



**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, May 3<sup>rd</sup>, 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: Jillian Rodrigue and Connie Hutchins.

A motion made by Trent McKinley to approve the March 1<sup>st</sup>, 2017 minutes and seconded by Jeanette Klamm was approved by all.

**Grants:**

- All of the 2016 Grants have been closed out, and funding reimbursement has been received from the state.
- Save the dates have been sent out to planning team members for the July HMEP funded EOC Leadership Exercise and Hazardous Materials Transportation Exercise. The first exercise planning meetings will be held on May 15<sup>th</sup>. Dates and times for the HazMat IQ course are being confirmed.
- HMEP 2018 applications have been submitted.

**Budget:**

- Teri and Jillian will present the budget to the county for approval next week. Discussions will include funding for the additional responsibility of the burn ban notifications. One of the requested projects includes upgrades to the EOC which would connect all monitors into the overall a/v system.

**Exercises:**

- Teri, Kate and Jillian participated in the Avian Bird Flu Exercise hosted by Lawrence-Douglas County Health Department. Tom Damewood noted that the exercise was very successful for all agencies involved. LMH and LDCHD will be reviewing protocols for transportation of patients and alternative receiving locations for patients from the Health Department. The lessons learned are beneficial to the community in improved response efforts.
- The Department of Homeland Security assisted ECC with the development of a County Communications Plan. In October, several agencies will participate in a DHS sponsored exercise of the communications plan and public works and utilities focused tabletop exercise.

**Volunteer Updates:**

- CERT
  - A CERT course was completed April 28<sup>th</sup>-30<sup>th</sup> at LDCFM's Training Center. Thirteen participants graduated from the course.
  - Due to staff turnover, Kate Dinneen has agreed to take on the CERT Coordinator position with support from the EM Planner.
- On April 20<sup>th</sup>, DCEM honored our volunteers during the annual Volunteer Recognition. Our volunteers give over 1,000 hours each year in support of Emergency Management activities. Our success is in part due to their dedication! Awards were presented to 3 volunteers by their fellow volunteers with 1 overall award presented by staff. Those included:
  - Dave Maas, Outstanding EM Volunteer
  - William Dietz, Outstanding CERT Member
  - Debbie Liddel, Outstanding ACT Member
  - Rod Heine, Outstanding Skywarn Member

**Planner Update:**

- Connie Hutchins accepted the Planner position and will begin full time on May 7<sup>th</sup>. She will be continuing the work on the Long Term Disaster Recovery Plan as well as all other plans. COOP has been a continuing process, and Connie recently attended a meeting with KDEM in Topeka on the Bold Planning update.

**Fairs/Presentations:**

- Kate Dinneen and Jillian Rodrigue will present on Emergency Management and the role it plays in the community next week at Free State High School and Lawrence High School for their career classes.
- Kate conducted presentations at Cottonwood and has been working with Small World which supports international women.
- Teri and Jillian conducted presentations at Prairie Ridge Elementary School on developing an emergency plan and building a preparedness kit.
- DCEM volunteers staffed a booth at the Haskell Safety Fair and participated in the Helmet Fair. 6 News posted a video which showed several of the volunteers at the Helmet Fair.

**Burn Notification:**

- With implemented changes to the County's Burn Resolution, Emergency Management has taken on the responsibility of daily burn notifications that had been previously done by ECC. Since this will be a new process, staff is logging the time it takes to complete this task as it will add to annual budget costs. The resolution no longer includes an automatic ban for wind speeds, which had been a complaint from the community. The National Weather Service Rangeland Fire Index is still the main trigger for a burn ban with additional considerations possible. A burn ban hotline has been created. Callers are not able to leave messages but have been provided an extension number to log burning. If a burn ban is in place, an Everbridge message is sent. The determination and notification are completed each morning by 8:00am. Connie is doing Monday through Friday with the Duty Officer responsible on weekends.

**Other:**

- The Administrative Officer position is open, and applications will be accepted until May 12<sup>th</sup>, 2017.
- Our On-Call staff has decreased to a three person rotation and will return to four in about a year once Connie is trained.
- A brief discussion on the progress of identification of an alternate EOC was conducted.

**Close:**

Executive Chair, Tom Damewood asked for a motion to adjourn which was made by Shaun Coffey and seconded by Jeanette Klammer. The meeting was adjourned.