



DOUGLAS COUNTY EMERGENCY MANAGEMENT BOARD

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The Douglas County Emergency Management/Local Emergency Planning Committee Board met on January 14th, 2016. Chair Ron May welcomed and thanked everyone for attending, then called the meeting to order at 8:30 a.m. Introductions were made. A motion to add a member to the Attending section and two motions to make changes to the Information Sharing sections of the October 8th, 2016 minutes were made; the board unanimously approved the October minutes as amended. Those present included:

Attending:

Tom Damewood	Bill Winegar	Jeanette Klamm	Ron May
Bob Newton	Nichole Rials	H. Wayne Riley	Kathy Colson
Trent McKinley	Joseph Baranski	Will Shockley	Roy Morehead
Bud Waugh	Shaun Coffey	Joe Souders	Stone Junod
Chris Lesser	Greg Neis	Randy Roberts	

Others Attending:

Teri Smith	Robyn Krutz	David Hogg	Jillian Rodrigue
Matthew Golubski	Dave Flipse		

Training and Exercise Planning Workshop (TEPW):

David Hogg, Planner with Douglas County Emergency Management facilitated the Douglas County Multi-year Training and Exercise Planning Workshop. The goal of the training and exercise plan is to get all trainings and exercises on one calendar so anybody can get involved, reduce duplication of effort, review current strategies and grant deliverables to increase preparedness through training and exercises. Please contact David if you have any questions, would like to make an addition to the plan or need a copy.

Overview of Trainings in 2015:

- First Quarter
 - ✓ 2015 TEPW
 - ✓ EMOC/LMH Radio Exercise
 - ✓ USD 491 Active Shooter Tabletop
 - ✓ Ebola Tabletop
 - ✓ Statewide Tornado Drill
 - ✓ EOC Operation Workshop
 - ✓ Accountability Training
 - ✓ LMH Active Shooter Full-Scale Exercise
 - ✓ LDCFM participated in the State IMT Conference
 - ✓ LDCFM and LKPD partnership in a ongoing Active Shooter Operations Exercise

- Second Quarter
 - ✓ ICS-EOC Interface Course
 - ✓ Accountability Training
 - ✓ Veterinarians Emergency Readiness Symposium
 - ✓ Airport HazMat Tabletop
 - ✓ EOC Operations Workshop
 - ✓ HazMat Full-Scale Exercise
 - ✓ Fort Riley Active Shooter Full-Scale Exercise
- Third Quarter
 - ✓ ICS-300 Training hosted by LDCFM
 - ✓ Gasoline & Sewer Full-Scale Incident
 - ✓ EM101 Training at KEMA
 - ✓ Great Kaw Adventure Race
- Fourth Quarter
 - ✓ Public Works Winter Weather Functional Exercise
 - ✓ Law Enforcement Active Shooter Functional Exercise
 - ✓ ICS-400 Training hosted by LDCFM
 - ✓ LMH Functional Exercise with HazMat Component and Medical Surge
 - ✓ McCollum Hall Demolition

Following the 2015 review, the Board brainstormed training and exercises that all can participate in from 2016 thru 2018. This schedule is not permanent, but it is important that we have something scheduled for each quarter.

- 2016 First Quarter
 - ✓ TEPW- the January Board meeting is built around the TEPW annually
 - ✓ KU IT COOP
 - ✓ EMOC/LMH Radio Exercise
 - ✓ Statewide Tornado Drill
- 2016 Second Quarter
 - ✓ Severe Weather Simulation
 - ✓ Accountability Training
 - ✓ EOC Operations Workshop
 - ✓ HazMat Functional Exercise
- 2016 Third Quarter
 - ✓ County Road Exercise
 - ✓ MCV Operations Training
 - ✓ ACT Exercise
- 2016 Fourth Quarter
 - ✓ Public Works Winter Weather Functional Exercise
 - ✓ Kansas Animal Response Team Full-Scale Exercise
 - ✓ EMOC Winter Weather Operations Training
- Year-long
 - ✓ ESF- specific meetings with tabletop exercises- The idea is to bring each ESF partner into the EOC to go over plans, roles, and responsibilities while getting acquainted with the EOC and the equipment. Additionally, each meeting will end with a simple tabletop exercise.

Additionally, Board members discussed the following trainings and exercises in 2016 – 2018 which would be;

- Tom Damewood with LMH shared information about their organization's partnership with Kansas City area hospitals for annual trainings and exercises. Functional exercises dealing with decontamination and mass casualties are usually the main focus for these events and are usually done twice a year in the second and the fourth quarter. Additionally, LMH will be providing an Active Shooter tabletop exercise for employees on how to protect themselves; Tom let the Board know that anyone who was interested in attending would be welcome to.
- Nichole Rials with Bert Nash Mental Health Center informed the board that their Crisis Response Team would be hosting a recruit training sometime within 2016.
- Joe Baranski with Hallmark Cards discussed their Active Shooter Training that their organization has scheduled for the second quarter.
- Jeanette Klamm with the City of Lawrence Utilities Department informed the group that they were working with LKPD to host a Confrontation/De-escalation Intruder training and exercise for their employees.
- There was discussion amongst the group about the Great Kaw Adventure becoming an annual event/exercise in Eudora.
- A Full-Scale or functional exercise will be planned as a follow up to the 2015 Multi-Jurisdictional Airport Exercise after their plans and procedures are in place.
- Roy Morehead with United States Public Health Service discussed the need at a federal level to increase funding and the availability of more grants for a mosquito abatement program because of the new and emerging viruses that are migrating from the gulf coast.

Training Needs and Priorities Identified in 2015:

- Psychological First Aid for Responders
- NIMS and ICS
- Communications
- ICS/EOC Interface
- Cyber Security
- Volunteer Reception
- Incident Action Planning
- Mass Casualty

The above training needs and proprieties were presented to the group for review and discussion.

- Kathy Coleson with LDCHD informed the board that one of their local grants that they receive requires their organization to review mass casualties with LDCFM, but there may be more information or coordination that they may need.
- Roy Morehead with United State Public Health Service brought it to the attention of the board that there is a need for cyber security to be included an annual threat and vulnerability assessment. David discussed that the last threat assessment was done through the Mitigation Plan in 2014 did lack the cyber security component. Since the Mitigation Plan involves many outside agencies, David does have plans to meet with Jeanne Bunting to discuss cyber security and if it needs to be addressed before the next Mitigation Plan update or if it can be on hold until the next update.
- David is partnering with Lori Johns with the United Way and working on the Volunteer Reception Center Plan.

David asked the Board to think about their organizations' planned events that they may do annually and to contact him to get them added on the TEPW at later time and to also think about if any outside agencies could benefit from their trainings and exercises.

Staff Updates:

Plans-

- The Board discussed the importance of COOP plans and how David will be working both county departments and outside agencies by helping them to develop or update their COOP plans. This process will be discussed during the upcoming ESF review meetings. In addition, David will be participating in Cyber Security training. Cyber security can be an important component of a COOP plan as data breaches or loss on connectivity during an emergency can create more challenges in getting operations back up and running.
- The Debris Management Plan has been completed and a presentation to the Commission is being scheduled.
- David is working on an Emergency Alert System Plan for our ability to utilize the Wireless Emergency Alerts. EM has applied through FEMA to be granted access to use IPAWS for specific events. This plan will include procedures on who can have access to use it, what types of events that the notifications can be used for, and what all is all involved in the process.

Volunteer Updates:

CERT/Skywarn/ACT-

- A full CERT class is being scheduled for the 2016 second quarter. There will be an additional focus on preparing CERT volunteers on how to assist their families quickly and to get them respond to an emergency timely.
- Skywarn training starts tonight and two or three trainings will be scheduled each month until March. Some of these trainings will be exclusively for Skywarn members and others will be collaborative trainings with ACT and CERT.
- An all volunteer Radio Etiquette Training will be held in February.
- ACT will meet in January for their EOC/LMH exercise.
- EM is hosting a mini CERT class at Babcock Place. This class will be held once a week for 4 weeks in February.
- A big part of the accountability program is utilizing the CERT team members. CERT is a strong asset and has a strong presence in the community in case of an emergency. We continue to frequently hold Accountability Trainings so they are familiar with the equipment and processes.
- Emergency Management's annual Volunteer Recognition was held at the new Douglas County Public Works and Zoning and Codes Building on Tuesday, December 15th, 2015 at 6:00pm. The recognition included a tour of the new facility with awards presented to our volunteers for their excellence and commitment to their volunteerism with Emergency Management. The volunteers had the opportunity to vote on an outstanding volunteer in their group. The winners were:
 - ✓ ACT Members voted for Bud Waugh as the 2015 Outstanding ACT Member!
 - ✓ Skywarn Members voted for Robbie Kieffer as the 2015 Outstanding Skywarn Member!
 - ✓ Members voted for Lisa Miller as the 2015 Outstanding CERT Member!
 - ✓ Members voted for Kirsten Rhoads as the 2015 Outstanding Volunteer of the Year!

Severe Weather Events and Trainings:

- Severe Weather week is March 14th – 18th.
- The Statewide Tornado Drill is March 15th. Typically the drill is conducted at 1:30pm but NWS decided to implement a change in the time. This year the drill will be at 6:00pm. The NWS made this change so more people could practice their plans at home when typically more severe weather strikes. Jillian asked the Board to review their emergency plans and participate in the drill.
- Severe Weather Symposium will be held on Saturday, March 5th. This is a day of advanced severe weather training. There is a small fee of \$15.00 to attend.

- Weather 101 will be on March 21st from 7:00pm to 8:30pm. This is a free presentation on basic severe weather training provided by EM and the NWS and will consist of what to look for, difference between watches and warnings, and the general preparedness actions that people can take during severe weather.

Grants:

HMEP-

- The 2016 Chemtrade functional exercise is still in negotiations with the State. RFP's have been sent out and bids collected. As soon as approved, meetings will begin. If you want to participate in the exercise, please prepare to send a representative to the Planning meeting and provide salary and benefit information at the end of the exercise to meet the soft match that is required for this free exercise.
- The Commodity Flow Study (CFS) RFP was sent out for bid. Following negotiations, a contractor was selected. This will go before the commission for their approval. The completed CFS, grant matching information, and all closeout forms are due to KDEM by August 31st, 2016.
 - ✓ The Commodity Flow Study will be a huge benefit for planning purposes and for local response agencies by identifying what is traveling on the local highways, railways, pipelines, air, and roadways.
- Teri submitted grant proposals for HMEP 2017. KDEM will notify Douglas County Emergency Management regarding the status of the grant proposals. The following three applications were 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.

Accountability Cards:

- Staff continues to support and expand accountability efforts. If you do not have cards, David will be contacting your agency. All the cards now have a two year expiration date on them but your agency can modify that. Jillian wanted to remind the board that if their agencies card holders had a health or medical qualification it would have to be verified by K-Serve. K-Serve is the entity that does the approving, helps to develop the qualifications, and defines what those qualifications mean. Jillian will be sending out a specific list of agencies that use those qualifications. If you have any questions, need new cards, or need replacement cards, please contact Jillian at this time.

Interns:

- Interns are working on collecting all Tier II reports that have not been received in our office. For businesses that have not been reporting to the Right-to-Know program, formal letters, certified letters, and phone calls have been sent out or made in an attempt to collect information. They are also working with GIS to create a map of the facilities which includes important contact information for the agency, what kinds of hazardous materials are on-site, and if there have been any hazmat incidents.

Preparedness Campaigns:

- Jillian thanked all the partners that helped with the ELF on the Shelf campaign. It was a huge success; we will be continuing to expand on this campaign. This year the Humane Society, Bradley Animal Hospital, LKPD, LDCFM, and all the area schools and universities partnered with us to work with Timmy, Tina, and Titus and what they do to become more prepared in case of an emergency or disaster.
- September was National Preparedness Month. Promotion was done through both EM social media sites and through local social media outlets.
- A new social media campaign is kicking off tomorrow - 12 Months of Preparedness. This campaign will help educate citizens on hazards of Douglas County and how to build an affordable emergency kit. Each month we will feature both a hazard and an item that can be added to a kit. The goal is for anyone who participates in the campaign to build a robust and affordable kit by the end of the year.
- David Hogg with EM added to the discussion of another project that EM staff is working on. David has completed training from DHS about houses of worship emergency operations plans. David will begin reaching out to religious organizations in the community and helping them with building their own plans. He is in the process of creating a presentation to take to the organizations but is hoping to find one host where many organizations can attend the presentation at one time.

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Info Sharing:

- Tom Damewood with Lawrence Memorial Hospital informed the committee that their organization has a consultant who is helping them work on their accreditation this year. The consultant will be helping them assess areas of improvement, especially, in areas such as; environment care, safety, and emergency preparedness.
- Shaun Coffey with LDCFM discussed their agencies involvement in Ice Rescuer training. Trainings like these prepare them for responding in emergency situations.
- Trent McKinley with LKPD informed the group that the Police Department just launched their own Twitter account; @Lawrenceks_PD. This tool is going to be an excellent way to inform citizens of the goings-on in the city and also a great way to advertise their need for new officers. LKPD is taking applications for new officers.
- Kathy Colson with LDCHD updated the committee on the Ebola outbreak. She stated that the virus has been significantly downgraded and is not known as active monitoring anymore though monitoring is still being done. She also discussed the increase in mosquito carried viruses that are/or potentially could make their way into the United States including Dengue Fever, Chikungunya, and Zika. LDCHD and the CDC have been working on a huge campaign on travel. This campaign includes working with doctors by educating them to be asking questions concerning their patient's travel to determine if they may have the potential to pick up a variety of illnesses from travel. At this point there are no vaccines for any of the mosquito carried viruses mentioned above; they are in the preparation stage.
- Stone Junod with Westar Energy shared with the committee information on the release of a new app for reporting power outages. This is a great tool to report and also gives an estimated response.
- Jeanette Klamm with the City of Lawrence Utilities discussed their agencies in-house activities. With the implementation of a new program that requires their employees to make citizen home visits, they are working with LKPF on training their employees on safe practices, de-escalation of conflicts, and personal defense.
- Matthew Golubski with the American Red Cross discussed the kick off of their Home Fire Campaign. This campaign is a partnership with other agencies that they have launched with the initiative that aims to prevent home fires and reduce deaths and injuries cause by home fires. The goal is to reduce home fires by 25% in a five year timeline by education about fire safety, checking or installation of smoke alarms, and practicing your emergency plan and fire safety drills at home.
- Will Shockley with the Fire Chief's Association updated the committee about the work on updating their SOP'S. They have just completed Water Shuttling for mostly structure fires for the township fire departments where fire hydrants are rare. The process is at the point where it is waiting for legal review and approval from the county. LDCFM has been providing a communication course to the county and township fire departments.

This education will enable that all fire and medical responders are on the same page and speaking the same language. Improvements and benefits from this are already being seen in the field.

Motion was made, seconded by Chris Lesser to adjourn meeting. Motion carried. The meeting was adjourned at 9:50 a.m. by Chair Ron May.