



**2016-2017 KEMA Board Meeting  
November 17, 2016  
Saline County EOC  
Salina, KS**

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<b><u>Attendee</u></b>	<b><u>Representing</u></b>	<b><u>Email Address</u></b>
Keri Korthals	Butler Co. Emerg. Mgmt.	<a href="mailto:kkorthals@ButlerEMA.org">kkorthals@ButlerEMA.org</a>
Gary Middleton	MAI, LLC	<a href="mailto:MAI.LLC@outlook.com">MAI.LLC@outlook.com</a>
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**1. Call to Order**

President Byrdee Miller called the meeting to order at 10:18 a.m.

**2. Action Items Before the Board**

Because a quorum was not present, agenda items requiring Board action or votes were tabled until the next meeting.

**3. Post-Conference Report: MAI, LLC**

Gary Middleton distributed a written report that summarized MAI's analysis of the 2016 KEMA Conference, as well as the participants' feedback (obtained via the post-conference survey). Gary and Mike Selves then discussed the highlights from that report.

**a. Facility Comments**

Gary noted that some complaints were received about the room prices at neighboring hotels. He reminded the Board that, when a venue has limited rooms available and participants must stay at other locations, MAI/KEMA have no control over those rates since those facilities are not part of the conference agreement.

**b. KEMA Comments**

Both Gary and Mike complimented the Board on hosting a well-respected conference, noting that even the national-level speakers were impressed with the overall professionalism, as well as the level of participation in the break-out sessions. Gary did note, however, that the Board needs a better defined "master timeline" for conference planning, ensuring that things like conference themes get ironed out far enough in advance.

Gary advised that there were some issues with the vendors knowing where to go and what to do. He recommended putting together a welcome packet for vendors to guide them through the process, as well as designating a vendor host or hostess to assist Russel Stucky.

Additionally, he suggested that the Board produce a formal vendor operations SOP.

Gary thanked the Board for designating a photographer, but noted that pictures need to get to the award winners after the banquet. He also mentioned issues with inconsistent processes for signing participants into breakout sessions. He recommended developing an accountability SOP.

**c. Contractor (MAI) Comments**

Gary noted that they received negative feedback about the video quality in the general sessions, due to the splitter, but added that this won't be an issue in Topeka. He then discussed the meals, noting that issuing banquet tickets did help prevent some of the waste that occurred at previous conferences. He suggested adding something to the registration form that requires full-conference pass registrants to indicate if they plan to use their included banquet ticket. Gary also mused about the possibility of having a buffet line instead of a plated meal at the banquet. He then discussed the breakfasts, noting that adding the hot items to those meals added \$1-2,000 in additional costs per day. He reminded the Board that this won't be an issue in Topeka as breakfast is included with the room registrations.

Gary also noted that, going forward, MAI will be working on fixing inaccuracies with the continuing education hours issued, noting that hours should be issued for all presentations, not just the break-out sessions. He added that they received very positive comments about the majority of the speakers; concerns with the KDHE presentation will be addressed with that agency.

**d. Registration**

Gary reported that 185 participants registered through CVENT (which did not include the 47 vendor personnel or the speakers). He noted that MAI is working on the challenges that on-site payers faced, noting they had to overcome some incorrect guidance they received from technical support about CVENT's "on-site" capabilities. Gary advised that MAI will begin using an iPad with CVENT's "On Arrival" app, which should speed up the process next year for individuals paying on-site. Gary also requested that the KEMA Treasurer provide earlier notice of check payments received prior to conference, so those individuals can use the express check-in. Gary also reported that they encountered several problems with the communication link between CVENT and PayPal.

**e. Future Recommendations**

Gary advised that he researched other options and still feels CVENT offers the best solution for the KEMA Conference, stating again that they have excellent 24/7 customer service. Additionally, after discussions with CVENT, Gary noted that MAI is recommending that KEMA consider using CVENT's merchant account, in lieu of PayPal. He noted that, removing a third party vendor from the mix should improve the speed and efficiency of transactions, including credits/reimbursements. He advised that KEMA will have to purchase credit card readers at \$50 per reader, but won't have any other costs associated with the account. Gary committed to purchasing a second iPad with the "On Arrival" app if KEMA agrees to purchase two CVENT credit card readers.

- i. **ACTION ITEM:** KEMA's CVENT subscription is due for renewal in February. Renewing before expiration ensures that KEMA will keep its "grandfathered" rate of \$1,600 per year. Delaying would lose that rate, and new subscriptions now cost over

\$4,000 per year. Byrdee advised that she will request a vote by email, due to the lack of a quorum at the meeting.

Gary then noted that Dr. Booker with Kansas Wesleyan is still very interested in incorporating their Emergency Management students into the KEMA conference, and recommended that KEMA look at using them as conference workers. He noted that they should also be provided with opportunities to attend classes and network with the attendees.

**f. 2017 Conference Proposal**

Gary then closed by distributing copies of MAI's proposal to manage the 2017 KEMA Conference, including registration. He advised that the \$9,500 proposal represents a \$100 increase over last year, largely to support improvements to the registration process. He added that MAI is interested in supporting the next three conferences and will discuss a multi-year proposal later.

**4. KDEM Report**

Jeff Welshans provided the KDEM report on Angee Morgan's behalf.

**a. Public Assistance / Disaster Declaration Update**

Jeff began by advising that work is progressing well on the recent declared disaster. He added that the open PA position, vacated by Steve Harsha, has been advertised and should close within the next few days. He noted that it is based in Topeka but involves a lot of travel. Additionally, the salary has been increased to just over \$25 per hour.

**b. Statewide Exercise**

Jeff then advised that the FY17 statewide exercise will be conducted in conjunction with Sandy Johnson's FAD exercise. He noted that an ice storm component was added to ensure all EOC personnel would have a role to play. Jeff reported that the FAD exercise will run from December 19<sup>th</sup> through the 21<sup>st</sup>, the State EOC will be activated for its part on the 20<sup>th</sup>, and a recovery tabletop exercise will be held in Manhattan on the 22<sup>nd</sup>.

**c. EOC Support Teams**

Jeff noted that KDEM is pursuing the idea of assembling EOC Support Teams, adding that Byrdee is helping to develop and test the concept. He advised that the teams can provide additional support to a local EOC, supplementing the incident management assistance provided by an IMT. For incidents that are too small to warrant a full IMT deployment, the EOC Support Team could be deployed by itself, without an IMT presence.

**d. EMPG**

Jeff advised that Angee and Bret will be distributing next year's EMPG guidance early, sending them out in December, as a result of feedback receiving during their monitoring visits. He noted that changes will be coming to EMPG requirements, first advising that exercise contracts will need to be pre-approved before they are signed. He also reported that, eventually, EMPG counties will be faced with losing funding if exercise requirements are not met, similar to what is currently done with the EOPs. He added that warning will be given before that change is made, and the state will try to help by making more exercise opportunities available, such as inviting more counties to participate in the statewide exercises. Jeff was then asked about the current year's EMPG checks (Q1-Q3); he will check

with Bret Rowe on their status.

**e. Regional Coordinators**

Jeff then advised that the North Central Regional Coordinator position will be moved from Crisis City to the Armory in Salina. He noted that, now that it has an official “work address,” they can advertise the position opening. He also reported that Cathy Hernandez is being moved to the community college in Garden City.

**f. Accountability Classes**

Jeff closed by asking for feedback on the recent accountability classes KDEM has been conducting, noting that there had been some comments made about needed improvements. The Board also discussed concerns about accountability equipment not being maintained or used by the regions, causing challenges when it actually deploys.

**5. New Business**

**a. Update on KCEM Commissioners**

Gary advised that, as a new member of KEMA Board, Laurie Harrison can no longer hold her position as a KCEM Commissioner. He noted that Darcy Gollhofer is also no longer available to serve as a Commissioner, leaving only Ryan Murray, the committee chair. Byrdee advised that Terry Lyons from Wilson County has agreed to serve, and Keith Haberer noted that Vaughn Lorensen may be willing to fill the other position (to be confirmed).

**6. Next Meeting Dates and Adjournment**

The next meeting be held at the Saline County EOC on Wednesday, February 22<sup>nd</sup> at 10:00 a.m.

**Post-Meeting Actions of the Board**

Following the scheduled meeting, several time-sensitive action items were resolved via email discussion and email votes by the Board members.

**1. MAI’s Conference Management Proposal**

DeAnn Konkel made a motion to accept the proposal submitted by Gary Middleton to have MAI, LLC manage the 2017 KEMA Conference. Pam Sanders seconded and the motion carried via email vote.

**2. CVENT Renewal**

Keith Haberer made a motion to proceed with renewing the CVENT subscription now, in order to retain the grandfathered annual rate. Byron Shultz seconded and the motion carried via email vote.

**3. KAC Representative**

Hannah Stambaugh reminded the Board that her appointment as KEMA’s KAC representative expires at the end of November. She indicated willingness to continue in the position if reappointed. Cody Charvat made a motion to appoint Hannah to continue on as the KAC representative, Keith seconded and the motion carried via email vote of the Board.