



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

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Executive Committee Meeting Minutes

Shaun Coffey called the Douglas County Emergency Management Executive Committee meeting to order on Thursday, March 12th, 2015.

Executive Committee members present at the meeting included: Tom Damewood, Shaun Coffey, Nicole Rials, Ron May, and Paul Fellers.

Other LEPC members present included: Bud Waugh and Larry Grey.

Emergency Management Staff present at the meeting included: Teri Smith, Jillian Rodrigue, and Robyn Krutz.

A motion to approve the December 11, 2014 minutes with changes was made by Ron May, seconded by Paul Fellers, and approved by all.

Volunteer Updates

CERT/ACT/SKYWARN-

- All severe weather trainings have been completed with the exception of Weather 101 which will be conducted on March 18th, 2015.
- Radio Etiquette training was provided to volunteers to give them an opportunity to practice radio etiquette conversations, providing more detailed information, and their strategic placement. This training was conducted by breaking volunteers down into groups in which they played Radio Etiquette Battleship.
- SkyWarn will be participating in an upcoming severe weather exercise where they will be retesting the 800M radios out on location.
- The Severe Weather Symposium was held on March 7, 2015. This was one of our biggest events with approximately 160 people attending. It generated a great amount of positive feedback from both the speakers and the participants. In addition, EM has signed up two new volunteers.
- ACT and LMH finished an exercise between the hospital and the EOC. ACT volunteers will be stopping by the hospital more frequently to make sure both the equipment is working and that they are familiar with the equipment.
- EM is still working with TFM to get the amateur radio repeater functioning properly.
- During the summer, there will be additional trainings, which include, the annual county road training.

Plans -

- The Debris Management Plan is in the process of being updated. Ryan is coordinating this effort and will be setting up meetings with agencies identified with responsibilities in the plan for them to review the plan and provide feedback. Once it is updated, it can be submitted for re-approval. This re-approval process happens every four years.
- Ryan is still working on obtaining signatures from rural water districts for the Mitigation Plan.
- All other EM Plans are in the annual maintenance review process.

EMAP –

- The first EMAP meeting was held where the mission and the vision statement were reviewed and updated. Discussion was held on how we will be meeting the goals and objectives.
 - The department's mission, vision and goals were reviewed and updated as needed.
 - Review and update to the Joint Cities-County Emergency Management Resolution to include;
 - Current position description of the Director of EM
 - LEPC roles and responsibilities.
 - EM involvement in the planning of the Douglas County Training and Exercise Plan
 - Milestones were added to the Multi-Year Strategic Plan to include; milestones, when the milestones will be reached, and if they have been completed
 - Method of evaluation for training and exercises were added including; AARs, improvement plans, and if there has been a follow up for improvement

The new updates of the resolution still need to be adopted from all cities and county

Full Board Meeting-

- Discussion was had on where the April Full Board Meeting will be held and what the topic would be. It was decided that the Full Board Meeting would take place in EOC-A at the Judicial Building and that Jillian would be the presenter. She will share some of EMS' operations and how they react to an emergency situation.

Alternate EOC-

- An alternate EOC is necessary in case the EOC in the Judicial and Law Enforcement Building is non-functional at the time activation is required. Ryan has asked the committee to be thinking about locations around the city that would be available and adequate for an alternate EOC. The MCV is the current short-term location. This is also a EMAP requirement.

Grants-

HMEP-

- Multi-Jurisdictional Airport Exercise

- o We are currently in the middle of this exercise with the mid-planning meeting being held during the next couple of weeks. This tabletop exercise will consist of EM, Fire-Medical, LKPD, KU, Airport Port personnel, and other agencies participating in a hazardous materials exercise at the Lawrence Municipal Airport. Personnel who respond to emergencies are the most vital elements of an airport's emergency response capability. It is important that the people who respond to airport emergencies are familiar with their roles, responsibilities, and procedures and they are tested through exercises.
- Multi-Jurisdictional Full Scale Exercise involving Higher Education
 - o Also approved for 2015, this will be a hazardous materials full-scale, multiple-agency exercise involving Douglas County First Responders (Law Enforcement, Fire, EMS, Hazardous Materials, Emergency Management, etc.) and the University of Kansas. The goals of the exercise will be to gain a comprehensive perspective on the community of Douglas County's level of preparedness for response to a hazardous materials transportation incident and to determine the level of knowledge and abilities of both individuals and agencies involved for response and recovery of the incident. This will be done by validating SOP's, managing resources, maintaining communication, and utilizing the proper forms needed for an incident.
- Applications for a Commodity Flow, Functional exercise with ChemTrade, and a Full-Scale Airport follow up were submitted for 2016. We will be granted only one exercise. After discussion, it was decided that the Functional exercise with ChemTrade would be selected.

EMPG-

- EM has submitted all required documents for reimbursement of EMPG funding from the state.
- The Planner and Administrative Secretary are positions funded by the EMPG grant; we do not foresee any changes to funding or these positions.

Training/Exercises-

- The ICS/EOC Interface course will be held on April 16, 2015 at LMH from 8 am to 5 pm. Please sign up on the Kansas Train website at <https://ks.train.org>. Tim Locket and Shaun Coffey will be instructors. Anybody who will be in the EOC at times of emergency should attend this training.

Accountability-

- Ryan continues to sign up more people up in the accountability system.
- There were some issues when utilizing the accountability system at the Severe Weather Symposium. Ryan got the system up and running again but we are still working with MidWest Cards to resolve these frequent issues.

Other-

- IRIS was purchased with NE KS Regional Homeland Security funds; that grant will end on August 1st. The NE KS Regional Homeland Security Council did not renew the contract with IRIS. However, the Council did propose funding for a mass call notification and it

was selected as a project. Bids have been received and it has been narrowed down to two vendors. Whichever vendor is selected, EM will work on implementing the new system before the IRIS contract runs out. In the meantime, EM is moving forward with using IRIS as the countywide mass notification system. This system will help improve communication within the county owned buildings and staff. EM has developed a standard operations guide and will be responsible for training departments how to use the system, accountable for issuing alerts, and managing the systems data. EM is meeting with department heads to collect department employee information and provide trainings about the system.

- Teri met with Commissioner Flory to discuss a new burn ban resolution that would require that on a day-to-day basis it is determined by set criteria whether burning is allowed or burning is not allowed in the unincorporated areas of Douglas County. EM will be building a website where general information on this topic can be found. Additionally, EM is working with GIS on creating two maps, one that shows only the township lines and the other is an ISO map that shows the township lines, fire ratings, who the Fire Chiefs are, and who to call.

A motion to adjourn was made by Tom Damewood and seconded by Ron May.