



## 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 1, 2021

Regular in-person Executive Board meetings have 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; Tony Foster – Douglas County Emergency Communication; Shane Munsch – ICL; Lorenzo Sena—EPA

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

**Minutes** – Mike Baxter entertained a motion to receive the virtual meeting minutes for November 3, 2021. Kay Johnson made the motion to accept and was seconded by Tony Foster. All members voted in favor to approve.

#### **Executive Committee Business** – Erin Huneke, Josh Taylor

- LEPC Compliance Form—
  - The LEPC submits a compliance form to CEPR annually. The form is now in an online format; Erin Huneke submitted the form and Mike Baxter received confirmation.
- January Full Board Meeting—
  - IPPW presentation. The presentation will follow the same format as last year: overview, discussion of the survey and communication schedule. IPP priorities will be ready for the full board meeting in April.

#### **Staff Updates** – Robert Bieniecki, Jillian Rodrigue, Josh Taylor

- Planning –
  - LEOP: The LEOP has been approved by Baldwin City, Eudora, and Lecompton city commissions. The City of Lawrence is planning to discuss in the next couple of weeks. The LEOP of fully approved and adopted by the county which satisfies LEOP requirements.
    - A calendar of ESF meetings is being put together.
  - COOP: Following outreach, a few more partner or governmental agencies have moved into the BOLD system and are building plans there.
- Grants—
  - EMPG: We are still waiting on reimbursement.
  - HMEP: Agency partners met with EM staff to discuss broad interest in the 2022 Full Scale Exercise. An RFP is in development and proposals will be reviewed by a committee that does not include EM staff.
- COVID-19 –
  - Douglas County Hub link: <http://douglascountyks.org/coronavirus>
  - State vaccination rates: <https://www.kansasvaccine.gov/158/Data>

#### 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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- Unified Command will be meeting less frequently over the holidays. The county health order mandating masks for 2-12 year olds is expected to expire later this month. Unified Command may discuss a timeline for demobilization; the county, however, will continue many COVID-19 mitigation and recovery efforts.
- Non-congregate sheltering funding through the county has not been utilized at this point.
- Booster shots are now available to all adults. The Health Department has stopped their LMH drive-through site and is providing vaccinations at the health department building.
- Sirens—
  - This year's portion of the 3-year pole and equipment replacement plan is near completion, with one pole remaining (this pole is owned by the City of Eudora and will be replaced by them). Next year, this project will likely start earlier in the year.
- Volunteers—
  - EM is planning a volunteer recognition event for December 9<sup>th</sup>, and members of the LEPC are invited to show our volunteers their appreciation.
  - ACT volunteers continue to do radio checks.
  - Skywarn volunteers have their new radios; once staff is also equipped we will do a training for all.
- Preparedness / Outreach –
  - EM has finished their assistance to KUEM and KU Football with the end of the football season.
  - EM will be speaking with the KU Law Homeland Security Program about Emergency Management and assisting with an exercise.
  - Pleasant Hill Weather Service office asked Douglas and Leavenworth counties to help remake their training to mirror the response to the 2019 tornado.
  - Website redesign: the county will be transitioning to a new website in the next few months, which will help make the site more streamlined and easy to use.

### Information Sharing

- Mike Baxter: December will be very dry; the spring could stretch fire resources. The Burn Ban line needs to be distributed so that more people call in. Chief Baxter also requested a resource management refresher training for fire departments.

### 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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