Meeting called to order by Jason Marquiss, Deputy Director of Washington State Emergency Management Division at 10:01 pm

In Attendance – Introduction of Attendees

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

Members
☐ Randy August ☒ Jason Biermann* ☒ JoAnn Boggs* ☒ Eric Brooks*
☒ Deanna Davis ☒ Sandi Duffey ☐ Robert Ezelle ☒ Paul Gazdik
☐ Barb Graff ☒ Tory Green ☐ Scott Heinze ☒ Walt Hubbard*
☒ Gary Jenkins ☒ Scott Johnson* ☐ Chandra Fox ☒ Jason Marquiss
☐ Ada McDaniel ☒ Scott McDougall ☒ Lee Shipman ☒ Kent Sisson*
☐ Chuck Wallace ☐ Ute Weber ☒ Jay Weise

Supporting Staff
☒ Dan Banks ☐ Carrie Benson ☐ Jennifer Schaal ☐ John Ufford
☐ Lit Dudley ☐ Alysha Kaplan ☐ Rob Lang ☒ Kim Mask
☒ T.J. Rajcevich ☒ Pete Hartmann ☒ Kent Catlin

Call to Order/Introductions/Opening Comments

Approval of May 4, 2017 minutes
  o Motion to Approve: Scott McDougall
  o Second: Jay Weise
  o Discussion: None
  o Vote for Approval: Unanimous
EMAG-16-13: EMAG Membership Status/Appointments
Dan Banks
Paul Gazdik from Bellingham has filled the representation role for Medium Cities. He replaces Pattijeann Hooper.

Status Updates

Grants
T.J. Rajcevich

Homeland Security Grant Funding

FFY16 EMPG:
- The federal fiscal year ends September 30. EMPG is expended at 64%. The performance period for the agreements end August 31. Six jurisdictions have submitted extensions until September 30. 16 agreements are closed or final reimbursement submitted.

FFY17 EMPG:
- The official awards are expected to be released in late August/early September. The hard deadline for local jurisdictions to submit an application is August 11. The only approved reasons for an application extension are:
  1. An open disaster/EOC activation.
  2. Change in internal management/leadership
  3. Change in Elected Officials/jurisdictional statute
- Meeting with the Assistant Attorney General to approve the final boilerplate agreement for FFY17.
- Currently, six tribes are showing interest in the $98,000 available.
- Any unallocated/unspent funds will be available to similar (population-based) jurisdictions to request additional support.

FFY18 Homeland Security Grant Funding:
- Based on the Presidential Blueprint, there is a proposed 25% reduction to Homeland Security grants. No guidance has been given for the proposed state match. It is unknown if it will be a hard match or soft match. If a hard match is required, it could be difficult for most jurisdictions to meet the match.
- The House Appropriations Committee requested the same funding levels as FFY17. The Senate Appropriations Committee has yet to release its budget.

SC IPT
Jason Biermann

- Held a workshop to assign tasks for the Framework to be finalized. The Framework will be ready for review after August 17, 2017 workshop, with the final version completed by the end of August. It will be distributed as the 2018 version to move forward and launch it. Even though the version released will not be perfect, it needs to be finalized so the guidance given can be used.
- The EMD, working with the National Guard, will work to with the regions to help them fill in their planning gaps, starting with Region 1 early in the fall. The goal is to reach out to all regions during the next year.
- The Framework will be endorsed by the state Emergency Management Director.

Exercise and Training
Dan Banks

- The SFY2018 Training and Exercise plan released.
Plans are being made for the 2018 LEPC Conference. Due to increased costs and budget considerations, the conference planning committee is looking at the possibility of holding the conference elsewhere next year. More discussion on this to come.

Resource Management  
- Mark Douglas and his team of logisticians continue working on CPODs. Currently working with Skagit County, Region 1 and Region 4.
- Mark Woodward has been assigned a temporary special project so the work that the logistic team has focused on will slow down some.
- Some areas around the state are still in need of WAMAS training and resource ordering.

LEP (Limited English Proficiency) Update  
- Work continues with HB5046. EMD staff continue to work on developing an implementation plan.

Human Capital (EMAT, IMAT, etc.)  
- No Report

COOP/COG Plans for Small Jurisdictions  
- Currently there is not a good tool for small jurisdictions to develop Continuity of Operations plans (COOP)/Continuity of Government (COG) planning. The state is looking for guidance from the EMAG to develop a template or process for local jurisdictions.
  - Pacific County used EMPG funds for COOP/COG planning by hiring a consultant.
  - Request was made to share with EMD Plans those counties/cities that have completed COOP/COG plans. Intent is to share templates/examples with those like-sized jurisdictions that still have work to complete on their COOP/COG plans.
- EMD is working with other state agencies through the Interagency COOP group to advance COOP/COG planning at the executive level of state government.
- Tribal jurisdictions are working to complete many plans, including their CEMP. All the templates developed will be shared amongst the tribes interested.
- EMD has asked the Legislature for a COOP/COG planning position in the past but have yet to have it funded.
- Multiple templates must be developed because one would not fit all jurisdictions. The criteria needed could be developed.

**Action Item** Send what templates members are currently using to Dan Banks at daniel.banks@mil.wa.gov for state’s review. State will review by October 1st to develop “unofficial” minimum requirements and identify elements for the plan.

EMD Strategic Plan  
- Robert has been briefed on the objectives and we will be bringing the strategies with him in the next couple weeks. Once this is complete, it will be shared with the EMAG. The plan will be valid until 2020. Staff funding levels will be reviewed to ensure they are in sync with guidelines.

EMD Budget  
- The EMD funding is stable through June 2018 but may face an approximate $800,000 shortfall in SFY19. The Military Department is developing a supplemental package to cover until June 2019.
- EMD is attempting to find a way to reduce dependency on grant funding (EMPG, SHSP, etc.) by 40% over the next four years.
• This could free up more funding to local jurisdictions.

• A concept: Look at creating a revenue source to help fund EMD’s activities. Depending on what and how it is funded, it may help fund disaster response efforts.

• EMD will collaborate with WSEMA to address state-wide emergency management sustainable funding.

EMAG 2017 Work Plan Discussion

Jason Marquiss/All

• How should Emergency Management look in Washington State? There was a lot of discussion during the meeting on this topic. We have captured some of the thoughts and ideas below.
  o This needs to be discussed at the state and tribal levels. The discussions from the last meeting did not capture the question being asked. We need to develop the concept of how emergency management should look in Washington State.
  o Some counties and jurisdictions are less than a 1-person shops, as a minimum they need to have a Director and Planner. Right now, in many jurisdictions, they are the same person. At a minimum, every county needs to have an emergency management program.
  o CRESA’s program is funded by a collection of user fees based on a per capita from seven different city and Clark County funds.
  o Request to EMD: Need to create a unified message.
  o There is a need for establishing standards, not so much an accreditation standard but something that addresses meeting the established standards of the profession.
  o Should the standards meet the EMAP Standards or FEMA Doctrine? What examples should be given to the Legislature, if we are looking at changing the RCWs and WACs?
  o In discussions with Legislators, we need to make the standards about the needs of the citizens of the state and not the needs of the program. Grant funding has driven us in this direction.
  o Could state level planners assist more with local planning? Some felt this is a two-edge sword. Local EMs appreciate what the LEPC program has accomplished and recent initiatives from EMD staff who have proactively, offered assistance to local jurisdictions needing help with planning.
  o Planning concept: Use of satellite (field) offices around the state to support state level Emergency Management was proposed.
  o Create a workgroup to do a crosswalk and reviewing RCWs that are population based and look at what functions should be funded.
  o Potential action item: Should the/a workgroup look at where Emergency Management is housed at the local level. Should this be consistent across the state?

• The next step is to establish a workgroup to address the following:
  o What does emergency management look like in small, medium and large counties?
  o What type of emergency management structure is needed to support small, medium and large counties?
  o What resources (fiscal, personnel, etc.) is needed to support small, medium and large counties?
  o What functions/services should be delivered in small, medium and large counties?

If a RCW Rewrite is needed, it will come as an agency request involving Nancy Bickford’s office. Nancy and Robert Ezelle will reach out to Legislators, contacting those who are interested and will support sponsoring a bill to fund emergency management.

Dan Banks and Jason Biermann will contact Department of Health for examples of what they did to get legislative support.

November 2 Meeting Agenda

Dan Banks
• Will keep Funding topic on the November agenda
  o May create a workgroup to facilitate the next steps in the discussion
• COOP/COG update

2018 Meeting Schedule (to be approved at the November meeting)

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• The meetings will continue to be held on a quarterly basis. It was asked to review tentative dates for conflicts now since it gets increasingly difficult to attend meetings with last minute schedule changes.

**Closing Remarks/Good of the Order**

- Kent Sisson requested to add Search and Rescue to discussion for funding. There could be a positive impact by tying the two together.
- Jay Weise would like the dates to remain once they are set. If conflicts arise, still need to plan to meet on the original date set.
- Dan Banks commented that considering the recent news regarding North Korea actions, the state law does not allow for planning for evacuation of population in **anticipation** of a nuclear attack. The State Catastrophic plan is an all-hazard plan. It is written to be flexible and adaptable to any catastrophic incident, including nuclear attacks.

**Adjourn**

8/8/2017 1:25 PM

1. Motion to adjourn by: Jason Marquiss
2. Second by:
   a) Discussion: None
3. Approval: All
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Post time as sub-aggregator - will feed from FY19 Tumbler. Will pull population from Count for FYPL.

**Total: $530,900.00**

Post time as sub-aggregator - will feed from FY19 Tumbler. Will pull population from Count for FYPL.

**Total: $850,800.00**

Post time as sub-aggregator - will feed from FY19 Tumbler. Will pull population from Count for FYPL.

**Total: $1,091,700.00**

Post time as sub-aggregator - will feed from FY19 Tumbler. Will pull population from Count for FYPL.

**Total: $1,410,800.00**

Post time as sub-aggregator - will feed from FY19 Tumbler. Will pull population from Count for FYPL.