



**2016-2017 KEMA Board Meeting**  
**May 24, 2017**  
**Saline County EOC**  
**Salina, KS**

<b><u>Attendee</u></b>	<b><u>Representing</u></b>	<b><u>Email Address</u></b>
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John Stradal	Cowley Co. Emerg. Mgmt.	<a href="mailto:jstradal@cowleycounty.org">jstradal@cowleycounty.org</a>
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Lonnie Booker	Kansas Wesleyan Univ.	<a href="mailto:lonnie.booker@kwu.edu">lonnie.booker@kwu.edu</a>
John Burchill	Kansas Wesleyan Univ.	<a href="mailto:john@kwu.edu">john@kwu.edu</a>

**1. Call to Order**

President Byrdee Miller called the meeting to order at 10:04 a.m. She welcomed Byron Shultz's proxy, Charlie Morse, and then initiated a round of introductions.

**2. Approval of Agenda**

Pamela Sanders made a motion to approve the agenda, DeAnn Konkel seconded, and the motion carried.

**3. Approval of Minutes from February 2017**

DeAnn made a motion to approve the February meeting minutes, Keith Haberer seconded and the motion carried.

**4. Discussion on Kansas Wesleyan University Emergency Mgmt Students – Dr. Lonnie Booker**

Dr. Booker presented a request to the Board to allow EM students from Kansas Wesleyan to play a role at the upcoming KEMA conference. He suggested providing an opportunity for three or four "elite" juniors and seniors to work at the conference in exchange for full passes. In support of the proposal, Hannah Stambaugh discussed the positive benefits her EM intern received interacting with emergency managers at the last conference. Mike Selves and Gary Middleton offered to develop a student program with Dr. Booker. Angee Morgan committed to paying for the students' lodging as a

direct bill to KDEM and Dr. Booker advised that the school will handle their transportation. Pam made a motion to task Gary and Angee with working out the lodging arrangements while Gary and Mike define the program details with Dr. Booker. She then restated her motion to add a provision for KEMA to cover the students' conference registration and banquet tickets. Cody seconded the restated motion and it carried on a voice vote.

#### **5. Treasurer's Report**

DeAnn distributed and discussed current financial statements, reporting a checking account balance of \$21,593 and a Scholarship checking account balance of \$17,298. She noted that nearly all of the congressional visit expenses have come in and added that this year's visit will cost just under the \$6,000 that was budgeted. While reviewing the other recent expenses, she announced that the CVENT card readers were provided at a 50% discount. She then advised that she will follow up with Garry Berges about the check KEMA was supposed to have received from the Junction City Visitors Bureau. Pam made a motion to approve the Treasurer's Report, Keith seconded, and the motion carried.

DeAnn then discussed the Scholarship budget that had been tabled at the last meeting. There were questions about allowable uses for the money, such as paying for the Kansas Wesleyan students' conference fees. Mike advised that the Foundation rules would not permit that. This led to a discussion about the EMSAK funds that are still in the Scholarship checking account. It was suggested that it remain liquid and be used to augment the annual scholarship awards. DeAnn was asked to investigate the accessibility of the EMSAK money if it is merged with the Scholarship Fund at the Foundation. Mike thought he recalled that KEMA's 501(c)(3) does not allow the association to offer scholarships directly, hence the arrangements with the Foundation. DeAnn was tasked with researching legal and/or accounting guidance on this. Keith then made a motion to approve the 2017 Scholarship Budget as presented, Pam seconded, and the motion carried.

#### **6. Secretary's Report**

Keri Korthals advised that roster currently reflects 150 2016-2017 memberships. She also noted that the membership form on the KEMA website is malfunctioning and advised that Mary Napier has been notified.

#### **7. KDEM Report**

##### **a. Disasters**

Angee reported that the winter storm PDAs exceeded \$53 million in damages, largely due to rural electric impacts. She noted that the Governor's letter is due to FEMA by June 3<sup>rd</sup> and added that the impact letters were very good this time. She also noted that they are working on seven FMAGs affecting 11 counties.

##### **b. Grant Programs**

Angee reported that HMEP awards should be announced after the June 1<sup>st</sup> CEPR meeting, adding that there may be enough funding to cover all submitted projects. She noted that there is no guidance available yet for the 2017 EMPG or Homeland Security grants, but they are operating under the assumption that the amounts will be in line with last year. She then advised that the 2018 budget proposals would cut many of the grants significantly, introduce matches to some, and eliminate several federal programs that are perceived as redundant (such as the NDPC). Specific proposed reductions include:

- i. EMPG: 20.2% reduction, continues the 50% match
- ii. Homeland Security: 25% reduction with introduction of a 25% match

- iii. Federal Training: 40.4% reduction
- iv. Pre-Disaster Mitigation: 61% reduction

**c. KDEM Staffing**

Angee announced that Erik Stewart, a military EM from Abilene, is the new North Central Regional Coordinator. She also announced that Jeff Welshans will be heading up the new Field Services division. She noted that his NE/Metro position will be backfilled, and Jeff will continue to oversee all of the other Coordinators.

**d. Training Opportunities**

Angee reported on a meeting between the Adjutant General and KEMA representatives, advising that the request was made for more classroom classes for new EMs (in lieu of online/independent study classes). She noted that EMI/FEMA will be releasing the “Academy” courses to the states again, and KDEM will work on a strategy to deliver them regionally.

**e. Field Services**

Angee reported that the new Field Services division came about as a result of post-wildfire AARs which identified a need for EOC support (similar to the IMT concept for Incident Management support). She noted that EOC Support Team members may be tasked to work in both neighboring EOCs and the State EOC; they will also be a resource that can be deployed to other states under EMAC agreements. Angee advised that they are currently discussing how to structure training and logistical support of members and asked for KEMA’s assistance in defining training requirements.

Angee reported that AARs have also revealed a lack of knowledge on how to request resources. She stressed the importance of contacting the State Duty Officer, not other KDEM staff (such as Regional Coordinators), and added that only select people in the organization are authorized to request federal resources.

**f. Miscellaneous**

Angee reminded the group that the training guidance KDEM released was spurred by DHS rules with which KDEM must comply. She also advised that the state is being pressured to conduct monitoring visits with EMPG counties; she noted that Bret has begun conducting some and added that she welcomes requests from counties who need more one-on-one support with their paperwork/forms, etc. She closed by noting that KDEM is having both phone and computer issues still, advising that many were shut down by IT for ransomware patches.

**8. Committee Reports**

**a. Scholarship**

Nothing additional beyond the budget items discussed.

**b. Government Affairs**

It was noted that Teri Smith is stepping down as the committee chair and Tom Winter has agreed to assume the role. Pam suggested that this position be opened to the membership as a whole to see if there are any other interested individuals. Laurie Harrison observed that, per policy (3.1), the incoming president has the authority to appoint committee chairs

and members. She suggested that, due to the importance of this committee, that option be exercised here. Byrdee advised that she will discuss the committee in more detail with Teri. Butch Post added that all of the committees could use more direction, and he suggested that potential committee members be asked to submit notice of interest to the Board rather than just signing up at conference.

Discussion then followed on policies for the Government Affairs Committee, especially with regards to the congressional visits. Cody Charvat pointed out that Section 14.2 of KEMA policy gives the Board the responsibility (by vote of the Board) for selecting representatives for the visit. Several Board members observed that this has not been happening. It was also pointed out that the policy does not specifically require a representative from each congressional district, though Mike noted this has been the committee's protocol. Chuck Magaha then advised that, if any committees are operating under specific policy documents (rather than just guidelines), those need to be rolled into the association's overall policies. Pam pointed out that, by policy, the Past President oversees all of the standing committees, other than the Conference Committee, which falls under the purview of the President Elect. Mike reminded the Board that the Past President is also responsible for the Annual Report. Pam advised that it is in process and asked for information from the regions about significant events in their areas.

Butch then reported on the 2017 congressional visit. He advised that there were travel issues for those representatives departing from Wichita, causing them to arrive at midnight and miss the pre-meeting with Martha. He spoke in favor of selecting at least one representative who has been on a congressional visit previously and who understands the process/logistics. He noted that the group only got to see one legislator in person, but advised that he now sees the value of conducting these face-to-face visits. Mike advised that, due to Martha's retirement, the Government Affairs chair will need to work with IAEM to see if they will continue to support KEMA's visits or if that was something Martha did on her own.

**c. Bylaw/Policy**

The Board then reviewed the conference refund policy. Cody distributed a proposed rewrite of Section 10.7 of KEMA policy. During the discussion, Gary noted that, if a refund is requested in CVENT prior to the conference, it automatically issues the refund for credit card purchases. An extensive conversation followed on what the Board would define as refundable emergencies/circumstances. Following discussion, Laurie made a motion to implement the following changes to 10.7.1 and 10.7.2 as proposed by Cody:

- i. Edit 10.7.1 to fix a grammatical error and to refer to the KEMA website for the Treasurer's contact info.*
- ii. Edit 10.7.2 to add language that the KEMA Treasurer has the authority to issue qualifying refunds under this section without first seeking a vote of the Board.*
- iii. Edit 10.7.2 to add under the "No Refunds" clause the note that, "unless 10.7.3 applies."*

Pam seconded the motion and it carried on a voice vote.

There was then further discussion on section 10.7.3 and Cody made a motion to adopt the additional language changes he had proposed, specifically:

- i. Edit 10.7.3 to fix a punctuation error in the heading, and*
- ii. Provide for only a 50% refund of conference fees, and*
- iii. Require that qualifying refund requests be received by the Board within one month of the conference conclusion, and*
- iv. Add language adjusting the timeframe for Board action to allow for a meeting of the Board.*

Pam seconded the motion. Additional discussion followed on the disaster declaration clause in his proposed language, specifically its potential impact on the conference budget. Cody restated his motion to exclude that portion of his proposed rewrite. At Chuck's suggestion, he also added a statement that all Board decisions are final/cannot be appealed. Pam seconded the amended motion and it carried on a voice vote.

Chuck closed out the committee report by noting that the Strategic Plan has been "cleaned up" (mostly typographical issues) and adding that he will reach out to Jillian for more documentation on the Scholarship Fund mechanics.

**d. Awards**

Cody initiated a discussion on allowing non-KEMA members to nominate individuals for awards, as current guidelines do not permit this. He suggested modifying the rules to allow non-members to nominate members for awards. Byrdee advised that the committee's recommendation, per Chair Ryan Murray, is to leave the guidelines as is, especially this late in the year. She noted that Ryan also asked to move the nomination deadline to 1700 hours on July 7<sup>th</sup> to allow enough time to complete all logistical details (such as production of plaques). Several Board members pointed out that the Board does not vote on winners until the August meeting, so adjusting the deadline would not give the committee any additional time. Byrdee noted that she will speak with Ryan and offer the Board's assistance connecting him with companies that can complete plaques in a shorter time frame. DeAnn also pointed out that other associations have online nomination forms, making it easier to submit a nomination. She observed that KEMSA has one and uses the same web contractor as KEMA, so suggested that it should be an easy addition to the website.

With the move to Topeka this year, there was also discussion on choosing an emcee for the awards banquet. Gary noted that two previous emcees, Shawn Wheat and Melissa Brunner, are both with WIBW now, advising that it would be difficult to choose between them. The Board recommended that Gary approach them about co-hosting.

**e. Nomination**

No report.

**9. Other Reports**

**a. KAC Report**

Hannah began by discussing the salary compensation study, noting that there is a fall due date to discuss its effectiveness with the vendor. She added that her HR department had advised that no new EM information has been entered. She then reported that she submitted EM track suggestions for the upcoming KAC Conference (November 14-16 in Overland Park), including sessions on IMTs, recovery lessons from Hesston, and emergency planning. She advised that the KAC has been very receptive. Hannah reported that Gary

Denny will be presenting on Hesston at the Kansas County Commissioners Conference at the end of the month. She also advised that the KAC is hosting regional networking dinners with guest speakers, advising that she attended one in Concordia. She stressed the importance of being involved in local legislative issues as well, pointing out that the Government Affairs Committee focuses primarily on federal connections. Mike asked about opportunities for KEMA to participate in platform committees. Hannah advised that KEMA's KAC membership allows for involvement in committees and added that Teri Smith's name had been submitted for the KAC policy committee (she expressed a concern, though, that it may not have been submitted in time). She will follow up and report back to the Board. She closed by noting that the KAC board president will be replaced at the next meeting as the current one resigned from her government job.

**b. SIEC**

John Stradal reported that the legal challenge involving the FirstNet contract has been resolved and it was awarded to AT&T (this is a 25-year contract). He noted that AT&T must come up with a plan and then states must choose to opt in or out. He added that opting out is not financially feasible as it shifts the burden of building out the network onto the state. John noted that the first phase of the build-out may be seen as early as Q4 2017, initially as changes to AT&T's existing infrastructure. He advised that, since the project must be self-sustaining, the larger subscriber markets will be built out before the rural areas.

John then reported that the state is working on a credentialing process for COMLs and COMTs that will assist them with completing taskbooks and building proficiency.

**10. Conference Planner Updates**

**a. IAEM/KEMA Agreement**

Prior to discussing the conference, Mike updated the Board on the long-standing issue regarding IAEM's use of KEMA's "CEM." He reported that KEMA first used it in 1991 but never trademarked it. IAEM began using it in 1997. He added that, when IAEM tried to work out an agreement with KEMA for use of the acronym, their lawyers got the issue confused, believing that KEMA was trying to use IAEM's property. He advised that the confusion has finally been cleared up and IAEM has offered a written agreement that would grant KEMA a complimentary Life Affiliate membership in exchange for use of the "CEM" (KEMA currently pays \$835 per year for that membership). Cody made a motion to accept the agreement and Keith seconded. During discussion, Laurie pointed out that the association's name was misstated in the document. Keri also observed that the document requires KEMA to submit KCEM guidelines and application/certification numbers annually. It was suggested that the agreement be modified to correct KEMA's name and to note that KCEM information will be provided "as requested." Cody restated his motion to include these changes and allow Byrdee to sign the document. Keith seconded the amended motion and it carried on a voice vote.

**b. CVENT**

Gary reported that the 2017 Conference is currently under construction in CVENT. He advised that KEMA now has a CVENT merchant account, which has been integrated into the conference setup. Payment options will include online Visa, Mastercard, Discover and American Express purchases, as well as cash or check payments made to the Treasurer. Gary observed that CVENT's functionality will make onsite payments and changes much smoother this year. Discussion followed on whether or not to include an option for membership renewals with the conference registration. Keri noted that her only concern

was that it was harder to collect membership information through CVENT, compared to the form on the KEMA website. It was noted that Gary, DeAnn and Keri will have an offline discussion on how to improve the CVENT forms to more accurately collect information for the membership roster.

Gary noted that he hopes to have registration open by the first part of July. The Board suggested that dates, locations and vendor contact info be added to the website now – Keith advised that he would follow up on that. VPs were also advised to pre-alert members to the rate differences before and after September 5<sup>th</sup>. Gary noted that the site will appear to show a rate increase to \$250, but added that that will be discounted down to \$200 when registering prior to the beginning of September. It was suggested that an option be added to the site to make a donation to the Scholarship Fund during registration. However, Laurie observed that use of county credit cards would preclude many people from taking advantage of that option.

Gary then advised that the check-in process for break-outs hasn't been set yet, noting that he needs to meet with Laurie and Bryan Murdie to discuss options. It was observed that both the Northeast and South Central regions have plenty of mobile devices for assisting with electronic check-in. However, one Board member expressed concern that the hallways are much tighter at the Ramada, asking the group to consider options that avoid congestion outside break-out rooms.

The Board also discussed how to address unused banquet tickets. Gary noted that there will be language in CVENT reminding users that the full conference pass already includes a ticket, to prevent inadvertent double purchases. He also advised that staff will ask people at check-in if they intend to use their banquet tickets; that information will be used to generate a final meal count.

**c. Conference Training and Speakers**

Mike reported that Brian Stone is not available to teach EM 101 this year as he will be at EMI, adding that they are looking at Chuck to step in. Mike advised that the other pre-conference option will be a Red Cross training. He reported that KDEM will provide 4-5 conference break-outs and the keynote speakers will also provide break-outs. He noted that the Hesston PIO break-out has been confirmed, as has a session on emergency planning requirements for healthcare, and the cybersecurity session that was cancelled last year. Mike is still pursuing some other options; John suggested an ARES/RACES session and DeAnn offered a session on "what to expect" when requesting an IMT. Mike closed by reviewing four potential keynote speakers and their proposed programs.

**11. Old Business**

Byrdee asked Gary about inviting members of other state EM associations to attend the conference at a reduced/member rate. Gary noted that they would have to figure out a way to verify memberships and to get CVENT to offer them the member rate. He noted that an increase in attendance could also bump the totals over what is currently allowed under KEMA's CVENT subscription. He advised that, as long as CVENT is given advance notice that the contracted number of registrations will be exceeded, the cost may only be \$10-15 per additional registration. He suggested putting this off a year to allow time to research the logistics; Pam offered to pursue this via a committee. Chuck clarified that, in order to create a new standing committee the Board must vote on its creation and update association policies. However, he advised that the president can appoint an adhoc subcommittee beneath the conference committee that could be tasked with

developing a process to incorporate neighboring EM associations. DeAnn also suggested investigating the next subscription tier with CVENT, allowing KEMA to pitch the conference to a wider audience, such as the healthcare industry. Gary noted that prices are unknown as rates have to be negotiated.

**12. Regional Reports**

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

**13. Next Meeting and Adjournment**

The next meeting will be held at the Topeka Ramada on Wednesday, August 16<sup>th</sup>, at 10:00 a.m. Keith made a motion to adjourn, Cody seconded and the meeting was adjourned.

DRAFT