



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

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Executive Committee Meeting Minutes

Executive Chair, Tom Damewood welcomed members and called the Douglas County Emergency Management Executive Committee meeting to order on Wednesday, February 1st, 2017.

Executive Committee members present at the meeting included: Tom Damewood, Lawrence Memorial Hospital, Shaun Coffey (via phone), Lawrence-Douglas County Fire Medical, Trent McKinley, LKPD and Jeanette Klamm, Lawrence Utilities.

Other LEPC members present included: Bud Waugh, representing the City of Lawrence.

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

A motion to approve the November 10th, 2016 minutes was made by Trent McKinley, seconded by Shaun Coffey, and approved by all.

Grants:

HMEP-

- The 2018 HMEP Grant application has been received and is due approximately April 7th. Suggestions or recommendations are open on what is needed for the community. EM Communications is an option for an exercise. A call to Richard Haig was placed to see if the Airport's additional plans have been completed with an opportunity to continue with the next step.

PIO's are interested in having an exercise as well; if a full scale exercise is performed it will be ensured that they are involved in the process.

- Teri discussed a tabletop active shooter exercise involving HazMat transportation and Tactical Medical Teams. With emphasis placed on tabletops both in the morning and afternoon which would generate more participation. Trent will follow up with Troy on the status of the plan for medical teams to go in with law enforcement.
- EOC Leadership exercise for Douglas County is being planned. The RFP is complete and will go to Jackie for review which will allow the bidding process to begin.
- Hazmat IQ class is being formulated between Shaun and Teri which will involve not only Douglas County, but all surrounding townships.
- State Mitigation Grants are available and options to explore include generators and safe room construction. A representative from Boys and Girls Club contacted Teri about a safe room, but in review, since they did not participate in the Mitigation Plan they do not technically qualify. A governmental entity would have to apply on their behalf, and it is unclear whether the state would be willing to go in that direction.

Putting a generator in the ITC for a potential backup EOC for the county is an alternate option. Dependant on funding and where the department is in their plans to expand the facility outside of the JLE building is a consideration of this option.

The letter of intent for a project for the grant is due March 27.

EMPG-

- Jillian is going through the previous year's EMPG grant information due to a discrepancy between the county and EM accounting. Teri will meet with the state to determine what the course of action should be. The new accounting process should alleviate the issue in the future.

Volunteer Updates:

CERT/ACT/SKYWARN;

SKYWARN training is essentially complete with an approximate additional two months for final completion.

ACT met to discuss the repeater issues and also training and exercise plans as well as capabilities and technology. A call out to other EM managers to understand what types of communication is being used is a consideration in ACT updates to ensure vital communication is consistent not only for Douglas County, but across the region.

David held the first CERT meeting. Several organizations have reached out to EM about CERT training and it is anticipated that training will be held in the spring of this year. One of the issues with CERT is that there is a lot of participation in the meetings but a reluctance to join and a solution is being sought after to address this.

At this time a miniCERT would be beneficial to the community since February was the last time it was done. Cottonwood is an organization that could benefit from this type of program and they will be contacted to see if they would be interested.

Accountability:

- David held training in November and reached out last week to those who attended. An effort to get LPD and the Sheriff's personnel into the system before the KU tournament in March is a goal. A meeting with Shannon Parker has been scheduled to update their steps to get PD into the system and printed before the tournament. Additionally, an email was sent to Mark Whitt and Paul Taylor reminding them that EM would assist them in getting their personnel into the system.

Plans:

- The Long Term Disaster Recovery Plan is under continued development. Teri and David are in the process of meeting with individuals and agencies to give a broad idea of the plan and what the purpose is for such a plan. It would be ideal to have a large meeting during the severe weather awareness week to get main players together to look at goals and objectives and to look at the plan more in depth.
- COOP has been a continued process and several organizations have joined in reviewing plans and the use of the software makes it easier.

Outreach:

- **Severe Weather Awareness-**

- ✓ Weather 101 is Monday, March 28th, 2017. 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 Public Library at 707 Vermont St. at 7 pm and run till 8:30 pm.
- ✓ Severe Weather Awareness Week is March 6th through the 10th. The Statewide Tornado Drill will be conducted on Tuesday, March 7th with the time to be announced at a later date. Testing of the Douglas County Outdoor Warning Sirens will occur at 10:00 am in conjunction with the state tornado drill.
- ✓ The 16th Annual Douglas County Severe Weather Symposium will be held from 8:00 a.m. – 4:00 p.m. on Saturday, March 4, 2017 in the Double Tree by Hilton, 200 McDonald Drive, Lawrence, Kansas with registration beginning at 7:30 a.m. We have newly partnered organizations and are looking for sponsorship for advertisement at this time. This is an advanced training class to expand knowledge in advanced storm development as well as spotter safety and responsibility.
- ✓ In attending a Chamber event, \$200 in media advertising was won by EM but since we have free advertising, we will develop a type of contest for businesses to have an opportunity to win. The contest would be considering the aspect of an organizational EOP.
- An After Action Report for the ice storm will be completed in the near future with a survey being sent out to inquire if the information being communicated was adequate for their needs. The information will be sent out over Everbridge instead of Outlook. There have been instances where Outlook has deleted some of the contacts and in an effort to address this; the Everbridge system will be used. Getting the City / County into the system would be beneficial.
- David met with the organizers of the St. Patrick's Day parade and Shamrock Shuffle last week and EM will be providing assistance to them. EM will be a liaison between the NWS and the events. A large crowd is expected for the events since it occurs on Friday of this year.
- Jillian and David met with the Humane Society this past week and helped them with their EOP. They walked through the building discussing weather related plans and shelter options. The Society would like additional guidance on evacuation and fire escape plans and would like to consult with Shawn and Troy.

Pursuit for Preparedness:

- Abby, who is the KU intern, has taken a leadership role in the Pursuit for Preparedness campaign and is organizing the preparedness kit donations. Eudora is the school of focus this year and will receive the kits. There have been several gracious donations for the kits which help alleviate the cost.

Other:

- Communications: In inquiry, the fractured ACT repeater which was originally thought to have been caused by wind has been implied by TFM to be a manufacture defect. They have been sent to the manufacturer by TFM to further investigate the defect. Temporary repeaters are in place and are not optimal but will meet the present need. Administration and amateurs are aware of the issue and will be kept abreast of information.
- Meetings will be held the first Wednesday of each month now and a reminder will be sent out to help members remember the change from Thursday to Wednesdays.

Close:

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