



**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, March 10th, 2016.

Executive Committee members present at the meeting included: Shaun Coffey, Nicole Rials, Tom Damewood, 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: Zane Steves from the Kansas Division of Emergency Management.

A motion to approve the February 11th, 2016 minutes was made by Tom Damewood, seconded by Shaun Coffey, and approved by all.

Staff Updates:

Grants-

HMEP-

- The planning meetings for the 2016 Chemtrade functional exercise are underway. The first initial kick-off meeting will include discussion of the scope of the exercise, who we want to be players and what, if anything, we still need to include.
- The Commodity Flow Study (CFS) contract has now been signed. Tetra Tech is the contractor for this study and Eric will be the lead through these processes. A conference call is scheduled for March 8th, where discussion of timeline, data collection and field survey strategy, compiling and reviewing existing data, developing questionnaires, and interviewing facilities will take place. 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.
 - ✓ Eric with Tetra Tech will be presenting about the study at July's Full Board Reorganization meeting on Thursday the 14th.
- Teri has submitted the grant proposals for the 2017 HMEP grant year. KDEM will notify DCEM regarding the status of the grant proposals sometime in October of 2016. 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 areas of improvement 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.

Volunteer Updates

CERT/ACT/SKYWARN-

- A full miniCERT has been completed at Babcock Place. 15 individuals participated and 7 people completed the course. MiniCERTs present a great opportunity to relay information about how EM operates, how citizens can be better prepared as individuals, and how they can help their community in times of crisis.
- David continues to work with Lawrence High School (LHS) to host a teen CERT class. The teen CERT class is working with the HOSA organization of Lawrence High. 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 LHS to teach the students more about CERT to include; basic disaster preparedness, basic first aid, and fire safety. The first session has been completed and 3 additional sessions will follow.
- After the dates for the HMEP exercises are scheduled, David will be looking into scheduling and conducting a full CERT course possibly in the June or July timeframe.
- All of the volunteers were brought into the EOC to conduct the Radio Etiquette exercise. Once together, they were split into groups and sent out to different areas in the county. The goal of this training was to get all volunteers involved and to give them an opportunity to practice radio etiquette conversations, providing more detailed information, and their strategic placement. This training was conducted by the volunteers playing Radio Etiquette Battleship. Main communications were with the 800 radios but all gaming conversation was done with ACT. This established the ability to train volunteers using both sides of how communications would really work during an emergency. This was a great exercise for volunteers to practice their procedures.
- ACT continues to conduct their weekly net.
- Individual volunteer group exercises will begin in April after the collaborated volunteer exercises are completed.

Accountability-

- David has taken over the Accountability System and is building an accountability team among the volunteers; a knowledgeable, trained accountability team will be a tremendous asset in the event of an emergency or disaster. The system was or will be utilized for:
 - ✓ The Severe Weather Symposium. Cards were printed for the event and communication between volunteers and the server were excellent. This deployment was positive and was a great training tool.
 - ✓ The Elite 8 and Final 4 Operations. The system will be utilized to account for Law Enforcement and will provide us the opportunity to practice utilizing the system during a scheduled, large scale event.
- KDHE requires that if a person has a qualification that falls under health and medical, that qualification must also be entered in K-Serve. This program is a volunteer database that tracks first responders and manages their updated qualifications.
- There will be an additional Accountability training in April. This will be a Statewide Accountability Training for all volunteers.

Plans-

- David has been meeting with LMH, LDCHD, and LDCFM about the Fatality Management Plan. The goal is to have the plan meet more specific needs of Douglas County. David's goal is to have the plan revised by June 1st, 2016.

- David is working on an Animal Response Plan as an annex to the EOP. He has partnered with the Humane Society, local veterinaries, Lawrence Animal Control, and the ASPCA to receive guidance on how to create a emergency pet plan. This will be a standalone annex for large magnitude events like evacuation during a disaster. This will ensure that the county will have trained people who can be activated that know how to handle animals and can activate the plan.
- The Spontaneous Volunteer Plan is still underway. Some personnel changes have occurred with the Roger Hills Volunteer Center, but the Director understands the necessity of the plan and is the lead on the plan.
- KDEM has approved the Debris Management Plan. It has been submitted to FEMA and is waiting on approval; this is the last step of the approval process before it can be adopted by jurisdictions.
- David is updating the strategic plan; this plan is due for an update and there are many processes that have been identified that are done but are not included in the plan. The goal is to get this to be a more complete, workable and viable document that can be utilized in times of need. Updating the strategic plan will help us meet at least ten EMAP standards. An updated draft will be distributed prior to the next Full Board Meeting in April.
- ESF meetings start with the reviewing process of the Countywide Emergency Operations Plan. Once a month, an ESF 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. We will be starting with ESF 1 and moving through the ESF's while combining similar ESF's.
- Another challenging aspect of EMAP is the update to the Douglas County COOP plan. This does not include only our department but any department or ESF that has essential functions. The goal of the COOP plan is for an agency to have a plan in place to help them with the recovery process in case an emergency event does occur. David will reach out to these partners to work with them to review, update, and submit their plans. At this point of the process, David is only working on our internal COOP plan but as he completes these updates, he will begin to reach out to different agencies. This will be done in the ESF meetings that are scheduled for the ESF's.

Outreach:

Severe Weather Awareness-

- 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. EM will be doing KLWN interviews with giveaways everyday of the week. 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.
- The 16th Annual Severe Weather Symposium was held at the KU Memorial Union on Saturday, March 5th. This was a day of training designed to provide instruction in advanced storm development, spotter safety, and the importance of spotter reports. The presentations included storm videos, expert speakers from both the public and private sectors, and was concluded with a panel discussion with the presenters, National Weather Service meteorologists, and local television meteorologists. 150 to 160 people attended the presentation. An AAR will be created and will address the many new ideas for new sponsors and the need for a new venue for the 2017 year.

Preparedness Fairs-

- David and Robyn set up an Emergency Management Booth at the KU Preparedness Fair on March 8th, 2016. This was a part of KU's Severe Weather Week where we were invited to meet and greet KU students, talk to them about preparedness, and handout information to the students of KU. It also turned into a great opportunity for EM to meet with other vendors present at the fair and discuss partnerships with our outreach programs.
- 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 in the Douglas County area. The presentation and distribution of kits has been scheduled for the students at Baldwin Elementary Intermediate Schools on March 21st, 2016. 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.
- EM will set up a station at the Haskell Preparedness Fair on March 31st, 2016.
- In April, EM will be sending volunteers out to assist LDCFM with their annual Helmet Fair.

Information Sharing

- Zane Steves with Kansas Department of Emergency Management discussed:
 - ✓ The grassfires in Leavenworth, KS. The State was called in to provide aerial resources. This has prompted a discussion about the W.A.S.P; W.A.S.P is a program called Wildland Aerial Suppression Program which is a group of crop dusters that have come together in the Kansas Agriculture Aviation Association and have offered their services to be called upon if there is a need for fire suppression. They are volunteers and their resources are available to be utilized before the State resources are requested.
 - ✓ As of now, IMT work as seven different groups across the state, but the IMTs will be consolidating into one state group and this includes combining funding.
 - ✓ The 2016 Kansas Local Emergency Planning Committee Conference is July 20-21. The conference will be held at Four Point by Sheraton Manhattan. This will be a free conference, but no mileage or reimbursements will be made. This conference will discuss how to reinforce and support the LEPCs by showing how important they are between citizens, industry, and government. To sign up or for more information go to the KDEM website at www.kansastag.gov.
- Nicole Rials with Bert Nash invited the committee to their annual Pioneer Celebration to be held in April. This celebration will honor the Douglas County Law Enforcement Agencies who will be receiving the Pioneer Award. They will also be presenting the Sandra Shaw Spirit Award that will recognize staff members for their outstanding work and dedication.

A motion to adjourn was made by Shaun Coffey and seconded by Trent McKinley.