



DOUGLAS COUNTY EMERGENCY MANAGEMENT BOARD

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

June 1, 2022

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; Bud Waugh – Lawrence City Commission appointee; Tony Foster – Douglas County Emergency Communications; Mike Patrick – Baldwin City Police Department; Shane Munsch – ICL; Brad August—Chemtrade; Eric Nold – EPA

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

Minutes – Mike Patrick entertained a motion to receive the virtual meeting minutes for May 4, 2022. Kay Johnson made the motion to accept and was seconded by Tony Foster. All members voted in favor to approve.

Executive Committee Business – Robert Bieniecki, Jillian Rodrigue, Erin Huneke

- July Reorganization / Full Board Meeting –
 - LEPC Membership Reorganization takes place at the July Full Board meeting. EM presented on a draft membership for 2022-2023 board and executive committee. The current committee discussed and agreed on membership. Kay Johnson moved to recommend their selection to the full board next month, Shane Munsch seconded, and all voted in favor.
 - A suggestion was made to try to include representatives from the growing wind and solar energy industry in Douglas County. EM will reach out to companies to invite participation.
 - The Committee discussed location and presentation options for the July meeting and agreed on holding the meeting at the Lawrence-Douglas County Public Health Building, with a presentation from George Thompson on the new Treatment & Recovery Center (tour to follow the meeting).
 - EM nominated 4 recipients for the 2022 Preparedness Partner Awards. These awards are given out each year to people or organizations who showed a high level of dedication to emergency response and planning. Kay Johnson moved to award all 4 nominees, and Tony Foster seconded. All voted in favor. The awards will be distributed at the July meeting.

Staff Updates – Robert Bieniecki, Jillian Rodrigue, Josh Taylor

- Planning –
 - LEOP: ESF meetings are underway. At each meeting, ESF representatives become familiarized with the EOC space, along with their own plans and checklists.

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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- COOP: EM is finishing up training plans to bring to other county and close agencies. EM has completed its own COOP plan which can serve as an example in training.
- IPPW: A survey asking for recent or planned exercises and trainings will go out to the full board at the July meeting.
- Grants—
 - HMEP: The contractor and EM completed Concepts & Objectives and Initial Planning Meetings with participating agencies for the Full Scale Exercise. Current exercise date is tentatively set as September 23rd. Usually this grant must be closed by the end of September, but we have several extra months due to an extension from the state.
 - EMPG: 2021 Reimbursement was approved and funds were sent to the county.
- ARPA project funds—
 - The Board of County Commissioners will review and decide on proposals in mid-June.
- Budget –
 - EM's 2023 budget is complete and EM has had a budget review with the County Administrator. This budget included two supplemental requests: one for an interface between the Everbridge notification system and the siren software and one for a cellular backup system for the sirens.
- COVID-19 –
 - Unified Command will hold its final meeting tomorrow and plans to demobilize. The Guidance and Recovery group has facilitated a careful communication and scale-down of data distribution from Public Health.
- Sirens—
 - This summer we will begin planning for the second year of the three-year project to replace older siren poles, boxes, and equipment.
- Volunteers—
 - Volunteers are meeting and training about once a month right now. We will be developing more tabletop exercises for training. Volunteers will be participating in several upcoming outreach events.
- Preparedness / Outreach –
 - Several outreach events are planned for the coming weeks.
 - EM staff and volunteers will table at the Lawrence Juneteenth Celebration and the Lawrence Public Library How-To Festival.
 - EM will be presenting at two weeks of Police Camp.
 - Several presentations are scheduled for groups like summer staff from Lawrence Parks and Recreation.
- G2300 Class –
 - Holding a G2300 Class in Douglas County has been postponed for now because one will be held at Lenexa Fire Department September 27-29.

Close - Mike Pattrick

A motion was made by Shane Munsch to adjourn the meeting and was seconded by Kay Johnson.
Meeting adjourned.

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