



# 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

November 4, 2020

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 Russell – University of Kansas; Bud Waugh – Lawrence City Commission appointee; Shane Munsch - ICL; Teya Grigler – Heartland Community Health Center; Mike Patrick – City of Baldwin City; Mike Baxter – Douglas County Consolidated Fire District #1

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

### Minutes – Kay Johnson

Entertained a motion to receive the virtual meeting minutes for September 2, 2020. Mike Russell made the motion to accept and was second by Shane. All members voted in favor to approve.

### Executive Committee Business - Kay Johnson

- Bylaw Review – No changes recommended. Mike Russell made the motion to approve. Shane second. All in favor to approve bylaws as stated, no changes.
- Compliance Form – EM Staff completing document and Chair Kay Johnson will sign prior to EM sending to State. Due to State by December 31.
- Full Board Meeting – January – Distribute bylaws. EM Staff discussing and will provide options for discussion at December meeting.

### Staff Updates – Robert Bieniecki, Jillian Rodrigue and Josh Taylor

- Plans –
  - EOP – State extended deadline to August 2021 but EM has internal deadline to submit by end of calendar year. Data will be transferred to new template internally as oppose to State conducting transfer. Information regarding State planning standards and planning resources can be found at: <http://kansastag.gov/KDEM.asp?PageID=187>
- HMEP Grant –
  - In RFP process for Commodity Flow Study with Jefferson and Osage Counties. Douglas County will take the lead. Hoping to begin study in January and majority of study be complete in time to give presentation to Full Board in July.
    - HMEP Timeline for the Commodity Flow Study:
      - Issue – Mail RFP November 18, 2020
      - Questions Deadline December 2, 2020
      - Issue Addendum (if applicable) December 10, 2020

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



## DOUGLAS COUNTY EMERGENCY MANAGEMENT BOARD

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

- Open RFP's (last day to accept proposals) December 18, 2020 @ 3:30pm
- Interview/Negotiations w/ Finalist Week of January 2, 2020
- Commission Approval January 13, 2020
- Finalize Contract January 20, 2020
- Received extension from State for hazmat training sessions due to COVID-19 pandemic. EM deadline for completion June 1, 2021.
- EMPG Grant –
  - Submitted application packet last month to State. Awaiting results.
- COVID-19 –
  - Discussion surrounding vaccinations and the phases of administering. Phase 1 will be limited as to whom will be receiving.
  - Results from survey sent to Douglas County residents show majority would favor receiving vaccine.
  - Unified Command -
    - Structure shared – Branch, Sections and Leaders discussed.
    - Equity Section – new section included in structure. Members are present at most meetings to ensure viable equity opportunities considered for all populations.
    - EM will work with KU EM to conduct training opportunities around ICS 101.
    - EM preparing ICS training bulletin to provide small insight on ICS structure and education.
  - CARES Act –
    - Most agencies approved for funding have been given at least round one of funding. Some have already received rounds 2 and 3. A couple closed out with having received all funding. Have until December 30 to encumber all funding.
- VOLUNTEER Update –
  - Virtual Communication Training scheduled for November. Will utilize all methods of communication – text, phone, radio and zoom.
  - Duty Officer Kari Wempe made masks for all volunteers and will be distributed at a Saturday Volunteer training event in November.
  - End of the Year Volunteer (virtual) meeting will be hosted in December. Training schedule for 2021 will be discussed.
  - Duty Officer / CERT Coordinator Kate Dinneen completing the finalization of a virtual / in person CERT class. CERT online course offered in September. Attendees submitted certificate of completion to Kate and will attend virtual CERT class. Hands on final portion
  - ACT continues to meet weekly.
- OUTREACH AND SUPPORT –
  - EM Director and Deputy Director will partake in Virtual Town Hall meeting regarding COVID-19 response on November 17.
  - Finalizing annual report. Internal deadline of November 15 for completion.
  - Kari Wempe will begin on call schedule in January for Duty Officer.
  - Kate Dinneen working on winter weather matrix.

### Essential action items:

- Send link to Virtual Town Hall meeting to Full Board.
- Complete and send LEPC Compliance letter to Chair for signature, then submit to State.

### 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



## **DOUGLAS COUNTY EMERGENCY MANAGEMENT BOARD**

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

### **Information Sharing –**

Teya Grigler – Heartland Community Health Center

Recently hosted drive thru flu clinic that received great response. Another scheduled for 11/7 from 8-12noon. Most insurance will be accepted or \$30 flat fee for vaccine. Located 346 Main.

Mike Russell – KU

When KU breaks for holiday will not return to campus until February 1, 2021.

### **Close -**

A motion was made by Mike Russell to adjourn the meeting. Motion was second by Mike Baxter. Meeting adjourned.

#### 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