergency Management met virtually.

- LEPC Board Members present: Tony Foster, Teri Axman, Brad August, Joe Hardy, Lane Sekavec
- Emergency Management staff present: John Stipetich, Erin Huneke, Josh Taylor, Ruth Dickson

Minutes – Brad August entertained a motion to receive the virtual meeting minutes for May 7, 2025. Teri Axman made the motion to accept and was seconded by Joe Hardy. All members voted in favor.

Executive Committee Business – Erin Huneke

- **July Reorganization:** The July 3rd Full Board reorganization meeting will take place at the Douglas County Public Works Building. Erin will send out an RSVP to members soon.
 - Executive Committee membership for 2025-2026 was discussed. New membership will be voted on by the Full Board in July.
 - Erin provided an overview of agency participation and appointments from the past year and membership outreach EM has performed for 2025-2026.
- **2025 Preparedness Partner Awards:** Emergency Management presented the committee with two suggested winners and Brad August took a motion to approve. Teri Axman so moved and Joe Hardy seconded; the motion passed. The winners will be announced at the July meeting.
- **Bylaws Update:** The City of Lawrence adopted the Joint Cities-County Resolution on May 13. Updated bylaws will be voted on by the Full Board in July.

Staff Updates – John Stipetich, Erin Huneke, Josh Taylor

- Planning –
 - EOP:
 - The City of Lawrence adopted the EOP May 13.
 - The second quarter ESF review (#6, 7, 8, and 15) took place in May. Separate reviews with ESF #6 and #8 are scheduled for June to refine coordination. Teri asked Josh to send clarification to ESFs about their responsibilities in plan review.
 - Active Threat and Mass Fatality plans are in their final stages. Teri requested that Josh contact new leadership at LMH to review the final Mass Fatality Plan.
 - A new Wildland Fire, Flood, and Drought Plan is in development.
 - IPP: No update. Please continue to encourage partners to complete the survey.
 - COOP: Josh is continuing outreach to local agencies on the use of MOU/MOA templates.
 - Mitigation: The Lawrence City Commission adopted the regional plan on May 13.

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



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- Grants—
 - HMEP: The battery training sessions are complete and EM has applied for reimbursement.
 - EMPG: No update. The County Administrator has been part of conversations regarding the potential loss of this funding at the federal level.
 - FIFA World Cup Planning—
 - The earliest we could find out if we are hosting a team in Lawrence is December 2025.
 - Members of the Unified Command provided a briefing to legislative partners in mid-May.
 - Teri asked John to follow up about LMH Health's involvement in the planning process.
 - Construction—
 - The foundation and footings are being built at the new Public Safety Building. We anticipate moving in August 2026. EM is meeting regularly with the construction company regarding operational needs and equipment.
 - Volunteers—
 - ACT: The new UHF repeater is operational and the team held a meeting on 6/2. ACT is planning to put together a study guide and then hold a learning and testing session in Q4. Teri requested that LMH colleagues be included; they are interested in getting licenses to be able to operate the radio at LMH. DCEM will sponsor the \$35 license fee for volunteers. Finally, we are working on installing a radio and antenna for the operations trailer.
 - CERT: Members attended a trailer familiarization training on May 15. Two CERT Volunteers provided accountability and cooling station support at KU Commencement. EM will be able to fund several volunteers to attend the National CERT Conference in August.
 - EOC Support: No Updates.
 - Skywarn: Working with volunteers to fill a vacant on-call position.
 - All volunteers have upcoming Mental Health and CPR training this summer.
 - Outreach, Training, & Exercises—
 - EM will present at upcoming Lawrence Police Department camps and academies.
 - Josh will meet with regional library partners about the Disaster Asset program.
 - Other—
 - A new siren computer backup was installed at KU Police Department Dispatch.
 - EM held an After Action Meeting with Emergency Communications and Consolidated Fire District #1 about the spring fire season exercise and activations.

Close – Brad August

A motion was made by Teri Axman to adjourn the meeting and was seconded by Joe Hardy. Meeting adjourned.

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