



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

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Executive Committee Meeting Minutes

Tom Damewood called the Douglas County Emergency Management Executive Committee meeting to order on Thursday, September 10th, 2015.

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

Other LEPC members present included: Bud Waugh

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

A motion to approve the June 11th, 2015 minutes was made by Nichole Rials, seconded by Trent McKinley, and approved by all.

- Introductions were made to the new Planner, David Hogg. The LEPC Executive Committee welcomed and thanked him for his dedication and future participation on the LEPC committees and with Emergency Management.

Staff Updates:

Volunteer Updates

CERT/ACT/SKYWARN-

- The volunteer groups have had several chances to activate with severe weather events recently. Any chance of activation is helpful in continuing training, education, and skill testing of our volunteers.
- EM Volunteer Policies and Procedures are currently being updated. The current policy states that "volunteers must participate or activate at least 50 percent of the time to continue with their position as a volunteer." Since we have had such a low level of activations, it has become difficult for volunteers to meet these requirements, which has required an update to the policy necessary. Other updates include making online training available for the volunteers. These additions are a product of the new updates to the DGCO Personnel Policy.
- ACT volunteers finished training on the National Traffic System (NTS) with amateur radio operators. This training was beneficial since it gave ACT volunteers access and training on new forms to use as official tools with their activations.
- ACT continues to conduct their weekly net test.
- Other trainings that had been put on hold because of Ryan's departure are now resuming as David is taking over and familiarizing himself with the position.
- The annual volunteer recognition is in the planning stage. EM reached out to the volunteers with a list of places to hold the recognition, asking them to vote on a place of interest to hold the event. Board members will receive an invitation and are encouraged to join in on the recognition and festivities.

- A full 24-hour CERT training is scheduled for the weekend of October 2nd, 2015. A large amount of Humane Society employees are interested in participating in the training. There will be a hefty turnout and we are hopeful that the training provides education and new skills for the participants, but also success in gaining new CERT members who can engage in the support of first responders in times of need.

Plans

- The Debris Management Plan, which was placed on hold when Ryan left, is in the process of being updated since David has joined the EM staff. He is coordinating this effort and will be setting up meetings with agencies identified with responsibilities in the plan. These meetings will be 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 four years. Once the update is finished it will be submitted for re-approval.
- David is also researching and putting together an Emergency Communication Plan. With the implementation of the new EverBridge system, a new plan is necessary. This is an internal plan on how the EM department handles communications between staff, volunteers, other departments, and other outside agencies.
- All the signatures for the LEOP and Mitigation K Plan have been collected.

EMAP

- David has started the EMAP process once again. In January he will be traveling to EMI to participate in the EMAP course.

Grants

HMEP-

- Both the 2015 HMEP Secure Fusion FSE and Airport TTX grants have been closed out, although we are waiting on the final payment. The State was impressed with the scale of the FULL Scale Exercise and the media coverage associated with both the exercises.

Bishop Seabury-

- The 2014 Bishop Seabury Grant has been audited. The auditing firm has completed the audit and no issues were identified.

EMPG-

- EM has submitted all required documents for reimbursement of EMPG funding from the state and is waiting for the 2015 payment. The 2015 EMPG fiscal year ends October 1.
- The Planner and Administrative Secretary are positions funded by the EMPG grant; we do not foresee any changes to funding or these positions.

Everbridge

- Douglas County is now working with Everbridge, the worldwide leader in unified critical communications, to provide residents with severe weather watches and warnings issued by the Topeka National Weather Service to be delivered by voice message to their landline or cellular telephone, and/or by text message, and/or by e-mail. The system also has the capability of providing other health and safety information during disasters or other emergencies to contacts in a specified geographical area. Residents are encouraged to register as soon as possible in the new system and should be sure to select "Douglas County Notifications" to ensure receipt of emergency notification from Douglas County.
 - ✓ This is a free service provided to county residents funded through a Northeast Region Homeland Security Council grant. For more information and to register for alerts visit: <http://bit.ly/DgCoNotification>.

- ✓ Everbridge utilization began in July and during the first week more than 1100 Douglas County residents were signed up.

Burn Ban

- The new burn ban resolution will 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. Fire Chiefs and the county commission approved and adopted the resolution. Education of the resolution will begin and meetings with both law enforcement and the district attorneys' office will be made to discuss enforcement. EM is preparing outreach materials in the form of flyers and postcards, which will be printed and mailed as soon as they received approval from the Fire Chiefs and Administration. Community education will continue for a year, except in any cases of habitual violators which will lead to enforcement of the resolution in those cases.
- EM will be building a website where general information on this topic can be found.
- 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.

Other

- David is working on obtaining new equipment for EM to utilize for the creation of additional outreach materials in the form of videos. With this equipment, EM will be able to put together access and functional needs videos, in-house, rather than hiring a videographer. This equipment will be able to be used with many other outreach programs, trainings, and events.
 - 2015 Annual KEMA conference will be held the week of September 14th in Junction City, KS.
 - Jillian and Teri will be out of the office from Tuesday – Friday to attend this conference.
 - David will also be attending many of the courses. Teri will be teaching the EM 101 course. This course outlines the requirements of having an effective EM program.

Kate will be the 24 hour duty officer during that time.

- KEMA and KDEM have partnered in the creation of the Kansas Local Emergency Managers Handbook. This handbook will walk both new and experienced emergency managers through the whole EM program and ensure that they are knowledgeable or can find necessary information to be successful while achieving an effective program. Every county EM will receive a handbook and a flash drive with the same information for their use.
- Jillian is overseeing a KEMA scholarship program for emergency managers.
- Recently, all power, even the backup generator, at the Judicial and Law Enforcement Building was lost causing voice alert radios to not function. Therefore, EM and KU are working together to ensure EM has the capability for radio communication redundancy by allowing EM to have radio programming installed on the consoles in KU dispatch in the case of an emergency.
- The Amateur Repeater has been replaced by TFM. It is now functional. We depend on the amateur radio operators to notify us if there are any issues with the repeater, but our group is not the only one to utilize the repeater. The coverage of the new repeater is phenomenal reaching Salina and Sedalia and everything in between. The repeater is a huge communication asset.
- September is National Preparedness Month. Again we are using our social media networks to spread the word of preparedness. Kate is taking the lead on this program and receiving positive feedback and positive interactions that assist in spreading the word. Jillian and Teri asked the committee if they had any preparedness ideas that they would like shared with the community on social media and several great ideas were presented.

A motion to adjourn was made by Tom Damewood and seconded by Nichole Rials.