



DOUGLAS COUNTY EMERGENCY MANAGEMENT BOARD

111 East Eleventh Street, Unit 200
Lawrence, Kansas 66044-2909
Office: (785) 832-5259
Fax: (785) 832-5101

Executive Committee Meeting Minutes

March 2, 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; Mike Baxter – Douglas County Consolidated Fire District #1; Bud Waugh – Lawrence City Commission appointee; Tony Foster – Douglas County Emergency Communications; Mike Patrick – Baldwin City Police Department; Shane Munsch – ICL; Dennis Leslie – Lawrence-Douglas County Fire Medical

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

Minutes – Mike Baxter entertained a motion to receive the virtual meeting minutes for February 2, 2022. Kay Johnson made the motion to accept and was seconded by Mike Patrick. All members voted in favor to approve.

Executive Committee Business – Robert Bieniecki

- April Full Board Meeting: EM is recommending that the April full board meeting take place virtually. There was no disagreement or concern from the executive committee.

Staff Updates – Robert Bieniecki, Jillian Rodrigue, Josh Taylor

- Planning –
 - LEOP: The ESF review schedule is getting reworked to include everyone.
 - COOP: EM has stepped back from running COOP exercises with county departments and close partners, and is shifting to a workshop format to help these agencies get their plans into the BOLD system.
 - IPPW: Josh shared a summary of responses to the IPPW survey. He will present on this in April at the full board meeting.
- Grants—
 - HMEP:
 - 2022: The RFP had one bid and EM is prepared to contract with this company. We are waiting for approval from the state to make sure things are moving forward correctly.
 - 2023: We applied to get a contractor to complete a gap analysis of hazmat preparedness and training.
 - EMPG: Award letters are behind, so we are still waiting to submit for 2021 reimbursement.
- COVID-19 –
 - Douglas County Hub link: <http://douglascountyks.org/coronavirus>
 - State vaccination rates: <https://www.kansasvaccine.gov/158/Data>

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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- Unified Command is meeting biweekly. The Planning Section will be recommending meeting less frequently.
- A new unit has been created under the Planning Section to talk about transitioning from COVID-19 response to recovery, including the use of Unified Command and the community transmission tool.
- The county-wide mask mandate is set to expire tonight at midnight, and it looks like the County Commission will allow it to.
- Sirens—
 - Jillian shared the new siren software and the new features it makes available to our county. The new system will send an automated message to city and county leaders when sirens are sounded.
- Volunteers—
 - All volunteers participated in Radio Etiquette Training. The training took place virtually which presented some difficulties. We will follow up with more radio training for Skywarn.
 - We will be hosting an in-person CERT Weekend Class April 22-24.
 - The Accountability team will be getting together to support the Final Four planning efforts.
- Final Four –
 - EM is working with LKPD in the creation of an Incident Action Plan and will host ESFs in the EOC if KU gets to the Final Four to help manage downtown celebrations.
- Preparedness / Outreach –
 - Severe Weather Week is March 7-11, with the Statewide Tornado Drill taking place on Tuesday, March 8th at 10am.
 - Weather 101, taught by the National Weather Service, will take place at the Douglas County Fairgrounds on March 3rd at 6pm.
 - EM is coordinating and LDCFM is hosting G300 and G400 in-person courses through the state, which will take place in June and July. Registration is open. EM is also working on coordinating a G2300 (ICS concepts for the EOC) class opportunity.
 - EM met with Boys and Girls Club this week and discussed ways to involve their older students, beginning with a mini-CERT course tailored to their age group.
 - EM will be visiting Chemtrade along with the Sheriff's Department and LDCFM.
- Burn Ban –
 - The Burn Ban is currently under legal review, to better understand what is required or possible should conditions change mid-day and call for a change to the burn ban.
- EOC Activation for Grassfires –
 - The EOC was activated for ESF 4 support, and the new process was utilized. The EOC was activated at Station 111 (Consolidated Fire District 1).
- ARPA project funds –
 - County Administration has asked for proposals to spend county ARPA funding. EM submitted various requests including equipping the alternate EOC, upgrading the main EOC, replacing the EM vehicle, replacing the CERT trailer, 2 siren upgrade projects, and weather PPE for staff and volunteers.

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Information Sharing

- Robert Bieniecki: Last week, Jillian Rodrigue was awarded with the Hometown Hero award from CC's Cookies at the County Commission meeting.
- Mike Baxter: Chief Baxter commented on the EOC Grassfire Activation, improvements that will be made going forward, and shared his appreciation for the collaborative work dispatch, fire, and EM are doing in this area.

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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