

Franklin County Emergency Management

Meeting Minutes

July 17th 2025

I. **Call to Order**

Chairman Kevin Crowley called the meeting to order at 3:35 p.m.

Board Members Present

Kevin Crowley, City of Pasco
Michael Robitaille, City of Kahlotus
Ken Woffenden, City of Connell (virtual)
Cade Scott, City of Mesa
Perrie Robitaille, City of Kahlotus (alternate)
Clint Didier, Franklin County
Stephen Bauman, Franklin County (alternate)

Board Members Absent

Charles Grimm, City of Pasco
Rocky Mullen, Franklin County

Staff Present

Sean Davis, Director
Jordan Hanes, Deputy Director

Guests

Brian Dansel, Franklin County Administrator

II. **Approval of Agenda**

Stephen Bauman moved to add an executive session and approve the agenda.
Cade Scott seconded the motion. **Motion Carried Unanimously**

III. **Approval of Consent Agenda**

- a. Board Minutes from April 17, 2025
- b. Approval of Voucher Numbers **103219** thru **103263** in the amount of **\$122,554.14**
- 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 2024
- Hazard Mitigation Plan (HMP) Grant
- Community Wildfire Protection Plan Grant

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

IV. New Business

- a. The FCEM Director presented Resolution 02-2025 Bid Policy & Limits to the FCEM Board. The Resolution will allow FCEM to use all three MRSC rosters services (Small Works, Consultant Services & Vendor). Stephen Bauman moved to approve Resolution 02-2025 as presented. Michael Robitaille seconded the motion. **Motion Carried Unanimously**
- b. The FCEM Director presented to the Board the FCEM Small Works Roster – Business Utilization Plan, the Direct Contract Procedures, and the Internal Controls Bid Policy Procedures that support Resolution 02-2025. Stephen Bauman moved to approve the Plan and Procedures as written. Michael Robitaille seconded the motion. **Motion Carried Unanimously**
- c. The FCEM Director presented the board with the following list of equipment to surplus/dispose of:
 - Dell AOI Dell All in One Computer, HSD1WM3, Tag 000543
 - Dell AOI Dell All in One Computer, FSD1WM3, Tag 000542
 - Dell AOI Dell All in One Computer, GSD1WM3, Tag 000541
 - Dell AOI Dell All in One Computer, HGHZQN3, Tag 000530
 - Dell AOI Dell All in One Computer, J6HZQN3, Tag 000544
 - Dell AOI Dell All in One Computer, G6HZQN3, Tag 000528
- d. The FCEM Director briefed the FCEM Board on the status of the agency's grants and the current situation of Federal Grant programs, noting that two grants critical to FCEM are expected to be unavailable in the next fiscal year. The loss of these funds will necessitate FCEM eliminating one staff position at the end of the contract.
- e. The FCEM Director briefed the FCEM Board on the upcoming Hostile Action Based - Nuclear Plant exercises and tabletop. The tabletop will be on 09/30/2025 with a dress rehearsal 02/24/2026 and a FEMA evaluated 03/24/2026.

V. Unfinished Business

- a. The Director briefed the FCEM Board on the status of the Community Wildfire Protection Plan Grant. The plan is approximately 25% completed. Mitigation initiatives are drafted and have been coordinated with FC Chiefs for validation.

- b. The Director briefed the FCEM Board on the status of the Hazard Mitigation Plan Grant. Our revision is about 90% complete. FCEM and the contractor are working through the mitigation initiatives and the final draft version for public stakeholder comment period will follow. ETA of completion will be September 2025.

VI. Executive Session

Executive session of 15 minutes was called at 16:00. Came out at 16:15 and extended for another 15 minutes. Executive session was over at 16:28 with no decisions made during the session.

VII. Next Meeting Dates

Thursday, October 16, 2025, at 3:30 p.m.

VIII. Adjournment

Chairman Kevin Crowley adjourned the meeting at 4:29 p.m.



SEAN T. DAVIS
Secretary to the Council



KEVIN CROWLEY
Chairman