



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 November 5, 2025

Executive Board members and Emergency Management met virtually.

- LEPC Board Members present: Teri Axman, David Ernst, Brad August, Greg Gardner
- Emergency Management staff present: Robert Bieniecki, Josh Taylor, Erin Huneke, John Stipetich, Ellie Hall
- Other attendees: Truman Waugh

Minutes – Teri Axman entertained a motion to receive the virtual meeting minutes for September 3, 2025. Brad August made the motion to accept and was seconded by David Ernst. The motion carried.

Executive Committee Business – Erin Huneke

- January Full Board: The next full board meeting will take place in Baldwin City (exact location TBD), with a presentation by Chief Mike Pattrick on planning for large events.
- Board Feedback: Members had been asked to consider any feedback they have regarding the operation of the board at previous meetings. Members shared that encouraging information sharing at full board meetings is a good step.

Staff Updates – Robert Bieniecki, John Stipetich, Josh Taylor, Erin Huneke

- Planning –
 - EOP:
 - The fourth-quarter ESF review will be held tomorrow.
 - New annexes supporting EOP (e.g., Drought, Flood, and Fire) have undergone final review by work groups and are scheduled for incorporation in the EOP by year-end.
 - County Department/Facility Emergency Response Plan: working on mapping facilities.
 - EM will be part of the beta testing program for the State's replacement for the BOLD planning system in 2026.
 - IPP: No update. Please continue to encourage partners to complete the survey.
 - COOP: Plans may be impacted as the state moves away from the current BOLD planning system.
 - Mitigation Plan: No update.
- Grants—
 - EMPG: EM will apply for reimbursement at the start of 2026. We have received notice that, as expected, the award amount will be lower this year.

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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- HMEP: We are still waiting on funding from the federal government to move forward with this year's project, a Commodity Flow Study.
 - One-time budget line for World Cup training: The county approved \$150,000 for training activities related to World Cup. In EM, we did an informal bid process for a tabletop exercise to cost no more than \$50,000 to test the Mass Casualty and Active Threat plans. Staff will consider proposals and choose one later this week.
 - FIFA World Cup Planning—
 - EM remains busy with planning meetings, which are currently focusing more on community events, the planning of which will inform safety and security needs.
 - Teams continue to visit and tour the Lawrence basecamp sites.
 - After the December 5 draw day, we will know which teams will compete in Kansas City. We expect to see an uptick in site visits at that point. Basecamp selection could happen at the end of January or in early March.
 - EM is working on drafting an EOC activation plan for the tournament period, including levels of activation for different activities.
 - Construction—
 - Contractors are still reporting a moving date of sometime in May despite having a few days of delay due to weather. The topping out ceremony was a few weeks ago.
 - A tour of building progress could be arranged for Executive Committee members.
 - Volunteers—
 - EM held the annual Volunteer Recognition event on November 2, including games, awards, snacks and ice cream.
 - The CERT Weekend Class was held the first weekend in October and has resulted (so far) in 6 new members for the EM volunteer team.
 - Skywarn and ACT continue their regular nets.
 - EM is sponsoring the test fee and study materials for current volunteers interested in obtaining their amateur radio license.
 - Outreach, Training, & Exercises—
 - 24 people completed the CERT Weekend Class in October. The next class is scheduled for April 17-19, 2026.
 - EM staff and volunteers participated in Prairie Park Elementary's Trunk or Treat.
 - EM is hosting state instructors to teach G2300 (Intermediate EOC Operations) in January.
 - The state has put out an animal decontamination and care webinar series. EM sent it out to volunteers.
 - EM is working on getting a PIO class brought to the area ahead of World Cup.

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- Erin Huneke led a cybersecurity tabletop exercise for members of the Douglas County IT Team and Administration on October 22.
 - EM staff are working on an extreme heat workshop for local event organizers, parks and recreation departments, and the business community.
 - Josh is attending the Missouri Public Library Conference in December to promote the Disaster Asset Concept Program, preparedness, and resource coordination.
 - Other Updates—
 - Robert is now the chair of the state Commission on Emergency Planning & Response. They have established a committee to update the process the state uses to evaluate HMEP grant applications.
 - This evening, the Board of County Commissioners will be recognizing veterans and specifically the 52 veterans who work for Douglas County. Robert will be there to speak on their behalf.

Close – Teri Axman

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

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