

Franklin County Emergency Management

Meeting Minutes

January 21st, 2016

I. Call to Order

The meeting was called to order by Chairman Matt Watkins at 3:36 p.m. at the FCEM Office.

Council Present

Bob Metzger, City of Pasco
Patti Bailie, City of Mesa
Matt Watkins, City of Pasco
Patti Hamilton, City of Kahlotus
Chris Schulte, City of Connell
Brad Peck, Franklin County

Council Absent

Robert Koch, Franklin County

Staff Present

Sean Davis, Director

Guests

Tom Larsen, City of Pasco (Alternate)

II. Approval of Minutes

Bob Metzger moved to approve the board minutes from the October 15, 2015 meeting. Patti Bailie seconded the motion. **Motion Carried**

III. Approval of Vouchers

Bob Metzger moved to approve voucher 101672 thru 101739 in the amount of \$26,628.62 Patti Bailie seconded the motion. **Motion Carried**

IV. Budget Recaps

- a. The Radiological Emergency Preparedness program grant had no extraordinary expenses during the second quarter of this grant. Four days of exercises in February and March will incur a significant cost for the meals during those days.

The board was briefed on the Department of Energy grant. The 2015/16 grant was expended

completely and the new contract is available for signature. The 2015/16 grant is for the same amount as last year. There were no extraordinary expenses to report on this grant.

The Board was briefed that the Emergency Management Performance Grant. The 2015/16 grant has been signed and is in its final year of incorporating the new funding scheme that was changed in the RCW and WAC.

The Board was briefed on the Jurisdiction Budget. There was nothing extraordinary or new to report on this budget and we that budget is brand new as of January 1st.

b. The board was briefed on the status of the Homeland Security 2014 grant. Only \$10,575 of the Franklin County allotment is left to be spent by July 2016. There are only three smaller projects left. 2 for \$2500 each (Fire District #3 and Kahlotus) and one for \$3200 (Fire District #5). We may receive additional funding for the Fire District #3 project from the reallocation of the Yakama Nation SHSP '14 funds. The contract for the SHSP '15 grant has been signed by the Chairman. There is one large radio project, the CodeRED renewal and the allowed amount for Personnel in M&A. It is anticipated that we will be receiving additional funds from the reallocation of the Yakama Nation funds.

c. The board was briefed on the status of the BLM-CWPP budget/grant. This fire specific grant can only be used for wildfire mitigation projects. The remaining \$9,875 is currently being spent on a brochure for burn days and address location sticks for residents' addresses. The English version of the brochure has been printed and the Spanish version is in translation.

V.

New Business

a. Elections for new FCEM Board Officers was held. Parti Bailie was nominated for Chairman, accepted the nomination and was unanimously approved. Bob Metzger was nominated for Vice-Chairman, accepted the nomination and was unanimously approved.

b. The board was briefed on the upcoming exercises in 2016:

- Nuclear Plant (CGS)
 - i. Ingestion 02/23-25/16 (Dress Rehearsal)
 - ii. Ingestion 03/29-31/16 (Evaluated) & Big River School
 - iii. MS-1 04/21/16 (Dress Rehearsal)
 - iv. MS-1 05/12/16 (Evaluated)
- North Franklin School District 03/08/16
- Hanford (DOE) 06/16/16
- CBC 08/30/16
- Pasco Airport 09/14/16

c. The board was briefed on the 2015 Franklin County Comprehensive Emergency Management Plan (CEMP), the coordination process and the approval letter from Washington State dated 01/08/2016. Bob Metzger moved to approve the FC 2015 CEMP and have the Chairman sign the approval letter. Chris Schulte seconded the motion. Brad Peck wanted the board to be cognizant that this plan is a "guidance document" and does not specifically require strict/absolute adherence, but rather provides the general

structure on how most emergencies/disasters should be dealt with within Franklin County. **Motion Carried**

d. The board was briefed on the status of the 2012-2014 Perform Audit that the agency is currently involved in. The anticipated cost is roughly \$7500.00. FCCEM is no longer required to have a Single Federal Audit yearly because we have dropped below the threshold of receiving federal grant dollars.

e. The board was briefed on the 2015 FCCEM accomplishments, exercises, trainings, actual emergency activations and any other significant items.

f. At 4:16 pm, the FCCEM Board went into executive session with an expected duration of 15 minutes to review the performance of the Director. The board returned from executive session 2 minutes early at 4:29, with no decisions being made while in executive session, in accordance with RCW 42.30.110(g)

Brad Peck moved for a step increase for the Director for Step H to Step I. Bob Metzger seconded the motion. **Motion Carried**

VI. Unfinished Business

a. The board was briefed on the FCCEM Asset and Equipment Policy. Pati Bailie moved for approval of the Asset and Equipment Policy and Resolution 01-2016. Chris Schulte seconded the motion. **Motion Carried**

b. The board was briefed on the status of the additional 20+ sirens that have been installed in Franklin County for the Columbia Generating Station Nuclear Plant. The sirens are completing installed and currently undergoing testing and operational verification for FEMA's approval/acceptance.

c. The board was briefed on the walk through of the Wagenaar Center. The Director stated the facility was very large and easily would meet our needs, but rental cost, maintenance and moving costs are a concern. The board instructed the Director to begin talks with Port Director – Randy Hayden to discuss a number of items:

- i. Tenant improvements
- ii. Lease duration
- iii. Facility Condition
- iv. Etc.

VII. Comments and Questions

Brad Peck suggested to get feedback from the FCCEM staff on operations of FCCEM. He thinks we too often look at using these tools and input when things are going bad, rather than when then are going good with the potential to take the agency to the next level.

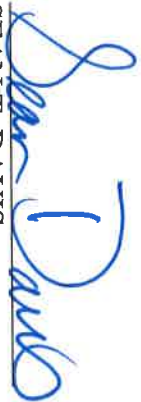
VIII. Next Meeting Date

Thursday, April 21, 2016, at 3:30 p.m.

IX.

Adjournment

Chairman Matt Watkins adjourned the meeting at 4:57 p.m.



SEAN T. DAVIS
Secretary to the Council



PATTI BAILIE
CHAIRMAN