



DOUGLAS COUNTY EMERGENCY MANAGEMENT LOCAL EMERGENCY PLANNING COMMITTEE

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Executive Committee Meeting Minutes April 2, 2020

Regular board meeting has been cancelled due to the National Pandemic of COVID-19. Executive board and Emergency Management met virtually to discuss updates on the functions of the EM Office.

Those virtually present in the meeting included: Mike Russell – University of Kansas; Joe Baranski – Hallmark; Kay Johnson – Prosoco; Trent McKinley – Lawrence Police Department; Nicole Rials – Bert Nash

Emergency Management staff virtually present included: Robert Bieniecki, Jillian Rodrigue, Joshua Taylor, Jenni Blake

COVID-19 Updates – Robert Bieniecki

- COVID-19 – 30 confirmed cases. Possibly hit peak mid-May.
- Unified Command Structure overview – introduce Command staff/organizations involved and how they interact with other agencies and what their incident focus and main functions are. (**Action: share UC Structure and IAP with LEPC Exec Committee**)
- PPE update – process to secure additional supplies and requesting PPE from State. DGCO has sent 4 requests for PPE and we have not received all requested supplies.
- Several local businesses have changed their business structure to create items that are in short supply
- Donations – we have been receiving donations from community and businesses. Gloves, masks, gowns, etc.
- Process overviews relating to COVID-19 – community morgue, community spread virus (when community spread number is bigger than travel spread number than focus will change to how to treat people and making sure we have enough resources/field hospital/staff needed) Note – no timeline has been established for a field hospital currently; needing to go through board to secure site.)
- County agencies are planning for surge of patients inflicted with COVID-10 and making sure resources are on hand
- Daycare for essential employees are being discussed.
- Question – possibly consider requesting TIER II facilities to announce if they are operating or closed in case of incident. Answer – Reach out to LDCFM to see if they have already contacted TIER II agencies as they would be the first responders.
- State released website to help determine if business is essential / non-essential, and a contact email for specific questions: <https://governor.kansas.gov/keff/>
- COVID-19 / Corona Virus hub page for Douglas County, KS: <https://coronavirus-response-dgco.hub.arcgis.com/>

Staff Updates – Jillian Rodrigue

- All staff working remotely

- Strategic Plan – EOP due date may get rescheduled but we will continue to work to stay on track with original due date of June. Josh and Jenni will work together to complete this task.
- President signed major disaster declaration.
- Working on modifying duty officer duties: who can work remotely during an event, functions of volunteer support personnel
- Continuing to work on TEPW
- Awaiting Kansas Planner's new template to be released
- Essential action items:
 - Continuing to work on EOP
 - Keeping watch on severe weather - conducting the siren tests and maintaining EOC / EMOC in preparation of severe weather
 - Working with local businesses to determine possible shelter to use during severe weather. On May 28, 2019, LMH received 400 persons seeking shelter. This year given the COVID-19 pandemic this is not an option
- Non-essential action items:
 - All education and outreach programs have been canceled until further notice
 - Annual report has been paused