



2015-2016 KEMA Board Meeting
May 25th, 2016
Saline County EOC
Salina, KS

<u>Attendee</u>	<u>Representing</u>	<u>Email Address</u>
Cody Charvat	Sedgwick Co. Emerg. Mgmt.	cody.charvat@sedgwick.gov
Keri Korthals	Butler Co. Emerg. Mgmt.	kkorthals@ButlerEMA.org
Chuck Magaha	Leavenworth Co. Emerg. Mgmt.	cmagaha@leavenworthcounty.org
DeAnn Konkel	Sedgwick Co. Emerg. Mgmt.	DeAnn.Konkel@sedgwick.gov
Gary Middleton	MAI, LLC	garymiddle@hotmail.com
Hannah Stambaugh	Saline Co. Emerg. Mgmt.	hannah.stambaugh@saline.org
Jillian Rodrigue	Douglas Co. Emerg. Mgmt.	jrodrigue@douglas-county.com
Byrdee Miller	Elk County Emerg. Mgmt.	emergencymgt@elkcountyks.org
Mike Selves	MAI, LLC	mike.selves@yahoo.com
Don Robertson	Kearny Co. Emerg. Mgmt.	lakinbfd@pld.com
Chancy Smith	Dickinson Co. Emerg. Mgmt.	csmith@dkcoks.org
Byron Shultz	Neosho Co. Emerg. Mgmt.	byronoco911@hotmail.com

1. Call to Order

President-elect Byrdee Miller called the meeting to order at 10:11 a.m.

2. Approval of Agenda

Don Robertson made a motion to approve the agenda, Jillian Rodrigue seconded, and the motion carried.

3. Approval of Minutes from Feb 24th Meeting

Jillian made a motion to approve the minutes from the February 24th Board meeting, DeAnn Konkel seconded, and the motion carried.

4. Treasurer's Report

DeAnn distributed copies of the current financial reports, noting that the CD at People's Bank expired in March but did not roll over. DeAnn advised that Beth tried to close out the accounts at People's but the bank would not accept the draft minutes from the last meeting, wanting to see approved minutes instead. She noted that the association currently has about \$5,400 in operational funds; Gary and Mike confirmed that most conference expenses are invoiced after the event so no significant bills are expected before then. DeAnn then discussed the new Homeland Security reimbursement forms which will be used going forward; she noted they caused some confusion for the congressional visit reimbursements.

DeAnn then asked the Board about creating a general association email account to associate with the PayPal account, making it much more portable from treasurer to treasurer (it currently uses Beth's email). Jillian and Gary Middleton thought there may already be one set up for CVENT and

said they would investigate. Cody Charvat made a motion to approve the Treasurer's Report, including authorizing DeAnn to create a generic email address if none already exists. Don seconded and the motion carried.

5. Secretary's Report

Keri reported on the new online membership form that was now available on the KEMA website. She also advised that she had gotten a couple of questions recently about the "ownership" of a membership and whether it lies with the individual or their organization. The Board agreed to continue its current practice of recognizing the membership as tied to the individual. Keri also asked about cleaning some of the historical documents off of the website. The group decided to leave two years of minutes on the site and add a note that older documents can be obtained through the Board. Conference/annual meeting minutes will also be separated out from regular Board meeting minutes. Jillian made a motion to approve the Secretary's Report, Cody seconded and the motion carried.

6. Membership/Guest Comments

None

7. KDEM Report

Angee Morgan was unable to attend; Keri read an email that she had sent. Angee updated on three recent staffing changes: Tina Fike accepted another position within the organization, Jamie Schwartz took a job with the City of Lawrence, and Zane Steves left to work with the GSA. Angee's email also advised that improvements have been made to WebEOC (contact Marlo with questions) and a debris management plan template is available from AJ Wolfe.

The note went on to discuss the state's attempt to obtain six Fire Management Assistance Grants through FEMA. Angee advised that the Anderson Creek (Barber/Comanche County) application was awarded, as was the Burr Oak (Wabaunsee) application. The Burmac (Harvey County) application was denied but the state is appealing. Angee also advised that, as a result of the Anderson Creek AAR, she would like to pursue the idea of EOC Support Teams, in addition to IMTs. She closed by noting that Kranston Haehn is doing well and Habitat for Humanity and Home Depot have teamed up to help make the needed adaptations to his home.

8. Committee Reports

a. Scholarship Committee (Jillian Rodrigue)

Jillian advised that applications haven't gone out yet but she hopes to have applicants for the Board to discuss in August. She also noted that the committee has not discussed any recommendations for the EMSAK funds yet.

b. Government Affairs Committee (Jillian Rodrigue)

Jillian provided the report on Teri Smith's behalf, updating on the April legislative visit. She advised that she, Keri, Keith Haberer and Dan Robeson participated in this year's trip, squeezing all of the meetings into a single day. Jillian distributed the AAR from the trip as well as a "best practices" document. She advised that she is drafting a letter to IAEM thanking them for Martha Braddock's assistance and leadership during the visit.

c. Bylaws Committee (Chuck Magaha)

Chuck discussed the 2012 job aids that Brian Stone had helped develop. He suggested making them a formal addition to the policies, as well as Jillian's legislative best practices. He reminded the Board that the Annual Report still needs to be completed and also noted

that he hasn't met with Angee yet about the Strategic Plan. Chuck closed by asking Mike for examples of a "state of the county" report.

d. Nominating Committee

No representatives were present. Jillian advised that the NE VP election will be held soon.

e. Conference Committee (Byrdee Miller)

Byrdee reported contracts were received from the hotel for the next conferences. She noted that this year is estimated to be the 50th anniversary of the association (based on the earliest records that have been found). The conference theme will be "Leading into the Future, Guided by our Past."

Hannah Stambaugh read an email from Garry Berges, updating on the progress of the Tuesday pre-conference activities. He advised that the evening dinner will be at the Acorn Resort and busses may be provided. His note reported that the Convention and Visitors Bureau is giving \$2,100 that may be used to fund the dinner and bus costs if no sponsor is found. Garry estimated that the dinner will cost about \$650 and busses would add another \$100-200 in expenses. The Board expressed support for his ideas.

9. KAC Report (Hannah Stambaugh)

Hannah reported on a Kansas League of Municipalities emergency planning class that she attended at Crisis City. She advised that the class was taught by John Sweet, Administrator for the City of Lyons, and offered to municipalities at a cost of \$100 each. She discovered this class while working with the League to update their emergency management and disaster resources on their website. She raised concerns with the Board about misinformation that was communicated to the municipalities via John Sweet's class. Hannah advised that her next KAC Board meeting is scheduled to take place in the same building as the KLM, and she will be meeting with them. Mike Selves suggested she involve the KAC and KDEM in her efforts to educate and inform the KLM as well.

10. SIEC Report (John Stradal)

No report available.

11. 2016 Conference Planners' Report (Gary Middleton and Mike Selves)

Gary reported on the CVENT registration process advising that they have been working on cleaning up the database and preparing to send the "save the date" emails. He noted that dietary restrictions will be managed through the registration process, flagging the administrators. Jillian requested a generic agenda be included on CVENT for those counties who need that documentation in order pay the conference fees. On the topic of CVENT, Gary added that conference certificates must be chosen from CVENT's library – customized certificates cannot be uploaded to the system. He noted, though, that other systems with better features have much higher up front costs.

Gary then advised that breakfast will be continental each day with a few hot items added in, rather than one day of hot and the rest continental. He needs to confirm the costs with the hotel, however.

Mike reported that he is close to finalizing the program, summarizing the plan for the plenary sessions. He then noted that there will be two pre-conference training offerings: EM-101 and a 4-hour course on the "human side of disasters." He noted that Garry is managing the Tuesday afternoon activities and the evening networking/social event. He noted that he is still working on finalizing someone for the final, open plenary spot. Mike noted that he also needs to confirm KDEM's four breakout sessions and then discussed a possible special breakout – a follow-up to the

EM-101 class – that would provide a mentoring opportunity for new coordinators.

12. Old Business

a. KEMA Quilt

Byrdee reported that she made one last attempt to get the last eleven blocks for the quilt. She advised that N Zone made blocks for all the missing counties – both those who paid and those who haven't. She submitted an invoice to be reimbursed for the \$130.63 for the unpaid blocks. Byrdee noted that she has spent approximately \$100 on fabric and supplies for the quilt as well. Discussion followed on options for the quilt – either using it as a raffle item, an auction item or even conducting a separate auction. Don made a motion to reimburse Byrdee for the blocks, fabric and supplies. Chancy seconded the motion. Additional discussion followed on whether the reimbursement should be taken from the operational fund or scholarship fund. As this project is for the benefit of the scholarship effort, Don amended his motion to take the expenses from the scholarship fund. Chancy seconded the amendment and the motion carried.

b. KEMA Challenge Coin

Cody advised that he had asked the VPs to assess their regions' interest in a KEMA challenge coin. He reported that there did not appear to be large scale interest at this point.

c. KCEM Update

Gary reported that there are three KCEM commissioners again. In addition to Laurie Harrison, Darcy Gollhofer has elected to continue on in her position. Ryan Murray was appointed by Pam to fill the open seat.

d. KEMA Record Retention

DeAnn asked the Board to revisit the discussion from the last meeting regarding records retention. She asked for further clarification beyond the 7-year policy on financial documents, mentioning such things as conference information, site selection committee reports and sign-in sheets. Mike advised that he will sort and scan anything that she has, as well as anything she might get from Rick Shellenbarger, KEMA Historian.

e. Approval of Payments

DeAnn then requested clarification on an additional item, asking if items approved by a meeting motion or included in the approved budget needed an additional vote of the Board prior to being paid. The Board advised that she could pay those bills outright. She also noted that it will cost \$200-225 to upgrade the KEMA laptop, adding that the battery no longer functions either.

13. New Business

None

14. Regional Reports

Due to the time, Byrdee asked the regional VPs to limit reports. Cody noted that the June SC KEMA meeting will be held in Medicine Lodge and will include a review of the Anderson Creek Fire and the FMAGs. He issued an invitation to any interested individuals.

15. Next Meeting Dates and Adjournment

The next meeting will be held on Wednesday, August 24th, at 10:00 a.m. in Junction City. Don made a motion to adjourn, Jillian seconded and the meeting was adjourned.

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