

# Franklin County Emergency Management

## Meeting Minutes

**January 16<sup>th</sup> 2025**

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

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

#### **Board Members Present**

Kevin Crowley, City of Pasco  
Charles Grimm, City of Pasco  
Ken Woffenden, City of Connell  
Michael Robitaille, City of Kahlotus  
Perrie Robitaille, City of Kahlotus (alternate)  
Rocky Mullen, Franklin County  
Clint Didier, Franklin County (virtual)

#### **Board Members Absent**

Cade Scott, City of Mesa

#### **Staff Present**

Sean Davis, Director  
Jordan Hanes, Deputy Director

#### **Guests**

None

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

Michael Robitaille moved to approve the agenda. Rocky Mullen seconded the motion. **Motion Carried Unanimously**

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

- a. Board Minutes from October 17, 2024
- b. Approval of Voucher Numbers **103157** thru **103188** in the amount of **\$88,529.34**
- 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. SHSP 2023
- Hazard Mitigation Plan (HMP) Grant

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

#### IV. New Business

- a. The FCEM Director reviewed the 2021-2023 3-Year Performance Audit report with the FCEM Board.
  - i. The Director highlighted the issues raised in the Management Letter that the State Auditor's Office issued. The Director stated that the FCEM Bid Policy from 2009 is outdated and basically void and needs to be recreated. The Director will be providing the Board with a revised draft FCEM Bid Policy hopefully by the next Board meeting.
- b. The FCEM Director informed the Board that FCEM had received the Community Wildfire Protection Plan contract for \$65,000 from WA DNR. The board discussed their options for contracting the plan revision. After discussing their options, Ken Woffenden motioned to utilize the HGAC Purchasing Agreement/Contract that is currently in place with FCEM, and select Integrated Solutions Inc. as the vendor from their list. Michael Robitaille seconded the motion. **Motion Carried Unanimously**
- c. The FCEM Director briefed the FCEM Board on the agency accomplishments for calendar year 2024 from the 2024 Director's Report.
- d. The FCEM Director briefed the FCEM Board on the Nuclear Plant exercise scheduled for 02/11/2025 and extended an invite to any of them that would like to observe and/or actively participate.
- e. The FCEM Director briefed the board on the Franklin County Auditor's requirement to complete/sign the 2025 Special Purpose District Fact Sheet. The document was distributed for signature to the FCEM Board members that were present.

#### V. Unfinished Business

- a. None

#### VI. Next Meeting Dates

**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.**

**VII. Adjournment**

Ken Woffenden moved to adjourn the meeting. Michael Robitaille seconded the motion. **Motion Carried Unanimously.** Chairman Kevin Crowley adjourned the meeting at 4:02 p.m.



SEAN T. DAVIS  
Secretary to the Council



KEVIN CROWLEY  
Chairman