



**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, March 1st, 2017.

Executive Committee members present at the meeting included: Tom Damewood, Lawrence Memorial Hospital, Shaun Coffey, Lawrence-Douglas County Fire Medical, Trent McKinley, LKPD, Mike Russell, University of Kansas 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: Teri Smith, Jillian Rodrigue, Connie Hutchins, and David Hogg.

A motion to approve the February 1st, 2017 minutes including corrections, made by Shaun Coffey and seconded by Jeanette Klamm, was approved by all.

Grants:

HMEP-

- The 2016 HMEP Commodity Flow Study Grant has been closed and reimbursement has been received by the department from the state.
- The 2016 HMEP Full Scale Exercise Grant closure and request for reimbursement has been submitted by Connie and the department is waiting to receive the funds.
- Teri discussed Grants for this year including EOC Leadership, hazardous materials incident involving an active Shooter and Hazmat IQ. The RFPs have been completed and negotiation processes have begun with the contractor.
- Regarding the Hazmat IQ, Teri reached out to Chief Baxter and he and Shaun will promote the training at the next Fire Chiefs meeting.
- This year the two exercises EM is applying for are an Airport full scale and a full scale involving mass casualties. The applications are due April 7th, 2017.
- Trent McKinley, LKPD discussed the ITC use as a backup EOC. Teri provided an alternate plan involving Wakarusa Township Fire Departments (WTFD) second floor training room and its use as a back-up EOC. Utilizing WTFD would require- acquiring a generator. Chief Baxter was very receptive to the idea and also extended the use of the facility training room for additional events. The parking would be optimal and there is also a safe room on the premises. The consent was that the alternative would be better at this time. Teri will be sending a letter of intent to the Kansas Division of Emergency Management notifying them of our intent to participate in the FY17 Hazard Mitigation Assistance Grant to purchase and install a generator at WTFD.

Volunteer Updates:

- CERT/ACT/SKYWARN;
 - A radio etiquette training session was held with EM volunteers.
 - ACT continues to monitor the repeater and notifies EM of any issues.
 - April 28-30, which is the last week in April, will be a full CERT course at the LDCFM training center.

Accountability:

- Accountability is being utilized during the Severe Weather Symposium this year. Resources are more easily identifiable with the badges.
- EM met with law enforcement as they held their first meeting for the Final Four planning with agencies. LKPD is very receptive in doing accountability this year, noting the value of it. EM will have teams to do the accountability, with Andrew Foster of KU Public Safety taking the lead in Accountability for Teri and Jillian. The Elite Eight at the end of March will be used as a practice run. EM will reach out to the volunteers to see if they are available to work the game.
- The Sheriff's Office is on board with accountability and will begin the badging process.

Plans:

- The Long Term Disaster Recovery Plan is under continued development as discussed by David Hogg, Planner. Teri and David are in the process of meeting with individuals and agencies around the county to give a vision of the plan and what the purpose is for such a plan. March 9th will be the kick-off meeting where everyone will meet together in EOC-A.
- The Animal Response Planning Group met on Monday for the plan completion. The main agencies contributing were The Humane Society, Douglas County Veterinary Medicine Association, and Lawrence Animal Control.
- COOP has been a continued process and David has been working specifically with Baldwin City and the City Clerk, who has elected to exclusively use the Douglas County EOP.
- David discussed I-Phone technology capability using Geo-Location to assist in situations such as a hazmat spill or other emergencies.
- EM is working with LKPD on an Incident Action Plan and with Fire Medical to ensure there is one plan that works well.

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. We will sell weather radios and program them.
 - Severe Weather Awareness Week is March 6th through the 10th. We are planning a personal and business push for preparedness. 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. Kate Dinneen, Duty Officer is making posters, using words from other countries regarding the weather we experience so they will feel connected with social media.

- 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. KU atmospheric students will be attending and volunteering at the event. There are ten vendors for the event this year and 175 participants are expected, along with six speakers.
 - Looking forward to next year, there will be a different fee schedule and policies regarding attendance and cancellation refund.
- EM will be a liaison between the NWS and two local events, the Shamrock Shuffle this Saturday and St. Patrick's Parade on March 17th.

Pursuit for Preparedness:

- Pursuit for Preparedness campaign is underway. 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:

- Reorganization will be held at the WTFD next month.
- The full board meeting in April will be held at Prosoco. EM staff will be meeting with them next week for a walk-through to observe how they plan and prepare for an incident.
- The Planner position closed last Friday. I have reviewed them and Jillian will review them as well. We will begin the interview process the week of March 20th.

Close:

A motion to adjourn was made by Mike Russell and seconded by Jeanette Klammm.