



## 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

May 4, 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; Terry Kegin—Kansas Division of Emergency Management

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

**Minutes** – Mike Baxter entertained a motion to receive the virtual meeting minutes for March 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 and Erin Huneke

- July Full Board Meeting –
  - LEPC Membership Reorganization takes place at the July Full Board meeting. A survey was sent to all board members last week to ascertain interest in continuing on the board next year, as well as serving on the executive committee. A follow up email will be sent this week, and responses are due 5/18.
  - At the next Executive Committee meeting, survey results will be analyzed alongside an analysis of agency participation over the past year to determine recruitment goals for 2022-2023 board membership.

**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.
    - City of Lawrence EOP Update: EM has met with top officials from the City of Lawrence to discuss the creation of a city EOP. EM is providing examples, templates, and support. This city EOP will function under and interact with the County EOP.
  - COOP: EM workshops for County agencies will hopefully begin in June. At present, EM is working on its own COOP to serve as an example.

**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: Responses to the quarterly survey on LEPC member agency exercises and training are being entered into the IPP calendar.
- Grants—
  - HMEP:
    - 2022: Contract and purchase order are complete for the contractor to plan and design the 2022 full-scale hazardous materials exercise. Initial planning meetings will begin mid-May. At this point, planning and exercise dates will be established and shared.
- ARPA project funds—
  - EM submitted seven project proposals to the County. Projects are described in previous meetings' minutes.
- Budget –
  - EM's 2023 budget was submitted last week. 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 –
  - Douglas County Hub link: <http://douglascountyks.org/coronavirus>
  - Unified Command is meeting monthly. Robert anticipates the demobilization of Unified Command at the June meeting.
- Sirens—
  - After some complaints to EM about sirens that were difficult to hear during tests, EM plans to send volunteers out to specific sites during a siren test to report back on audibility. This plan has been postponed multiple times because the siren tests have been cancelled due to weather.
- Volunteers—
  - Skywarn has been activated this season. EM is working on developing more positions within Skywarn, such as documentation and monitoring, that do not involve being in the field.
- Preparedness / Outreach –
  - The Spring 2022 CERT Weekend Class took place in April and had 21 graduates. EM is already getting registrants for the October class due to social media after the spring class.
  - Several outreach events are planned for the next couple of months, including participation in Lawrence's Juneteenth Celebration and the Lawrence Public Library's How-To Festival.
  - Staff have recently done several severe weather preparedness presentations for assisted living and senior living communities.
  - EM, along with Lawrence-Douglas County Public Health, presented during Leadership Lawrence's Local Government Day. EM staff discussed the May 2019 tornado and led students through a short exercise.
  - ICS 300 and 400 will be taught in Lawrence this summer with support from EM.
- NCAA Tournament –
  - After-action meetings were held for all aspects of the tournament and parade. In addition to the Incident Action Plans that were built for celebrations and the parade, a mass casualty plan for downtown will be created.

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- EOC Technology issues during the tournament informed ARPA fund requests.

### Information Sharing

- Terry Kegin introduced himself as the new Regional Coordinator from KDEM.

### Close - Mike Baxter

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

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