



**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 8, 2016.

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

Emergency Management staff present at the meeting included: Jillian Rodrigue and David Hogg.

A motion to approve the June 9, 2016 minutes was made by Mike Russell, seconded by Jeanette Klamm, and approved by all.

Staff Updates:

Volunteer Updates

CERT/ACT/SKYWARN-

- CERT members manned a booth at the Douglas County Fair to talk about preparedness and promote the upcoming CERT course. This course will be held at LDCFM Station #5 September 16th – 18th. Several media interviews have been conducted as we as promotion on social media.
- ACT members met last night to train on NCS handoffs and relay techniques and best practices. These will be utilized during upcoming Monday Nets. They will be conducting a challenge to see how many repeaters each can successfully reach in case they need to send or receive messages outside of the county.
- Skywarn members, with support from ACT, have activated for severe weather. One recent event included a spotter providing detailed information regarding a storm that initially had some broad rotation within it. The rotation did not last long, but his report was vital to EM and the NWS.

Plans-

- The Debris Management Plan has been approved by all jurisdictions. It will continue to be reviewed until a rewrite becomes necessary.
- The Fatality Management Plan is being reviewed by LDCFM. David will bring all partners together for an additional review and comment following any updates from LDCFM.
- The Animal Response Plan is making progress and should be completed within the next month or so. Lawrence Humane Society has been the lead on the plan. Members of the Lawrence Humane Society and some local veterinarians will be completing the CERT course later this month.
- The EM COOP plan has been completed with a few revisions needed following the recent exercise. Staff will be working with partner agencies who need assistance with the completion of their plans.
- The next major plan revision is to update or rewrite our Recovery Plan as recovery planning is taking a larger stage following the most recent emergencies. Abby, an EM intern, will likely be assisting with this process.

Grants-

HMEP

Commodity Flow Study–

- A draft of the Commodity Flow Study has been submitted for review. An extension for grant closeout was requested and approved. EM staff is working with partners to finalize the plan and submit the final documentation.

Public - Private Partner Exercise–

- A successful public – private partnership exercise was held on August 10th! The After Action Meeting was held on August 25th to finalize the after action review and improvement plan. The AAR provides specifics concerning strengths and areas of improvement. The Improvement Plan assigns corrective actions to agencies for completion. This helps the community ensure corrective actions are taken to improve our local capabilities. The final document will be sent to the planning team for sharing. Staff is working on the closeout documents for this grant as well. An extension was previously requested and granted due to the delay in approval and contractor selection.

Exercises-

- ACT members will be conducting an exercise of the amateur radio equipment at both the EMOC and LMH on November 17th at 6:30PM.
- David and Tammy Bennett are finalizing the Public Works Exercise which will be held on Friday, September 30th.
- Jillian and David are participating in an exercise at KU on Friday.

LEPC By-Laws-

- All members of the LEPC Executive Committee reviewed the Douglas County Emergency Management Board By-Laws. A motion to approve the By-Laws was made by Mike Russell, seconded by Trent McKinley, and approved by all.

Alternate EOC-

- During the HMEP exercise, EM tested its alternate EOC. While this did allow for a functioning EOC, it was determined that a more suitable fixed facility would be of greater benefit for operations. Staff will be finalizing our list of requirements based upon current EOC needs and recommendations from the exercise and reaching out to partner agencies for assistance. A few options were discussed by the Board and staff will explore those options in the coming months. Once identified, the alternate site will need to be tested.

Siren Updates-

- On Wednesday, July 27th at 10:01AM, the outdoor warning sirens were inadvertently activated. Social media was updated, statements were released to the media, and the LEPC and partner agencies were notified. Blue Valley Public Safety determined our sirens were activated by a similar system over 350 miles away. All 42 sirens have now been encrypted to ensure the sirens are not inadvertently activated again.
- Following a request for review of the site location of the siren at Peterson and Folks road from a homeowner, EM staff worked with Douglas County Public Works, GIS and Blue Valley Public Safety to determine a more suitable site for the siren. On Thursday, July 28th, the siren was moved to 1680 E 1100 Road.

EOC Activation-

- On Saturday, September 3rd around 7:02AM, an earthquake was felt in Douglas County. This was the result of a 5.8 magnitude earthquake with an epicenter in Pawnee, Oklahoma. This is Oklahoma's largest recorded earthquake to date. The EOC was activated at a Level 1 to monitor incoming information and share updates. No damage was reported. If anyone would like a presentation on Douglas County's earthquake risk, please let staff know. Several interviews have been conducted since the event.

National Preparedness Month-

- September is National Preparedness Month! All month long staff will be coordinating and participating in events and outreach.
- On Friday, September 1st, Teri co-hosted a radio show with Jeremy Taylor on KLWN focused on preparedness. This included special guests from St. Tammany Humane Society, Wakarusa Township Fire Department, KU Public Safety and EM Staff. Guests talked not only about being personally prepared but also how to assist your own community or impacted communities following emergencies.
- There is an ongoing social media campaign which includes promotion of the upcoming CERT course.
- Proclamations have been completed by the Lawrence, Douglas County and Baldwin Commissions. David will be before Lecompton and Eudora in the following weeks. Outreach materials have also been delivered to Eudora, Baldwin and Lecompton.

Outreach and Events-

- Staff is assisting Eudora Fire Department with planning for the Great Kaw Adventure Race set for Saturday, September 24th. This includes securing state system radio channels, a cache of radios, amateur radio support and weather operations, as needed.
- The Mobile Command Vehicle will be deployed to for a Touch-A-Truck event at the First Church of the Nazarene on Saturday, September 24th. This was a great outreach opportunity last year. In addition to letting children write on the walls, staff will have information about use of the vehicle and its deployments.
- Staff will continue to support KU Public Safety's football operations this season through onsite presence, weather support and use of the accountability system.

Training-

- An accountability training will be hosted by EM on Tuesday, November 8th. Information will be sent out to the LEPC and those using the system.
- An ICS 300 course will be offered in Douglas County November 2nd and 3th. Information will be sent to partner agencies.

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