

# Franklin County Emergency Management

## Meeting Minutes

January 19<sup>th</sup>, 2017

### I. Call to Order

Chairman Patti Bailie called the meeting to order at 3:30 p.m. at the FCEM Office.

#### Council Present

Bob Koch, Franklin County  
Bob Metzger, City of Pasco  
Patti Bailie, City of Mesa  
Matt Watkins, City of Pasco  
Chris Schulte, City of Connell

#### Council Absent

David Wooten, City of Kahlotus  
Brad Peck, Franklin County

#### Staff Present

Sean Davis, Director

#### Guests

None

### II. Approval of Minutes

Matt Watkins moved to approve the board minutes from the October 20, 2016 meeting. Bob Metzger seconded the motion. **Motion Carried**

### III. Approval of Vouchers

Matt Watkins moved to approve voucher 101950 thru 101990 for \$16,886.63 Bob Metzger seconded the motion. **Motion Carried**

### IV. Budget Recaps

- a. The Radiological Emergency Preparedness program grant contract is 50% through its contractual period and is 44% expended. FCEM has submitted the required documents for the next 4-year budget for this grant. We should hear within the next few months if changes need made or if it is approved as submitted.

The board was briefed on the Department of Energy grant. The program grant contract is 25% through its contractual period and is 23% expended. The 2016-17 grant award is the same amount as last year's grant - \$140,724.

The Board was briefed that the Emergency Management Performance Grant. FCEM

received the expected amount of \$49,969.00 for this grant. The program grant contract is 44% through its contractual period and is 22% expended. We are anticipating on utilizing some of these grant funds to upgrade the phone system, install the backup generator and purchase audio/visual equipment for the ECC.

The Board was briefed on the Jurisdiction Budget. Approximately \$7600.00 remained at the end of December. With board approval, we are anticipating on utilizing these funds to upgrade the phone system, install the backup generator and purchase audio/visual equipment for the ECC.

- b. The board was briefed that the Homeland Security 2015 grant only has Administration (M&A) dollars left to be expended and will be totally expended by the end of January 2017. The Chairman signed the 2016 contract for \$67,723.00. Three main projects were submitted, CodeRED renewal, Tactical EMS training and a Crime Scene Van.
- c. The board was briefed that FCEM has received the Hazard Mitigation Planning for \$25,456 and the Chairman has signed the contract.

#### V. New Business

- a. The board was presented the final 2016 Budget for \$785,853.09 for approval. Bob Koch moved to approve the 2016 FCEM Budget as presented for \$785,853.09. Bob Metzger seconded the motion. **Motion Carried**
- b. The board was presented a worksheet showing what the surrounding counties are assessed based on per capita for emergency management services. There was no action on this item, strictly an informational presentation.
- c. The board was presented three main projects for 2017 for ECC/Agency enhancements. Chris Schulte moved to approve the three projects (Generator Install, TV's for the ECC and Phone System) as presented and with the understanding that the \$7600 Jurisdiction dollars will be utilized on these projects. Matt Watkins seconded the motion **Motion Carried.**
- d. The Director recapped the agencies main accomplishments for calendar year 2016. The board discussed the step increase for the Director from step I to J (last step in salary scale). Matt Watkins moved to approve the step increase from I to J for the Director. Bob Metzger seconded the motion. **Motion Carried.**

#### VI. Unfinished Business

- a. The board was briefed on the status of the Wagenaar Center project. The Director re-stated the need for the three previously discussed projects that were approved. Additionally, the Chairman signed the lease agreement with the city of Pasco establishing the FCEM lease amount for \$1857.37/mo. at the Wagenaar Center.

VII. Comments and Questions


None

VIII. Next Meeting Date

**Thursday, April 20, 2017, at 3:30 p.m.**

IX. Adjournment

Bob Koch moved to adjourned the meeting at 3:56 p.m. Bob Metzger seconded the motion. **Motion Carried**



SEAN T. DAVIS  
Secretary to the Council



PATTI BAILIE  
CHAIRMAN