

# Franklin County Emergency Management

## Meeting Minutes

**April 18<sup>th</sup> 2024**

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

Chairman Kevin Crowley called the meeting to order at 3:30 p.m.

#### **Board Members Present**

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

#### **Board Members Absent**

Rocky Mullen, Franklin County (virtual)

#### **Staff Present**

Sean Davis, Director

#### **Guests**

Eric Britton, North Franklin Public Hospital District

### **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 October 19, 2023
- b. Approval of Voucher Numbers 103031 thru 103057 in the amount of \$20,738.18
- 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 2022
      2. SHSP2023
  - No questions from the Board.

Michael Robitaille moved to approve the Consent Agenda as presented. Cade Scott seconded the motion. **Motion Carried Unanimously**

**IV. New Business**

- a. Cade Scott moved to adopt FCEM Resolution 02-2024-FCEM Policy Manual Revision as presented. Michael Robitaille seconded the motion. **Motion Carried Unanimously**
- b. The FCEM Director presented the three RFPs that were received from contractors to update/revision of the Hazard Mitigation Plan. The FCEM Board reached consensus on a selection. Cade Scott moved to select Integrated Solutions Consulting as the contractor to updated the Franklin County Natural Hazards Mitigation Plan. Michael Robitaille seconded the motion. **Motion Carried Unanimously.**
- c. The FCEM Director briefed the board on the multi-day CGS FEMA evaluated exercise. The Director stated there was impressive participation from a myriad of public, private and volunteers during this exercise. Franklin County received positive comments back from FEMA and there were no major deficiencies or issues noted
- d. The FCEM Board went into executive session at 3:53pm to discuss the performance of a public employee and resumed the open meeting at 3:57pm.

**V. Unfinished Business**

- a. None

**VI. Next Meeting Dates**

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

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

**IX. Adjournment**

Cade Scott moved to adjourn the meeting. Ken Woffenden seconded the motion. **Motion Carried Unanimously.** Chairman Kevin Crowley adjourned the meeting at 3:59 p.m.

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SEAN T. DAVIS  
Secretary to the Council

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Kevin Crowley  
Chairman

**FCEM RESOLUTION 02-2024-FCEM Policy Manual Revision**

BEFORE THE BOARD OF DIRECTORS FOR THE OFFICE OF EMERGENCY MANAGEMENT,  
FRANKLIN COUNTY (DBA Franklin County Emergency Management)

***APPROVAL OF THE FRANKLIN COUNTY, POLICY MANUAL***

**WHEREAS**, the Franklin County Emergency Management Policy Manual has been revised to mirror the language in the Franklin County policy manual referenced in FC Resolution 2021-293 as closely as possible;

**WHEREAS**, the Franklin County Emergency Management Policy Manual Annual Leave Accrual hours have been rounded to half/full hour increments to align with the usage portion of the policy;

**NOW, THEREFORE, BE IT HEREBY RESOLVED** that the Board of Directors for the Office of Emergency Management, Franklin County hereby adopts the 04-2024 Franklin County Emergency Management Personnel Policy Manual.

**APPROVED** this 18<sup>th</sup> day of April, 2024.

ATTEST:

FCEM Board:



Secretary to the Board

FCEM Board Chairman / Vice Chairman

Contractor	Organization and Completeness of Submittal Response	Score /10	Firm's and Team Member's Qualifications and Experience	Score /10	Experience with Similar Projects/References	Score /20	Project Approach, Management, and Schedule	Score /30	Cost	Score /30	Total Score
NMI	8		16		20		29		29		96
Missal, LLC	7		16		19		29		29		94
ISC	9		10		20		30		30		99

Firm Board



Contractor	Organization and Submittal Response	Score /10	Firm's and Team Member's Qualifications and Experience	Score /10	Experience with Similar Projects/References	Score /20	Project Approach, Management, and Schedule	Score /30	Cost	Score /30	Total Score
NMI	RFP is clear and organized. Diagrams show previous experience with both Hazard Mitigation Plans as well as CWPP. The only thing that was missing was the Mitigation Strategy timeline in the estimated timeline. The timeline to complete this project is the longest.	9	Forrestry/Reporter/Firefighter NEPA (National Environmental Policy Act)/Environmental Planner Environmental Planning Specialist/Forest Service/DNR/Masters Natural Resources Management/Field Forester/ArcGIS Pro Previously completed CWPPs and HMP in WA State including ours	8	A few HMPs they have produced reflect the affects of Climate change. All reports are clean and sited. Clear organization. They listed a lot of more recent, completed projects that were accessible.	20	The only thing that was missing was the estimated project timeline was Mitigation Strategy. The time to complete this project is the longest. (From May 24 to October of 25)	25	\$65,000 10% Scoping Study - May 10% Kickoff Meeting - June 20% Hazard Assessment to PC - August 20% Mitigation Strategy - incomplete? 10% Public Review - June 25 30% @ FEMA Approval - Oct 25 (5 points extra for % billed per task complete)	25	87
Missal, LLC	RFP is long-winded. A lot of mentions of FEMA compliance and not broken out. Makes it hard to focus on material/readability. I searched the document for the billing schedule and found none.	6	Master of Science in Fire/EM/AlaksaEOC FEMA Director/Oversaw NFIP Federal Coordinating Officer/City/StateEM Hurricane Katrina/Ivan/GIS Consulting Group	7	Other published HMPs touch on climate change. It was more difficult to find more recent examples of work. There are highlights in one of the published plans	15	The project is broken out by "Tasks" as listed in the "Cost" column. Overall looking at a 9-month project. They have a plan broken out by tasks to get the project complete.	20	\$65,000 estimated 9 months for completion kickoff & scoping study - 1 month Hazard Identification & Risk Assessment - 4 Months Mitigation Strategies & Draft Plan - 3 Months Plan Review, Evaluation and Implementation - 1 month Finalization and Adoption - 1 Month	20	68
ISC	I like their formatting, their ease of reading, charts, graphics, etc. The RFP is clear, organized and reader-friendly. Everything was complete and clear	10	Floodplain manager/CEMP/lots of HMP exp. I do not see a lot of CWPP experience at first glance GIS Specialist/ Medical and Public Health focus/ Meteorology a lot of combined specialized expertise.	9	21 references to climate change in just one of their prior plans. Meteorologist makes it handy for that proposed changes, clean plans	20	Their tasks are broken out into subtasks and the timeline for those subtasks is clear and concise. The overall project is estimated to be completed in 9 months.	30	\$63,750 Billing by deliverables or quarterly.	30	99

Jordan H.

Contractor	Organization and Completeness of Submittal Response	Score /10	Firm's and Team Member's Qualifications and Experience	Score /10	Experience with Similar Projects/References	Score/20	Project Approach, Management, and Schedule	Score /30	Cost	Score /30	Total Score
NMI	Complete and concise; easy to read and follow their projected actions. Could use	10	Less experience overall; some qualifications listed did not seem relevant; good balance of EM, GIS and Wildland Fire experience	9	They completed FCEM 2018 HMP. Most explicitly listed HMP and CWPP experience for 3 of the 4 team members.	20	Straightforward and proactive. Laid out with multiple steps, and each step was explained in a concise and complete manner. Also laid out the teams percentage of responsibility within the project, and what each person will be responsible for. A monthly calendar schedule was also provided, and broke down the time period goals for each step.	30	\$65,000; broken down into a payment schedule, with each step in the project having a specific percentage of the cost allocated to it.	29	98
Missal, LLC	Complete and concise	9	Firm has a lot of experience and combined knowledge; heavy emphasis on GIS capability and years of experience. Only 1 person listed as having CWPP experience	10	Good mix of listed projects; no real specifics on the scope of any of the projects worked on; great GIS capability. Only 1 person listed as having specific HMP experience with FEMA	18	Clear deliverables listed at the end of each step in the process; no specific timeline laid out (listed by amounts of time, not a month to month breakdown), and there is only a lump sum amount listed, without context. No points of contact for specific roles within the project	27	Projected a not-to-exceed amount of \$65,000	25	89
ISC	Complete and thorough	10	Firm has combined experience; has a good GIS capability; no mention of anyone on the planning team having CWPP experience	9	A lot of overall experience, GIS included, and 3 out of 5 team members have specific HMP experience	19	Straightforward, but slightly harder to follow with the sheer amount of information. No clear deliverables for each step, but a good description of each step. A monthly calendar schedule was also provided.	28	\$63,750; broken down into a payment schedule, with each step in the project having a specific percentage of the cost allocated to it.	30	96

Megan W.