

Meeting Minutes

July 13th, 2017

I. Call to Order

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

Council Present

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

Council Absent

David Wooten, City of Kahlotus
Bob Koch, Franklin County

Staff Present

Sean Davis, Director.

Guests

None

II. Approval of Minutes

Bob Metzger moved to approve the board minutes from April 20, 2017 and May 16, 2017 meetings. Matt Watkins seconded the motion. **Motion Carried**

III. Approval of Vouchers

Matt Watkins moved to approve voucher 102041 thru 102087 for \$76,223.98. Brad Peck seconded the motion. **Motion Carried**

IV. Budget Recaps

- a. The Radiological Emergency Preparedness program grant contract was 100% spent, including an additional \$25,000 received for gap funding projects. FCEM's 2017/18 contract was signed by the Chairman for \$303,759.00.

The board was briefed on the Department of Energy grant. The program grant contract is 75% through its contractual period and is 69% expended. It is fully anticipated that this grant will be completely expended by the end of the contract.

The Board was briefed that the Emergency Management Performance Grant. The program grant contract is 87% through its contractual period and is 62% expended. We are anticipating on utilizing some of these grant funds to possibly complete the wiring transfers for the generator and purchase visual equipment for the ECC. It was noted that the percent of the contract period was out of sync because the grant time frame was so long.

The Board was briefed on the Jurisdiction Budget. \$7675.71 has been spent as of June 30th (37%) and we are 50% through the budget cycle.

- b. The board was briefed that the Homeland Security 2016 grant. Pasco Police has the majority of the funding allocated for a Crime Scene Investigation vehicle and has started that project. \$12,000 in funds are available for Training through Pasco Fire. CodeRED renewal has been completed and billed. \$3137.30 in grant administration for FCEM is left. We are 42% through the grant cycle with 21% spent.
- c. The board was briefed that FCEM has continued to proceed with the Hazard Mitigation Planning project. The grant is for \$25,456 and the Chairman has signed the contract. A request for comment/input from the public was advertised in the Franklin County Graphic. Quarterly reports have been submitted for this grant. Documentation has been posted on the www.franklinem.org website and we are progressing with the project.

V. New Business

- a. The board was briefed on the need to amend the current 2017 FCEM Budget due to the agency receiving additional “Gap Funding” from the REP Program in the amount of \$25,000. Additional line item transfers were reflected in the amendment proposal. Brad Peck moved for approval of Amendment A in the amount of \$649,633.09, and increase of \$25,000 incorporating the necessary line items transfers as reflected on the 2017 Budget Amendment worksheets. Matt Watkins seconded the motion. **Motion Carried**
- b. The board was briefed on the projects for the 2017 Homeland Security Grant that were approved through the Franklin County Equipment Users Group. The projects were:

Admin	EM	\$3,713.00
CodeRED	ALL	\$14,500.00
FSCO ATV	LE	\$20,007.00
Trailer	Fire	\$14,490.00
Training	Fire	\$9,000.00
ResponseTask Force	Fire	\$6,000.00
		\$67,710.00

Brad Peck moved for approval of the six projects selected by the Franklin County Equipment Users Group. Matt Watkins seconded the motion. **Motion Carried**

- c. The board was briefed on the status of the Washington State Department of Health and Labor and Industries conflicting guidance pertaining to the REP Program. The Washington State Military Department, Emergency Management Division assisted in

coordinating a meeting between the two state agencies and the meeting outcome was positive (attached email). They have agreed to continue to move forward towards a resolution on this issue.

VI. Unfinished Business

- a. The board discussed the importance of sending the letter to Washington State Emergency Management. They reviewed the provided document, had minor changes on punctuation. Matt Watkins moved to approve the letter with suggested edits and send to the Washington State Emergency Management Director and distribution list. Brad Peck seconded the motion. **Motion Carried**
- b. The board discussed whether or not it was prudent or appropriate to place a letter of support into the Director's file surrounding the Fire District #5 issue during the Department of Energy emergency. The board agreed to have Bob Metzger revise his current version of the letter to include the following statement: "The board supports the Director's actions during an emergency and if there is a need for clarity of the Director's authority please refer to FCEM Policy and/or Job description for guidance." If this is not in the policy and or job description, then these will need changed to incorporate that authority. Bob Metzger agreed he would amend the letter to capture the intent of this discussion and have the letter ready for the next board meeting in October.
- c. The board reviewed and discussed the draft ECC Staffing Policy and Resolution. Two edits were required, delete one of the repeated paragraphs on page two, paragraphs three or four and include trainees in the same regards as observers. Matt Watkins moved to approve the ECC Staffing Policy with required edits and authorize the Chairman to sign the resolution and ensure a copy of the ECC Staffing Policy, with the incorporated changes, will be emailed to the FCEM Board. Bob Metzger seconded the motion. **Motion Carried**
- d. The board was briefed on the agency receiving an additional \$25,000 from the REP Program. The enhancements on the following two projects were mainly funded through this grant:
 - A TV and two projectors were purchased and installed in the ECC as part of the audio/visual displays project. At least two more TVs will need to be purchased to complete that project.
 - The emergency generator has been wired into the facility. Additional wiring may be required to transfer certain lights and outlets onto the generator panel. The generator should be fueled within the week and the final programming and setup should be completed within the next 10 days.

VII. Next Meeting Date

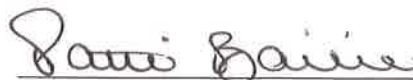
Thursday, October 19, 2017, at 3:30 p.m.

VIII. Adjournment

Patti Bailie adjourned the meeting at 4:15 p.m.



SEAN T. DAVIS
Secretary to the Council



PATTI BAILIE
CHAIRMAN