

Franklin County Emergency Management

Meeting Minutes

October 21th 2021

I. **Call to Order**

Chairman Bob Gear called the meeting to order at 3:31 p.m. via ZOOM Meeting.

Council Present

Bob Gear, City of Pasco (virtual)
Craig Maloney, City of Pasco (virtual)
Ken Woffenden, City of Connell (virtual)
Clint Didier, Franklin County (virtual)
Janelle Romeike, City of Kahlotus
Rocky Mullen, Franklin County

Council Absent

Merlin Giesbrecht, City of Mesa

Staff Present

Sean Davis, Director

Guests

None

II. **Approval of Agenda**

Clint Didier moved to approve the agenda. Craig Maloney seconded the motion.

Motion Carried Unanimously

III. **Approval of Consent Agenda**

- a. Approval of Board Minutes from July 15, 2021
- b. Approval of Voucher Numbers **102743** thru **102778** in the amount of **\$109,947.77**
- c. Approval of Program/Budget Recaps
 - Columbia Generating Station Nuclear Program
 - Department of Energy - Hanford Program
 - Emergency Preparedness Program Grants (EMPG)
 - Jurisdiction/Local Funding Program
 - Homeland Security Program Grants
 - State Homeland Security Programs (SHSP)
 1. SHSP 2020
- No questions from the Board.

Craig Maloney moved to approve the Consent Agenda as presented. Clint Didier seconded the motion. **Motion Carried Unanimously**

III. New Business

- a. The Board was presented the information pertaining to the new federal holiday – Juneteenth. The board was asked to provide FCEM employees with an additional personal day to be used in 2021, since FCEM missed implementing the holiday in June. The personal day would have to be used before 12/31/2021 or it will be lost. Thereafter, June 19th will be recognized as an observed holiday in our the FCEM Personnel Policy Manual. Rocky Mullen moved to approved the request and update to the FCEM Personnel Policy Manual with the requested changes as presented. Craig Maloney seconded the motion. **Motion Carried Unanimously.**
- b. The Director briefed the board on the 2022 Jurisdiction Assessment. The Board wanted confirmation that the amount is meeting grant requirements and verify amount is appropriate. Discussion of adjusting the amount on a yearly basis by a small percentage was discussed as a possibility in the future. Clint Didier moved to approve the 2022 Jurisdiction Assessment as presented. Rocky Mullen seconded the motion. **Motion Carried Unanimously**
- c. The Director presented the board with the current medical benefits program for FCEM employees. The allotted medical benefit for FCEM employees hasn't increased since 2019. FMLA and Long-Term Care programs have been imposed on employees. FCEM has realized an increase of roughly 7%-12% yearly. Employees are currently paying \$505.24 out of pocket. Craig Maloney moved to increase the medical allocation to \$1675 per employee/per month. Janelle Romeike seconded the motion. **Motion Carried Unanimously**
- d. The Director presented the board with Consumer Price Indexes of Pacific Cities West B/C for reference. Craig Maloney moved to approve a 3% COLA for the 2022 Salary Schedule/Rates. Rocky Mullen seconded the motion. **Motion Carried Unanimously**
- e. The FCEM Board went into executive session at 1600 to discuss the performance of an employee, with an anticipated return at 1605. The FCEM Board resumed the open meeting at 1605. Craig Maloney moved to approve a 3% salary increase for the Director position. Rocky Mullen seconded the motion. **Motion Carried Unanimously**
- f. The Director presented the board with the proposed 2022 Budget. Rocky Mullen moved to approve the FCEM 2022 Budget Proposal as presented with the approved items from above - c.,d.,e., above. Ken Woffenden seconded the motion. **Motion Carried Unanimously**

IV. Unfinished Business

- a. By-Laws review continued. The board reviewed the current changes that have been made. The Director was instructed to create verbiage that would give the Director authority to sign established grants/grants that were approved by the board for the calendar year budget. FCEM has 4 core grants/funds they operate under, any other grants/income sources needs signed by the Chairman and presented to the FCEM Board at the next board meeting. The Director was instructed to have those changes made for the next board meeting in January for review/approval.

VII. Next Meeting Date

Thursday, January 20, 2022 at 3:30 p.m.

Thursday, April 21, 2022 at 3:30 p.m.

Thursday, July 21, 2022 at 3:30 p.m.

Thursday, October 20, 2022 at 3:30 p.m.

IX. Adjournment

Chairman Bob Gear adjourned the meeting at 4:38 p.m.



SEAN T. DAVIS
Secretary to the Council



Bob Gear
CHAIRMAN