



# 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 3, 2022

Executive Board and Emergency Management met virtually.

Those virtually present in the meeting included: Tony Foster – Douglas County Emergency Communications; Mike Patrick – Baldwin City Police Department; Mike Baxter – Douglas County Consolidated Fire District # 1; Terry Kegin – Kansas Division of Emergency Management

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

**Minutes** – Mike Patrick entertained a motion to receive the virtual meeting minutes for June 1, 2022. Tony Foster made the motion to accept and was seconded by Mike Baxter. All members voted in favor to approve.

### **Executive Committee Business** –Jillian Rodrigue, Erin Huneke

- 2022-2023 Board of County Commission Membership Approval:
  - The Douglas County Board of County Commissioners appointed Greg Gardner as their representative on the LEPC at their July 27<sup>th</sup> meeting. This completes the 2022-2023 membership roster. This roster will be put forward for Commission approval at their August 10<sup>th</sup> meeting.
  - Once the Commission has approved the LEPC membership, EM will submit it to the Kansas Commission on Emergency Planning and Response.
- October Full Board Meeting
  - Mike Patrick will host the full board in October in Baldwin City.

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

- Planning –
  - LEOP: ESF meetings are halfway done and will be complete by November. At each meeting, ESF representatives become familiarized with the EOC space, along with their own plans and checklists.
    - EM continues to work with the City of Lawrence on the creation of a city EOP that will function alongside and underneath the County EOP. Mike Patrick expressed that Baldwin City would be interested in this process down the line.
  - COOP: A three-part training series will take place in August for county departments. This series will help departments get into the BOLD system and create a viable COOP plan. The series will be held again in September and October.

#### 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), Continuity of Operations Plan (COOP)  
COVID-19 Related: Unified Command (UC), Emergency Support Function (ESF), Recovery Support Function (RSF)  
RFP: Request for Proposal  
IPPW: Integrated Preparedness Planning Workshop  
EOC: Emergency Operations Center  
KDEM: Kansas Division of Emergency Management  
ARPA: American Recovery Plan Act



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- IPPW: The quarterly survey sent out after the July Full Board Meeting had a good response rate. We will continue to send out the survey quarterly.
- Grants—
  - HMEP: The Midterm Planning Meeting for the Full-Scale Exercise took place this week. The planning team will be sending out a registration request soon to begin to plan specifically for who will be participating. Controllers and Evaluators will be needed from other county entities; participation is encouraged for any agency interested, including as an observer.
  - EMPG: The 2022 EMPG Application has not been posted yet.
- ARPA project funds—
  - All 7 of EM's proposed ARPA-funded projects were awarded. Projects have been delegated to different staff; staff are beginning work on projects.
- Sirens—
  - The second year of the three-year project to replace older siren poles, boxes, and equipment may be delayed to winter due to supply shortages.
- Volunteers—
  - Volunteers participated in two exercises during their July meeting. These exercises included damage assessment and door-to-door notification scenarios and radio etiquette practice. A survey will be sent out to all participants and an After Action Report will be created.
  - Next month, Rev. Paul Taylor will be leading a mental health training session for the volunteers.
- Preparedness / Outreach –
  - Several outreach events are planned for the coming weeks.
    - EM staff are working on a mini-CERT class to present at Bethel Estates.
    - EM staff and volunteers will welcome unmatched Big Brothers Big Sisters kids at a Big For A Day event in September where participants will take part in preparedness games and activities.
  - EM volunteers will support the Great Kaw Adventure Race this year again in October. Douglas County Emergency Communications has created a communications plan.
  - EM has offered to assist Baldwin City with weather/emergency planning for the Maple Leaf Festival.
- Lawrence-Douglas County Public Health –
  - After an incident at Public Health, EM assisted in the planning of a critical incident debriefing. This discussion is leading to plan creation for dealing with similar incidents.
- Truck Fire on I-70—
  - EM support was requested at the 7/22/22 semi-truck fire on I-70. EM helped coordinate a city bus for air conditioning relief for responders and provided water and Gatorade. An After Action Meeting is being planned.

### Close - Mike Pattrick

A motion was made by Tony Foster to adjourn the meeting and was seconded by Mike Baxter. Meeting adjourned.

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