



**2016-2017 KEMA Board Meeting
February 22, 2017
Saline County EOC
Salina, KS**

<u>Attendee</u>	<u>Representing</u>	<u>Email Address</u>
Keri Korthals	Butler Co. Emerg. Mgmt.	kkorthals@ButlerEMA.org
Gary Middleton	MAI, LLC	MAI.LLC@outlook.com
Byrdee Miller	Elk County Emerg. Mgmt.	emergencymgt@elkcountyks.org
Mike Selves	MAI, LLC	mike.selves@yahoo.com
Butch Post	Rooks Co. Emerg. Mgmt.	rcem@ruraltel.net
Keith Haberer	Russell-Ellsworth Co. EM	russellcountiem@rfd5.org
Laurie Harrison	Riley Co. Emerg. Mgmt.	lharrison@rileycountyks.gov
DeAnn Konkell	Sedgwick Co. Emerg. Mgmt.	DeAnn.Konkel@sedgwick.gov
Don Robertson	Kearney Co. Emerg. Mgmt.	lakinbfd@pld.com
Pam Sanders		pamela.sandersem@gmail.com
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Angee Morgan	KDEM	angelynn.t.morgan.nfg@mail.mil
Bryan Murdie	KDEM	bryan.d.murdie.nfg@mail.mil
Cody Charvat	Sedgwick C. Emerg. Mgmt.	cody.charvat@sedgwick.gov
Hannah Stambaugh	Saline Co. Emerg. Mgmt.	Hannah.stambaugh@saline.org

1. Call to Order

President Byrdee Miller called the meeting to order at 10:04 a.m.

2. Previous Action Items of the Board

Because a quorum was not present at the November meeting, some time-sensitive items of business were handled after the fact via email. Most of those actions were recorded as an addendum to the November minutes. One later action, however, is summarized below:

- a. **Conference registration refunds:** Following the 2016 KEMA Conference, the Board was presented with four requests to refund conference registration fees. Byron Shultz made a motion via email to approve a full refund for Republic County due to a severe illness, as well as full refunds for Cowley County and Sumner County due to declared disasters in those counties. He further moved to deny Butler County's request for a refund for a staff member who had resigned prior to the conference. The motion was seconded via email by Laurie Harrison and passed via a unanimous email vote.

3. Approval of Agenda

DeAnn Konkell noted that item 3 (Approval of Minutes) should list both the November minutes and the earlier August minutes, as the lack of a quorum prevented prior approval of August's minutes. Don Robertson made a motion to approve the agenda as amended, Pam Sanders seconded and the

motion carried via a voice vote.

4. Approval of Minutes from August 2016 and November 2017

Cody Charvat made a motion to approve both the August and November meeting minutes, Butch Post seconded and the motion carried.

5. Treasurer's Report

DeAnn distributed and discussed a current Balance Sheet, as well as an itemization of income and expenses from 2016. She advised that the CDs at People's and Astra were closed and the money was temporarily deposited into the Association's checking account, less the \$12,000 that was needed to cover the conference shortfall. She then reported that the Association has cash on hand of \$47,605 and \$13,975 in the scholarship fund. After some questions from the Board about dues receipts and cost break-downs, Pam made a motion to approve the Treasurer's Report, Cody seconded and the motion carried.

6. Secretary's Report

Keri Korthals advised that membership is down so far this year, reporting that only 143 memberships have been purchased to date for the 2016-2017 year, compared to 220 at this time last year. She then noted that membership cards have been distributed to everyone who purchased a membership prior to January 30th.

7. KDEM Report

- a. Angee Morgan asked Bryan Murdie to speak first and update the group on planning. Bryan advised that there are currently 90 approved EOPs in the state, the highest number to date. He noted that KDEM is working on improving the ability to search on deployable resources and added that a new release of the Kansas Capability Assessment Tool should help jurisdictions complete their tabletop exercises. He closed by advising that work is underway on the state mitigation plan that is due in 2018, and the 2017 Kansas Response Plan was just promulgated by the governor.
- b. Angee reported that several KDEM staff members attended an EMPG workshop at FEMA Region VII, but noted that no concrete information was available yet on the current year's funding. However, she advised that the money may come out in two disbursements this year, allowing for earlier distribution to the counties. She then noted that Brett has distributed a multi-year guidance document and also shared that Brett will begin doing some monitoring visits to counties.
- c. On the budget and staffing side, Angee reported that they were required to take a 3% budget cut; however, they did get a biological planner position approved that will report to Bryan. She noted that Steve Harsha's successor will be named shortly and also advised that interviews will be held on March 2nd and 3rd for a new North Central Regional Coordinator. She further advised that a new position reporting to Devan, a Response and Recovery Specialist, will focus on things such as community recovery, debris management, and Volunteer Reception Centers.
- d. Angee noted that, as a result of feedback received during recent AARs, KDEM will focus on building up EOC Support Teams. She advised that they are partnering with the IMT Working Group to look at issues such as training and exercises, applications, and credentialing.

- e. In reference to Public Assistance, Angee reported that projects are being completed on the flooding disaster. She noted that a request for a presidential declaration was submitted for the ice storm with 23 counties included. She then stressed the importance of impact statements and also advised that all deadlines are being considered absolute – FEMA is not granting any extensions. She also touched briefly on the proposed PA deductible, advising that the idea is currently open for comment and explaining that the process would assign a dollar threshold that states could “buy down” through mitigation projects and such.
- f. Angee then clarified the recent training directive that had been circulated to the counties, which requires KDEM approval for grant-funded training events. She advised that Erin McGinnis is the designated training officer for all DHS/FEMA courses. She noted that KDEM’s training cadre can deliver many of the DHS/FEMA-coded classes; for others, FEMA has already contracted with qualified/credentialed instructors, but this must be coordinated through Erin and may require putting the course out to bid to the qualified instructor list. Angee also advised that some FEMA courses have set criteria on when, where, and how often they can be offered. She noted that, by going through a centralized contact, the state can maximize the benefit of those limited-offering courses. Angee concluded by advising that they are looking at creating a handbook to provide clearer direction.
- g. Bryan then quickly reminded the group that Letters of Intent for mitigation projects are due soon. He also briefly mentioned the new preparedness requirements being placed on 17 different types of Medicare-participating healthcare providers. He advised that there has been confusion about whether emergency managers are “required” to help these providers with their efforts. He clarified that providers are being encouraged to build relationships with their EMs, but EMs will not approve their plans and any requests for assistance should be directed to KDHE.
- h. Hannah Stambaugh then asked Angee for information on improvements to Crisis City. Angee advised that there are still some questions about ownership, so funds have not been approved to update things such as the HVAC.

8. Budget

The Board then conducted a work session to build the 2017 operating and conference budgets. The highlights of the discussion are noted below:

- a. **Clarification of 2016 budget irregularities:** DeAnn began the discussion by explaining some perceived overages of 2016 expenses. She pointed out that the year-end reports appear to reflect double-payments on two of the Association’s annual bills – she advised that the 2015 treasurer’s bond was paid late and the 2017 CVENT invoice was paid early, causing expenses to “double up” on these two line items. She also noted that conference expenses were much higher this year due to a larger-than-expected hotel bill (primarily in meals). Additionally, she noted that due to technical issues, the Association did not recoup PayPal costs from many early full-conference registrants, as well as any of the day pass or banquet registrations.
- b. **Scholarship expenses:** DeAnn pointed out to the Board that KEMA does not have an approved “scholarship” budget, so any associated expenses have come out of KEMA’s regular operating budget. There was some discussion on creating a standalone budget specifically for the scholarship activities.

- c. **IAEM membership discussion:** The IAEM affiliate membership was discussed, with Board members expressing some concerns about the membership arrangements. DeAnn was asked to take two issues back to Teri Smith: first, has the trademark issue been resolved and will IAEM be providing KEMA with a free membership in exchange for use of KEMA's "CEM," as previously discussed? Secondly, it was observed that all of the IAEM information appears to be under Teri's name. The Board asked for confirmation that the affiliate membership actually belongs to (and is recorded as) KEMA.
- d. **On-going conference shortfalls:** A lengthy discussion took place on the ongoing inability to cover conference expenses with conference receipts. Numerous ideas were discussed including increasing vendor fees (Mike Selves advised that vendor feedback has been that KEMA's rates are very low), raising conference registration rates again, and eliminating some conference amenities. Suggestions were also made to broaden the range of break-out topics to appeal to a wider audience, such as the healthcare industry. A decision was made to eliminate conference gifts in lieu of a rate increase this year, but VPs were encouraged to begin preparing the membership for a future increase.
- e. **Budget approval:** After the Board finished reviewing and updating each line item on the Operating Budget and the Conference Budget, Pam made a motion to approve a 2017 Operating Budget reflecting income of \$17,460 and expenses of \$15,045, as well as a 2017 Conference Budget reflecting income of \$47,000, expenses of \$52,900, and a \$5,900 draw on reserves. The idea of a scholarship budget was tabled pending further research into fund usage. Byron seconded the motion and it carried on a voice vote.

9. Committee Reports

- a. **Government Affairs:** Byrdee advised that the annual trip to Washington DC is scheduled for mid-March.
- b. **Bylaws/Policy:** A proposed discussion on revamping the reimbursement policy was tabled until the next meeting.

10. Other Reports

a. KAC Report

Hannah discussed the recent KAC conference in Overland Park, advising that she had many good side conversations with county officials about emergency management. She noted that she was asked by the KAC to present on public safety to the new commissioner orientation in January, adding that she was only given 30-45 minutes to cover all the disciplines. However, she advised that, since the event was only two days before the predicted ice storm, she used the opportunity to discuss disasters, declarations and such. Angee interjected at this point, cautioning the Board that FEMA is noticing if local declarations aren't made until the PDA.

Hannah went on to report that she is continuing to interact with the KLM, advising that they just hired a new communications and education manager who is very receptive to working with Hannah. She also mentioned the compensation survey being conducted, advising that submission of salary figures is voluntary and, though most counties have paid to participate, few have entered information so far. Hannah noted that she will follow up with her HR department to review what has been entered to date for EM positions.

She closed her report by advising that Kansas Wesleyan is pursuing grant money to purchase

a disaster simulator for use by students, EMs, other schools, and area businesses. She circulated some information, advising that they are seeking letters of support.

b. SIEC

An email from John Stradal was read, which noted that work is being done on a communications exercise, to be held at Crisis City. It also reported that FirstNet is currently on hold due to litigation brought by a vendor who was excluded from the contract selection process. John's note closed by advising that FEMA OEC is in the final stages of testing an iOS app version of the NIFOG.

c. KCEM

Gary Middleton advised that one of the Independent Study courses currently required for initial certification is no longer available through EMI/FEMA. He reported that the KCEM commissioners met and voted to replace the IS-1: Emergency Program Manager Orientation course with the IS-775: EOC Management and Operations course. He noted that the certification documentation will be updated and uploaded to the KEMA website.

11. Conference Planner Updates

- a. Pre-Conference:** Mike began by reporting that Jillian Rodrigue, Brian Stone and Chuck, Magaha will be asked to teach the EM 101 pre-conference course again this year. He also noted plans to talk to the Red Cross about adapting their "Topics in Mass Care" webinar to a pre-conference class. He then asked for thoughts on the pre-conference social activities – Byrdee advised that she has already begun discussions with Dusty Nichols, as the host county EM, about the traditional activities (skeet shooting, golf, etc). Gary added that a survey respondent had requested that some kind of team-building challenge activity be offered.
- b. Conference:** Mike advised that breakfast will be provided each day by the Ramada for registered guests; non-registered guests will have the option to purchase breakfast tickets. He noted that he is working with Angee and Dusty on the opening activities (honor guard, welcomes, etc). He has also asked Angee to have Erin McGinnis begin working on topics for the KDEM break-outs; Angee has offered to surrender some of their blocks if they are needed for other speakers/topics. Mike then asked for the Board's guidance on higher-priced professional speakers, advising that he had had a request to bring in a keynote that would cost around \$3,500. He noted that the speakers he engages normally receive expenses and an honorarium (less than \$1,000). The Board affirmed that this is their preferred approach.
- c. Registration and Conference Logistics:** Gary reported that he is actively working with both the Ramada and CVENT, both of which are glad to have KEMA as returning customers. He advised that two iPads have been purchased to support registration and the CVENT app has been loaded onto them. He also reminded the Board that the CVENT contract covers 200 registrations; a per-person fee is assessed if that number is exceeded. He advised, however, that, if registrations are expected to surpass 200, KEMA can negotiate a reduced per-person rate.

Gary then asked the Board to revisit Dr. Booker's inquiry about utilizing Kansas Wesleyan EM students at the conference. Hannah, who currently sits on the program's advisory board, advised that there are about 14 students in the degree program, six of whom are high-performers seeking outside/additional opportunities. The Board expressed interest in

having MAI discuss options and expectations further with Dr. Booker and potentially develop a program for student interns.

- d. Merchant program/PayPal:** Gary then asked the Board to consider changing the merchant program used for collecting registration fees. He reminded them of the connection issues between CVENT and PayPal that caused slow-downs in the check-in process last year. Gary recommended transitioning to a CVENT merchant account, which has similar transaction charges, but would require a one-time outlay of \$200 (for two card readers at \$100 apiece). DeAnn advised that PayPal works both with and without a reader and noted that KEMA will still have to maintain a PayPal account to support memberships purchased through the KEMA website. Gary noted that processing pre-payments is much easier than on-site payments and he recommended providing incentives to conference attendees to pre-pay (not just pre-register). He further advised that registration should be open around the first of July.
- i. Pam made a motion to offer a \$50 incentive to pre-register and pre-pay by September 1st. After some discussion about the Board's intention to either provide a discount for early registration (which would reduce conference income) or an additional charge for late registrations, Pam amended her motion to state that registrations received after September 1st will be assessed an additional \$50, adding that this applies to all registration options (member, non-member, full pass and day pass). Laurie Harrison seconded and the motion carried.
 - ii. Pam then made a second motion to approve switching to CVENT's merchant account for the conference and authorize the purchase of two CVENT card readers. Byron seconded and the motion carried.

12. Old Business

As a follow-up to previous discussions, Byrdee noted that Russel Stukey has agreed to assemble a vendor welcome packet. He will also still be the primary contact for vendors, but Don Robertson will support him as a back-up.

Bryan was then asked about an accountability job aid for the conference. He advised that his team is still willing to support the conference registrations and break-outs, but noted that the Board should formulate the job aid so it reflects their expectations. Gary mentioned that CVENT also has a badging option. Gary, Mike, Laurie and Bryan will work together to figure out conference accountability.

13. New Business

No additional items were brought before the Board.

14. Regional Reports

In the interest of time, the regional reports were tabled.

15. Next Meeting and Adjournment

The next meeting be held at the Saline County EOC on Wednesday, May 24th at 10:00 a.m. Keith Haberer made a motion to adjourn, Butch seconded and the meeting was adjourned.