



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

111 East Eleventh Street, Unit 200
Lawrence, KS 66044

Office: (785) 832-5259

Fax: (785) 832-5101

Executive Committee Meeting Minutes

Chair, Trent McKinley welcomed members and called the Douglas County Emergency Management Executive Committee meeting to order on Wednesday, February 7, 2018.

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

Other LEPC members present included: Bud Waugh, Kim Murphree, Lane Sekavec, Melissa Williams, Pat Deaver and Kristen Reed

Emergency Management staff present included: Jillian Rodrigue and Stephanie Schulz.

A motion made by Trent McKinley to approve the November 1, 2017, minutes and seconded by Mike Russell was approved by all.

Plan Updates:

- Connie is working with outside agencies to complete their COOP plans. Agencies interested should contact Connie if they are in need of assistance.
- ESF meetings are being scheduled. The review of ESF 4 Fire has been completed. Connie has started the rewrite of the LEOP (Local Emergency Operations Plan).
- Progress is being made on completing all requirements for EMAP accreditation.

Notification and Executive Committee Updates:

- Following several emails from members who did not receive the full board meeting notice, EM has moved all LEPC notifications to Everbridge. An email explanation and test message were sent to all members.
- Tammy Bennett was nominated and approved to replace Jeanette Klamm's vacant position on the LEPC. With this replacement, the Executive Committee nominated, seconded and approved that Tammy would also fulfill Jeanette's remaining term on the Executive Committee.

Volunteer Updates:

- EM will be offering a full CERT course in Mid-April. The training will take place over the weekend, and a flyer will be sent out with details.

- Skywarn has completed most of its required training to get ready for severe weather season, and ACT continues its weekly nets.
- A Radio Etiquette training is scheduled on February 15th, and this will be a great opportunity for volunteers to not only work together but review and enhance their radio procedures.

Exercises/Pre-Planned events/Activations:

- The MCV was activated for the hotel fire in Lawrence and ran for just over 24 hours.
- Maintenance work was recently completed on the vehicle.
- Jesse Williams is our new MCV manager.

Grants:

- HMEP
 - 2018 contracts are approved for both the Airport Exercise and Hazardous Materials and Transportation Incident with Mass Casualties. Planning meetings will begin shortly. 2019 applications have been submitted for a UAS Drill and HazMat IQ Tox-Medic Courses.

Accountability:

- Connie continues to print IDs for agencies and will provide assistance for any agency wishing to come on board. She is also working on ID's for equipment with the Fire Departments.

Training/Outreach:

- Severe Weather Symposium
 - This is the all-day, advanced training held at the DoubleTree here in Lawrence on March 3rd. Registration is required.
- Weather 101
 - This is a basic thunderstorm and severe weather safety program taught by the Topeka National Weather Service. The event will be held on March 28th at 7PM at the Lawrence Arts Center.
- Severe Weather Awareness Week is March 5th – March 9th with the Statewide Tornado drill on Tuesday, March 6th at 10:00 a.m.
- Stephanie and Kate are still gathering donated items for the preparedness kits that will be handed out to children in the Pursuit of Preparedness presentation. Each year a presentation is provided to children in schools around Douglas County on basic information about potential disasters and how to better protect oneself from these hazards, including use of the preparedness kit.

EOC Updates:

- EM has approved two projects to upgrade the EOC. The A/V system is being updated to include the situational awareness monitors in EOC A & B, so EOC representatives can share information from the tables to the monitors. Also, the equipment which displays the radar to the internal cable system is being updated to increase the clarity of the feed.

Close:

A motion to adjourn was made by Tom Damewood and seconded by Mike Russell.