



# DOUGLAS COUNTY EMERGENCY MANAGEMENT BOARD

111 East Eleventh Street, Unit 200  
Lawrence, Kansas 66044-2909  
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## Executive Committee Meeting Minutes

June 2, 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; Mike Russell – University of Kansas; Bud Waugh – Lawrence City Commission appointee; Shane Munsch - ICL; Mike Pattrick – City of Baldwin City Police Department

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

### Minutes – Kay Johnson

Entertained a motion to receive the virtual meeting minutes for May 5, 2021. Mike Russell made the motion to accept and was second by Mike Pattrick. All members voted in favor to approve. With the correction noted that Prosoco never shutdown and Kay Johnson was just not in the office. Kay Johnson is now currently working a blended schedule.

### Executive Committee Business – Kay Johnson

- July Reorganization / Full Board meeting to be held at the Public Works training room, unless we can reserve the Flory building at the Fairgrounds. The agenda will include Preparedness Partner Awards, Board elections/membership, and update on the Commodity Flow Study.
- Board Appointments / Survey Results reviewed with conversation of 2021-2022 Executive Committee. Chief Mike Baxter was appointed for Chair, with Chief Mike Pattrick as Vice Chair, and the addition of Director Tony Foster as the new Executive Committee member. This will be on the agenda for the Full Board to approve.
- Membership in the LEPC will receive full packet of information at July meeting and current LEPC board meets resolution guidance.

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

- Preparedness Partner Awards were discussed and process decided, with agreement on those agencies/individuals that will be recognized. Executive Committee approved of all actions.
- PLANS –
  - LEOP final meetings in progress.
  - Final GIS work for State Mapper requirements on-going.
  - Still require a few pending documents, but most have been received. Especially, with the final meetings on-going, incorporating document collection with final meetings.
  - Also, expect to see emails regarding the IPP during this time. The main focus has been LEOP.
  - Noted timeframe is on track for end of June with final product ready for Commission by mid to late July.

#### 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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- Hazard Mitigation Plan – Still receiving approvals and sending to the State when received.
- HMEP Grant –
  - 2020 Grant closeout will be finished this week.
  - Additional funds will not include more hazmat training, but EM will propose an amendment for expanded GIS services from the Commodity Flow Study and a tabletop exercise to be completed by September 1st.
  - EMPG – received by State and should receive reimbursement for last year within a month.
- COVID-19 –
  - Douglas County Hub link: [Douglascountyks.org/coronavirus](https://www.douglascountyks.org/coronavirus)
  - Unified Command move to monthly at next meeting with total demobilization in September and an After Action for all Branches and UC as whole. If there are any changes, the Board will be notified and the UC will continue work.
  - Conversations for possible booster shot and conversations regarding continued vaccination for children. Still a push for testing within the schools and community until more kids can be vaccinated. Noted the continuation of BIPOC/Spanish only clinics. Conversation about current vaccinations so far in Douglas County.  
<https://www.kansasvaccine.gov/158/Data>
  - Moving to hosting vax clinics at businesses/other cities within DGCO/Universities and High Schools
  - Non congregated shelter is closed.
- VOLUNTEER Update – Jillian
  - Held first in-person meeting outside with high attendance.
  - CERT conference upcoming (July) with volunteers and staff attending.
  - Kate is planning CERT classes and training opportunities in October.
  - Volunteer orientation this week.
  - ECC ordered new radios and there will be a swap with all staff and volunteers once radios have been setup.
- OUTREACH and Support –
  - Worked with FireMed to film a SVR WX safety video that will be published today. More to follow as continued shift to normal EM operations.
  - COVID Volunteer video posted. <https://youtu.be/aoMqj69uVt4>

### Info Sharing – Group

- Mike Patrick will miss next month LEPC meeting.
- Send Commodity Flow study hours to Jillian (EM)

### Close -

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

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