

KEMA Annual Report 2017

Compiled in 2018

Board of Directors

Byrdee Miller, KCEM, President

Pam Sanders, KCEM, Past President

Keith Haberer, KCEM President-Elect

Keri Korthals, KCEM, Secretary

DeAnn Konkel, KCEM, Treasurer

Butch Post, KCEM, NW Vice President

Chancy Smith, KCEM, NC Vice President

Laurie Harrison, KCEM, NE Vice President

Don Robertson, KCEM, SW Vice President

Cody Charvat, KCEM, SC Vice President

Byron Schultz, KCEM, SE Vice President

Goals and Values

Please accept this report from the KEMA Board of Directors as a result of an ongoing assessment of the goals that KEMA has set out for its membership.

The purpose of this report is to form a basis of actions to assist the association in defining future direction and leadership for its members and Board toward professionalism in Emergency Management.

The Policies and Procedures handbook, developed by many committees and members of KEMA, has resulted in a directional document to allow the membership to continue the professional growth in Emergency Management in the State of Kansas. With this Policies and Procedure document it has allowed for the annual assessment of the goals and values that were outlined in the By-Laws of KEMA, Article 2- Purpose, Section 1-Mission and Goals. The areas of assessment are as follows:

The areas of assessment are as follows:

- Training and Professional growth
- Recognition of professional excellence
- Exchanging of ideas and sharing lessons learned
- Addressing planning and procedural issues
- Partnership with KDEM regarding Emergency Management issues
- Influencing public policy through the Legislative process
- Coordinating association activities with other organizations

Kansas Emergency Management Association is a network of leaders dedicated to providing excellence in emergency management for Kansas.



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KEMA'S Board of Directors



Byrdee Miller, KCEM
Elk County
Emergency Management

President

The President shall preside over all meetings of the Association and the Board of Directors; perform generally all duties usually performed by the presidents of like Associations, and such further duties as shall be from time to time required of the president by the Board of Directors; appoint such officers/committees as the perceives to be in the best interest of the Association and which are President consistent with the bylaws of the Association; sign and execute all contracts, signs checks, and authorize payment of monies in the name of the Association; cause all books, records, reports, and statements to be properly kept and filed as required by law; enforce the bylaws along with the Policies and Procedures and perform other duties incident to the office and generally supervise and control the business affairs of the Association.

President-Elect

In the event of the absence of the President, the President Elect shall perform and have all the powers granted to the president. In case both are absent or unable to perform their duties, the Board of Directors may appoint a president pro-tem. The President-Elect shall assume the office of President the following year. The President-Elect serves as Chairperson for the Conference Committee.

Keith Haberer, KCEM
Russell/Ellsworth County
Emergency Management

Past President

Pam Sanders, KCEM

In the event of the absence of the President and the President-Elect, the past president shall perform and will temporarily have all the powers granted to the president. The Past president oversees the KEMA standing committees outside of the Conference Committee. The Past President is responsible for the annual report that is presented at the first regular Board meeting.

KEMA'S Board of Directors Cont.

Secretary

The Secretary shall generally perform such duties as may be required by the Board of Directors; shall record and maintain the minutes of the Board of Directors; shall be the custodian of all administrative records of the Association; shall keep a record containing the names of all persons who are members in good standing as "Regular," "Life," or "Honorary" members of the Association and will remove the names of any members who are no longer eligible under any category, and report such names to the Board of Directors at their next scheduled meeting; attend to all correspondence and present to the Board of Directors at their next scheduled meeting all official communications received. The Secretary shall also transfer all administrative records of the Association to any successor as required by the Board of Directors. The Secretary shall, within sixty (60) days of receipt of dues, provide all new Association members with a copy of:

- Written notice of his/her membership application approval;
- The most current Association policies, procedures and bylaws;
- Listing of board members, regional vice presidents, and a map depicting the seven (7) Association regions.



Keri Korthals, KCEM
Butler County
Emergency Management

Treasurer

The Treasurer shall generally perform such duties as may be required by the Board of Directors; receive and have in charge all monies and securities belonging to the Association or collected in its name, and shall disburse or otherwise deal with the same as shall be ordered by the president or Board of Directors; sign such checks as are authorized by the president; assist the audit committee in the annual audit of

DeAnn Konkel, KCEM
Sedgewick County
Emergency Management

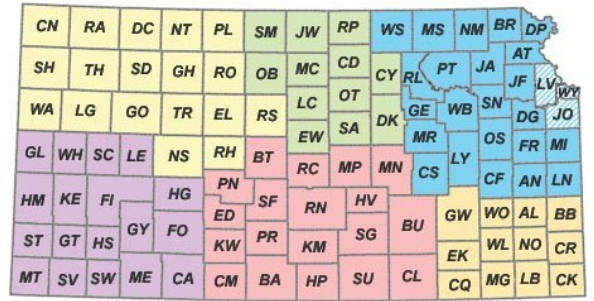
all Association financial books, and file required financial statements and forms with state and federal offices as required by law – copies of which shall be made part of the Association records; render a report of the financial condition of the

Association at each scheduled meeting of the Association and at any other time as may be required by the president or the Board of Directors. The Treasurer shall transfer all records of the Association to any successor as required by the Board of Directors. It shall be the Treasurer's responsibility to supply notice of membership dues.

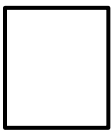
KEMA'S Board of Directors Cont.

Regional Vice Presidents

The Regional Vice Presidents shall act as liaisons between the Association and their respective regions. Each shall serve as the representative of the members of the Association within their regions when attending meetings of the Board of Directors, and act on behalf of the President in matters pertaining to their regions, subject to the approval of the president.



Northwest Region



Region VP: Butch Post, KCEM—Rooks County Emergency Management

Cheyenne, Rawlins, Decatur, Norton, Phillips, Sherman, Thomas, Sheridan, Graham, Rooks, Wallace, Logan, Gove, Trego, Ellis, Russell, Ness, and Rush

North Central Region



Region VP: Chancy Smith, KCEM—Dickinson County Emergency Management

Smith, Jewell, Republic, Osborne, Mitchell, Cloud, Clay, Lincoln, Ottawa, Dickinson, Ellsworth, and Saline

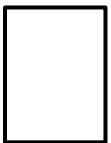
Northeast Region



Region VP: Laurie Harrison, KCEM—Riley County Emergency Management

Washington, Marshall, Nemaha, Brown, Doniphan, Riley, Pottawatomie, Jackson, Atchison, Jefferson, Leavenworth, Wyandotte, Johnson, Shawnee, Douglas, Geary, Wabaunsee, Morris, Lyon, Osage, Franklin, Miami, Chase, Coffey, Anderson, and Linn

Southwest Region



Region VP: Don Robertson, KCEM—Kearny County Emergency Management

Greeley, Wichita, Scott, Lane, Hamilton, Kearney, Finney, Hodgeman, Stanton, Grant, Haskell, Gray, Ford, Morton, Stevens, Seward, Meade, and Clark

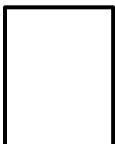
South Central Region



Region VP: Cody Charvat, KCEM—Sedgwick County Emergency Management

Barton, Rice, McPherson, Marion, Pawnee, Stafford, Reno, Harvey, Butler, Edwards, Pratt, Kingman, Sedgwick, Kiowa, Comanche, Barber, Harper, Sumner, and Cowley

Southeast Region



Region VP: Byron Schultz, KCEM—Neosho County Emergency Management

Greenwood, Woodson, Allen, Bourbon, Elk, Wilson, Neosho, Crawford, Chautauqua, Montgomery, Labette, and Cherokee

Membership

Membership reflects the growth of the Association, which is reflected in the table below.

Membership Year	Members Paid	Life Members	Honorary Members	Counties Represented	Total
2016	217	34	6	82 counties	257
2017	229	36	6	81 counties	271

Membership representation is shown as follows for the year 2017:

County EM Agency – 140 (representing 81 counties)

City Government – 8

County Government – 5

Federal partner – 6

Healthcare – 7

Military – 1

Private Industry – 7

State EM Agency – 38

State Partner – 5

University/School District – 8

VOAD – 2

No affiliation provided – 2

Operations Budget

Just like the field of emergency management, KEMA’s operating budget continues to change and evolve. Annual expenses include, but are not limited to, KCEM/membership supplies, website fees, treasurers bond, and dues to the International Association of Emergency Managers and the Kansas Association of Counties. Each year, the KEMA Board reviews and approves the proposed budget. KEMA continues to collect dues and conference fees as well as money from certificates of deposit to offset costs associated with operations.

Expenses	Budget 2016	Actual 2016	Budget 2017	Actual 2017
Bank Charges	\$15.00	\$14.80	\$15.00	\$10.00
Postage	\$150.00	\$80.70	\$150.00	\$9.80
Consulting	\$0.00	\$0.00	\$0.00	\$0.00
Office Supplies	\$150.00	\$315.78	\$300.00	\$100.36
Affiliate Dues	\$3,310.00	\$3,335.00	\$3,335.00	\$2,500.00
Website	\$500.00	\$260.00	\$500.00	\$260.00
Travel - DC	\$6,000.00	\$3,335.85	\$6,000.00	\$5,741.64
Memorials	\$100.00	\$0.00	\$100.00	\$50.00
KCEM/Member Supplies	\$400.00	\$104.47	\$300.00	\$13.63
Board Lunches	\$800.00	\$764.22	\$800.00	\$605.75
Board Lodging	\$500.00	\$185.12	\$250.00	\$96.41
Board Mileage	\$500.00	\$566.89	\$500.00	\$0.00
Sec of State Annual Filing	\$40.00	\$40.00	\$40.00	\$40.00
Professional Fees	\$1,600.00	\$0.00	\$1,000.00	\$0.00
Treasurers Bond	\$105.00	\$210.00	\$105.00	\$0.00
PayPal Costs	\$750.00	\$891.25	\$900.00	\$272.84
Other*	\$1,000.00	\$968.96	\$750.00	\$240.54
TOTAL	\$15,920.00	\$11,073.04	\$15,045.00	\$9,940.97
* 2016 Survey Monkey \$204.00				
* 2016 Scholarship Expenses \$764.96				
* 2017 Survey Monkey \$204.00				
*2017 KEMA Lifetime Presentation Printing \$36.54				

Conference Budget

The 2017 KEMA Conference, “Excellence Through Adversity”, was held September 12th – 15th, 2017 at the Ramada Inn in Topeka, Kansas. This was our first year back to Topeka, after holding the conference in Junction City for the past 3 years. The annual conference was attended by 174 participants and boasted 35 vendors. One exciting change for this year’s conference was the addition of two Kansas Wesleyan University students to assist with registration, introduction of speakers, assist scholarship committee with raffle, and basically wherever they were needed. Both students were excited and grateful for the opportunity to attend the conference. A Post Event Report from the 2017 Annual Conference is attached.

Expenses	Budget 2016	Actual 2016	Budget 2017	Actual 2017
Event Insurance	\$400.00	\$371.00	\$400.00	\$371.00
Master of Ceremonies	\$100.00	\$0.00	\$100.00	\$0.00
Hospitality	\$900.00	\$847.53	\$900.00	\$864.99
Door Prizes	\$1,000.00	\$1,002.83	\$1,000.00	\$988.94
Conference Gifts	\$2,500.00	\$2,560.39	\$0.00	\$0.00
Awards	\$700.00	\$722.60	\$750.00	\$980.45
Hotel Charges	\$30,000.00	\$37,252.48	\$30,000.00	\$24,537.40
Pipe & Drape	\$0.00	\$0.00	\$1,500.00	\$1,950.00
Reimbursements	\$500.00	\$0.00	\$500.00	\$0.00
Keynote Speakers	\$4,000.00	\$996.99	\$4,000.00	\$906.42
CVENT	\$2,000.00	\$3,300.00	\$2,000.00	\$9.25
Conference Planner	\$9,000.00	\$9,400.00	\$9,500.00	\$9,500.00
Printing - Brochures/Banquet Programs	\$1,200.00	\$1,232.33	\$1,250.00	\$1,382.49
Other *	\$2,500.00	\$1,284.72	\$1,000.00	\$435.60
TOTALS	\$54,800.00	\$58,970.87	\$52,900.00	\$41,926.54
* 2016 pipe & drape \$1207.25				
* 2016 dry clean KEMA table skirt \$16.75				
* 2016 meal for site selection committee \$60.72				
* 2017 card reader \$106.99				
* 2017 dry clean table cloth \$29.03				
* 2017 Tuesday evening meal \$299.58				

Training and Professional Growth

One of KEMA's goals is to promote excellence in professionalism. One way this is accomplished is through regional meetings, trainings, and sharing of information opportunities hosted by the Regional Vice-Presidents which are active in all the State's six regions. The annual conference also leads the membership through a wide range of professional training. The continued growth and recognition of emergency management as well as budget cuts to partner agencies throughout the State and Nation will make providing training even more difficult. KEMA is dedicated to providing professional speakers at conference and supporting State training in order to ensure the growth of professionalism throughout Kansas. These processes are outlined within the Strategic Plan.

KEMA has the Kansas Certified Emergency Manager (KCEM) program which is recognition of professionalism among the Emergency Managers throughout the State. During 2017, there were 15 new KCEMs and 41 renewals for a total of 147 KCEMs in the State. KEMA will continue to work with KDEM to ensure training opportunities are available for those working towards their KCEM.

Scholarship Committee

The 2017 Scholarship Committee was Jillian Rodrigue, Ashley Clark, Mike Haase, and Bryon Shultz.

No scholarships were given in 2017 as we changed the cycle to better match up with the school year and other scholarships.

Overall, we increased next year's (2017-18) amount to 2 \$400 scholarships. The increased amount is requested due to feedback from recipients and potential applicants. The new cycle for scholarships will be: Application period Oct 1-Feb 28. A recommendation would be made by the Committee to the Board in May for their meeting and announced following approval.

Recognition of Professional Growth

Each year the Kansas Emergency Management Association recognizes excellence through the Presentation of specific awards intended to honor achievement. Those awards for the calendar year 2017 nominees/recipients are as follows:

Outstanding Service Award

Outstanding Service Award is presented to individuals/groups inside or outside the Association, who have put forth significant effort either during a specified period of service, or for a specific action or accomplishment, which furthers the aim of the Association and is beyond mere performance of regular duties.

2017 Nominees:

National Weather Service—Wichita
Jamie Wetig and Staff, USD 220 Ashland School District

2017 Outstanding Service Award Recipient:

Chance Hayes, National Weather Service – Wichita
Jamie Wetig and Staff, USD 220 Ashland School District

Life Member Award

Life Member Awards are presented to members who have significantly contributed to the purposes of the Association over a period of years.

2017 Life Member Award Recipient:

Pam Kemp, Clay County Emergency Management
Don Snyder, Former Jewell/Osborne County Emergency Management (deceased)

Instructor of the Year Award

Randy Reinecker Instructor of the Year Award is presented in recognition of an instructor who has performed exemplary service in providing emergency management related education and training programs. This award was named after long time McPherson County Emergency Management Coordinator Randy Reinecker, one of the first local coordinators to provide training for Kansas Emergency Management and who traveled extensively throughout the State of Kansas training emergency managers and other emergency responders to better protect their communities and the State of Kansas.

2017 Nominee:

Hans Stephensen, Kansas Division of Emergency Management

2017 Randy Reinecker Instructor of the Year Award Recipient:

Hans Stephensen, Kansas Division of Emergency Management

Outstanding New Emergency Management Professional Award

Col Mahlon G Weed Outstanding New Emergency Management Professional is presented to an individual who has served 24 months or less in the position and has made specific accomplishments and/or improvements in the local program. This award was renamed to honor Col Mahlon G Weed, former Deputy Director of Kansas Division of Emergency Preparedness.

2017 Nominee:

Jarrold Fell, Lyon County Emergency Management

2017 Col Mahlon G Weed Outstanding New Emergency Management Professional Award Recipient:

Jarrold Fell, Lyon County Emergency Management



Outstanding New Emergency Management Professional Award Winner - Jarrold Fell

Outstanding Emergency Management Support Professional Award

Leon H Mannell Outstanding Emergency Management Support Professional is presented in recognition of an individual who provides critical support, or behind the scene services vital to the success of an Emergency Management organization, and that are above and beyond routine responsibilities. This award was renamed the Leon H Mannell Award to honor a former RADEF Officer of the Kansas Division of Emergency Preparedness.

2017 Nominees:

Rachel Corn, Harvey County Emergency Management and Communications

Dennis Smeltzer, City of Overland Park Emergency Management

Russell Rotary Rescue, Russell Rotary Chapter

Brandy Fleming, Clark County EMS & Ashland Health Center

John Ketron, Clark County Sheriff's Office

2017 Leon H Mannell Outstanding Emergency Management Support Professional Award Recipients:

Russell Rotary Rescue, Russell Rotary Chapter

Emergency Management Professional of the Year

Owen U Turrentine Emergency Management Professional of the Year is presented in recognition of an Emergency Management professional and leader who exemplifies the ideals of professional public service and has met professional certification requirements. This award was renamed to honor Owen U Turrentine, former operations coordinator with Kansas Division of Emergency Preparedness. 2017 Nominees:

Kathleen Fabrizius, Trego County Emergency Management
Mickie Helberg, Graham County emergency Services
Millie Fudge, Clark County Emergency Management

2017 Owen U Turrentine Emergency Management Professional of the Year Award Recipient:

Millie Fudge, Clark County Emergency Management



Professional of the Year Award - Millie Fudge

KEMA President's Choice

KEMA President's Choice is presented to a person, group or organization that has made a significant contribution to their agency, the emergency management profession or our Association. The President will have sole discretion as to the recipient of this award.

2017 KEMA President's Choice Award Recipient:

Gary Middleton and Mike Selves

Gary and Mike have been responsible for planning and managing the KEMA conference for 11 years. Their responsibilities are wide ranging and comprehensive when it comes to all aspects of planning and managing the conference. Planning for the conference begins in January. A review of the Post Event Report from the previous year identifies training and information needs.

Mike and Gary work closely with the President Elect, who is the conference chair, during the months prior to the conference, to meet the vision of KEMA in an environment conducive to a productive conference experience. They produce a draft conference outline including proposed speakers to the KEMA board for final approval.

Managing the conference includes coordinating the pre-conference training on Tuesday, as well as the general and breakout sessions Wednesday through Friday. They provide AV services for the general sessions, and make all logistical arrangements with the hosting hotel and conference center. This includes meal planning, room arrangements, room assignments for the breakout sessions, general sessions, awards banquet, and committee meetings. They handle any issues with the hotel involving conference session rooms, vendor meeting space, and individuals' rooms.

In addition to managing the conference, they are also responsible for the registration process. They provide on-site registration, check-in, accept payments, and provide information to participants and speakers during the conference.

Once the conference is concluded, a Post Event Report is provided to the KEMA Board at its November meeting.

Although, they are paid for their services, this is truly a labor of love by Mike, Gary, and all of the MAI staff as they dedicate many hours of time and energy throughout the year in an effort to make the annual KEMA conference a success while meeting the educational and networking needs of those who attend.

They truly make it look easy and if you have ever had the opportunity to manage such an event, you appreciate their efforts even more. Thanks Mike, Gary, and all of the MAI staff for your professionalism and support of KEMA.

The Board Plans for the Future

Considering that change is so rapid, is even more reason for KEMA to have a plan to cope with the changes and the effects that these changes may have on the organization. KEMA has developed a strategic plan to address many facets of emergency management. Where this plan is intended to represent the entire State, many issues in the plan will affect KEMA members in general. The categories for the plan address five areas of concern regarding the professionalism in emergency management. These categories are training and education, legislative, enforcement and encouragement, networking, and public awareness/relations. A committee continues to review and update the plan for future growth in KEMA. Even though the board is responsible for KEMA planning, it is a team effort of the entire membership!



The Board Monitors Finances

Finance is one of the most difficult items the board has to monitor and evaluate, but it is not overwhelming with the excellent treasurer we have! The budget is the board's financial plan for the organization. Annually, the board prepares KEMA's operations and conference budgets. During this time, board members ask many questions so that they are able to fully understand this financial plan—basically, where is the money coming from, where will the money be spent and does the spending match the board's priorities. Then the budget is approved! Quarterly financial reports are provided to the board to use to monitor how well KEMA is following the financial plan. These reports cover both the revenue and expense sides of the budget. The final step for the board to do a complete job of monitoring the financial status of the organization is to have the books audited. Annually, the Audit Committee reviews the finances to ensure there is no misconduct or mismanagement of funds.

Addressing Planning and Procedural Issues

KEMA has established a number of committees, with membership representation from each region, dedicated to ensuring collaboration; promotion and furthering of the association's goals and mission; and oversight of the business of the association. These committees include, but are not limited to, Nominating; Governmental Affairs; Bylaws, Policies and Procedures; Audit; Standards and Practices; KCEM Certification and Recertification; Scholarship; Membership Communications; and Awards. It is the hard work of the members of these committees that helps to ensure the most effective efforts of the association, on behalf of its members.

Coordinating KEMA Activities with Other Organizations

KEMA is actively involved in Kansas Association of Counties (KAC). KEMA, in coordinating with other organizations in the Emergency Management community, needs to address an involvement with its members. Where this is somewhat a shortfall of the association, by involving KEMA with other organizations will benefit KEMA members as a whole. We need to explore possible ways to achieve this task to continue our membership and coordinated effort to build our active role with the rest of our communities.

Sharing of Ideas and Lessons Learned

The KEMA conference and regional meetings serve as a means for Emergency Management to share ideas through strong networking developed among the membership. The conference supports lessons learned from events/incidents/emergencies that have happened throughout the year. When appropriate, KEMA invites a speaker with knowledge and information that will be of benefit to the continual professionalism in the Emergency Management field.

Partnership with KDEM Regarding Emergency Management Issues

This body serves as the chief advisory body to KDEM on emergency management matters. The Board of Directors and KDEM Administrator meet formally on an as-needed basis and exchange information and address any ongoing issues.

KEMA has been active in collaboration with KDEM on a number of issues. Primary examples of this activity is work done by KEMA members on the Kansas Planning Standards, Hazard Mitigation Team, Strategic Planning Committee, Local Emergency Planning Committee, Deployable Resources and the Emergency Management Performance Grant. In addition, two members of KEMA serve as members of the Kansas Committee on Emergency Planning and Response (CEPR).

Influencing Public Policy Through the Legislative Process

During 2017, the Association was actively involved in the legislative process. The basis for this activity is through the KEMA Government Affairs (GA) Committee and approved by the Board of Directors, which outlines KEMA's positions on both state and federal issues.

During the year, on the federal level, KEMA emphasized maintenance of the FEMA budget, especially as it related to state and local funding, as well as the development of a viable hazard mitigation program to prevent or lessen disaster losses. Association members traveled to DC in February to lobby Congress and Senate specifically on Emergency Management issues regarding: Emergency Management Performance Grant, continued support of the Emergency Management Institute, and adequate funding for the National Weather Service.

At the State Level, the Chair of the GA Committee has been active providing KEMA's input on a wide variety of state issues including: Interoperable communications, disaster relief fund, and the Kansas Public Employees Retirement System.



For more information on KEMA's activities or to become a member of KEMA, visit www.kema.org