

Franklin County Emergency Management

Meeting Minutes

January 21<sup>th</sup> 2021

I. Call to Order

Chairman Alt.- Ed Dunbar called the meeting to order at 3:31 p.m. at the FCEM Office.

Council Present Virtually

Ed Dunbar, City of Pasco  
Craig Maloney, City of Pasco  
Patti Bailie, City of Mesa  
Ken Woffenden, City of Connell  
Clint Didier, Franklin County  
Rocky Mullen, Franklin County

Council Absent

David Wooten, City of Kahlotus

Staff Present

Sean Davis, Director

Guests

None

II. Approval of Agenda

Patti Bailie moved to approve the Agenda. Craig Maloney seconded the motion.  
**Motion Carried Unanimously**

III. Approval of Consent Agenda

- a. Approval of Board Minutes from October 17, 2020
- b. Approval of Voucher Numbers **102635** thru **102673** in the amount of **\$64,110.27**
  - Approval of Program/Budget Recaps
  - Columbia Generating Station Nuclear Program
  - Department of Energy - Hanford Program
  - Emergency Preparedness Program Grant - FEMA
  - Jurisdiction/Local Funding Program
  - Homeland Security Program Grants
    - State Homeland Security Programs (SHSP)
      1. SHSP 2018
      2. SHSP 2019

*There were no questions/comments*

Craig Maloney moved to approve the Consent Agenda. Patti Bailie seconded the motion. **Motion Carried Unanimously**

### III. New Business

a. Approval of 2020 Budget-B

- Reduction of \$122,239

Craig Maloney asked for clarification and confirmation that the \$122,239 reduction wasn't do to returning grant funds. Sean Davis confirmed that the reduction involved grant funds, but explained that the funds were carried over into calendar year 2021 where most have their end dates set. Pattie Bailie moved to approve the 2020 Budget-B amendment as presented. Ken Woffenden seconded the motion. **Motion Carried Unanimously**

b. Directors Report

Sean Davis reported:

- FCEM has replaced the Program Coordinator position with a new hire, Jason Clapp from Yakima County Emergency Management.
- FCEM has received the SHSP 2020 grant contract for \$80,054 and will begin expending those funds on the two main projects – CodeRED and Stop the Bleed Kits for the schools.
- FCEM is working on updating the Comprehensive Emergency Management Plan (CEMP) that is due for submittal in 2021 to Washington State Emergency Management. This revision has grant funding associated with the EMPG award and is tagged as a deliverable. To date, these sections have been updated:
  - i. Limited English Proficiency (LEP) requirements
  - ii. ESF 10a HAZMAT revised and approved – 22-23
  - iii. ESF 9 Search and Rescue revised and approved by Law Enforcement
  - iv. Introduction / Basic portion updated
- FCEM is due for their 2018-2020 Performance Audit. Currently we are in the Year End close out process. Once completed, we will be put on the Washington State Auditor's schedule for our 3 year Performance Audit.
- Covid-19

Sean Davis reported that currently 2,743,597 units of PPE have been distributed through FCEM for Franklin County only. Between Benton and Franklin Counties, we have well surpassed 4 million units of PPE and probably will reach that amount for Franklin County only by the end of 2021.

- i. Process Changes for B/F Emergency Management Agencies
  1. Benton County EM will be primary author for the weekly unified SitRep as well as participating in the vaccination distribution planning and isolation/quarantine workgroups
  2. Franklin County EM will be the sole ordering and distribution agency/site for PPE for both Benton and Franklin counties
- 2021 Exercises/Trainings
  - i. Airport Exercise end of September  
This exercise will be a continuation of the Table Top Exercise that was completed in September of 2020
  - ii. Columbia Generating Station Oct. 26 – FEMA Evaluated  
FCEM was able to conduct a virtually evaluated exercise with

- FEMA Rx at Lourdes Medical Center during the Flu Vaccination Clinic. This allowed us to complete a Medical Services – 1 exercise that was postponed due to COVID-19 in early 2020
- iii. ICS 300 (Jan 11-14) & 400 (Feb 9-10)

V. Unfinished Business

- a. Jurisdictional Assessment Amount - \$20,719.09 history  
Needed as match for EMPG funds
- RCW 38.52.070
  - WAC 118-09-020(8)(a) – EMA Funds
  - WAC 118-09-030(9) – Matching Funds
  - Joint Benton/Franklin EM Operations history

Sean Davis reported that the \$20,719.09 was the match amount required for the EMPG award when FCEM first applied for it over \$20 years ago and the amount has never changed. WA EMD is looking at revising the wording on the match amount to make it more of a dollar for dollar versus utilizing other non-federal grant/award dollars as match – which we are currently doing, along with a host of other offices.

VI. Next Meetings:

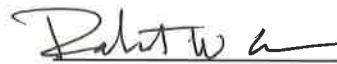
**Thursday, April 15, 2021 at 3:30 p.m.**  
**Thursday, July 15, 2021 at 3:30 p.m.**  
**Thursday, October 21, 2021 at 3:30 p.m.**

VII. Adjournment

Ed Dunbar adjourned the meeting at 4:14 pm



SEAN T. DAVIS  
Secretary to the Council



Bob Gear  
CHAIRMAN