



DOUGLAS COUNTY LEPC & EMERGENCY MANAGEMENT BOARD

111 East Eleventh Street, Unit 200
Lawrence, KS 66044-2909
(785) 832-5259

April 3, 2024

Douglas County Emergency Management Emergency Operations Center A

Chair Tony Foster welcomed members of the Douglas County Emergency Management Board/Local Emergency Planning Committee on April 3, 2024.

LEPC Board Members present in the meeting included:

Truman Waugh	Karrey Britt	Tony Foster
Brad August	Teri Axman	Mike Russell
John Stipetich	Mike Pattrick	Kyle Lewis
Shannon Wells	Joe Hardy	Mindy Andrsevits
Matthew Faulk	Vince Avila	Hubert White
Lane Sekavec	Kay Johnson	Greg Gardner
Derek Bland	Chris Johnston	Chad Christie
Scott Fewins	David Ernst	Chad Voigt
Elizabeth Keever	Kirsten Rhoads	Kathy Porsch

Emergency Management staff included:

Joshua Taylor	Jillian Rodrigue
Robert Bieniecki	

Others attending: Terry Kegin, Shannon Wilson

Welcome

- Chair Tony Foster called the meeting to order, and members introduced themselves.

Minutes of January 3, 2024:

- Greg Gardner moved to approve the minutes of the January 3 Full Board Meeting. Teri Axman seconded and the motion passed.

Presentations:

- Kyle Lewis and Shannon Lowe from the American Red Cross presented on what the Red Cross can bring to our area, from educational presentations to emergency sheltering response.
- Josh Taylor presented on the Integrated Preparedness Plan Workshop (IPPW).
 - The IPPW helps develop priorities for exercises across agencies to create the Integrated Preparedness Plan which runs on a three-year cycle. This process also helps to document the needs of county agencies for grant and funding purposes.
 - Josh reviewed IPPW survey results from LEPC members.
 - Reach out to Josh Taylor for the Integrated Preparedness Plan or more info.

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)
Procurement: Request for Proposal (RFP), Request for Quote (RFQ)
IPPW: Integrated Preparedness Planning Workshop
ARPA: American Rescue Plan Act



DOUGLAS COUNTY LEPC & EMERGENCY MANAGEMENT BOARD

111 East Eleventh Street, Unit 200
Lawrence, KS 66044-2909
(785) 832-5259

Executive Committee Business:

- In February, EM received a written request for Tier II information about a specific facility. This is the first time such a request has been made for current staff; staff is working on a procedure that will include notification of the LEPC.
- 2024 Board Reorganization: The July 3rd Full Board Meeting will be our reorganization meeting. Members will receive a survey in the coming months to assess your 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.
- Resolution/Bylaws update: The Joint Cities-County Resolution is in a new draft. LEPC bylaws draft has been created. This draft will come to the Executive Committee by June and the Full Board by July.

Staff Updates – Jillian Rodrigue, Josh Taylor, Robert Bieniecki

- Plans:
 - **LEOP:** The rewrite draft of the EOP is almost complete. ESF drafts should go out to primary contacts soon. The rewrite is due in June.
 - **COOP:** Douglas County departmental COOP plans are coming together, as are plans for the City of Eudora, supported by EM. More support for cities is available.
 - **Mitigation:** The Region K Hazard Mitigation plan is due for a rewrite in 2024. Cities, townships, and the county have submitted mitigation actions to the contractor through Josh.
- Grants:
 - **HMEP:** EM was awarded \$30,000 to put on a tabletop exercise. After a contractor search, Ascenttra was chosen; the kickoff meeting is this afternoon. The exercise may be scheduled for July.
 - **EMPG:** No updates.
- ARPA Project Updates:
 - Sirens, Digipeater Project and Cellular Backup Project: Both projects are complete.
 - Main EOC: The Judicial and Law Enforcement Center building that houses Emergency Management and the main EOC will be remodeled within the next couple of years. Current plans have EM moving to a new building on a different site. Plans for EOC upgrades have been changed and limited to better utilize resources given these circumstances.
 - Alternate EOC: This project is complete. We'll have a staff exercise in this space soon.
 - EM Vehicle: This project is complete.
 - EM Trailer: EM has the trailer is complete.
 - PPE: Working on spending down this fund; EM has reached out to county partners to see if they need emergency PPE supplies.
 - All ARPA projects will be complete by the end of 2024.

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)

Procurement: Request for Proposal (RFP), Request for Quote (RFQ)

IPPW: Integrated Preparedness Planning Workshop

ARPA: American Rescue Plan Act



**DOUGLAS COUNTY LEPC &
EMERGENCY MANAGEMENT BOARD**
111 East Eleventh Street, Unit 200
Lawrence, KS 66044-2909
(785) 832-5259

-
- Volunteer Groups:
 - The new EOC Support and Peer Support Teams held kickoff meetings in March. The EOC Support team will provide logistical and technical support to EOC representatives during activation. The Peer Support team will internally support all EM volunteers.
 - Other updates were cut short due to time constraints. Jillian will send a follow-up email with remaining information.

Information Sharing

- Information sharing was cutoff due to time constraints. Contact Jillian with anything that needs to be shared with the group.

Adjourn:

Tony Foster called for a motion to adjourn. John Stipetich so moved, and Greg Gardner seconded the motion. The motion was approved.

Addendum:

The following information was sent to the board after the meeting, due to time constraints.

Volunteer Groups:

- *Our Auxiliary Communications Team (ACT) recently completed a refresher training on filling out ICS 213 Message passing forms. They continue their weekly nets.*

Outreach, Training & Exercises:

- *Severe Weather Night (formerly known as Weather 101) was a success with a great crowd on hand.*
- *Staff participated in Severe Weather Awareness Week which was March 4-8. This included social media posts and daily media interviews on KLWN. To test the new siren activation software, the sirens were activated for a full 3 minutes during the Statewide Tornado Drill (tests normally only last 1 minute). The siren maintenance company (Blue Valley Public Safety) was on hand during the test.*
- *Our Spring CERT class will be held 4/19 – 4/21 at the Douglas County Fairgrounds. A new marketing approach is being tested to increase enrollment in the class.*
- *Staff is working to better connect with our more vulnerable populations. Conversations are being held with SACK (Self-Advocate Coalition of Kansas) and C-Tran (Community Transition Program).*
- *All are invited to the first annual County Government Day on April 23rd at the Douglas County Fairgrounds. EM will have a booth and showcase the new EM Trailer.*

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)
Procurement: Request for Proposal (RFP), Request for Quote (RFQ)
IPPW: Integrated Preparedness Planning Workshop
ARPA: American Rescue Plan Act



**DOUGLAS COUNTY LEPC &
EMERGENCY MANAGEMENT BOARD**
111 East Eleventh Street, Unit 200
Lawrence, KS 66044-2909
(785) 832-5259

-
-
- *Staff and volunteers will participate in the Trails that Connect Us event in Lawrence on April 25th.*
 - *Staff have been promoting “Safe Place Selfie” day in which individuals, businesses, and families are encouraged to take a selfie in their severe weather safe place.*
 - *Staff will participate in LKPD’s Police Camp in June and July.*
 - *Please reach out to EM if you have an event you want us to attend.*

Information Sharing:

Teri Axman: LMH Health and Lawrence-Douglas County Public Health will be participating in a NE KS HCC TTX. The exercise will be held on April 23rd from 9-noon and is a Medical Response Surge Exercise.

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)
Procurement: Request for Proposal (RFP), Request for Quote (RFQ)
IPPW: Integrated Preparedness Planning Workshop
ARPA: American Rescue Plan Act