



**DOUGLAS COUNTY  
EMERGENCY MANAGEMENT BOARD**

111 East Eleventh Street, Unit 200  
Lawrence, KS 66044-2909

Office: (785) 832-5259

Fax: (785) 832-5101

---

January 6, 2021

Chair Kay Johnson welcomed members and called the Douglas County Emergency Management Board/Local Emergency Planning Committee to order on January 6, 2021.

Those present in the meeting included:

Kay Johnson	Mike Pattrick
Dennis Leslie	John Stipetich
Amy Lurken	Chris Keary
Chris Lesser	Sonia Jordan
Allyson Wetter	Tony Foster
Lynn Hughes	Ken Keiter
Kim Murphree	Mike Baxter
Chris LaMar	Dennis Leslie
Sarah Wickham	Shane Munsch
Marlin Bates	Cary Mans
Teya Grigler	Lane Sekavec
Dave Wagner	Teri Axman
Truman Waugh	Bob Newton
Mike Russell	Jasmin Moore
Mathew Faulk	Steve Devore

Emergency Management staff included:

Robert Bieniecki	Jillian Rodrigue
Josh Taylor	Jenni Blake

Others attending: None

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)  
Procurement: Request for Proposal (RFP), Request for Quote (RFQ)  
TEPW: Training and Exercise Planning Workshop  
IPPW: Integrated Preparedness Planning Workshop



## DOUGLAS COUNTY EMERGENCY MANAGEMENT BOARD

111 East Eleventh Street, Unit 200  
Lawrence, KS 66044-2909

Office: (785) 832-5259

Fax: (785) 832-5101

---

### Minutes – Kay Johnson

- Mike Russell made the motion to receive the October 7, 2020 meeting minutes, and was second by Teri Axman. All members voted in favor to approve.

### Presentation – EM Staff – Covid-19 update; Changes to TEPW

- Overview given of County's response to pandemic and current phases of vaccinations.
- Community well-being branch of UC promoting #DGKS ❤️ with yard signs, banners and more. For your own gear or for additional information on this endeavor can please visit: [www.facebook.com/dgkshope](http://www.facebook.com/dgkshope)
- Changes explained regarding TEPW (Training and Exercise Planning Workshop) to IPPW (Integrated Preparedness Planning Workshop).

### Bylaw Review – Kay Johnson

- No changes recommended – review only.

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

- LEOP – Due to COVID-19, the State extended deadline to August 2021. Awaiting new template from State. Template needed to submit plan documents.
- MITIGATION – Sent documents to representatives from original meeting. Awaiting signed documents.
- STRATEGIC PLAN – EM staff will adjust original time frame due to shift that was made for COVID-19.
- ANNUAL PLAN – Changes to format previewed in meeting. 2019 Annual Report to be published soon. 2020 Annual Report ready by April 2021 LEPC meeting.
- HMEP – 2022 grant application released with deadline of February 8<sup>th</sup> for return to State. Commodity flow study of 2021 HMEP award received two respondents to RFQ. Committee comprised of multiple jurisdictions in place to choose awardee.
- County Commissioners are changing with the elections. Planning formal briefing regarding EM functions and responsibilities once in office. LEPC meeting invitation will be extended.
- Employee Town Hall will be conducted soon. More to come.

### Volunteer Updates – Jillian Rodrigue

- Holiday social consisted of "Drive thru" at local park. EM Staff/Duty Officers handed out EM mugs relaying #DGKS ❤️ message. Social distancing and masks were used. Volunteers voted for best ugly sweater – Kate conquered all.
- First quarter volunteer training schedule was released. Changes to structure and availability due to social distancing requirements.
  - Weather 101 – National Weather Service hosting online events. These events will be in place of Weather 101 event.

#### 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)

Procurement: Request for Proposal (RFP), Request for Quote (RFQ)

TEPW: Training and Exercise Planning Workshop

IPPW: Integrated Preparedness Planning Workshop



## DOUGLAS COUNTY EMERGENCY MANAGEMENT BOARD

111 East Eleventh Street, Unit 200  
Lawrence, KS 66044-2909

Office: (785) 832-5259

Fax: (785) 832-5101

- 
- Weather Awareness Week – March – Links will be emailed to LEPC containing vital information on severe weather awareness and preparation.
  - Skywarn training online meeting scheduled for next Thursday, 1/14/21.
  - ACT – continuing to meet every Monday night for training. Hoping to include on future volunteer support needs.
  - Volunteers continuing to be requested for mass testing and vaccination support events.
  - Aided in logistic support with recent grass fires.
  - Providing resource support for UC.
  - Volunteer applications are accepted on a continual basis. If interested, please visit: <https://www.douglascountyks.org/depts/emergency-management/about-volunteering-dcem>

### **Information Sharing –**

- Mike Russell – KU – Quiet on campus. Spring semester begins end of Jan/first of Feb.
- Johns Stipetich – KU – Mass testing conducted last fall; will be conducting another round for spring semester beginning January 19<sup>th</sup> at the Mississippi street parking garage. Last fall purchased rapid tag system which was used for mass testing.
- Mike Baxter – Douglas County Fire District #1 – Conditions extremely dry which are invoking wildfires.
- Shane Munsch – ICL – Production rate has been maintained. Employees doing well. Anticipating a training event from EM this year.
- Mike Patrick – City of Baldwin City Police Department – Business moving forward as normal. No updates.
- Teri Axman – LMH – Incident Command ongoing and participating in UC. Accreditation approaching, working on gathering reports and numbers. Ongoing training and education classes consisting of workplace safety, de-escalation and hazard vulnerability.
- Matthew Faulk – Bert Nash – Continuously working with City and County staff regarding homeless emergency weather shelters surrounding COVID-19 pandemic. Mental health issues are on the rise and encourages awareness of the issue. Please reach out to those who are suffering and advise there is help available. *((Services offered at Bert Nash: <https://bertnash.org/services/> - - or LDCH: <https://ldchealth.org/459/Behavioral-Health-Resources/> ))*
- Amy Lurken – Heartland Community Health Center – Thankful for EM volunteers for help with testing and vaccination distributions.
- Sonia Jordan – LDCH – Expecting another allocation of vaccinations this week or next. Unaware of the quantity. Will attempt to transfer doses to LMH to finish vaccinations of staff. Plan to use remainder of LMH and PH allocations to move forward with other groups.
- Jasmin Moore – City of Lawrence, DGCO – Planning process in 2021 regarding climate change and extreme weather. Will be sending out communication within the next month for feedback.

### 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)

Procurement: Request for Proposal (RFP), Request for Quote (RFQ)

TEPW: Training and Exercise Planning Workshop

IPPW: Integrated Preparedness Planning Workshop



## DOUGLAS COUNTY EMERGENCY MANAGEMENT BOARD

111 East Eleventh Street, Unit 200  
Lawrence, KS 66044-2909

Office: (785) 832-5259

Fax: (785) 832-5101

- 
- Allison Wetter – Everyg – Line personnel continuing to report to office, others telecommuting if possible. Legacy Westar territory transition to outage management system on January 18. No interruptions to service, but website will be down week prior. Website functionality will be lost during this time (ie – reporting outages online).
  - Bud Waugh – ACT – radio group working on newsletters and communication within the group.

### **Close:**

A motion was made by Bob Newton to adjourn the meeting. Mike Russell seconded the motion, and the meeting adjourned.

### 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)

Procurement: Request for Proposal (RFP), Request for Quote (RFQ)

TEPW: Training and Exercise Planning Workshop

IPPW: Integrated Preparedness Planning Workshop