



## **Shawnee County Community Organizations Active in Disasters Meeting Minutes 3/03/11**

### **WELCOME AND INTRODUCTIONS**

The meeting was held at the American Red Cross building, 1221 SW 17<sup>th</sup> Street in Topeka, Kansas. The meeting was called to order by Steve Christenberry, the Chair of the SNCO-COAD at 1:05. He thanked everyone for coming, and had them introduce themselves to the group.

### **ATTENDANCE**

Those attending were: Steve Christenberry – Family Service and Guidance Center and the SNCO-COAD Chair; Tom Baumgartner – United Way of the Greater Topeka and the SNCO-COAD Vice-Chair; Carolyn Buono - Animal Assisted Crisis Response and the SNCO-COAD Secretary; Christine Wills – Valeo Behavioral Health Center; Wendy Edwards – Kansas Capital Area Chapter of the American Red Cross; Randi Stahl – ESF-6 Coordinator of Shawnee Country Emergency Management; Kim Dieckmann – SRS; Carla Layne – SRS; Julie Pohl – Kansas East Conference, United Methodist Church; Lonnie Bailey – Kansas East Conference, United Methodist Church; Denise Fasse – Let’s Help; and Tim McManus – Senior Action Team.

### **PRESENTATION ON ESF-6**

Steve introduced Randi Stahl as our speaker. She has had experience working in Disaster Service in the local Red Cross Chapter, and working with Kansas Division of Emergency Management. Randi as been active in providing Continuity of Operations (COOP) training in Kansas, and has been working as a planner, writing Emergency Plans, on a contractual basis for various companies/agencies (currently for Local Emergency Planning Committee or LAPC). She also is the ESF-6 Coordinator for Shawnee Country Emergency Management, a volunteer position, and is therefore writing the ESF-6 Annex to their Emergency Operations Plan. Randi calls this a work in progress.

Randi had prepared at power point presentation on the Emergency Services Function #6 which is Mass Care, Housing and Human Services component. For counties, their Emergency Managers are the lead agencies, where on the State Level, SRS has that role, as does the Department of Homeland Security does on the national front.

Randi’s presentation of the plan as she envisions it, delineated the four sub-functions of ESP-6: Mass Care, Emergency Assistance to Families/Individuals to meet immediate needs,

Housing and Emergency Management – implementation of programs. Partners in the concept of operation include governmental and non-governmental Agencies and schools, and the activities range from mobile and fixed feeding, to disaster victim tracking, behavioral health care and overreaching support of the other ESFs.

In the draft of the plan, the Shawnee County Emergency Manager has responsibility for activating and coordinating support agencies and is the point of contact with Kansas Department of Emergency Management, local jurisdictions and Mutual Aid Agencies. Both the Red Cross and Salvation Army would have responsibilities in the area of mass care support, and the Salvation Army would likely take the lead with donations management. The fire department, the sheriff and police have parts to play with bulk distribution and evacuations, and corrections gets involved with bedding and emergency clothing. There are also important roles for health agencies, schools, the extension service, department of Information Services and Washburn University.

Randi needs to add the agencies and their capabilities and resources, and Memorandums of Understanding (MOUs) need to be created, undated and finalized. Steve suggested rather than have his committee duplicate her efforts in writing the COAD plan, that they work together in this effort that would otherwise be overlapping and perhaps contradictory. Randi's team will be invited to the next COAD Planning Committee Meeting in April. She also invited everyone to go to the KDEM website and become familiar with the State's EFC-6 Plan. The link is: [http://kansastag.ks.gov/AdvHTML\\_doc\\_upload/ESF%20%20Mass%20Care,%20Housing%20and%20Human%20Services%20\(2011\).pdf](http://kansastag.ks.gov/AdvHTML_doc_upload/ESF%20%20Mass%20Care,%20Housing%20and%20Human%20Services%20(2011).pdf).

#### **ADDITIONS TO/ APPROVAL OF THE AGENDA**

The printed agenda was distributed and there were no other requests for additions. Chris and Tom suggested that the agenda be accepted.

#### **OLD BUSINESS**

**Minutes of Previous Meeting** - A copy of the proposed minutes from the 1/13/11 meeting had been e-mailed to those who had been in attendance and others who had been identified as interested parties a week prior to the meeting along with the meeting reminder. Copies were also made available to those in attendance at the current meeting. Steve commented in regards to page 2 of the minutes under COAD Membership that the Medical Reserve Corps now has a new point of contact, Jenifer Zellers who will ask to attend the COAD meetings. He then asked if there were any other corrections or additions. There being no corrections, Chris moved that the minutes be approved. Lonnie seconded the motion and it passed by acclamation.

**Committee Breakout** – Steve reminded everyone that it was decided at the December meeting to form two committees at the present time to help move the COAD forward.

#### **Committee Reports –**

**Planning Committee** – Steve reviewed the minutes of the Planning Committee Meeting which indicated that the committee members thought they should focus on writing the

new language for the County EOP in order to describe the COAD, the participating agencies and the role of these entities in some detail in the event of a disaster. Two sections in particular need of updating are Sections 5.4, Non-Governmental Agencies, and Section 7.3, Response. There are also areas in Section 7.4.4, Recovery Facilities that probably needs to be rewritten. Steve had volunteered to work on the wording of the changes, and had planned on meeting with Kathy Allen a week ago to go over this. That meeting was postponed and Steve met with Kathy immediately before this meeting, so that not yet work on the plan. Besides the EOP the committee plans to address formulating policies for volunteer and donation management, and sheltering and feeding. The Planning Committee will meet again in April on the Second Thursday, the 14<sup>th</sup>, at FSGC. Hopefully Randi and her committee will be able to meet with them, as it appears that the ESF 6 and COAD language in the plan should be consistent.

**Training Committee** – Tom went over the agenda items from the Training Committee Meeting and summarized the opinions of that committee in regards to what they thought the function is of the committee, what type of training the committee feels should be offered to the COAD and who could teach the desired subjects. The sheets from the brainstorming session that listed the possible training events and the priority effort of these topics by the meeting attendees were posted during the meeting. Tom said that “low lying fruits” were identified and one of the top choices is already scheduled for the next meeting in May, Psychological First Aid. Some training can be done individually on line, or presented in a group setting. Tom added that the exams would have to be taken by the individuals. Certificates suitable from training could be presented to those attend the various trainings that the COAD hosts. The Training Committee will meet again in April. The date and time will be determined later.

## **PROGRAM – CRISIS COUNSELING IN DISASTER**

Steve and Chris gave a brief program on their mental health function in disasters. Steve provided a handout from his agency, the Family Service and Guidance Center, and Chris shared one from Valeo Behavioral Health Care. Steve also passed out some information on the Kansas All-Hazards Behavioral Health program which was established by Kansas State to coordinate the crisis counseling on the State level in 2003. Over the years they put on two symposiums, the last being in 2008. Since then SRS gave the contract to Kansas Health Solutions (KHS) and it is now referred to as the Kansas Crisis Counseling program. Steve and Chris ware working on the county level with emergency management in the ESF-8 arena to prepare for the provisions of these services on a local level. Steve pointed out that this is where Carolyn and Riley would fit it with National Animal Assisted Crisis Response to provide comfort and stress relief to victims and responders where needed.

## **NEW BUSINESS**

**Announcements** – In the interest of time there were none made by the partners in attendance.

**Other Discussions** - Steve asked if there was anything else to discuss. There was nothing else to discuss at this time.

**MEETING ADJOURNED**

Steve then declared the meeting adjourned at 3:05 PM.

**NEXT MEETING LOCATION AND DATE**

The next meeting will be in 2 months, is scheduled for May 12<sup>th</sup> and will be 2 hours in length. The meeting will feature training on Psychological First Aid. It will be held again at the Kansas Capital Area Chapter of the American Red Cross building, 1221 SW 17<sup>th</sup> St., Topeka, Kansas. Carolyn will send out a reminder, and the exact topic of the meeting with a draft of the minutes a week prior to the meeting.

Respectfully Submitted,

Carolyn Buono  
SNCO-COAD Secretary