



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

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Executive Committee Meeting Minutes

Chair, Mike Russell welcomed members and called the Douglas County Emergency Management Executive Committee meeting to order on Wednesday, November 7, 2018.

Executive Committee members present at the meeting included: Mike Russell, University of Kansas; Tammy Bennett, Municipal Services & Operations; Trent McKinley, Lawrence Police Department; Nicole Rials, Bert Nash Community Health Center.

Other LEPC members present included: Bud Waugh and Fredrick Bell.

Emergency Management staff present included: Teri Smith, Connie Hutchins and Stephanie Schulz.

Connie Hutchins motioned to make a change in the September 5th minutes in the Plan Updates LEOP, removing Currently ESF meetings have been postponed, "to ensure the ESF's are updated to the new standards before reviewing." Tammy Bennett and Nicole Rials motioned to approve, followed by all.

Plan Updates:

- COOP: Connie is adding plans to the list: LKPD, Douglas County Treasurer, and Baldwin City.
- EMAP: postponed at the moment
- LEOP: ESF meetings start up again next week

Volunteer Updates:

- CERT: Volunteers assisted with the accountability with Walk the Loop, and the Sheriff's office held a CPR class for the volunteers. The volunteers also participated in both of the full-scale Airport exercises
- Several volunteers will participate in Stop the Bleed Class, which is hosted by Wakarusa Township Fire Department. The volunteer end of the year meeting will be held on December 14th to review 2018 events and set the training, exercise and event schedule for 2019.
- ACT: The Repeater is not working, but a backup is in place thanks to the Douglas County Amateur Radio Club.

Exercises/Pre-planned events/Activations:

- The MCV was deployed for training with the Sheriff's staff, which took place out by the jail. The MCV was also used as the simulation cell for dispatch and command staff during the full-scale Airport exercise.
- EOC upgrades were made, and the situational awareness monitors were added to the audiovisual system. New programming is nearing completion, and job aids are being developed. An automatic shut-off was also programmed to reduce wear and tear on the equipment.

Grants:

- The HMEP exercises have been completed. Once the After Action Meeting is rescheduled (sometime in December), the grant paperwork can be submitted for closed out.

Preparedness /Outreach:

- Nicole Rials organized an Emergency Response Team training on October 30th to bring new people on to the Emergency Response Team for mental health and to update training. Jillian Rodrigue, Paul Taylor with Chaplain Services and Ryan Halstead from the Lawrence Police Department attended and provided an overview of the ICS structure; how EM functions in our county, how best to interface with Law Enforcement and what interactions may occur. Next year Bert Nash hopes to have another date for training and would also consider offering a full-scale or tabletop exercise.
- Emergency Management has provided presentations for the College and Career class with USD 497.
- Jillian was able to host a student for Mentoring Day and gave a tour of the office, explored behind the scenes of Emergency Operations and skyped with the NWS of Topeka.
- Emergency Management and NWS Topeka enhanced partnerships with KPR and KCTV5 staff and meteorologists.
- ICL staff and some members of the CAP toured the Emergency Operations Center & EM Operations Center and Dispatch.

Other:

- Nicole Rials with Bert Nash appreciated that they were able to merge mental health through the Emergency Management board through the efforts of the staff. She was also very appreciative to make that a part of our large county exercise.
- Shaun Coffey with LDCFM encouraged that we support Emergency Management, and he would consider being an advocate for Emergency Management.
- Connie will lead an Annual Training and Exercise Planning Workshop at our next Full Board meeting on January 2nd.
- Connie mentioned that we have 16 new hand-held radios that are programmed, and we have 26 radios that can be used for deployment.

Close:

A motion to adjourn was made by Tammy Bennett and seconded by Trent McKinley.