



**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, November 10, 2016.

Executive Committee members present at the meeting included: Shaun Coffey, Tom Damewood, Trent McKinley, and Mike Russell.

Emergency Management staff present at the meeting included: Teri Smith, Jillian Rodrigue and David Hogg. LEPC Member, Bud Waugh, was also in attendance.

A motion to approve the September 8, 2016 minutes was made by Mike Russell, seconded by Trent McKinley, and approved by all.

Staff Updates:

Grants-

HMEP

Commodity Flow Study–

- Closeout paperwork has been submitted to KDEM. Staff is waiting for reimbursement.

Public - Private Partner Exercise–

- Staff is finalizing the closeout documentation for this grant as well. An extension was previously requested and granted due to the delay in approval and contractor selection.

EMPG–

- Quarterly reports have been submitted to KDEM, but at this time, no reimbursement has been received. A large portion of this grant covers the salaries of both the Planner and Administrative Secretary.

Administrative Officer Search-

- Teri and Jillian conducted interviews Monday and Tuesday. They hope to make a decision by the end of the week as to how they will be moving forward. Robyn continues to assist EM during the interim and will be helping the new employee once brought on board.

Volunteer Updates

CERT/ACT/SKYWARN-

- ACT will be conducting an exercise with LMH on Thursday, November 17th. Details are being confirmed at this time. This exercise is designed to ensure LMH can communicate with the EOC or other hospitals if other communications are unavailable. The Board discussed other ways ACT could be used for partner agencies during events or emergencies.
- CERT will be holding a moulage training on December 15th. Agencies are invited to join if their staff is interested in learning or seeing the capabilities of our volunteers.
- David has been receiving a number of requests for CERT training, so he is planning to host a full CERT course during the second quarter of 2017.

- Looking into refresher trainings for internal CERT volunteers. David will be working with Mike to see if we can partner for some new trainings.
- Volunteers continue to train on the accountability equipment.

Training-

- An accountability training will be hosted by EM on Tuesday, November 21st
- An ICS 300 course will be offered in Douglas County November 2nd and 3th.
- A condensed ICS course (100, 200 & 700) is being hosted at LMH on November 30th.

Exercises-

- The after action meeting following the Public Works Exercise will be held after Thanksgiving. This will help develop the AAR/IP documents. Exercise participants gave positive reviews of the exercise. Staff and public works representatives will be working on what the next step of preparedness is for these agencies.

Plans-

- The Fatality Management Plan is being reviewed by all partners this week.
- A rewrite of the Recovery Plan (2010) is the next big plan to tackle. EM Intern, Connie Hutchins, has been working with David to research recovery issues and concerns discovered by other communities following disasters. This gives us an idea of what we need to anticipate. Staff is also working through which partners would need to be brought in to become members of the recovery support functions. This will likely include new members of the community.

Outreach and Events-

- Staff requested feedback on the annual reports provided by the department.
- A motion to adjourn was made by Shaun Coffey and seconded by Trent McKinley.