

# Kansas Continuity of Operations Planning Committee

## Minutes from 19 February 2016

### Topics discussed:

#### Introductions

In Attendance (14): Chair - Bryan Murdie (KDEM), Susan McMahan (KDEM), John Moyer (DCF), Heather Dunlap (KDOL), Jerry Miller (OFPM), Chris Simons (OFPM), Anthony Fadale (DCF), Terri Ploger (KDEM), Nicole Proulx Aiken (KDOC), Melanie Lawrence (KHP), Eric Sauer (KHP), Doug Cruce (Judicial), Ingrid Vandervort (KDOT), Nathan Brown (KDEM)

#### COOP Charter

- Committee Chair briefly reminded members of the meaning behind the charter. The committee exist to cooperatively address the challenges of developing COOP specifically at the state level. Further this committee provides a forum for all agencies to discuss related COOP planning initiatives.
  - o Chartered Authorities:
    - To convene and discuss the various facets of COOP within state government
    - This committee shall also identify potential sources of funding for COOP efforts throughout the state
  - o Chartered Outcomes:
    - Evaluate the status of COOP Planning efforts in all state agencies
    - Create a statewide COOP Planning template (complete)
    - Manage implementation of a statewide COOP plan
    - Create best practices, policies, procedures, and protocols for COOP
    - Ensure training opportunities pertaining to COOP are available throughout the state

#### Training and Exercise Subcommittee

- John Moyer, Subcommittee Team Leader, highlighted the subcommittee meeting discussions. Some uncertainty remains regarding the purpose of and committee expectations for the subcommittee. It was asked that the committee provide clear direction and tasking for the subcommittee. The Chair stated that the overall intent of subcommittee is to “ensure training opportunities pertaining to COOP are available throughout the state.” Further, the committee asked the subcommittee to update the previous COOP 3 Year Training and Exercise Plan to provide a roadmap to ensure this intent is meet.
- Nathan Brown, KDEM Exercise Officer, spoke to the need for a workshop oriented COOP event for this fall. He stated that the events over the past few years have been tabletops or drills which resulted in the identification of many improvement areas and that it’s time to produce a product designed to engage and educate our elected/appointed officials in

progress made. He recommended that a Rolling Summary Report be produced identifying trends and progression made and used to demonstrate COOP progression.

- The committee discussed using Matt Eyer, Bold Planning Inc., who contractually with COOPKansas can deliver an exercise or training. The subcommittee was tasked with working out the details of the event (likely workshop).

### **Best Practice(s)**

- The Chair recognized and thanked Jerry Miller for the creation of last quarter's best practice/information paper.
- A chartered outcome of this committee is to create best practices, policies, procedures, and protocols for COOP. Ideally, this is ongoing, continual, and at a minimum highlights additional COOP resources e.g. Continuity Webinars. Discussion commenced on identifying a best practice to document during this quarter. Anthony Fadale suggested a best practice be develop for small agencies with limited resources underscoring where efforts should be focused in COOP. *Tasking: Jerry Miller and AJ Wolfe will explore the creation of a potential best practice.*
- The committee agreed to share developed best practices and documents via COOPKansas.com messaging capabilities.
- The COOP information portion within KS Div of Emergency Mgmt (KDEM) Kansastag.gov website has been update. This information was previously identified at the last committee meeting as being severely outdated and corrections where made in an effort to communicate accurate and relevant information to COOP stakeholders.

### **KDEM New Planner**

- The Chair informed the committee of a new employee with KDEM who will be a resource to them and the COOP community. Andrew (AJ) Wolfe's responsibilities within KDEM include COOP, THIRA, EMAP accreditation program manager, and debris management planning. AJ was previously with the KS Dept. of Health and Environment. AJ will be stakeholders primary POC for COOP plan reviews.

### **Anticipated Upcoming Projects**

- The Chair identified the following projects moving forward:
  - o Migration of COOP planning system into the super system.
    - COOPkansas.com into kansasplanner.com
    - Anticipated August completion
    - Eliminating annual sustainment cost
  - o Identify voting committee members from listed charter agencies.
    - Letters from Leadership
  - o Identify agencies from listed charter without representation.
  - o Identify agency dependencies/interdependencies statewide.
  - o Ranking state COOP status. Create scale.

- Review template/update.
- Explore a recognition program for COOP
- Actively seek quarterly speakers (suggestions). Record and post for community.

### **Continuity of Government Annex**

- The Chair commented that the 2014 KRP update is underway. This committee is ideal for tabling and discussing facets within the COG annex. A proposal was made for a member review of current COG annex and provide suggestions/comments as needed to this body for discussion and eventual recommendation for change if needed.

Next Meeting: Tentatively May 5<sup>th</sup>, 2016