



DOUGLAS COUNTY EMERGENCY MANAGEMENT BOARD

111 East Eleventh Street, Unit 200
Lawrence, KS 66044-2909

Office: (785) 832-5259
Fax: (785) 832-5101

January 3, 2018

Opening:

The Douglas County Emergency Management Board/Local Emergency Planning Committee met on January 3, 2018. Trent McKinley welcomed and thanked everyone for attending and called the meeting to order at 09:00 a.m. Introductions were made. The board unanimously approved the October 4th minutes. Those present in the meeting included:

Attending:

Richard Barr
Keith Browning
Chris Croucher
Tom Damewood
Pat Deaver
Russell Epperson
Richard Haig
Sonia Jordan

Stone Junod
Kristin Magnette
Ron May
Trent McKinley
Allie Nicholson
Bob Nugent
Kenneth Oshel

Shannon Oury
Kristin Reed
Wayne H. Riley
Mike Russell
Bud Waugh
Matt Golubski

Others Attending:

Connie Hutchins
Stephanie Schulz
Teri Smith

Presentation:

Connie presented the TEPW (Training and Exercise Planning Workshop). The intent of the TEPW is to coordinate training and exercise opportunities to prevent duplication of effort, collectively review current strategies, and develop a plan to increase preparedness through training and exercises. Additionally, the workshop provides the opportunity to build upon past exercises, test recently developed plans, and build upon improvement plans. Please email Connie information on any exercises that your organization either completed last year or you want included in the TEPW for future years, so she can add them to the calendar.

Staff Updates:

- **Plan Updates**
 - **COOP-** Many agencies are working/reviewing their Continuity of Operations Plan (COOP). Connie has also been meeting with agencies to discuss Continuity of Operations Plan (COOP) to include:
 - ✓ How will the agency perform essential operations during an emergency situation or long-term disruption.
 - ✓ Identification of mission-critical functions, departmental communication methods, and alternate personnel, systems and locations.

- **EMAP** - Jackie Miller, Contractor for EMAP, is reviewing all of our plans, policies, and procedures to assess strengths as well as areas for improvement. We are looking at the jurisdiction's entire program, which includes every partner agency who has a role in emergency management.
- **DAM**- All four of the Taub Creeks plans are completed.

HMEP Grants:

- 2017-2018
 - RFP's are out and all proposals are due on January 19, 2017. Once they are received, the selection committee will review them and recommend the contractor(s). The airport exercise will be conducted in June with the Hazardous Materials Transportation Incident involving mass casualties occurring in July.
- 2018-2019
 - HMEP grant applications are due by January 31, 2018.
 - Lawrence-Douglas County Fire Medical has requested two HazMat IQ Tox-Medic courses.
 - A UAVs utilization in Hazardous Materials Transportation incidents drill was recommended and will be requested.
 - Anyone with any other recommendations need to contact Teri as soon as possible.

Volunteer Updates:

- **MiniCERT-**
 - Emergency Management will be focusing these MiniCERT classes on vulnerable populations, such as Cottonwood and Community Living Organizations (CLO). These classes will include:
 - ✓ What to prepare for?
 - ✓ Why do we prepare?
 - ✓ How do we prepare?
 At the end of the course, each participant will participate in creating their own preparedness kit.
- **ACT/Skywarn-**
 - Volunteer participation forms were handed out to make sure that our volunteer functions fulfill both the needs of the office and of the volunteers.
 - 2018 Training Calendar was distributed and included two new courses which include:
 - ✓ ICS/Communications Training and Exercise
 - ✓ Event Liaison - Due to limited staff, we have asked several of you to be the liaison between the event and volunteers/DCEM. Staff will be providing a training / orientation of what it means to be an event liaison – roles, responsibilities, decision making process, etc.

Preparedness Campaigns:

- Elf's on the Shelf were very active in the community again this year. Staying warm, fit, safe, and healthy were the Elf's concern for this winter.
- Stephanie and Tyler are working on the Pursuit of Preparedness with collecting donations to buy supplies for the kits for the 3rd graders in Lecompton.

Event Support: Deployment of the MCV has gone out almost on a monthly basis. Issues have been identified and service has been requested. At this time, some issues have been resolved and others we are waiting on parts. If your agency has a need to use the vehicle, please do not hesitate to ask.

Burn Resolution: A one-page flyer is coming up, which will be more detailed and precise.

Information Sharing:

- Emergency Management
 - Jesse Williams is a new Mobile Command Vehicle Manager.

- Mark Cairns resigned as Duty Officer in December, and the position is open. If you know of someone who would like to discuss the opportunity of being an Emergency Management Duty Officer, please have them contact Teri.
- University of Kansas
 - Mike Russell mentioned that KU has a new building- Earth, Energy, and Environment Center (the University's new home for geology and petroleum engineering). The building holds a replica of a dinosaur skeleton displayed in the atrium. Mike stated that he would be happy to show anyone the building if they are interested.
- American Red Cross
 - Matt Golubski announced that we are in the height of the fire season and are responding to more fires than usual.
- Westar Energy
 - Stone Junod mentioned that Brian Nolan, Manager of Westar Emergency Response, will meet with him on Friday to discuss how his department can provide mutual assistance and getting supplies to linemen when an ice storm is occurring.

Close:

A motion was made by Trent McKinley to adjourn the meeting and was seconded by Mike Russell. The motion was carried, and the meeting was adjourned.