

Meeting Minutes

October 19th, 2017

I. Call to Order

Chairman Patti Bailie called the meeting to order at 3:33 p.m. at the FCEM Office.

Council Present

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

Council Absent

David Wooten, City of Kahlotus
Brad Peck, Franklin County

Staff Present

Sean Davis, Director.

Guests

None

II. Approval of Minutes

Bob Metzger moved to approve the board minutes from the July 13, 2017 meeting. Matt Watkins seconded the motion. **Motion Carried**

III. Approval of Vouchers

Bob Koch moved to approve voucher 102088 thru 102126 for \$44,785.89. Matt Watkins seconded the motion. **Motion Carried**

IV. Budget Recaps

- a. The Radiological Emergency Preparedness program grant contract is on schedule at 22% spent. The new contract is \$303,759.00, an increase of \$19,312.00.

The board was briefed on the Department of Energy grant. The program grant was 100% expended and the new contract has been received and is going through the signature

process. The grant award is the same amount as the previous year \$140,724.00

The Board was briefed that the Emergency Management Performance Grant. The program grant was renewed in the amount of \$50,351.00. The grant is right on track with the budgeted expense plan.

The Board was briefed on the Jurisdiction Budget. \$12479.81 has been spent as of September 30th (60%) and will be drawn down quickly through supporting the Hazard Mitigation Plan project.

- 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 and invoices have been submitted. \$12,000 in funds are available for Training through Pasco Fire. We are 54% through the grant cycle with 22% spent.
- c. The board was briefed that FCEM has continued to proceed with the Hazard Mitigation Planning project. The grant is for \$29,063 and the Chairman has signed the contract.. Quarterly reports have been submitted for this grant. There is a local and state match requirement. \$3,636 from local funds and \$3,637 from State funds. An informal request for proposals has been sent with a maximum amount of \$24,937 for the proposal.

V. New Business

- a. The board reviewed the Consumer Price Indexes Pacific Cities and U.S. City Average West-B/C statistics. - see last paragraph of item d.
- b. The board reviewed the proposal to adjust the salary scale for the Program Coordinators, to align with the scale of the Administrative Executive - see last paragraph of item d.
- c. The 2018 Jurisdiction Assessment was presented with the same base amount of \$20719 and adjusted for population distribution. The Director recommended that the board look at adjusting the base amount that has not changed since 1995. Possibly adjusting it for inflation/cost of living on a yearly basis. The board stated that could be looked at, but will need to be presented in a formal proposal during subsequent meetings. Matt Watkins moved for approval of the 2018 Jurisdictional Assessment as presented. Chris Schulte seconded the motion. **Motion Carried**
- d. The board was briefed on the current Medical package and the increase for 2018. Out of pocket medical expenses increased to \$605.38 from \$502.68. An increase of \$102.70

Matt Watkins moved to approve a 2% COLA (item a), accept the new salary scale for the Program Coordinators (item b) and increase the medical coverage package by \$100 to \$1325.00 (item d). Bob Metzger seconded the motion. **Motion Carried**

- e. The board was presented the 2018 FCEM Budget for approval in the amount of \$698,314.09. Matt Watkins moved to approve the 2018 FCEM Budget for \$698,314.09 with any necessary adjustments made to line items to incorporate the approved item d components from above. Stressing that the total budget amount remain \$698,314.09. Bob

Metzger seconded the motion. **Motion Carried**

VI. Unfinished Business

- a. The board discussed the Letter For File that Bob Metzger had drafted. Matt Watkins moved to approve the letter for signature by the Chairman and to be placed in the Director's personnel file. Chris Schulte seconded the motion. **Motion Carried**

VII. Next Meeting Date

January, 18, 2018, at 3:30 p.m.

VIII. Adjournment

Patti Bailie adjourned the meeting at 4:21 p.m.



SEAN T. DAVIS
Secretary to the Council



PATTI BAILIE
CHAIRMAN