

# MEMO

The Board of City Commissioners  
Diane Stoddard, Interim City Manager

**From:** Teri Smith, Director

**Date:** June 5, 2015

Joint Cities-County Emergency Management Resolution

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The Joint Cities-County Resolution establishes the Douglas County Emergency Management Board as the Local Emergency Planning Committee (LEPC), and defines the purpose, organization, policies, duties, and authorities of the board. The resolution also defines the authorities and duties of the Director of Douglas County Emergency Management.

Changes to the document include updates to the previous resolution in order to accurately define the most current policies and procedures of the LEPC as well as the recently updated job description of the Director. Specific sections in which changes were made include:

- Section IV: Powers and Duties of the Board
- Section VI: Authorities and Duties of the Director of Douglas County Emergency Management

The previous version was written in 2009 and was due for an update in order to align with the current duties of the LEPC and Director of the department. Updates include:

Page 6, Section 4; Power and Duties of the Board:

- Letter H- To be involved in the planning, approval, and adoption of all Emergency Management Plans
- Letter J- To serve as an advisory board of stakeholders involved in the development and revision of the Multi-Year Strategic Plan.
- Letter K- To participate in the TEPW annually.

Pages 8-11, Section 6; Authority and Duties of the Director of Douglas County Emergency Management

- This section was given an update in order to accurately reflect the job description defined in the recent county's classification study

The Douglas County Commission has approved the resolution.

Recommendation: The City of Lawrence should approve the updated document via resolution.