

# EMERGENCY MANAGEMENT ADVISORY GROUP (EMAG)

# MINUTES

8/8/2017 ~ MACC, MOSES LAKE, WA ~ 10:00 AM – 2:00 PM

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

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## In Attendance – Introduction of Attendees

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

### Members

- |  |   |  |  |
|--|---|--|--|
| <input 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 type="checkbox"/> Robert Ezelle           | <input checked="" type="checkbox"/> Paul Gazdik    |
| <input type="checkbox"/> Barb Graff              | <input checked="" type="checkbox"/> Tory Green      | <input type="checkbox"/> Scott Heinze            | <input checked="" type="checkbox"/> Walt Hubbard*  |
| <input checked="" type="checkbox"/> Gary Jenkins | <input checked="" type="checkbox"/> Scott Johnson*  | <input type="checkbox"/> Chandra Fox             | <input checked="" type="checkbox"/> Jason Marquiss |
| <input type="checkbox"/> Ada McDaniel            | <input checked="" type="checkbox"/> Scott McDougall | <input checked="" type="checkbox"/> Lee Shipman  | <input checked="" type="checkbox"/> Kent Sisson*   |
| <input type="checkbox"/> Chuck Wallace           | <input type="checkbox"/> Ute Weber                  | <input checked="" type="checkbox"/> Jay Weise    |  |

### Supporting Staff

- |  |   |   |  |
|--|---|---|--|
| <input checked="" type="checkbox"/> Dan Banks      | <input type="checkbox"/> Carrie Benson            | <input type="checkbox"/> Jennifer Schaal        | <input type="checkbox"/> John Ufford         |
| <input type="checkbox"/> Lit Dudley                | <input type="checkbox"/> Alysha Kaplan            | <input type="checkbox"/> Rob Lang               | <input checked="" type="checkbox"/> Kim Mask |
| <input checked="" type="checkbox"/> T.J. Rajcevich | <input checked="" type="checkbox"/> Pete Hartmann | <input checked="" type="checkbox"/> Kent Catlin |  |

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## Call to Order/Introductions/Opening Comments

*Jason Marquiss*

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### Approval of May 4, 2017 minutes

- o Motion to Approve: Scott McDougall
- o Second: Jay Weise
- o Discussion: None
- o Vote for Approval: Unanimous

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**Action Request Report Outs**

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**All****EMAG-16-13: EMAG Membership Status/Appointments**

Dan Banks

Paul Gazdik from Bellingham has filled the representation role for Medium Cities. He replaces PattiJean Hooper.

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**Status Updates**

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**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.

**SCRIPT**

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**

Dan Banks

- 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**

Dan Banks

- Work continues with HB5046. EMD staff continue to work on developing an implementation plan.

**Human Capital (EMAT, IMAT, etc.)**

Jason Biermann

- No Report

**COOP/COG Plans for Small Jurisdictions**

**Dan Banks**

- 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](mailto:daniel.banks@mil.wa.gov) for state’s review. State will review by **October 1<sup>st</sup>** to develop “unofficial” minimum requirements and identify elements for the plan.

**EMD Strategic Plan**

**Jason Marquiss**

- 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**

**Jason Marquiss**

- 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.

- 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.
  - 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.
  - 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.
  - CRESA's program is funded by a collection of user fees based on a per capita from seven different city and Clark County funds.
  - Request to EMD: Need to create a unified message.
  - There is a need for establishing standards, not so much an accreditation standard but something that addresses meeting the established standards of the profession.
  - 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?
  - 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.
  - 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.
  - Planning concept: Use of satellite (field) offices around the state to support state level Emergency Management was proposed.
  - Create a workgroup to do a crosswalk and reviewing RCWs that are population based and look at what functions should be funded.
  - 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:
  - What does emergency management look like in small, medium and large counties?
  - What type of emergency management structure is needed to support small, medium and large counties?
  - What resources (fiscal, personnel, etc.) is needed to support small, medium and large counties?
  - 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.

- Will keep Funding topic on the November agenda
  - 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)**

February 1, 2018	1:00 PM – 4:00 PM	Camp Murray
May 3, 2018	1:00 PM – 4:00 PM	KCRCECC
August 2, 2018	Time – TBD	Eastern Washington (TBD)
November 1, 2018	1:00 – 4:00 PM	Camp Murray

- 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.

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**Closing Remarks/Good of the Order**

***All***

- 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.

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**Adjourn**

8/8/2017 1:25 PM

1. Motion to adjourn by: Jason Marquiss
2. Second by:
  - a) Discussion: None
3. Approval: All

Emergency Management Advisory Group (EMAG)

Tuesday, August 8, 2017

Representation	Last Name	First Name	Organization	Email	Signature
Tribes	August	Randy	Confederated Tribes of the Colville Reservation	Randy.August2@colvilletribes.com	
Westside Large County	Biermann	Jason	Snohomish County	jason.biermann@co.snohomish.wa.us	
Eastside Small County Tier 1	Boggs	JoAnn	Pend Oreille County	jboggs@pendoreille.org	
Westside Medium County	Brooks	Eric	Island County	E.Brooks@co.island.wa.us	
Eastside Medium County	Davis	Deanna	Benton County	ddavis@bces.wa.gov	
Eastside Medium County	Duffey	Sandi	Grant County	sduffey@grantcountywa.gov	
State	Ezelle	Robert	EMD	robert.ezelle@mil.wa.gov	
Large Cities	Graff	Barb	City of Seattle	barb.graff@seattle.gov	
Medium Cities	Green	Tory	City of Tacoma	tgreen@cityoftacoma.org	
State	Marquiss	Jason	EMD	jason.marquiss@mil.wa.gov	
Westside Large County	Heinze	Scott	Pierce County	shelnze@co.pierce.wa.us	
Medium Cities	VACANT				
Westside Very Large County	Hubbard	Walt	King County	walt.hubbard@kingcounty.gov	
Small Cities	Jenkins	Gary	City of Pullman	gary.jenkins@pullman-wa.gov	
Eastside Large County	Lewis	Ed	Spokane County	elewis@spokaneconomy.org	
Tribes	McDaniel	Ada	Muckleshoot Indian Tribe	ada.mcdaniel@muckleshoot.nsn.us	
Westside Small County Tier 1	McDougall	Scott	Pacific County	smcdougall@co.pacific.wa.us	
Tribes	Shlpman	Lee	Shoalwater Bay Tribe	leshlpman@shoalwaterbay-nsn.gov	
Eastside Small County Tier 3	Sisson	Kent	Chelan County	kent.sisson@co.chelan.wa.us	
Westside Small County Tier 2	Wallace	Chuck	Grays Harbor County	cwallace@co.grays-harbor.wa.us	
Medium Cities	Weber	Ute	City of Tacoma	uweber@cityoftacoma.org	
				uweber@ci.tacoma.wa.us	
Eastside Small County Tier 2	Weise	Jay	Adams County	jayw@co.adams.wa.us	
State	Banks	Dan	EMD	dan.banks@mil.wa.gov	
State	Dudley	Lit	EMD	lit.dudley@mil.wa.gov	
State	Hollingsworth	John	EMD	john.hollingsworth@mil.wa.gov	
State	Kaplan	Alysha	EMD	alysha.kaplan@mil.wa.gov	
State	Lang	Rob	EMD	robert.lang@mil.wa.gov	
State	Mask	Kim	EMD	kim.mask@mil.wa.gov	
State	Rajcevic	T.J.	EMD	timothy.rajcevic@mil.wa.gov	
State	Schaal	Jennifer	EMD	jennifer.schaal@mil.wa.gov	
State	Ufford	John	EMD	john.ufford@mil.wa.gov	
State	Marquiss	Jason	EMD	jason.marquiss@mil.wa.gov	
EMD	Smith	Paul	EMD	Paul.Smith@mil.wa.gov	

16EMPG

as of: 8/6/2017

Subgrantee	Original Award Amount	Adjustments	Final Award Amount	Expenditures to Date	Balance	% Expended	Notes	Turnback/Unallocated
Adams County	\$18,000.00		\$18,000.00	\$ 7,251.43	\$10,748.57	40%		
Asotin County	\$18,000.00	(\$18,000.00)	\$0.00	\$ -	\$0.00	N/A	Did't turn in an application due to concern with availability of matching funds - will try to push funds into next performance period for reallocation	\$0.00
Auburn	\$43,315.00		\$43,315.00	\$ 9,330.72	\$34,004.28	21%		
Bellevue	\$77,404.00		\$77,404.00	\$ 9,362.96	\$68,041.04	12%		
Bellingham	\$47,922.00		\$47,922.00	\$ 47,922.00	\$0.00	100%		\$0.00
Benton County	\$108,131.00		\$108,131.00	\$ 60,688.50	\$47,442.50	56%		
Bothell	\$24,448.00		\$24,448.00	\$ 24,448.00	\$0.00	100%		\$0.00
Chelan County	\$43,019.00		\$43,019.00	\$ 40,039.00	\$0.00	100%		\$0.00
Clallam County	\$41,655.00		\$41,655.00	\$ 14,253.85	\$27,401.15	34%		
Clark County (CRESA)	\$259,057.00		\$259,057.00	\$ 259,057.00	\$0.00	100%		\$0.00
Columbia County	\$18,000.00		\$18,000.00	\$ 6,389.02	\$11,610.98	35%		
Cowlitz County	\$59,790.00		\$59,790.00	\$ 45,347.15	\$14,442.85	76%		
Dasogah County	\$22,929.00		\$22,929.00	\$ 10,567.59	\$12,361.41	46%		
Everett	\$60,662.00		\$60,662.00	\$ 26,913.24	\$33,748.76	44%		
Federal Way	\$52,038.00	(\$14,538.00)	\$37,500.00	\$ -	\$37,500.00	0%	Chose not to accept full award	
Ferry County	\$18,000.00		\$18,000.00	\$ 18,000.00	\$0.00	100%		\$0.00
Franklin County	\$49,969.00		\$49,969.00	\$ 36,995.55	\$12,973.45	74%		
Garfield County	\$18,000.00	(\$5,000.00)	\$13,000.00	\$ -	\$13,000.00	0%	Reduction of award due to change of priorities by Sheriff - repetitive project cancelled	
Grant County	\$53,856.00		\$53,856.00	\$ -	\$53,856.00	0%		
Grays Harbor County	\$41,939.00		\$41,939.00	\$ 24,003.08	\$17,935.92	57%		
Island County	\$46,213.00		\$46,213.00	\$ -	\$46,213.00	0%		
Issaquah	\$19,130.00		\$19,130.00	\$ -	\$19,130.00	0%		
Jefferson County	\$18,000.00		\$18,000.00	\$ 17,886.13	\$113.87	99%		\$113.87
Kalispel Tribe	\$19,207.00	\$7,000.00	\$26,207.00	\$ 16,133.00	\$10,074.00	62%		
Kent	\$70,466.00		\$70,466.00	\$ 6,671.09	\$63,794.91	12%		
King County	\$315,239.00	\$14,538.00	\$329,777.00	\$ 290,899.67	\$38,877.33	88%	Award includes Federal Way turnback	
Kirkland	\$47,853.00		\$47,853.00	\$ 34,227.19	\$13,625.81	72%		
Kitsap County	\$148,042.00		\$148,042.00	\$ 148,042.00	\$0.00	100%		\$0.00
Kittitas County	\$24,465.00		\$24,465.00	\$ -	\$24,465.00	0%		
Klickitat County	\$18,000.00		\$18,000.00	\$ 6,137.60	\$11,862.40	34%		
Lake Forest Park/NEMCO	\$0.00	\$19,672.00	\$19,672.00	\$ 19,672.00	\$0.00	100%	First time as solo applicant - will fund from FY15 turnback. Will pull population from County for FY17	\$0.00
Lakewood	\$33,484.00		\$33,484.00	\$ 12,742.00	\$20,742.00	41%		
Lewis County	\$43,954.00		\$43,954.00	\$ 20,854.41	\$23,099.59	47%		
Lincoln County	\$18,000.00		\$18,000.00	\$ 9,923.43	\$8,076.57	55%		
Wakah Tribe	\$13,500.00	\$7,500.00	\$21,000.00	\$ 12,455.12	\$8,544.88	58%		
Maple Valley	\$14,343.00		\$14,343.00	\$ 14,343.00	\$0.00	100%		\$0.00
Mason County	\$35,663.00		\$35,663.00	\$ -	\$35,663.00	0%		
Okanagan County	\$24,001.00		\$24,001.00	\$ -	\$24,001.00	0%		
Olympia	\$29,253.00		\$29,253.00	\$ 29,253.00	\$0.00	100%		\$0.00
Pacific County	\$18,000.00		\$18,000.00	\$ -	\$18,000.00	0%		
Pend Oreille County	\$18,000.00		\$18,000.00	\$ 4,891.95	\$13,108.05	27%		
Pierce County	\$298,651.00		\$298,651.00	\$ 185,211.05	\$113,439.95	62%		
Puyallup	\$22,333.00		\$22,333.00	\$ 22,333.00	\$0.00	100%		\$0.00
Redmond	\$33,932.00		\$33,932.00	\$ -	\$33,932.00	0%		
Renton	\$56,459.00		\$56,459.00	\$ 33,807.22	\$22,651.78	60%		
Snohomish County	\$18,000.00		\$18,000.00	\$ 9,457.58	\$8,542.42	53%		
Seattle	\$15,853.00		\$15,853.00	\$ -	\$15,853.00	0%		
Seattle	\$379,796.00		\$379,796.00	\$ 342,652.71	\$37,143.29	90%		
Shoreline	\$31,348.00		\$31,348.00	\$ 27,220.54	\$4,127.46	87%		
Skagit County	\$69,159.00		\$69,159.00	\$ 68,156.00	\$1,003.00	100%		\$9.00
Snohomish County	\$28,000.00		\$28,000.00	\$ -	\$28,000.00	0%		
Snohomish County	\$363,839.00		\$363,839.00	\$ 239,746.67	\$124,092.33	66%		
Snoqualmie/Snoqualmie Valley EMO	\$0.00	\$94,309.00	\$94,309.00	\$ 14,365.75	\$79,943.25	88%	First time as solo applicant - will fund from FY15 turnback. Will pull population from County for FY17	
Spokane County	\$279,979.00	\$111.00	\$280,090.00	\$ 176,649.18	\$103,440.82	63%	Error with award amount - not sure how extra funds were included	
Squaxin Island Tribe	\$19,892.00	\$7,500.00	\$27,392.00	\$ -	\$27,392.00	0%		
Stevens County	\$25,345.00		\$25,345.00	\$ -	\$25,345.00	0%		
Swinomish Tribe	\$11,500.00	\$6,750.00	\$18,250.00	\$ 9,052.73	\$9,197.27	49%		
Tacoma	\$115,991.00		\$115,991.00	\$ -	\$115,991.00	0%		
Thurston County	\$124,070.00		\$124,070.00	\$ 94,407.72	\$29,662.28	76%		
Tulwila	\$11,066.00		\$11,066.00	\$ 11,066.00	\$0.00	100%		\$0.00
Wahkiakum County	\$18,000.00		\$18,000.00	\$ -	\$18,000.00	0%		
Walla Walla County	\$34,774.00		\$34,774.00	\$ 31,945.52	\$2,828.48	92%		
Whitman County	\$72,984.00		\$72,984.00	\$ 72,984.00	\$0.00	100%		\$0.00
Whitman County	\$27,091.00		\$27,091.00	\$ 27,091.00	\$0.00	100%		\$0.00
Yakima	\$53,449.00	\$42,195.00	\$95,644.00	\$ 43,924.27	\$51,719.73	46%	PGS staff failed to initiate requested FY15 amendment - will balance funding between FY 15&16 next year due to FY15 close-out	
Yakima County	\$89,875.00		\$89,875.00	\$ 89,875.00	\$0.00	100%		\$0.00
Tribal to be allocated	\$95,643.00	(\$92,549.00)	\$3,094.00	\$ -	\$3,094.00	N/A	will push funds into next performance period for reallocation	\$3,094.00
agreement closed	\$4,336,425.00	(\$8,202.00)	\$ 4,328,223.00	\$2,784,785.50	\$1,543,437.50	64%		\$ 3,410.87