



**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, September 5, 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, Nicole Stanley and Randy Brown.

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

A motion made by Mike Russell to approve the August 1, 2018 minutes and seconded by Trent McKinley was approved by all.

By-Laws: Following the annual review of the By-laws, Mike Russell provided several recommended changes. The approved changes will be brought to the board for approval on October 3rd.

- Article 1 Section 3: modified that the Annual Board meeting would be on or before July 30th every year.
- Article 1 Section 5: modified Minutes of the Board meeting shall be provided to the Board members, and minutes of the Executive Committee shall be provided to the Committee members. We could make a note that all meeting minutes and agendas are made available on the DGCOEM website.
- Page 2 Article II Section 4: If a member leaves and needs a replacement, the Executive Committee should have a nomination and bring this before the board.

Siren:

- An Outdoor warning siren has been installed by Lakeview Lake, and Westar provided a new pole and transformer for the new siren.

Plan Updates:

- Connie continues to work with local agencies on their COOP plans. She met with Keith Browning, Director of Public Works, to finalize their plan. She plans to meet with Emergency Communications Center, Sheriff's Office and Lawrence Police Department.
- Connie has consulted with Lindsey Shaffer, EMAP Representative, to address compliancy questions.

- LEOP (Local Emergency Operations Plan) is due for a rewrite by May 2019. Currently ESF meetings have been postponed to ensure the ESFs are updated to the new standards before reviewing. Connie is entering the LEOP into the Bold Planning template.

Volunteer Updates:

- CERT: A moulage refresher meeting took place for the actors/victims participating in the upcoming Airport exercise.
- ACT: Our Amateur Radio operators and Skywarn members will support the multijurisdictional Great Kaw Adventure Race in Eudora on September 29th. The main focus of the volunteers supporting the event will be accountability of teams and communications using amateur radio capabilities.
- Skywarn and ACT volunteers activated for the severe thunderstorms on July 19th.
- The City of Eudora promulgated EM's National Preparedness Month Proclamation. National Preparedness Month is a time to focus our attention on the importance of preparing our community for disasters that threaten our lives, property, and homeland.

Exercises/Pre-planned events/Activations:

- Duty officers and MCV Managers met at the Public Works yard to go through a brief exercise on the MCV and to review roles and responsibilities.
- EM will support home KU football game operations at the request of KU Public Safety.
- Teri and Jillian attended the 2018 Wolf Creek Ingestion Pathway Conference on August 24th. Teri, Connie and Jillian will attend a follow-up one day conference which will assist county emergency managers and other stakeholders in the Wolf Creek 50 Mile Ingestion Pathway Zone (IPZ) to review and update their emergency plans in response to a release.

Grants:

- EMPG:
 - Staff received the Guidance on the application to apply for 2018 EMPG, and Teri is filling out the documentation for review by staff prior to submission.
- HMEP:
 - Sept 20th is the Airport exercise. The Mass Casualty Exercise is scheduled for October 9th.

Preparedness /Outreach:

- September is National Preparedness Month, and Kate will present a program called "Until Help Arrives" on September 22nd at the Lawrence Public Library.

LEPC Membership:

- Tom Damewood will no longer be on the LEPC board and Nicole Rials, with Bert Nash Community Health Center, has agreed to fill his spot. The board will review and approve this at the next board meeting.

Kansas Department of Agriculture – 2018 Foreign Animal Disease Exercise:

- KDA is hosting a Foreign Animal Disease Exercise in December. Leading up to the exercise, webinars will be conducted in October with a tabletop in November. Any county can participate.

Other:

- The KEMA Conference will be held September 11-14 in Topeka. Jillian will teach a pre-conference on Emergency Management 101.

Close:

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