



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

August 4, 2021

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 Baxter – Douglas County Consolidated Fire District #1; Bud Waugh – Lawrence City Commission appointee; Mike Pattrick – City of Baldwin City Police Department; Tony Foster – Douglas County Emergency Communications; Eric Nold – EPA; Morgan Carnagie – Heartland Community Health

Emergency Management staff virtually present in the meeting included: Robert Bieniecki, Jillian Rodrigue, Joshua Taylor, Erin Huneke

Minutes – Mike Baxter entertained a motion to receive the virtual meeting minutes for June 2, 2021. Kay Johnson made the motion to accept and was seconded by Mike Pattrick. All members voted in favor to approve.

Executive Committee Business – Mike Baxter

- Membership Approval: 2021-2022 Full Board membership will be submitted to the County Commission for approval. Once approved, membership and compliance certification will be sent to the Commission on Emergency Planning & Response (CEPR) through KDEM.
- October Full Board: Meeting to be held at the Public Works training room or the Flory building at the Fairgrounds, unless the decision is made to move the meeting to virtual. As the situation develops, evolving criteria from the Health Department will guide this decision.

Staff Updates – Robert Bieniecki, Jillian Rodrigue and Josh Taylor

- New Staff: Erin Huneke joined the Emergency Management team as Administrative Officer.
- Planning –
 - LEOP: EOP Team review and updates are completed; the plan is ready for submission to the County Commission. It will be added to the consent agenda for the 8/18 commission meeting.
 - Hazard Mitigation: There are six agencies that have not returned a resolution. We (EM) will send a letter to these agencies informing them of the potential consequences of this lapse (e.g. grant ineligibility) and allowing them the opportunity to file a resolution in the future.
 - IPPW: Josh will be meeting with IT next week to go over the use of Microsoft OneDrive and will begin the process of using this online share program as a secure space to share LEPC planning templates/forms/guidance, IPP updates, training products, etc.
- Training –
 - In coordination with KU Emergency Management, EM will teach three sessions of the G402 course, which is a NIMS overview for Senior Officials (Executives, Elected & Appointed).

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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- Robert will send info about this course to the Executive Committee in case they are interested in attending.
- IPPW feedback has indicated that ICS trainings are desired. The state is offering trainings again and EM will request certain courses be taught here in Douglas County. Desired trainings include: ICS 300, 400, 2300, as well as a PIO training.
 - KDEM has also started offering courses again that are needed for Kansas Certified Emergency Manager designation. Robert needs to complete it, and has asked the rest of EM staff to pursue this certification as well.
 - Grants –
 - HMEP
 - The Commodity Flow Study is making good progress. All sites in the three counties are done with data collection.
 - The tabletop exercise is coming up on August 18th. There are about 20 people who have RSVPed so far to attend in person, and a few to attend virtually.
 - We will close out this grant for the year with KDEM in September.
 - EMPG: The 2020 reimbursement check from the state is on the way to Douglas County.
 - COVID-19 –
 - Douglas County Hub link: <http://douglascountyks.org/coronavirus>
 - Unified Command / Branch Updates: Jillian and Robert will propose to UC out of the planning section that UC doesn't fully demobilize. The proposal will be to demobilize Housing and Human Services, Community Well-being, and Economic Impacts. After actions will be completed for demobilized branches.
 - Discussion on vaccination rates and requirements and the possibility of reinstating mask mandates. <https://www.kansasvaccine.gov/158/Data> Douglas County Commission will continue to be responsible for making public health orders under guidance from health officers, as an appellate decision is awaited on Kansas Senate Bill 40.
 - Jill Jolicoeur will discuss with EM ways that EM can assist with shelter and housing issues as the weather gets colder. We may need to seek an outside resource again to house people in isolation.
 - Preparedness / Outreach –
 - EM will present with Kevin Oneslager, LEPC Board Member, on amateur radio operators and their role in the county at the quarterly virtual meeting of the Cottonwood Emergency Response Team.
 - Outreach on social media continues, most recently regarding extreme heat.
 - Sirens – All sirens are working. As part of a multi-year capital outlay, 10 sirens will have poles and/or parts replaced this fall. The list of sirens up for replacement has been sent to cities to coordinate with any other projects in the area.
 - Volunteers –
 - CERT Conference: Staff and volunteers were sent to Springfield and covered any trainings we are interested in. They will provide a briefing back to the CERT group. We received a lot of positive feedback about this opportunity.
 - CERT Course: A full CERT course will be offered 10/15-10/17. Masks will be required for all, and event can move to virtual if health guidance dictates to do so.

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Info Sharing – Group

- Emergency Communication has been working on programming and replacing all EM 800 radios. Special thanks for installing the new radio in the MCV for the Douglas County Fair deployment.
- Kay Johnson: Appreciated attending Your Leadership Edge through the Kansas Leadership Center and would encourage others to do so. Robert will send out information to the Executive Committee; grant dollars are still available for this course.

Close - Mike Baxter

A motion was made by Kay Johnson to adjourn the meeting and was second by Tony Foster. Meeting adjourned.

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