



# DOUGLAS COUNTY EMERGENCY MANAGEMENT BOARD

111 East Eleventh Street, Unit 200  
Lawrence, Kansas 66044-2909  
Office: (785) 832-5259  
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## Executive Committee Meeting Minutes

December 2, 2020

Regular in person Executive Board meeting has been cancelled due to the National Pandemic of COVID-19. Executive Board and Emergency Management met virtually.

Those virtually present in the meeting included: Kay Johnson – Prosoco; Mike Russell – University of Kansas; Bud Waugh – Lawrence City Commission appointee; Shane Munsch - ICL; Teya Grigler – Heartland Community Health Center; Mike Patrick – City of Baldwin City; Mike Baxter – Douglas County Consolidated Fire District #1, Amy Lurken – Heartland Community Health Center

Emergency Management staff virtually present in the meeting included: Jillian Rodrigue, Joshua Taylor, Jenni Blake

### Minutes – Kay Johnson

Entertained a motion to receive the virtual meeting minutes for November 4, 2020. Mike Russell made the motion to accept and was second by Shane Munsch. All members voted in favor to approve.

### Executive Committee Business - Kay Johnson

- Full Board Meeting – January – Distribute bylaws. EM Staff discussing options and will finalize.

### Staff Updates – Jillian Rodrigue and Josh Taylor

- Plans –
  - EOP – State extended deadline to August 2021 but EM has internal deadline to submit by end of calendar year. ESF reviews are complete. TEPW changes have included name change to IPPW (Integrated Preparedness Planning Workshop).
  - Strategic Plan has been paused due to the pandemic.
- HMEP Grant –
  - In RFP process for Commodity Flow Study with Jefferson and Osage Counties. Douglas County will take the lead. Hoping to begin study in January and majority of study be complete in time to give presentation to Full Board in July.
    - HMEP Timeline for the Commodity Flow Study:

• Issue – Mail RFP	November 18, 2020
• Questions Deadline	December 2, 2020
• Issue Addendum (if applicable)	December 10, 2020
• Open RFP's (last day to accept proposals)	December 18, 2020 @ 3:30pm
• Interview/Negotiations w/ Finalist	Week of January 2, 2020
• Commission Approval	January 13, 2020
• Finalize Contract	January 20, 2020

### Common Acronyms:

Volunteers: Community Emergency Response Team (CERT) Auxiliary Communications Team (ACT)

Grants: Hazardous Materials Emergency Preparedness Grant (HMEP), Emergency Management Performance Grant (EMPG)

Plans: Local Emergency Operations Plan (LEOP)

COVID-19 Related: Unified Command (UC), Emergency Support Function (ESF), Recovery Support Function (RSF)

RFP: Request for Proposal

TEPW: Training and Exercise Planning Workshop

IPPW: Integrated Preparedness Planning Workshop



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- EMPG Grant –
  - Submitted application packet last month to State. Awaiting results.
- COVID-19 –
  - Discussion surrounding vaccinations and the phases of administering. Phase 1 is divided into 1A and 1B. 1A is current main focus; anticipating vaccine release mid December. Everbridge will be used for mass communications for those in 1A. Round 1B will expand to other essential workers.
  - KDHE has funding to conduct mass testing across the state. Currently scouting testing sites that can be used for continuous scheduled testing for 7 days at 8 hours per day.
  - Public Health conducted mass testing in November in Lawrence, Eudora, Baldwin City and Lecompton. EM volunteers assisted. 1900 tests were administered. Reservations were required. Additional testing is being discussed.
  - Surveillance testing has been conducted in schools. KU conducted exit testing on students.
  - Non-Congregate Shelter – Kansas was funded through FEMA to establish housing services through a local hotel for individuals needing to isolate or quarantine. This is at no cost. There are currently 12 people in Lawrence’s non-congregate shelter. Read more about this program: <http://www.dcf.ks.gov/Newsroom/Pages/NonCongregateHousingUpdate.aspx>
  - KLC – Kansas Leadership Center working on campaign to “Beat the Virus”. Their goal is 1000 meetings by the end of the year with other agencies; discussing challenges surrounding COVID-19.
  - Unified Command -
    - Well-being branch will receive CARES Act funding. Working on campaign for community.
- VOLUNTEER Update –
  - EM Volunteers assisted with surveillance testing in Lawrence, Eudora, Baldwin City and Lecompton.
- OUTREACH AND SUPPORT –
  - First Town Hall meeting in November received great feedback. Another Town Hall meeting is in discussions.

### Essential action items:

- Send link to Virtual Town Hall meeting to Full Board.
- Complete and send LEPC Compliance letter to Chair for signature, then submit to State.

### Information Sharing –

- Mike Baxter - Douglas County Consolidated Fire District #1  
Will be receiving COVID-19 testing supplies today via FedEx.
- Mike Russell – KU  
Students not on campus. Finals next week are online. Classes anticipated to begin end of January or early February. Research labs are working continuously.

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- Shane Munsch – ICL  
Company taking aggressive approach in management of COVID-19. 5% of employees have been positive. Production moving forward as normal.

### Close -

A motion was made by Shane Munsch to adjourn the meeting. Motion was second by Mike Russell. Meeting adjourned.

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