



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

February 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; Austin Hornbostel – Lawrence Journal World; Brad August – Chemtrade

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

Minutes – Mike Baxter entertained a motion to receive the virtual meeting minutes for December 1, 2021. Tony Foster made the motion to accept and was seconded by Mike Patrick. All members voted in favor to approve.

Staff Updates – Robert Bieniecki, Jillian Rodrigue, Josh Taylor, Erin Huneke

- Planning –
 - LEOP: The ESF meeting calendar is set, and exercises are being put together for 2021.
 - COOP: We are continuing to add county departments into the BOLD system. EM had an initial meeting with Youth Services to move their plan into BOLD; Youth Services will be the first group to exercise their COOP with EM.
 - IPPW: Survey results are being compiled and the final report will be presented at the April Full Board meeting.
- Grants—
 - EMPG: We have been unable to submit for reimbursement yet for 2021 because the state is behind in distributing award letters.
 - HMEP: The RFP had one bid as of Monday. Jackie Waggoner will be reaching out to the committee soon to select the company. Once this process is completed, we will move forward quickly with planning a Full Scale Exercise for mid- to late-summer.
 - The HMEP 2023 Application is due February 8th. Robert will be putting together a proposal to fund a gap analysis to enhance planning objectives.
- 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.
- Strategic Plan –
 - Jillian updated the executive committee on a new framework for strategic planning.
- COVID-19 –

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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- Douglas County Hub link: <http://douglascountyks.org/coronavirus>
- State vaccination rates: <https://www.kansasvaccine.gov/158/Data>
- Unified Command will continue meeting biweekly.
- The county-wide mask mandate is set to expire soon. A group from UC met to discuss and is leaning towards recommending letting the mandate expire as cases continue to drop. The BOCC will make the decision.
- Sirens—
 - EM has subscribed to new siren software which will help make the system smarter and increase capabilities. While siren-sounding decisions will still be made by staff, the system will be able to make recommendations, and send automated messages to key personnel when sirens are activated. Blue Valley Public Safety will be installing in the next few weeks.
- Volunteers—
 - All three volunteer groups have been meeting virtually for training. Skywarn is training for the start of severe weather season. ACT and CERT met to discuss the year ahead. Later this month all volunteers will meet for radio etiquette training.
 - EM sent out the first newsletter to internal volunteers and CERT course graduates last month. This newsletter was requested by volunteers and consists of brief news updates, info on upcoming trainings, and preparedness information that ties into the social media calendar. Staff and duty officers will create content, and the newsletter will run for at least 6 months, at which point we will assess expanding or simplifying it.
- Preparedness / Outreach –
 - Severe Weather Week is March 3-7, 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 working with county PIOs to disseminate information on the above to the public.
 - G402 for Courts: EM and KUEM taught the G402 course (NIMS training for Senior and Elected Officials) at 3 sessions last fall. There was interest in the course from the district court, and so a full course is being planned for judges/court staff.

Information Sharing

- Mike Baxter: EM, Emergency Communications, and Consolidated Fire District 1 have been working on finalizing a template to improve radio capability throughout the county.
- Josh Taylor: A VAR (Voice Alert Radio) polling test will begin tonight and continue for the next few weeks to determine who is listening.

Close - Mike Baxter

A motion was made by Kay Johnson to adjourn the meeting and was second by Tony Foster. Meeting adjourned.

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