



**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, March 7, 2018.

Executive Committee members present at the meeting included: Trent McKinley, Lawrence Police Department; Mike Russell, University of Kansas; Tammy Bennett, City of Lawrence; Tom Damewood, Lawrence Memorial Hospital

Other LEPC members present included: Bud Waugh and Kim Murphree

Emergency Management staff present included: Teri Smith, Jillian Rodrigue, Connie Hutchins 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:

- Critical facilities in Douglas County require a COOP (Continuity of Operations) Plan, and all the Plans for Douglas County are complete.
- ESF meetings are underway, and Connie has started the rewrite of the LEOP (Local Emergency Operations Plan). She is also working on ESF 11 (Foreign Animal Disease and AG Terrorism).

Volunteer Updates:

- Kate with Emergency Management has scheduled a full CERT course in April at the LDCFM. The Severe Weather Symposium was on Saturday, March 3rd. During the event, the EOC was activated for a fire. Jillian mentioned how much she appreciated Kate and the volunteers for taking the lead and completing the event. The Symposium went well with over 160 participants in attendance.
- The Weather 101 program will be held on March 28th and will be presented by The National Weather Service in Topeka, which is free and open to the public. The program is a requirement for CERT and includes information about severe thunderstorm development, identification of important features, and safety and preparedness tips.
- Skywarn has completed the required training, and ACT continues their Monday night nets.
- The Radio Etiquette training was last month. The Haskell Fair will be coming up in April.

Exercises/Pre-Planned events/Activations:

- We started activation of ESF 4 and activated the EOC twice to manage resources. An After Action Review was held to continue to edit the procedure and answer new questions. The policies and procedures are continuously being adjusted, and we will use our Command System soon to have a better tracking system when there is an activation.
- The EOC will be activated for the Elite 8 through the National Championship, as needed, to support the Lawrence Police Department and other participating agencies. EM will be in charge of Accountability for the games.

Grants:

- HMEP
 - EM had their first meeting and combined the Content and Objectives meeting with the Initial Planning meeting. The Initial Planning Meeting went smoothly. The exercises will test a lot of policies, procedures, and plans.
 - Full Scale Airport Exercise (taking place on June 27th) - smaller scale exercise with injuries and a simulation of transportation of patients
 - Full Scale Hazardous Materials Mass Casualty Exercise (taking place on July 11th) - the EOC will be open, and this will be a great opportunity to do a lot of mentoring. No specific scenario is set at the moment but 75 actors are needed. The exercise will not include an aircraft, but a hazardous materials component and an active shooter will be involved.
 - EM has applied for two Toxic-Med HMEP grants for next year.

Accountability:

- Connie is working on ID's for agencies including Fire Departments, LKPD and DGCO SO. Once personnel information and photos are uploaded into the CRMCS system, badges will be printed. The latter will be for ready for use in the Sweet 16, and Elite 8 tournaments. DGCO Volunteers will also be receiving CRMCS ID Badges.

Duty Officer:

- Wayne Deaver is our new Duty Officer, and we would like to have another Officer to join.
- Will Shockley passed away last month and our condolences go out to his family.
- Jesse Williams was hired as a new MCV Manager.

Full Board Meeting:

- We will be meeting at Westar Energy building for our April 4th LEPC Full Board meeting. Transit will give a brief presentation about their roles and will be participating in the Airport exercise.

Other:

- Stephanie and Kate are still collecting donations for the Pursuit to Preparedness. Lecompton School is our next goal to give a presentation to the students about being disaster aware and disaster prepared.
- This is our Severe Weather Awareness Week, and staff participated in the Statewide Tornado Drill.
- Each week Emergency Management is on KLWN with a different topic about Severe Weather Awareness, and some of the call-ins will win a Preparedness Kit.
- Kim Murphree is participating in a mass fatality exercise with 3 people from the LDS Church in Topeka tomorrow and will hope to get more connections and initial contacts.

Close:

A motion to adjourn was made by Trent McKinley and seconded by Mike Russell.