



**DOUGLAS COUNTY EMERGENCY MANAGEMENT BOARD
LOCAL EMERGENCY PLANNING COMMITTEE**

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Executive Committee Meeting Minutes

Ron May called the Douglas County Emergency Management Executive Committee meeting to order on Thursday, December 10th, 2015.

Executive Committee members present at the meeting included: Nicole Rials, Trent McKinley, and Ron May.

Other LEPC members present included: Bud Waugh.

Emergency Management staff present at the meeting included: Jillian Rodrigue, Robyn Krutz, and David Hogg. Also in attendance was Zane Steves from the Kansas Division of Emergency Management.

A motion to approve the November 12th, 2015 minutes was made by Trent McKinley, seconded by Nicole Rials, and approved by all.

Staff Updates:

Volunteer Updates

CERT/ACT/SKYWARN-

- David continues to work with Jennifer Hare with Lawrence High School and Jane Roth from Lawrence Free State High School to host a teen CERT class with a student organization she is involved in. HOSA is a national student organization recognized by the U.S. Department of Education and the Health Science Education (HSE) Division of ACTE. HOSA's two-fold mission is to promote career opportunities in the health care industry and to enhance the delivery of quality health care to all people. CERT is already touched upon lightly in the program, but EM will be able to work with Jennifer and Jane to teach the students more about CERT. This will include basic disaster preparedness, basic first aid, and fire safety. Lawrence Free State High School also has a similar program and is interested in coordinating with EM to receive the same training for their students. Meetings and scheduling have begun with both schools.
- Emergency Management's annual Volunteer Recognition will be held at the new Douglas County Public Works and Zoning and Codes Building on Tuesday, December 15th, 2015 at 6:00 pm. We will provide dinner, tour the new building, and then present awards to our volunteers for their excellence and commitment to volunteerism with Emergency Management. Staff gave our volunteers the opportunity to vote on an outstanding volunteer member within their group. We have discovered that this peer recognition is a great encouragement to not just volunteers individually, but as a whole. Our volunteers are our lifeline and the key to our success. We encourage the board to come celebrate and support us. Please RSVP to rkrutz@douglas-county.com.
- The annual end of year volunteer meeting is scheduled for this month. We will be working with the volunteer groups to discuss and plan exercises and trainings for 2016.

- EM hosted a CERT accountability exercise where volunteers were brought in to train and become familiar with the equipment and processes. This exercise is held quarterly for the volunteers to enhance their skills and knowledge. David continues to build an accountability team among the volunteers as accountability is becoming more of a focus.
- ACT continues to conduct their weekly net. There have been no issues with the new repeater; it continues to function properly.
- ACT and Skywarn volunteers will be receiving their new map books. These are binders with maps of the county that GIS made special for EM by breaking down the county into smaller quadrants for the volunteers to move around the county easier.

Plans

- David continues to work on the Debris Management Plan. Meetings with agencies identified with responsibilities in the plan have been successfully conducted. The meetings are held for everyone to have the opportunity to review the plan and provide feedback. The original plan was already a well-written plan, but it is required that this plan be updated and re-approved every five years. Once the update is finished, it will be submitted for approval. The plan has been written and is in its last stages where finishing edits and finishing touches are being made to it. David's goal is to have the plan complete by the end of the year, so it can be presented to first the Commission, next the city councils, and then to FEMA.
- David has begun reviewing the Douglas County COOP plan. The goal of the COOP plan is for a business or entity to have a plan in place to help them with the recovery process in case an emergency event does occur. After the New Year, this will be a focus of David's. He will reach out to departments within Douglas County, as well as local businesses to work with them to review, update, and submit their plans.
- January will also bring the reviewing process of the Countywide Emergency Operations Plan. Once a month, a single ESF or similar group of the ESFs will meet in the EOC to go over the plan, their organization's roles and responsibilities, and the processes associated with the activation of the EOC. This will allow for updates or changes to be made to the plan, provide us with current contact information, and allow for the ESFs to gain more familiarity with their roles and responsibilities in the EOC.

EMAP

- Since EMAP certification is a goal of the department, David he will be traveling to EMI in January to participate in the EMAP course. Upon return, he will identify shortfalls and reach out to agencies for assistance.

Grants

HMEP-

- The State of Kansas has sent out letters of approval for both the 2016 Chemtrade exercise and the Commodity Flow Study (CFS). RFPs for both have been sent out. The AAR, improvement plan, completed CFS, grant matching information, and all closeout forms are due August 31st, 2016.
 - ✓ The Commodity Flow Study will be a huge benefit for planning purposes and our local fire departments by identifying what is traveling on the local highways, railways, pipelines, air, and roadways.
 - ✓ A multi-jurisdictional functional exercise involving Chemtrade is also scheduled for 2016. This exercise was requested by Chemtrade because it is one of only two North American producers of phosphorus pentasulphide ("P2S5"), a performance chemical used primarily as a key ingredient in the lubricating oil and grease additive markets for automotive motor oil. Chemtrade is a leading manufacturer of P2S5 at its plant in Lawrence, Kansas, using high purity phosphorus and sulphur.

To ensure a safe and efficient response to any incident/emergency, especially a hazardous materials accident, that not only are public sector response agencies adequately prepared to respond, but that private sector partners are trained and equipped to work with those agencies and be incorporated into the management and response to such incidents.

- Teri is working on writing grant proposals for HMEP 2017. Deadlines are January 15th 2016 to have these proposals submitted. The following three applications will be submitted to the state;
 - ✓ Tabletop Exercise involving Hazardous Materials Transportation- This multi-jurisdictional exercise will allow Douglas County agencies to meet, interact, train, and assess strengths and weaknesses when responding to a hazardous materials transportation incident.
 - ✓ Hazmat IQ- an emergency response hazmat training taught by firefighters in order to train and educate first responders. This is an 8 hour course created to strengthen hazmat awareness, operations, and decision-making skills.
 - ✓ Emergency Operation Center Leadership Exercise for Hazardous Materials Responders- this course will teach participants skills needed to respond to, manage, and recover from hazardous material incidents in a total immersion training environment.

EMPG-

- EM has received reimbursement monies for the first through third quarters for the grant fiscal year 2015. Robyn is working on the fourth quarter, yearend grant closeout which is due January 15th, 2016.
- The Planner and Administrative Secretary are positions funded by the EMPG grant; we do not foresee any changes to funding or these positions.

January Full Board Meeting

- The January 2016 LEPC/EM Full Board meeting will be focused mainly on the TEPW. E-mail correspondence has already started. We would like to have as much information on both upcoming trainings and exercises for the next few years as possible and information on what was conducted during the past year. Being armed with as much information as possible before going into the TEPW meeting will help the productivity of this meeting.

Preparedness/Public Outreach

A focus of Emergency Management is to engage the community in taking an active approach by being more involved in preparedness.

High Schools-

- Both Teri and Jillian have been presenting at the local high schools about what Emergency Management is. Introducing the high school students to Emergency Management early is a great way educate and get them to actively participate in their own preparedness activities. It also gives them the opportunity to think about if they are interested in a future in Emergency Management.

Elf on the Shelf-

- Timmy, Tina, and Titus are continuing their preparedness adventures! We are continuing to use the elves on the shelf as one of several preparedness campaigns. This holiday season we will be focusing the elves adventures on all types of preparedness including home, travel, pet and winter weather safety. This year, EM will be working with several partners to help promote the various preparedness topics including Douglas County Public Works, Eudora Schools, Bradley Animal Hospital, Downtown Lawrence, Lawrence Police Department, Topeka National Weather Service, local school and university mascots, Lawrence Humane Society and Lawrence-Douglas County Fire Medical. Our sincere thanks to each who have and will assist in the campaign.

Severe Weather Awareness-

- David is working on the annual Weather 101 event. Flyers will be sent out to your agencies shortly. Weather 101 is Monday, March 21st, 2016. This is the basic informational class about severe thunderstorm development, identification of important features, and safety and preparedness tips. This program is free and open to the public, hosted by DCEM and presented by the National Weather Service in Topeka. This event will be held at the Lawrence Art Center, 940 New Hampshire St. at 7 pm and run till 8:30 pm.
- Severe Weather Awareness Week is March 14th through the 18th. The Statewide Tornado Drill will be conducted on Tuesday, March 15th at 1:30PM (DCEM siren activation only) and 6:30PM (the typical test). The backup date is Thursday, March 17th. This is a change from previous years and is an effort to encourage individuals and businesses to practice their plans during the evening hours when severe weather is more likely. The EAS system and weather radios will only be activated during the 6:30PM drill. EM has chosen to conduct the additional drill at 1:30PM.
- The 16th Annual Douglas County Severe Weather Symposium will be held from 7:30 a.m. – 4:00 p.m. on Saturday, March 5, 2016 in the Ballroom of the University of Kansas Memorial Union (1301 Jayhawk Blvd.) in Lawrence, Kansas. This is an advanced training class to expand your knowledge in advanced storm development as well as spotter safety and responsibility.

Pursuit of Preparedness-

- Robyn is working on the seventh annual Pursuit of Preparedness for 2016. This is a yearlong effort of soliciting donations to build emergency preparedness kits for students of Douglas County. It includes a severe weather presentation during the distribution of the kits in March. The first sets of letters have been sent out to local businesses notifying them of the campaign, and we have already received a few donations. We have been building excellent partnerships with the businesses and have received fantastic feedback about the campaign. In addition to contacting area business for donations, Robyn will be working with Douglas County elementary schools to schedule the presentation.

Other

- On Wednesday, November 25th, 2015 EM deployed the MCV for the implosion of McCollum Hall on Irving Hill at the University of Kansas. EM partnered with the KU Office of Public Safety and the Lawrence Police Department for this event. There was full use of the command vehicle including running operations and the utilization of radio equipment. We would like this event to serve as a reminder that deploying the MCV for events, such as this one, is a great tool to use to practice, exercise, and train.
- The county is participating in the Star Program. This is a new initiative about resiliency in communities. There are several different sections to this program, and EM encompasses many of them. We are focusing on plans, public education outreach, and working with and properly communicating with local partners. Both EMAP and the LEPC are included in this program.

A motion to adjourn was made by Nicole Rials and seconded by Trent McKinley.