

**Cowley County LEPC/Citizen Corps  
Meeting Minutes  
Tuesday, March 6, 2018  
Cowley County Emergency Operations Center  
321 E. 10<sup>th</sup> Ave. Winfield, KS 67156 @1:30pm**

**Call to order**

The Cowley County LEPC/Citizen Corps meeting was convened in open and public session on Tuesday, March 6, 2018 at 1:31pm by Chairman Vincent Warren in the Cowley County EOC in Winfield, Kansas. Those in attendance are listed on the sign-in sheet.

**Introductions**

Those in attendance introduced themselves to the group.

**Approval of previous minutes**

The minutes from the previous meeting dated November 29, 2017, were distributed to all attendees previously by email and at the beginning of this meeting.

Motion by David Brazil to approve the minutes as presented.

Second by John Stradal.

Motion carried unanimously and previous minutes were approved.

**Old Business**

None

**New Business**

Mass Sheltering/Surveys – Jason Kazban, Cowley County EM

Alvin Anderson, American Red Cross representative, was unable to attend the LEPC meeting due to fire response throughout the region. Jason Kazban, EM Specialist, briefed that Tisdale United Methodist Church was surveyed in a joint effort from the Red Cross and Cowley County EM on Friday March 2. The survey was positive and the location is now recognized as a disaster shelter for Cowley County. Jason also briefed that he will be conducting additional surveys throughout the county on previously identified shelters. The LEPC members were asked if they had any locations in their respective towns that were not identified that they would like to identify.

Exercise – Jason Kazban, Cowley County EM

Jason discussed an upcoming full scale shelter exercise that will be conducted on September 6, 2018. He also relayed that immediately following the LEPC meeting that an initial exercise planning meeting would be held. All LEPC members and potential participants of the exercise were encouraged to stay for the next meeting.

## **Open Discussion**

### CMS Workshop - Brian Stone, Cowley EM

Brian stated Emergency Management wants to assist other agencies within County in two specific areas: exercises and emergency operations plans. He stated that there seems to be confusion over the terminology and requirements of the different types of exercises. In addition, not every agency understands what an emergency operations plan does, the importance of one and how they can be written.

The EM office offered to host a workshop in the future to discuss these two topics. Sample EOPs will be provided during the workshop for agencies to use if they need to begin the process. Brian stated that any agency is welcome to attend, but the primary audience will be for the CMS agencies. He asked if the group was interested in this kind of workshop and all responses were in favor of it. He will send out information in the future with the date and time of the workshop.

### ICS 300/400 Training - Brian Stone, Cowley EM

Brian updated the group on the progress of the two different ICS300/400 courses that have been requested of KDEM to be held in Cowley County. Brian has followed up with KDEM, but no answers have been given. At this point, the requests have neither been approved or denied so we simply continue to wait.

### Mass Fatality TTX - Tom Langer, City-Cowley County Health Department

Tom updated the group on a Mass Fatality Exercise that several representatives from our County attended in February 2018. One of the take-aways was to bring this TTX to our County. Tom said he spoke to funeral home directors and they are willing to attend if it is in our County. Brian advised that he has contacted KDEM about getting an electronic copy of the exercise so we can modify it for our own use. That copy is still pending. It is anticipated that this exercise will be held in the spring/summer of 2019.

### **Being no further business:**

Motion by John Stradal to adjourn at 1:47pm.

Second by Jason Kazban.

Motion carried unanimously.