

Franklin County Emergency Management

Meeting Minutes

April 21st, 2016

I. Call to Order

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

Council Present

Bob Metzger, City of Pasco
Patti Bailie, City of Mesa
Matt Watkins, City of Pasco
Robert Koch, Franklin County
Brad Peck, Franklin County

Council Absent

City of Kahlotus
Chris Schulte, City of Connell

Staff Present

Sean Davis, Director

Guests

Tom Larsen, City of Pasco (Alternate)
Bob Gear, Pasco Fire Chief

II. Approval of Minutes

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

III. Approval of Vouchers

Matt Watkins moved to approve voucher 101740 thru 101825 in the amount of \$108,612.32
Bob Koch seconded the motion. **Motion Carried**

IV. Budget Recaps

- a. The Radiological Emergency Preparedness program grant is right on schedule and only had travel expenses as an extraordinary expenses during the third quarter of this grant.

The board was briefed on the Department of Energy grant. The grant is right on track and expenses are in line with the percentage of the grant cycle that has elapsed.

The Board was briefed that the Emergency Management Performance Grant. There were no extraordinary expenses to report during the quarter.

The Board was briefed on the Jurisdiction Budget. There was nothing extraordinary or new to report on this budget. Yearly insurance expenses will be coming in and bring the expended balance in line with percentage of year elapsed.

b. The board was briefed that the Homeland Security 2014 grant has been expended. The SHSP '15 grant is already 75% expended with only the CodeRED renewal and the allowed amount for Personnel in M&A left to expend.

c. The board was briefed that the BLM-CWPP budget/grant has been expended and FCEM will be send close out documents to the Bureau of Land Management.

V. New Business

a. The board was briefed on the projects for the SHSP '16 grant that were submitted for approval from the Equipment Users Group. Bob Metzger made a motion to eliminate the \$11,000 perimeter security fencing project, increase the ICS Training project to \$10,000, increase the Crime Processing Van project to 38,500 and approve the other three submitted projects as presented based on overall utility to the region. Matt Watkins seconded the motion. **Motion Carried**

- \$3,722 – Grant Administration
 - \$13,500 – CodeRED
 - \$38,500 – Crime Processing Van
 - \$2000 – Active Shooter Training
 - \$10,000 – Incident Command System Training
- TOTAL - \$67,722**

b. The board was briefed on the multi-day Radiological Emergency Preparedness Ingestion Exercise. Franklin County had two areas that will require correction:

- A planning item that had conflicting numbers of radiological equipment on hand versus what was stated in the plan.
- Communication issue when relaying evacuation route information to the Joint Information Center (JIC). There was a discrepancy between what was discussed and agreed upon with the Operations Group table and what the Decision Group table issued to the JIC.

c. The board was briefed that Benton and Franklin County Emergency Management agencies and the local fire chiefs are drafting a letter to send to the state requesting funding from the Radiological Emergency Preparedness Program for an Operational Plan. The plan will focus on updating response tactics and plans to better utilize and share resources between the two counties and better reflect the actual response tactics that will be utilized by our responders. Equipment, training and evacuation/decontamination plans/tactics will also be updated.

VI. Unfinished Business

a. The board was briefed on the status of the Wagenaar Center project. The Director stated the Port was looking at leasing the property at a rate of .28 cents a sq./ft. Pasco has interest in the property for their fire administration offices. Fiscally, for FCEM, it would be in our best interest for Pasco to be the primary lessee, and FCEM be on a sub-lease to Pasco. Rent would be slightly higher than the 502 building by a couple hundred dollars. The Director presented estimates from Help-U-Move and Day-Wireless for moving costs of office furniture/equipment and radio equipment and tower. The radio equipment and tower move is the main expense that will need to be funded. The estimate was roughly \$125 thousand dollars. The board was also briefed that if the move did occur, FCEM would also lose the rent revenue from the 502 facility and the yearly local assessment would increase for the cities and county.

The board also discussed how this would impact the alternate dispatch center, and discussed that dispatch situation is still flux and would need the merger issues resolved to know the impact. The board had general consensus to keep the project moving forward with a report for the next board meeting. The board instructed the Director to work the Chairman for approvals of equipment and any items to keep the project moving closer completion. The board instructed the Director to brief the Weed and Pest Control Boards on the situation, and work with the State EMD and Energy Northwest to discuss funding the tower relocation.

b. The board was briefed on the distribution of the approved 2015 Comprehensive Emergency Management Plan (CEMP). Only two entities are left to receive their copy, and they are Yakima County Emergency Management and Franklin County Fire Protection District #2. They will receive their copies shortly and this item is considered completed.

VII.

Comments and Questions

Matt Watkins questioned if Patti Hamilton was Vice Chairman and if so, we would have a vacancy. Bob Metzger confirmed he was appointed Vice Chairman at the previous board meeting, so there is no vacancy.

VIII.

Next Meeting Date

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

IX.

Adjournment

Bob Metzger moved for adjournment, Matt Watkins seconded the motion, motion passed unanimously. Chairman Patti Bailie adjourned the meeting at 4:25 p.m.



SEAN T. DAVIS
Secretary to the Council



PATTI BAILIE
CHAIRMAN