



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

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Executive Committee Meeting Minutes

Chair, Trent McKinley welcomed members and called the Douglas County Emergency Management Executive Committee meeting to order on Wednesday, November 1, 2017.

Executive Committee members present at the meeting included: Trent McKinley, Lawrence Police Department, Mike Russell, University of Kansas, Shaun Coffey, Lawrence-Douglas County Fire & Medical, Tom Damewood, Lawrence Memorial Hospital and Jeanette Klamm, Lawrence Utilities.

Other LEPC members present included: Bud Waugh

Emergency Management staff present at the meeting included: Teri Smith, Jillian Rodrigue, Connie Hutchins, and Stephanie Schulz.

A motion made by Trent McKinley to approve the September 6th, 2017 minutes and seconded by Mike Russell was approved by all.

Plan Updates:

- Connie Hutchins did a COOP presentation on October 30th. The Sheriff's Department is coming on board and Thomas Fagan, the new Divisional Chief with Fire & Medical, will start a COOP plan.
- Connie will be attending training in April for an EMAP Accreditation Manager, and then the program can be accredited in 2018.
- TEPW is coming out in January and Connie will be sending letters the first of December to get some input on activities and exercises to list on the calendar.
- ESF meetings will be starting up soon. Mike Russell wanted to make sure he was informed of the ESF10 meeting and he will bring John Rossillian. Mike suggested that Andrew Foster at KU EM should be the lead person on campus for ESF and also recommended that other department's on campus should get involved. KU's EM will speak with Teri Smith about CERT training.
- Connie has finalized the Taue Creek Emergency Action Plan and will go to the board meeting on November 8th.

Volunteer Updates:

- Jillian stated that the CERT class was completed and had a good turnout with a diverse group. Several applications have been submitted for new volunteers, and a Facebook event helped drive participation in the CERT Course.
- This year's Elf on a Shelf Preparedness Outreach Campaign will look at different community members and how they view preparedness. The hope is to also have the campaign translated into different languages.
- The Great Kaw Adventure Race after action meeting will be held on November 13th. Staff and volunteers are providing suggestions on how to make our communication support portion more effective and efficient.
- CERT members helped with and really enjoyed the Walktober events. Both events were great opportunities to showcase our volunteers and what they offer to the community and provided the chance to test our disaster skills.
- Skywarn was activated on Oct. 21st. It was a good exercise.
- December 14th at 6:30 pm will be the volunteer end of the year meeting.

Exercises/Pre-Planned events/Activations:

- DHS exercise was conducted on October 19th. The Planning Team and players viewed the exercise as a great success. Tom Damewood noted the exercise was a great opportunity to look at how the hospital would give support with supplies and equipment. Jeannette noted a few of their successes and areas of improvement which highlighted the need for a planned rotation and relief of workers in the case of an event. December 19th the After Action Report will be reviewed by the Planning team. The Improvement Plan will be developed by EM Staff.
- Jillian announced that we now have an internal system in the EOC to get to an internal county approved shared drive to post all documentation instead of emailing information. Jim Lawson from Douglas County IT suggested this new system.
- Mobile Command Vehicle was at the Luke Bryan concert and the standoff on October 16th. Teri is meeting with a potential new MCV Manager, as she identified the need for another individual to ease the request load for the current two managers. With the increased request for the MCV, Teri will be meeting with agencies for input on what equipment or resources the vehicle needs.

Events:

- Save the Date! The Severe Weather Symposium will be held on March 3rd at the Doubletree in Lawrence.

Grants:

- We have closed out all of the HMEP grants from 2017 and waiting on all of the reimbursements.
- The 2018 contract has just been received. One new exercise will be full-scale working mainly with Troy Squire, and the second exercise will be the next step from the Airport TTX exercise done in the past
- Applying for EMPG

Accountability/Activations:

- Connie Hutchins mentioned that one of her computers crashed and the other one had a broken screen. The Northeast Regional Council has agreed to purchase two new computers

by the first of the year. Print cartridges will also be supplied. Batteries for the radios are needed and we will look at this the first of the year.

Training:

- Jillian, Connie, and Stephanie went to the KEMA Conference.
- Connie just completed her FEMA training
- Stephanie has started her FEMA training
- Jillian will be taking a Social Media class at KU
- Teri will be going to the IAEM Conference
- Jillian asked about helpful training courses, and possibly the course could be taught here at Douglas County

Other:

- Jeannette Klamm with the Utilities Department has taken a position outside of Douglas County and was thanked for her service to the city.
- Teri asked if anyone had a recommendation of who could replace Jeannette to fill the executive board member position
- StormReady communities must review or resubmit their application to maintain the designation. This year's certification required a new submission. The paperwork has been submitted and will be reviewed onsite by NWS Topeka on November 6TH. StormReady documentation includes a severe weather plan for internal and external monitoring as well as training, exercise and public education programs

Close:

A motion to adjourn was made by Shaun Coffey and seconded by Mike Russell.