

Franklin County Emergency Management

Meeting Minutes

October 20th, 2016

I. Call to Order

The meeting was called to order by Chairman Patti Bailie at 3:31 p.m. at the FCEM Office.

Council Present

Bob Koch, Franklin County
Brent Cook, City of Pasco (Alternate)
Patti Bailie, City of Mesa
Matt Watkins, City of Pasco
Tom Larsen, City of Pasco (Alternate)

Council Absent

David Wooten, City of Kahlotus
Brad Peck, Franklin County
Bob Metzger, City of Pasco
Chris Schulte, City of Connell

Staff Present

Sean Davis, Director

Guests

None

II. Approval of Minutes

Matt Watkins moved to approve the board minutes from the July 21, 2016 meeting. Bob Koch seconded the motion. **Motion Carried**

III. Approval of Vouchers

Matt Watkins moved to approve voucher 101885 thru 101949 in the amount of \$185,571.46
Bob Koch seconded the motion. **Motion Carried**

IV. Budget Recaps

- a. The Radiological Emergency Preparedness program grant contract is 25% through its contractual period and we are 24% expended. FCEM is in the process of initiating a new 3-year budget cycle for this grant.

The board was briefed on the Department of Energy grant. The 2015-16 grant was completely expended and FCEM has submitted a new budget for the 2016-17 grant for the same amount as last year's grant - \$140,724. We are just waiting for the new contract to be sent and we will have the chairman sign that contract.

The Board was briefed that the Emergency Management Performance Grant. The main extraordinary expense was due to the relocation/move of the FCEM office to the Wagenaar Center and expenses associated with the office move and communications tower. FCEM is waiting for this contract from the state as well. FCEM should be receiving \$49,969.00

The Board was briefed on the Jurisdiction Budget. Extraordinary expenses in the budget were due to the relocation/move of the FCEM office to the Wagenaar Center and expenses associated with the office move new to report on this budget.

- b. The board was briefed that the Homeland Security 2015 grant only has Administration (M&A) dollars left to be expended. The 2016 contract should arrive towards the end of the year.
- c. The board was briefed that FCEM received a new grant for Hazard Mitigation Planning in the amount of \$25,456, not including the local match amount of \$3,637. The chairman will sign the contract after the board meeting.

V. New Business

- a. The board was presented with a 2016 Budget amendment that made line item adjustments and increased the overall budget by \$3,000 from increased expenses in the REP Budget as reflected in the Revenue Sheet. Matt Watkins moved to approve amendment B to the 2016 FCEM Budget which increases the budget amount to \$785,853.09 as presented. Brent Cook seconded the motion. **Motion Carried**
- b. The board was briefed that the US Department of Labor has issued a Final Rule delimiting exempt status for employees that will be in effect December 1, 2016. Matt Watkins moved to approve the Appendix A, Salary Rates for FCEM 2017 - NO COLA effective December 01, 2016 to meet exempt status requirements from the US Department of Labor.
- c.-e. The board discussed the 2017 COLA and medical benefit for FCEM. Matt Watkins moved to approve a 2% COLA increase for the 2017 Salary Scale and a \$100 increase for the medical benefit. Brent Cook seconded the motion. **Motion Carried**
- f. The board discussed the 2017 Jurisdiction Assessment. The board instructed the Director to ensure that this amount meets the agency's needs and grant requirements and provide a review for the 2017 summer meeting. Matt Watkins moved to approve the 2017 Jurisdiction Assessment. Brent Cook seconded the motion. **Motion Carried**
- g. The FCEM Board presented the FCEM 2017 Budget and Revenue Recap. Matt Watkins moved to approve the 2017 Jurisdiction Assessment. Bob Koch seconded the motion. **Motion Carried**

VI. Unfinished Business

- a. The board was briefed on the status of the Wagenaar Center project. The Director stated that we are still waiting for a lease/contract from the city of Pasco (Rick Terway) to present to the board and chairman. All critical systems are operable and have been tested. The backup generator still needs moved to the new center and it will be a priority in 2017 to get it installed and online. The Director commended the FCEM staff on countless hours, including volunteer hours on the weekend, spent getting the new facility cleaned, painted and livable.
- b. The FCEM Board was briefed on the status of the transfer of the two excess generators and two servers from the old facility. The two generators fell well below the \$5,000 fair market value required by the grants that they were purchased with, and were transferred to the City of Connell and Fire District #3. One of the servers was unusable and had a very minimal fair market value and was transferred to Franklin County Information Systems, and the second server is valued above the \$5,000 mark and will remain on the FCEM inventory and will continue to be utilized by FCIS, but owner ship won't be transferred to FCIS.

VII. Comments and Questions

None

VIII. Next Meeting Date

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

IX. Adjournment

Chairman Patti Bailie adjourned the meeting at 4:17 p.m.



SEAN T. DAVIS
Secretary to the Council



PATTI BAILIE
CHAIRMAN