

# Franklin County Emergency Management

## Meeting Minutes

**October 19<sup>th</sup> 2023**

### **I. Call to Order**

Chairman Kevin Crowley called the meeting to order at 3:32 p.m.

#### **Council Present**

Kevin Crowley, City of Pasco  
Ken Woffenden, City of Connell  
Cade Scott, City of Mesa  
Clint Didier, Franklin County (virtual)  
Michael Robitaille, City of Kahlotus  
Rocky Mullen, Franklin County

#### **Council Absent**

Blanche Barajas, City of Pasco

#### **Staff Present**

Sean Davis, Director  
Chris Lee, Deputy Director

#### **Guests**

None

### **II. Approval of Agenda**

Ken Woffenden moved to approve the agenda. Cade Scott seconded the motion.

**Motion Carried Unanimously**

### **III. Approval of Consent Agenda**

- a. Board Minutes from July 20, 2023
- b. Voucher Numbers **102992** thru **103030** in the amount of **\$91,603.09**
- c. 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 2022

Ken Woffenden moved to approve the Consent Agenda a-c as presented. Rocky Mullen seconded the motion. **Motion Carried Unanimously**

#### IV. New Business

a. **2023 Budget Amendment C**

- Cade Scott moved to approve the 2023 Amendment C as presented for \$835,004.09. Michael Robitaille seconded the motion. **Motion Carried Unanimously**

b. **Property Transfer**

- Cade Scott moved to approve the property transfer to FCPHD/FD#1 as presented. Michael Robitaille seconded the motion. **Motion Carried Unanimously**
- DELL Precision 5540 Laptop, 17800425327, Tag **000485**
- DELL Precision 5540 Laptop, 3527048559, Tag **000486**
- DELL Precision 5540 Laptop, 18335762859, Tag **000488**
- DELL Precision 5540 Laptop, 27773985135, Tag **000484**
- DELL Precision 5540 Laptop, 34425264495, Tag **000487**
- DELL Precision 5820 XCTO BASE Tower, 3NGKNF3, Tag **000521**
- DELL Precision 5820 XCTO BASE Tower, 9RMSQJ3, Tag **000522**
- DELL Precision 5820 XCTO BASE Tower, 8RMSQJ3, Tag **000523**

c. **2024 & 2025 Jurisdiction Assessment**

- The FCEM Director presented the 2024 Jurisdiction Assessment that was approved at the October 2023 FCEM Board meeting in the amount of \$31,341.00
- Kevin Crowley moved to approved the 2025 Jurisdiction Assessment with an \$11,000 increase in an effort to meet the EMPG grant 50/50 match requirement. The 2025 Jurisdiction will be \$42,341. Cade Scott seconded the motion. **Motion Carried Unanimously**

d. **2024 Medical Benefits Allocation**

- Ken Woffenden moved to approve a \$150 increase to the Benefits Allocation from \$1875/mo. per employee to \$2025/mo. per employee. Cade Scott seconded the motion. **Motion Carried Unanimously**

e. **2024 COLA Allocation**

- Cade Scott moved to approve a 5% COLA increase for 2024. Rocky Mullen seconded the motion. **Motion Carried unanimously**

f. **2024 Budget**

- Ken Woffenden moved to approve the FCEM 2024 Budget as presented in the amount of \$820,419.00. Cade Scott seconded the motion. **Motion Carried Unanimously**

#### V. Unfinished Business

- a. None

VI. Next Meeting Dates

Thursday, January 18, 2024 at 3:30 p.m.

Thursday, April 18, 2024 at 3:30 p.m.

Thursday, July 18, 2024 at 3:30 p.m.

Thursday, October 17, 2024 at 3:30 p.m.

IX. Adjournment

Chairman Kevin Crowley adjourned the meeting at 4:10 p.m.



SEAN T. DAVIS  
Secretary to the Board



~~Kevin Crowley, FCEM Board Chairman~~  
Cade Scott Vice