



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 1, 2024

Executive Board and Emergency Management met virtually.

Those virtually present in the meeting included: Greg Gardner – Douglas County; Veronica White – Lawrence-Douglas County Public Health; Brad August—Trecora; Mike Patrick – Baldwin City Police Department; Kathy Porsch – City of Lawrence; Mindy Andrasevits—Eudora Fire; Truman Waugh, Joseph Shull—Pioneer Ridge; Terry Kegin – Kansas Division of Emergency Management

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

Minutes – Mike Patrick (in the initial absence of Chair and Vice-Chair) entertained a motion to receive the virtual meeting minutes for March 6, 2024. Veronica White made the motion to accept and was seconded by Brad August. All members voted in favor to approve.

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

- **Transition to teams:** Douglas County is ending its subscription to Zoom; beginning with the June Executive Committee meeting, all future virtual meetings will take place on Microsoft Teams.
- **July Full Board Reorganization:** The July 3rd Full Board Meeting will be our reorganization meeting. Members will receive a survey in May to assess their interest in remaining on the board and serving on the Executive Committee. This process gives an opportunity to ensure that community agencies and needs are well represented on the board. Once survey responses are received, EM staff will compile participation information for the Executive Committee to review in June.
- **LEPC Bylaws Updates:** The new draft of the LEPC Bylaws was presented to the Executive Committee, which prompted discussion about chemical industry participation. A final draft will be brought to the June Executive Committee meeting, and the Full Board will vote on adoption in July.

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

- Planning –
 - EOP: The new draft of the EOP is complete. The Board of County Commissioners (BOCC) Chair and LEPC Chair need to sign off on the draft being submitted to the state for review. This request will go before the BOCC in early May.

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), Emergency Support Function (ESF)
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: Josh is working on a new survey to track progress on identified priorities. The goal is for this program to be as functional as possible.
- COOP: After the EOP rewrite process is complete this summer, Josh will be supporting Baldwin City and Lecompton with their COOP plans.
- Mitigation: EM continues to coordinate between local agencies and governments and the Blue Umbrella contractor who is working on the rewrite of the region's hazard mitigation plan.
- Grants—
 - HMEP: 2024: The planning process has begun for the tabletop exercise designed by Ascenttra, which will be scheduled for this summer.
 - HMEP 2025: EM Staff have submitted for battery emergency response training, motivated by hazards related to the new Panasonic Plant.
 - EMPG: Nothing to report.
- ARPA Project Updates—
 - Sirens, Digipeater Project and Cellular Backup Project: Complete.
 - Main EOC: New upgrade plan construction to begin later this month.
 - Alternate EOC: Signage will go up soon and trainings on new tech will take place this month.
 - EM Vehicle: Complete.
 - EM Trailer: Volunteers at the CERT Weekend Class made significant progress on organizing and labeling the new trailer contents. The power and generator were successfully tested at the County Government Day outreach event.
 - PPE: EM Staff gave other departments a May deadline to request PPE paid for out of this fund.
 - All ARPA projects will be complete by the end of 2024.
- Volunteers—
 - Skywarn and ACT groups both activated for severe weather last night.
 - EOC Support will participate in IS-2200 courses taught by Erin this month.
 - Peer Support will meet again sometime in May or June.
 - CERT Volunteers played a huge role in mentoring, teaching, and organizing April's CERT Weekend Class.
 - May 23rd will be an all-volunteer training on a cyber security topic.
- Preparedness / Outreach –
 - The April CERT class had 18 graduates. After Action Meetings are happening with both volunteers and staff to continue improving the class for the future.
 - Kate will teach a mini-CERT course at Babcock Place later this summer.
 - EM participated in the inaugural County Government Day on April 23rd, bringing the Wheel of Misfortune, preparedness information and handouts, and the new EM trailer.

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Other Updates –

- Bud Waugh shared that he was impressed with a recent Topeka CERT cribbing demonstration.
- Kathy Porsch asked about EM and LEPC involvement in campus protests; Jillian discussed the possible outcomes.

Close – Mike Pattrick

A motion was made by Brad August to adjourn the meeting and was seconded by Mindy Adrasevits. Meeting adjourned.

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