

# EMERGENCY MANAGEMENT ADVISORY GROUP (EMAG)

# MINUTES

11/3/2016 ~ CAMP MURRAY ~ 1:00 PM – 4:00 PM

*Meeting called to order by Robert Ezelle, EMD Director, 1:00 PM*

## **In Attendance – Introduction of Attendees**

Scanned sign in sheet following minutes. “\*” = Phone participant

1-877-820-7831                      Host: 7282990                      Participant: 125896

### **Members**

- |   |   |  |   |
|---|---|--|---|
| <input checked="" type="checkbox"/> Randy August  | <input checked="" type="checkbox"/> Jason Biermann* | <input checked="" type="checkbox"/> JoAnn Boggs      | <input checked="" type="checkbox"/> Eric Brooks*    |
| <input checked="" type="checkbox"/> Deanna Davis  | <input checked="" type="checkbox"/> Sandi Duffey    | <input checked="" type="checkbox"/> Robert Ezelle    | <input checked="" type="checkbox"/> Barb Graff      |
| <input checked="" type="checkbox"/> Tory Green    | <input checked="" type="checkbox"/> Scott Heinze    | <input checked="" type="checkbox"/> PattiJean Hooper | <input type="checkbox"/> Walt Hubbard-Ex            |
| <input checked="" type="checkbox"/> Gary Jenkins* | <input checked="" type="checkbox"/> Ed Lewis*       | <input type="checkbox"/> Scott McDougall-Ex          | <input checked="" type="checkbox"/> Larry Robinette |
| <input checked="" type="checkbox"/> Lee Shipman   | <input type="checkbox"/> C. Wallace-Ex              | <input checked="" type="checkbox"/> Ute Weber        | <input checked="" type="checkbox"/> Jay Weise*      |

### **Supporting Staff**

- |   |  |   |   |
|---|--|---|---|
| <input checked="" type="checkbox"/> Dan Banks | <input checked="" type="checkbox"/> Lit Dudley     | <input type="checkbox"/> J. Hollingsworth         | <input checked="" type="checkbox"/> Alysha Kaplan   |
| <input type="checkbox"/> Rob Lang             | <input checked="" type="checkbox"/> T.J. Rajcevich | <input checked="" type="checkbox"/> Kristin Ramos | <input checked="" type="checkbox"/> Jennifer Schaal |
| <input type="checkbox"/> John Ufford          | <input checked="" type="checkbox"/> Casey Broom    |   |   |

### **Guests/Other Attendees**

- |  |   |   |   |
|--|---|---|---|
| <input checked="" type="checkbox"/> Butch Aiken  | <input type="checkbox"/> MG Daugherty           | <input checked="" type="checkbox"/> Barnaby Dow | <input checked="" type="checkbox"/> Carrie Benson |
| <input checked="" type="checkbox"/> Sandy Eccker | <input checked="" type="checkbox"/> Jody Miller |   |   |

## **Call to Order-Introductions-Opening Comments**

**Robert Ezelle**

1. Approval of September 1 Meeting Minutes (October meeting cancelled)
  - o Motion to Approve: Pattijean Hooper
  - o Second: JoAnn Boggs
  - o Discussion: No additional
    - Ed Lewis participated via phone last meeting
  - o Vote for Approval: Unanimous

## **Action Request Report Outs by Line Number**

**All**

- EMAG-16-02: Preparedness Message Change

*Lit Dudley & Rosanne Garrand*

- The Military Department is moving to change the preparedness message to 14 days with Karina Shagren and Lit Dudley working together to develop a new message and program to disseminate it.
- EMD continues to use the Prepare in a Year program to help support the 14-day message, recommending up to 30 days of preparedness.
- All of the previous elements will be packaged and coordinated prior to presenting to the public. Public messaging coordination is occurring with local public educators.
- Research continues for programs to be adopted and/or adapted to better help our public outreach efforts as we make this major change to our message.
- Seattle translated their preparedness messaging into the 14 languages identified as having significant population representation within the city. Seattle plans to share the materials in an electronic format with local jurisdictions. This will allow local jurisdictions to use their logo and distribute to their communities.
- EMAG-16-03: EMAG Charter Edit Review and Vote *All*
  - Larry Robinette reminded the Group about tribal representation for grant purposes as well as EMAG. He would like to address 29 tribes compared to 39 counties.
  - Lee Shipman would like the representation discussion brought up at the next EMAG to be held at Squaxin Island. Before EMAG, there were no county, tribal, or city representatives. Tribes could attend the meetings, as Lee has attended frequently for years. With increased familiarity, tribes would like to be included in EMAG discussions.
  - For future updates, staff provide a copy of the Charter with tracked changes Non-binding conceptual approved, and pending tribal discussion, the Charter will be voted for approval at the next meeting.
- EMAG-16-04: Demographic Update City/County/Tribal *Robert Ezelle*
  - Lee Shipman recommended tabling this topic until the next EMAG for more tribal input on the most accurate way to count populations. OFM data are often not accurate for determining tribal populations. Census data for tribal populations tends to be questionable. Also enrollment figures for the tribes do not address family members' enrollment numbers. Another issue the tribal community would like addressed is why are the counties receiving a set amount of EMPG funding and the tribes are solely population-based. She does not want the funding issue placed first. She recommended having the reservation population determination discussion first, without ties to funding and EMPG. Lee would like the December 1 discussion to be between tribal Emergency Management and the EMAG. She asked we do not invite other state agencies. The tribes prefer other governmental agencies (GOIA) participate so the focus will be on the tribes.
  - Robert Ezelle asked if counties provide emergency management coverage to tribal members. A risk of double counting should be avoided. Robert would like the next meeting to focus on information gathering, the EMAG and EMD staff could then use for further deliberation.
    - T.J. Rajceovich stated that currently the grant funding is based on OFM per capita determination and a change to the WAC may be in order. Per capita counts do not provide accurate tribal populations.
    - Robert Ezelle would like to title the meeting as an information and perspective sharing session. How should the state count county/tribal populations? Build partnerships and relationships.
      - Casey Broom concurred.

- Jody Miller stated King County has no separating boundaries; they all work together. In working with the Muckleshoot Tribe, the tribe assists outside of tribal issues. King County would rather take a hit to per capita to ensure the tribes receive adequate funding.
  - Larry Robinette added the Colvilles have lands and properties outside the reservation properties.
  - JoAnn Boggs added that they have an active partnership with the Kalispell tribe. They active work together during exercises, planning activities and during incident responses.
  - Barb Graff would like to ask the tribes what the right source of tribal information would be. She added the entire situation, background, and question should be presented to the tribes so the tribes know the history behind the question being asked.
  - Randy August stated the tribes are sensitive to under counting of tribal populations, which has an impact when determining who receives EMPG funding.
  - Scott Heinze would like to develop a partnership with multiple tribes and engage in the process the right way, not just the quickest way.
- EMAG-16-06: EMAG invitation email for tribal participation *Lee Shipman*
- Lee sent a message to the tribes stating EMD invited tribal emergency managers only.
  - Robert suggested building the agenda for the December 1 meeting (listening session). Time scheduled will be from 1:00 PM – 4:00 PM. Robert informed the group he would not be able to attend for the entire afternoon. Lee acknowledged if Robert could not stay the entire time, his departure would not be offensive. The agenda tasks, in no specific order, are as follows:
    - EMAG Charter
    - What the EMAG does and how EMAG accomplishes the tasks.
    - Tribal resource request process.
    - Lee Shipman: Population methodology
      - Shoalwater Bay did not apply for funding to allow other tribes to be able to receive funding. Lee Shipman wants to see increased partnerships, and the issues are not always about the funding.
      - Leftover tribal funding was not returned to the tribes, where leftover county funding was returned to the counties.
      - T.J. Rajcevich added that funding returned after the close of the performance period cannot be reallocated. City funds go to the county, and tribal funds returns to the Tribes for their use, as long as the performance period is still open.
      - Tribal Liaison Project is important to Lee and the tribes. There are misunderstandings about who Lee is and what she does. Her participation for the Liaison project benefits all the tribes. Following Oso, the tribes did not like to go to multiple people to report a loss. Brynne Walker assisted with the navigation of the assistance process. The state efforts are important to the tribes. Lee will go to the state liaison (Casey Broom) only to represent Shoalwater Bay, but not for other tribes. The December 1 agenda includes discussion for the next steps in the Tribal Liaison Project.
    - Barb Graff: Add clarification on how EMPG funding is spent. What kind of forum should be used for requesting resources?
      - Dan Banks added that a brief presentation on the EMAG should be provided
    - Scott Heinze: Timing of decisions – respect of sovereignty and the Centennial Accord
      - Have the meeting be a listening session and use the time to provide clarification
    - Randy August stated that a lot of tribal members do not know who to talk to at the state level for assistance.

- Dan Banks will draft the letter, requested for distribution by November 11, with the agenda included in the calendar invite.
- EMAG-16-07: Regional Concept purpose statement *Dan Banks*
  - The topic was assigned to the SCIPT (Statewide Catastrophic Incident Planning Team). Jason Biermann and Dan Banks are wrapping up the SCIPT Framework prior to moving forward on the Regional Concept purpose statement.
  - Randy August proposed considering the tribes as their own region.
  - JoAnn Boggs stated the current Homeland Security Regional Concept in Region 9 has several constraints due to the geography of the region. JoAnn would like to know who is on the SCIPT for the next meeting.
  - To ensure no area is overwhelmed, Robert Ezelle voiced concern about the span of coordination.
  - Jody Miller reiterated that even there with their regional concept in King County this tends to get out of control.
  - Scott Heinze would like a white paper presentation once SCIPT has made progress to provide clarity.
- EMAG-16-08: EMAG Task Tracking Process *Dan Banks/Kristin Ramos*
  - The Task Tracking Workbook was presented for review of the task tracking mechanism.
- EMAG-16-09: Whole Community Task Prioritization *Dan Banks*
  - The shift will be for inclusive planning. Robert requested a name change.
  - Input will be requested of EMAG members to determine tasks and how to prioritize.
  - Pattijean Hooper recalled a presentation from Kim Connor on inclusion. Kim Connor replaced Emilio Vela at the WASILC (Washing Independent Living Council).
  - Robert Ezelle stated this group is working on inclusive planning for all groups disproportionately affected by disasters.
  - Input will be in response to a survey sent by the Whole Community Workgroup leadership.
- EMAG-16-10: Resource Management/Ordering Letter *Robert Ezelle*
  - Completed
- EMAG-16-13: EMAG Membership Status/Appointments *Robert Ezelle*
  - Kristin Ramos to send out membership documents for confirmation of dates and extension or replacement of members.
  - Each member names their own alternates.
  - Randy August is the member, and Larry Robinette is the alternate.

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## Old Business

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- EMAG-16-15: EMAG Direction and Future *Robert Ezelle*
  - Barb Graff would like Robert's perspective. She believes there is an obligation to review EMPG allocation annually. She would be okay with 3-4 times per year, possibly after every other EMC meeting. Barb would like the same Governor's representative to come to the EMAG meetings as the EMC meetings.
  - Robert Ezelle appreciates the periodic dialogue and is very sensitive to the time constraints of the members and happy with the linkage to the EMC meetings, as well as the work sessions, as long as the work sessions are focused and productive. He wants relationships with the members and continued discussions of what is important to the state, with value added. Robert can coordinate via phone or email, as needed. Type III IMTs have approached the state for some type of certification, as well as being approached by the 911 community for call taker certification.

- Sandi Duffey reiterated the importance of standardization, and Robert asked Dan to inquire of his groups to investigate other agencies' standardization methods.
- Robert will send out a meeting poll for meeting frequency, with a consistent day/week for planning purposes. The consensus will be distributed. Survey the members for agenda topics.
- Butch Aiken suggested quarterly meetings following the EMC.
- Pattijean Hooper feels the EMAG needs to maintain policy level emphasis and to focus on the work. Subject matter experts in the EMAG can be chairs of working groups. With Resource Ordering, EMAG did not do the work; the efforts were delegated and the work was completed. EMAG should take on items critical to the state. Sustainable funding can be "punted" to WSEMA, but there needs to be some element of participation and ownership of the task.
- Deanna Davis would like the meetings to be less frequent but longer, if necessary.
- Jody Miller states members have moved past "home rule" to being able to work regionally. The burden of travel can be shared between Eastside and Westside.
- Scott Heinze believes opportunities for partnership exist. He would like the EMC to let the EMAG know what the EMC would like from the group. The EMAG could be a very effective sounding group for Robert and the EMC.

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## Working Group Reports

**Robert Ezelle**

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1. EMPG Implementation and WAC 118-09

*T.J. Rajceвич*

- Application assistance provided upon request.
- The applications currently under review for outcomes and desired effects with the funding to demonstrate a return on investment.
- Reviewed handout provided by T.J.
- Feedback welcome for WAC 118-09.
- Looking at population and per capita for methodology.
- Some local jurisdictions unable to apply due to the inability to provide matching funds.
- Butch Aiken inquired if a lesser match can be provided to acquire lesser funds. Federal Way chose to accept a reduced award.
- Robert Ezelle stated the match could only be a dollar for dollar hard match, the grant dictates this.

2. WAC 118-30

*Dan Banks*

- Currently, EMD working with Pierce County on a pilot. The assessment data should be available in December. Discussion about walking jurisdictions through the process once we take it to the entire state. For the small counties, EMD will need to provide assistance.
- Robert met with EMD management and stated there is interest in EMAP accreditation at the state level.
- Barb Graff stated there are numerous accredited organizations that would be willing to assist with the state efforts.
- Jody Miller added if there is enough interest, EMAP training can be brought in

3. SCRIPT

*Biermann/Banks*

- Jason Biermann shared that the SCRIPT met on a retreat in October, with ten in attendance. The goal was to put together the SCRIPT Framework. The group discussed catastrophic contingency

options and how to put together a baseline catastrophic document. The group looked at tasks previously outlined then identified common areas gleaned from King County's work. Going forward, one task to the state will be to take the contingency option and apply various lenses to determine how to apply in real life.

- Dan Banks added the experience was worthwhile and expressed appreciation for those at the state and local level that supported the efforts. Todd Kilpatrick is working on consolidating the notes for presentation, and Dan and Jason hope to make a presentation at Partners in 2017, rolling out the Framework. The Framework provides the guidelines that identifies who is responsible for what in a catastrophic incident.
- Barb Graff would like to know where to find the plan that establish commonalities.
- Robert Ezelle stated the focus would be the immediate and overwhelming needs of people. ESF 1, ESF 2, ESF 6, ESF 8 and ESF 12 would be primary emphasis. Establishing lifelines, air fields, and roads within hours to open up distribution pathways to meet anticipated needs. The approach will be layered as a local/state/federal catastrophic plan, with ESF plans as subsections.

#### 4. Standardization - Refocus

*All*

- Previously addressed

#### 5. Human Capital

*Jason Biermann*

- WAMAS Training Update

*Dan Banks*

- i. No additional training provided since the previous map was distributed. Not a lot of feedback received for additional training scheduling.
- ii. Colville Confederation is in the process of joining WAMAS. Once they have completed that, EMD staff will provide training on resource ordering and mutual aid systems.
- iii. Additional training and outreach is available.

- EMAT Update

*Jason Biermann*

- i. September 29 EOC Workshop Update Report Out: About 35 people came from around the state to discuss how they may support EOCs around the state. More information is needed about what a standard EOC is throughout the state. Toward the end of the day, potential issues and solutions were collected by John Unfred. Issues were broken into pre-deployment, deployment, and demobilization. There will be an offer to bring the group together again in the spring. The group was diverse and once past the idea of funding, presentations changed the tone. The baseline was how to support each other local to local.
- ii. Barb Graff asked about legal ramifications and who will pay for it. The recommendation is to answer those questions at the end of the workshop to prevent impeding progress.

#### 6. Sustainable Funding

*Barnaby Dow/Scott Heinze*

- EMAG-16-11: Legislative talking points (Ted Talk) & Next Steps

- i. Barnaby Dow stated legislative discussion during this year's WSEMA Conference focused around the direction of sustainable funding. The strategy has to take a longer view in approach. The approach of baseline data on gap analysis presented to the

legislature may be a dead end. This resulted in a recommended strategy of taking a longer term view of the issue and approach third party funding assistance and to complete a gap analysis. WSEMA plans on refocusing its efforts around funding emergency management and they did not renew their contract with their lobbyist. Also considering to release all of EMPG funding to the local jurisdiction.

- ii. Scott Heinze stated there should be a full transition to WSEMA. Sustainable funding is a common theme in multiple states. The consequences of not having funds need to be considered. We need to be relentless in talking to legislators. The responsibility of solving the problems lies with the lawmakers. Start educating legislators about the hazards in their constituents' areas. Partnerships with influential companies so that lawmakers do not hear the argument solely from the emergency management community, with consequences presented. Legislators seem more focused when they are back in their constituencies. The focus is on educating the lawmakers at this point on the hazards in the communities. We are better positioned tactically.
- iii. Barb Graff relayed that interns who provided valuable research are looking for volunteer opportunities. She has one intern in mind who could be a good resource for gap analysis.

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## **New Business**

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1. EMAG-16-17: Process to Fill EMC Vacancies *All*
  - o Discussion-Recommendations
    - i. Private Industry Alternate
    - ii. Member-at-Large Alternate
    - iii. Local EM Directors Alternate
  - o This topic to be covered by email.
2. January 5 EMAG Meeting Conflict
  - a. To be addressed by email.

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## **Closing Remarks**

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**Robert Ezelle**

1. Lee Shipman took a count of those planning on attending the Squaxin Island meeting. Native Americans can stay the night for \$64 and non-native for \$69.

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## **Adjournment**

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11/3/2016 4:00 PM

1. Motion to adjourn by: Robert
2. Second by: NA
  - a) Discussion: NA
3. Approval: NA

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## **Due Outs from Working Group Session**

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Emergency Management Advisory Group Meeting Due Outs Tracking								
Task Number	Meeting Date	Topic	Task	Assigned to	Suspense Date	Notified By	Notified Date	
EMAG-16-01	9/1/2016	Human Capital - Need for EMATs	Determination of need for EMATs	EMAG	10/15/2016	Kristin Ramos	9/13/2016	
EMAG-16-02	9/1/2016	Two Weeks Preparedness Messaging	Preparedness Message Change	EMAG (Lit Dudley/Rosanne Garrand)	10/25/2016	Kristin Ramos	9/13/2016	
EMAG-16-03	9/1/2016	EMAG Charter	EMAG Charter Edit Review and Vote	Kristin Ramos	9/1/2016	Kristin Ramos	9/6/2016	
EMAG-16-04	9/1/2016	Tribal Populations	Tribal Populations Determination Methodology	TBD	TBD	TBD		
EMAG-16-05	9/1/2016	Annual Charter Update	Update at the beginning of the state fiscal year	Kristin Ramos (tracking)	6/1/2017	TBD	9/13/2016	
EMAG-16-06	9/1/2016	Email Verbiage for Tribal Participation	EMAG invitation email for tribal participation	Robert Ezelle & Lee Shipman	10/15/2016	EMAG	9/13/2016	
EMAG-16-07	9/1/2016	Regional Concept Approach Purpose Statement	Develop a purpose statement for a Regional Concept approach for the next EMAG meeting for discussion	EMAG Members	10/15/2016	EMAG	9/13/2016	
EMAG-16-08	9/1/2016	EMAG Task Tracking Process	PAL section to monitor and track taskings from EMAG meetings, send reminders, and set on next agenda for follow-up	Kristin Ramos	Monthly	Kristin Ramos	9/6/2016	
EMAG-16-09	9/1/2016	Whole Community Task Prioritization	Prioritize key tasks to enhance planning: Transportation Infrastructure, Public Safety Communications, Energy and Fuel, Mass Care and Medical, Continuity of Operations, Continuity of Government, Command and Control for resource prioritization, and transition planning from response to recovery	EMD Director's Office Assignment	Ongoing	EMAG	9/13/2016	
EMAG-16-11	9/1/2016	Sustainable Funding Moving Forward	Legislative talking points and sustainable funding tasks	Barnaby Dow and Scott Heinze	10/15/2016	EMAG	9/13/2016	
EMAG-16-15	9/1/2016	EMAG Direction and Future	Discussion on the direction and focus of EMAG to be discussed at the October EMAG	All EMAG	10/6/2016	EMAG	11/3/2016	
EMAG-16-16	9/1/2016	EMAG Tribal Population Chart	Develop a tribal population chart for EMAG representation positions	TBD	12/1/2016	TBD	11/3/2016	
EMAG-16-17	9/1/2016	Process to Fill EMC Vacancies-email	Provide recommendation to EMC for next meeting	EMAG group	10/6/2016	TBD	11/3/2016	
EMAG-16-19	11/3/2016	January 5th Meeting Conflict-email	Determine alternate date options via email	EMAG group	11/25/2016	Robert Ezelle	11/3/2016	

Emergency Management Advisory Group (EMAG) Closed or Completed Tasks						
Task Number	Meeting Date	Topic	Task	Assigned to	Completed Date	
EMAG-16-12	9/1/2016	Mediator for October Meeting	Schedule half day EMAG 0800-1200 in Policy Room and arrange for the Lean Program Supervisor (MAJ Kosik) to maintain focus	Kristin Ramos	9/6/2016	
NA	8/4/2016	Hypothetical Funding for EMPG	T.J. Rajceovich to provide scenarios	T.J. Rajceovich	9/1/2016	
EMAG-16-04	42614	EMAG Demographic Charts	Update the EMAG City/County/Population Tables for accurate EMAG representation	EMD Director's Office Assignment	10/15/2016	
EMAG-16-16	9/1/2016	EMAG Tribal Population Chart	Develop a tribal population chart for EMAG representation positions - Tabled until populations are determined	Tabled until after Squaxin Island - City and County Populations done	12/1/2016	
EMAG-16-18	11/3/2016	Membership Terms	Send out documents for confirmation of membership	Kristin Ramos	11/4/2016	
EMAG-16-10	9/1/2016	Resource Management and Ordering Letter	Draft a letter regarding statewide resource management and ordering	EMD Director's Office Assignment	10/15/2016	
EMAG-16-13	9/1/2016	EMAG Membership	Determine which positions are due for revalidation or replacement	Kristin Ramos	9/20/2016	

## 2016 Meeting Schedule

December 1, 2016: 0800-1600 (Squaxin Island)

## 2017 Meeting Schedule

To be determined.