



2015-2016 KEMA Board Meeting
February 24th, 2016
Fossil Creek Hotel
Russell, KS

Attendee

Cody Charvat
Keri Korthals
Chuck Magaha
DeAnn Konkell
Vaughn Lorenson
Gary Middleton
Keith Haberer
Pamela Sanders
Hannah Stambaugh
Jillian Rodrigue
Byrdee Miller
Mike Selves
Angee Morgan
Don Robertson
Teri Smith

Representing

Sedgwick Co. Emerg. Mgmt.
Butler Co. Emerg. Mgmt.
Leavenworth Co. Emerg. Mgmt.
Sedgwick Co. Emerg. Mgmt.
Stanton Co. Emerg. Mgmt.
MAI, LLC
Russell/Ellsworth Co. EM
Crawford Co. Emerg. Mgmt.
Saline Co. Emerg. Mgmt.
Douglas Co. Emerg. Mgmt.
Elk County Emerg. Mgmt.
MAI, LLC
KDEM
Kearny Co. Emerg. Mgmt.
Douglas Co. Emerg. Mgmt.

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1. Call to Order

President Pamela Sanders called the meeting to order at 10:00 a.m.

2. Approval of Agenda

Keith Haberer made a motion to approve the agenda, Byrdee Miller seconded, and the motion carried.

3. Approval of Minutes from November 19th Meeting

Keith made a motion to approve the minutes from the November 19th Board meeting, Vaughn Lorenson seconded, and the motion carried.

4. Treasurer's Report

DeAnn Konkell began by circulating Beth Reed's year-end reports, as well as a new report format that she had generated. A typo on the Scholarship Fund was pointed out; after this was corrected, a total asset balance of \$62,465.76 was reported (across all banking and investment accounts). DeAnn advised that a few transactions were still outstanding, but requested a motion to close the existing accounts and move them closer to the new treasurer. Vaughn made a motion authorizing DeAnn to close the association's operations checking account, scholarship checking account, CD and bank box at People's Exchange Bank, as well as the CD at Astra Bank, with all monies to be transferred to Valley State Bank, continuing to maintain existing separation of funds. Cody Charvat seconded and the motion carried.

DeAnn then brought up two more items: the KEMA laptop and debit cards. She advised that the computer she inherited from Beth has an outdated operating system and drivers, noting that she can use Quicken on it but cannot print from it. After some discussion, DeAnn was asked to investigate various options, including upgrading the existing computer or replacing it, and report back at the next meeting. She then inquired about getting debit cards for the association's checking account. After the Board reviewed the purchasing policies in the association's Policies and Procedures, Vaughn made a motion to authorize DeAnn to get a debit card, keeping with the policy that purchases above \$500 require Board approval. Jillian Rodrigue seconded and the motion carried.

DeAnn next asked about records retention, noting that Beth had given her a significant amount of material, some dating back to the 80's. Mike Selves offered to help sort out anything of historical significance to be given to the KEMA historian. DeAnn advised that she will keep seven years' worth of financial records. She also called the Board's attention to an issue with PayPal payments for membership dues. She noted that some members are submitting payments without the accompanying member information sheet, so the Treasurer and Secretary don't receive complete or updated contact information. Keri Korthals will work with Mary Napier to create an online form that embeds the PayPal link inside the form, hopefully improving compliance.

Pam then presented two requests for mileage reimbursement: one for her trip to the Governor's Office for the signing of the Severe Weather Awareness Week Proclamation, and one for Vaughn's trip to and from the day's Board meeting (vehicle trouble required him to use his personal vehicle). Don Robertson made a motion to approve those mileage reimbursements, Cody seconded and the motion carried. Vaughn then made a motion to approve the Treasurer's Report, Byrdee seconded and the motion carried.

5. Secretary's Report

Keri reported that the membership database currently reflects 210 2015-2016 members, adding that she had just received an additional nine new member forms from DeAnn. She noted that new members are all receiving a letter with their membership card that explains the recent changes to the membership year. Jillian made a motion to approve the Secretary's report, DeAnn seconded and the motion carried.

6. Membership/Guest Comments

None

7. KDEM Report (Angee Morgan)

a. EMPG

Angee began by reporting that KDEM had received this year's EMPG guidance three months earlier than expected but were only given one month to complete the application. She added that Kansas will receive \$9,000 less than last year but will keep the pass-through amounts the same. She also noted that FEMA is now going to allow them to put out a multi-year guidance document to the counties to speed up the internal application process. KDEM will simply have to publish an update if anything changes when the official guidance for a given year is received.

b. Public Assistance Program

Angee then explained FEMA's proposed "deductible" for Public Assistance, noting that under those revisions, Kansas would need a \$9 million disaster to qualify for any assistance,

unless the state “buys-down” the deductible (through things like mitigation projects, deployable resources, etc). She reported that KDEM will be submitting letters of response during the comment period.

c. Other Items

Angee reported that Jonathan and Marlo went to an IPAWS training in Florida and hope to soon have that capability in WebEOC. She noted that KDEM will be supporting the statewide full scale exercise at Crisis City in April and also reported on the latest Wolf Creek exercise. She advised that this year’s exercise, which involved a hostile action scenario, was the first time that no deficiencies were found at the plant. She closed by sharing that KDEM is looking at cuts again with the budget that just came out of the Legislature.

8. Committee Reports

a. Scholarship Committee (Jillian Rodrigue)

Jillian reported that the next scholarship cycle will begin in March, with the goal of wrapping the process up in time to give recipients funds for fall semester. She noted that the committee has not addressed plans for the EMSAK donation yet, but added that, given that this is her last year as a VP, she’ll soon have more time to dedicate to the committee.

b. Government Affairs Committee (Teri Smith)

Teri reminded the VPs to share her legislative updates with their regions, adding that she may be contacting individuals directly to ask them to send letters to their legislators about important bills. She then provided an update on the upcoming legislative visits. She reported that Keri, Jillian, Keith Haberer and Dan Robeson will travel to Washington DC on April 18th and possibly return on April 20th (she still didn’t have confirmation of a meeting date/time with Congresswoman Jenkin’s office). Teri advised that the talking points will include such topics as EMPG, EMI, the NWS, and protecting the emergency management system. She closed by noting that total trip expenses are currently estimated at \$5,200.

c. Bylaws Committee (Chuck Magaha)

Chuck reported that no bylaw or policy updates are needed at this time; however, he pointed out that the annual report needs to be published and the strategic plan is due for review. He then offered suggestions for some strategic plan updates:

- i. 5.1.1 – Chuck recommended providing evidence of progress toward the development of PIO cadres. Angee and Teri noted that KDEM offers PIO classes and the IMTs have designated PIOs. Chuck advised that KEMA needs to demonstrate how the association is contributing toward that goal (through policies or actions).
- ii. 6.1.6 – Chuck pointed out that KEMA awards may not be consistently shared with the media.
- iii. 6.1.7 – Jillian suggested removing this provision to work with KAPIO to identify news outlets.
- iv. 8.1.1 and 8.1.4.3 – It was discussed that there is no longer a formal KEMA State Agency Liaison position, and references to this can be removed from the plan. Angee added that the regional coordinators have expressed interest in assisting with KEMA member visits to KDEM (as mentioned in 8.1.4.3).
- v. 8.1.2 – Angee noted that KEMA, CEPR and other organizations are already integrated into the state’s strategic planning process, so this section should reference that participation, rather than calling for a “summit.”
- vi. 10.2.3 – Chuck stressed the importance of a team effort in the annual meetings with the TAG, including multiple KEMA representatives (president, president-elect,

government affairs chair) as well as KDEM, which Angee supported. Pam advised that she will work on getting a meeting scheduled.

- vii. 11.1.3 – Jillian pointed out that the “Before/During/After the Storm” program no longer exists.
- viii. 12 – Chuck noted that EMSAK can be removed from the list since it has been dissolved.
- ix. 13.1.5 – Angee noted that it is unclear what exactly the Board or the counties want to see in this “state of the counties” report and asked for a couple of members to help define it. Mike offered to supply an example of a more extensive document from FEMA that could be used as a starting point.

d. Nominating Committee

Nothing to report.

e. Conference Committee (Byrdee Miller)

Byrdee and Gary Middleton summarized the site selection process for the 2017-2019 KEMA conferences, explaining how the list was narrowed down to three finalists: Junction City Courtyard by Marriott (current conference site), Manhattan Hilton Garden Inn, and the Topeka Ramada. They discussed the evaluation criteria, including: cost of rooms, number of rooms offered, and facility layout/logistics. They also noted that two finalists offered extra concessions following site visits, so the committee allowed the third the opportunity to edit their RFP as well. After discussing the pros and cons that were found with each site, Don made a motion to accept the committee’s recommendation to hold the 2017-2019 conferences at the Topeka Ramada. DeAnn seconded the motion. Keith Haberer then raised a concern about past issues with cleanliness of rooms at the Ramada. Mike assured the Board that any issues would be taken care of immediately. The motion carried on a voice vote with one opposed.

9. KAC Report (Hannah Stambaugh)

Hannah reported that their last meeting was held following the combined local government day (a joint effort of the KAC and the League of Municipalities). She noted that she has sent the KAC conference organizer several suggestions for speakers, ranging from emergency management overviews to cybersecurity to preparedness. She reminded the Board that the KAC conference is November 15-17 in Overland Park.

Hannah then referenced informational documents that she had sent to Pam which discussed such things as the benefits of KAC membership. Pam noted that she hears from EMs who are dealing with municipalities who are completely unfamiliar with emergency management. It was also noted that the only “disaster resource” listed on the KAC website is FEMA, with no mention of KEMA at all. Hannah will investigate.

10. SIEC Report (John Stradal)

Via email, John reported that he continues to monitor statewide interoperability issues, including the policy and regulatory struggles between Kansas and Colorado. His report noted that long-term funding and sustainability continue to be important issues but no decisions have been made. His note closed by advising that the nationwide RFP for the Public Safety Broadband Network has been released with an award anticipated by fall of 2016.

11. KCEM Standards and Practices Report (Gary Middleton)

Gary reported that the fee schedule has been updated to reflect a non-member certification cost of

\$100, and revisions to application/certification requirements have been updated in all appropriate documents. He advised that there are currently 142 active KCEMs with an additional new application currently in process. He then noted that two KCEM commissioners have recently left their EM positions (Renata Kubitt and Darcy Golliher), so they need to be contacted to determine if they intend to stay involved with the committee. Gary reminded the Board that, if a commissioner chooses to surrender his or her position on the committee, they are replaced via appointment by the KEMA president.

12. 2016 KEMA Conference Update (Mike Selves)

Mike first discussed some pre-conference training ideas, noting that other options besides EM 101 should be offered since this one is done so frequently. He noted that all keynote speakers have confirmed and most of the plenary slots have been filled. Mike asked for suggestions for breakout sessions and it was discussed to offer broader topics (i.e. leadership and such) for attendees who don't hold traditional EM positions. Angee also asked for suggestions on topics KDEM can present during their slots, noting that Erin McGinnis is working with Mike on coordinating those speakers.

There was then discussion on food, including hot breakfast vs. continental and special dietary requirements. Gary advised that the second day could continue to feature a continental breakfast (due to cost) or a few hot items could be added in with the continental items for an additional fee. On the dietary requirements, Pam advised that CVENT can collect and relay that information to Gary. He also asked for thoughts on a conference theme. He then presented a proposal for MAI, LLC to manage the conference registration. There was some discussion on using something other than CVENT. Gary offered to research some other options for next year's conference. After the Board discussed the costs of the proposed registration services vs the burden of working with CVENT, Keith made a motion to accept MAI, LLC's proposal as written, Vaughn seconded and the motion carried.

13. Old Business

a. KEMA Quilt

Byrdee reported that she is currently short 27 blocks, advising that the remaining counties would need to have their orders to NZone by next month (so they can all be produced in one batch). The Board decided to have the VPs make one last attempt to encourage participation and then complete the quilt without those jurisdictions represented.

b. KEMA Challenge Coin

Cody referred to information he had distributed via email, prior to the meeting, proposing production of a KEMA challenge coin. After discussion over potential uses for the coin (such as legislative visit gifts) as well as perceived demand for challenge coins, the topic was tabled until May.

c. Association Photo Directory

Vaughn advised that the individual who cold-contacted him about producing a directory was no longer returning calls, so he was dropping the project.

14. New Business

None

15. Regional Reports

- a. NE Region (Jillian)** – Jillian reported that they continue to meet monthly and added that they have gained members from cities and universities, which has proved beneficial.
- b. NC Region (Chancy)** – not able to attend

- c. *NW Region (Keith)* – Keith advised that his region last met on February 8th; nothing to report
- d. *SW Region (Don)* – Don reported their region has been conducting functional EOC exercises through the hospital. He noted that Wichita County has hired a new emergency manager and Meade County has an interim in place but is advertising for a permanent EM.
- e. *SC Region (Cody)* – Cody advised that he is not aware of a new EM in Harper County yet. He also reported that Sedgwick County will be building and distributing a Communication Preparedness app.
- f. *SE Region (Byron)* – not able to attend

16. Next Meeting Dates and Adjournment

The next meeting will be held on Wednesday, May 25th, at 10:00 a.m. in the Saline County EOC.