



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

November 3, 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 Patrick – City of Baldwin City Police Department; Tony Foster – Douglas County Emergency Communication; Shane Munsch – ICL; Morgan Carnagie – Heartland Community Health

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

Minutes – Mike Baxter entertained a motion to receive the virtual meeting minutes for September 1, 2021. Mike Patrick made the motion to accept and was seconded by Kay Johnson. All members voted in favor to approve.

Executive Committee Business – Jillian Rodrigue

- Bylaws Review—
 - No changes to the bylaws were requested or discussed. Bylaws will be presented as-is to the full board in January. Any board member can request changes for discussion.
- LEPC Compliance Form—
 - The LEPC submits a compliance form to CEPR annually. This will be completed and ready for approval at the December executive committee meeting.
- January Full Board Meeting—
 - Bylaws and IPP will be shared.

Staff Updates –Jillian Rodrigue, Josh Taylor, and Erin Huneke

- Planning –
 - LEOP: The BOCC approved and adopted the final version of the EOP on October 27th. The plan will be presented for adoption at the city commissions by the end of the year.
 - IPPW: An overall training and exercise schedule is being created. OneDrive will be available soon as a hub for document sharing between EM and partner agencies.
 - COOP: Close county/city and non-governmental associated agencies were sent information yesterday about developing and moving their COOP plans to the Kansas planning system, BOLD. The next step will be to pursue the same process with other external partners, including private businesses.
- Grants—
 - EMPG: The application for 2021 reimbursement was submitted mid-October.
 - HMEP: The county has received the check for 2021 reimbursement. 2022 proposal has been accepted and EM will be moving forward with planning a full-scale exercise for 2022.

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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Agency partners will be contacted to determine of the scale and style of exercise. An RFP will be created with the goal of having a contractor selected by the end of 2021.

- COVID-19 –
 - Douglas County Hub link: <http://douglascountyks.org/coronavirus>
 - State vaccination rates: <https://www.kansasvaccine.gov/158/Data>
 - Thank you event: O'Malley Beverage sponsored a Thank You event for first responders, frontline workers, and vaccination clinic volunteers at the Fairgrounds on Thursday, October 14th. The event was not sponsored by EM but staff provided assistance with inviting clinic volunteers.
 - Booster doses are approved for all vaccination types (Pfizer, Moderna, Johnson & Johnson), and Pfizer is approved for 5-11 year olds. Public Health is working with school districts to provide after-school vaccination opportunities for children.
 - Public Health is maintaining its current community transmission indicator tool (green, yellow, red), and the county is currently Green.
 - In December, Public Health will be considering recommendations for extending the mask mandate for 2-12 year olds based on community transmission rates and vaccine distribution.
 - Unified Command is currently meeting bimonthly, with a focus on communications.
- Sirens—
 - All sirens are operational. In October there was an accidental siren activation caused by a maintenance worker. Sirens were shut off quickly and messaging was immediately put out to the public.
 - This year's portion of the 3-year pole and equipment replacement plan is currently underway. Evergy has been a helpful partner throughout.
- Volunteers—
 - EM is planning a volunteer recognition event for December, most likely at the Flory building where social distancing will be possible. This will be a good opportunity for EM volunteers and staff to be together in person.
 - Kate Dinneen lead a CERT weekend course in October. Twenty-three people graduated from the class and Josh and Erin attended as well. Several graduates have applied to be EM volunteers.
 - The CERT trailer was recently inventoried and reorganized to be ready for deployment.
- Preparedness / Outreach –
 - The Sheriff's Office has requested ownership of the Mobile Command Vehicle. The vehicle is older and needs technology updates to be fully functional; the Sheriff's Office intends to make these improvements. As part of the agreement, the MCV will be available to local response agencies in the same manner that it is currently. EM will maintain its storage space in the MCV bay. The Sheriff's Office will be working the ECC to ensure communications interoperability.

Close - Mike Baxter

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

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