

MINUTES

Special Emergency Management Council Meeting

March 11, 2021 | 0901 | *Meeting called to order by* Jason Biermann, Chair

Attendees

Roll call will be taken at the beginning of each meeting and before each vote taken during any meeting to establish a quorum. A list of virtual primary and alternate member attendees is provided at the end of these minutes, as well as, their vote for the changes to the Charter.

Opening Comments

Robert Ezelle, EMD

Robert Ezelle thanked the members for their diligence to participate in working through the Charter to get it right.

EMC Strategic Planning

Review of and Discussion of Proposed Updates to the EMC Charter Sharon Wallace, EMD

Sharon went over the updates made during the previous EMC meeting and continued to ask for comments and discussion while going over the proposed changes line by line.

V. Vision

Updated with new wording for brevity and to make more comprehensive and inclusive for everyone in Washington.

VII. Member Expectations

D. Language adjusted to increase the number of alternates up to two, where one may attend on the member's behalf. The designated member attending on behalf of the primary shall have voting privileges of the member at that meeting.

Language added: "Interim appointment will complete the existing two-year term, subject to renewal."

Letters of Appointment will be

VIII. Membership

A. i. *Note* Language change to align with the RCW. Robert Ezelle explained there are two new bills moving forward that will add two positions (total 21) to the EMC with Tribal representation and Coroner/Medical Examiner representation.

F. Attendance: Language updated that to clarify that primary members or their designee may not miss two consecutive meetings or more than half the meetings in one year without good cause, the Chair may recommend the position vacant. Prior to that, a letter must be sent from the Chair to director or leader of representative organization indicating such action.

VIII. Membership

28 EMC Membership will be updated by verifying with appointment letters for all current
29 positions.

30 11. EMAG: *Note* that EMAG is the responsible organization to appoint the
31 position for state and local emergency management directors.

32 IX. Officers

33 B. Duties of Officers:

34 1. The Chair shall: Clarifying language added.

35 2. The Vice-Chair shall: Added section "b" to ensure the longevity of the Strategic
36 Planning Work Group. The "b" section states; "Participate on the EMC Strategic
37 Planning Work Group and ensure the development of an annual business plan,
38 which will be reviewed and approved by the EMC at the final meeting of each
39 calendar year."

40 X. Elections

41 Updated and added language is; "Elections shall be held at the last meeting of the
42 calendar year. The Chair and Vice-Chair will be elected with one-year staggered terms
43 of two years. i.e., if the Chair is elected in an even year, then the Vice-Chair is elected
44 in an odd year. If the Chair or Vice-Chair is unable complete their term, nominations
45 may be accepted at a scheduled, or ad hoc meeting, in-person, or virtually, to elect a
46 new Chair to serve out the remainder of the term. Primary EMC members, as well as,
47 alternate members are eligible for office positions."

48 XI. Meetings

49 A. Updated language included a date of December 31 for the deadline to publish the
50 annual meeting schedule for the following calendar year. Both A and C sections
51 were updated to say the Chair will work in coordination with the EMD.

52 C. See section A.

53 XII. Ad Hoc Committees, Subcommittees, and Work Group.

54 This heading was updated to cover all aspects of the group. The specific names of
55 subcommittees were removed in this section to avoid continual updates each time a
56 subcommittee was formed or disbanded. To disband a committee or subcommittee a
57 simple majority vote of the Council is required. Language was updated to state that
58 written reports from committees and subcommittees are due to the Chair and EMD
59 two weeks prior to the meeting. A "C" section was added to state that all committee
60 will adopt a work plan to include at a minimum: name, purpose, membership,
61 meeting schedules, scope, deliverables, annual review, and adoption date.

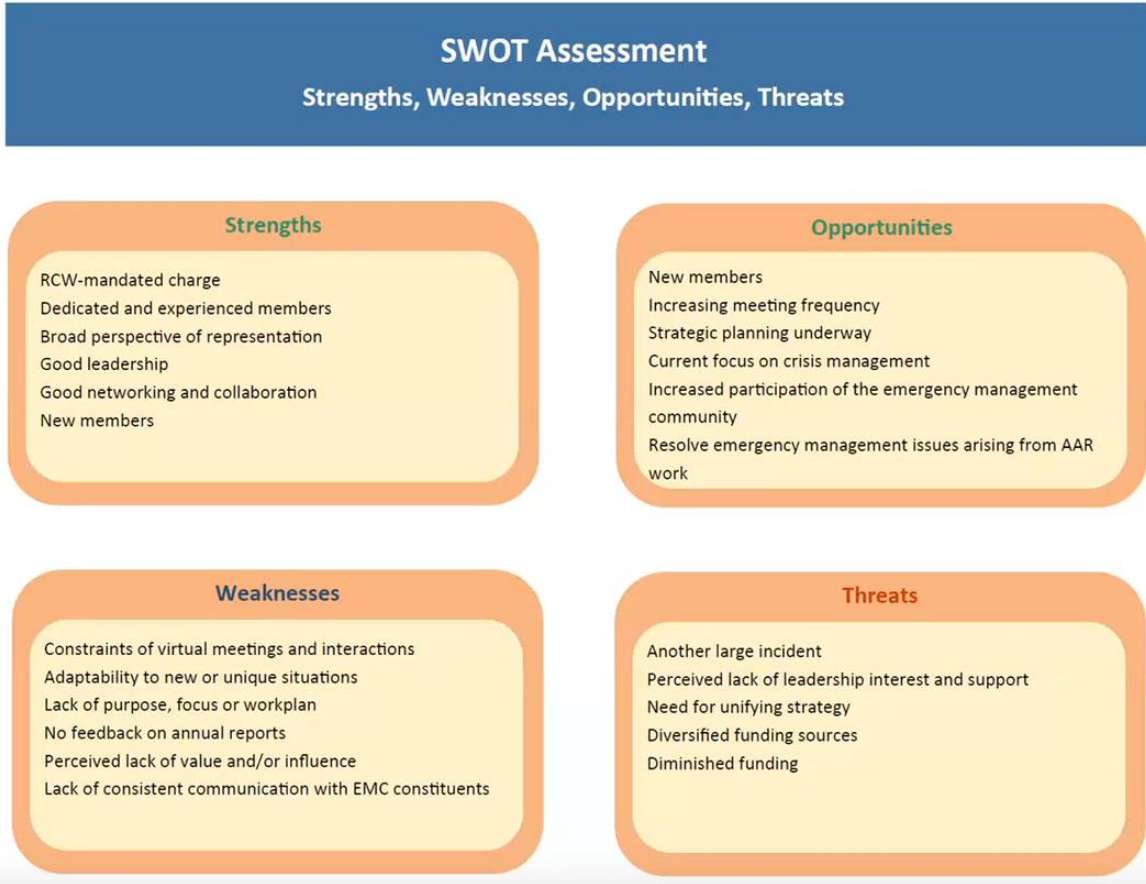
62 XIV. Voting

63 Language was added to state that passage of motions shall require a simple majority
64 of the primary or their designee. Informal polling for consensus shall not be
65 considered voting. Voting and meetings may be conducted virtually or in person.

66 A motion was made by Phil Lemley to accept the Charter as changed. Seconded by Stephanie
67 Wright. No discussion. The vote was taken, and it passed unanimously, sans Position 16,
68 which was not represented at the meeting.

Review, Discuss, and Finalize EMC SWOT

Feedback from the EMC Survey that was conducted recently and personal experience was put into a SWOT Analysis by the Strategic Planning workgroup. The results were not all inclusive but presented for discussion purposes and potential thoughts and changes.



Strengths and weaknesses are viewed as internal EMC and Opportunities and Threats are externally focused on the environment. There is some crossover (internal and external focus) in the Opportunities and Threats.

Under weaknesses on the last bullet “Lack of consistent communication with EMC constituents” a question was asked about how the information should be shared with member’s constituents and stakeholders.

Review and Discuss EMC Strategic Work Plan

The survey results, comments, and feedback from other meetings was that members would like to see a “focus” for the EMC. The Strategic Planning Group presented the following which will give the Committee a focus that would provide momentum and give early success to the EMC.

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| <p>Strategy 1. Realign the EMC to its legislative mandate.</p> <p>Establish Strategic Planning Work Group to review EMC Charter and establish a strategic work plan. These efforts are focused on realigning the work of the EMC to its statutory mandate.</p> <p>Metric: Establish work group. Review, update, and adopt EMC Charter. Create and implement strategic work plan.</p> <p>Completion target: Work group – 12 Nov 2020. EMC Charter – 12 Mar 2021. Work plan – 12 Mar 2021.</p> <p>Lead: Jason Biermann and Mike Harris</p> <p>Team Members: Arel Solie, Sandi Duffey, Stacey McClain, Sharon Wallace</p> <p>Status: The work group was established at the November 2020 EMC meeting and meets weekly. The team has completed a work group charter, communications plan, a survey of EMC members, and a draft update of the EMC Charter, which was reviewed in part at the February 2021 EMC meeting.</p> <p>Next Steps: The Charter will continue with EMC review at an ad hoc meeting of the EMC in March.</p> | <p>Strategy 2. Submit annual report to the Governor.</p> <p>Research and write an annual report that provides advice and guidance to the Governor and the Adjutant General on all matters pertaining to state and local emergency management.</p> <p>Metric: Completion and submittal of the report.</p> <p>Completion target: 30 Nov 2021</p> <p>Lead:</p> <p>Team Members:</p> <p>Status: The EMC’s Strategic Planning Work Group has developed a concept for the creation and content of the 2021 report. This includes: creating a subcommittee to begin the work; soliciting content and feedback at intervals from the EMC; reviewing certain historical AARs for common themes and assessing whether these have been addressed or if they require additional work. AARs to review should include SR530, wildland fires, severe storms, floods, and CR16. The group suggests incorporating an assessment of threats and other issues to possibly include: a Cascadia event; climate change; post-COVID recovery; cybersecurity; equity; terrorism; and domestic violence extremism.</p> <p>Next Steps: Formalize plan with the EMC at the June meeting.</p> |
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A discussion of the responsibilities of the EMC during a pandemic as compared to the work of the Department of Health. The Council would like to work toward providing consultation to the ideas and strategies of the impacts to local jurisdictions, as the subject matter experts.

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The annual report committee members were requested at this meeting. The following people committed to be a part of this committee, responded either at this meeting or after:

- 93 • Jason Biermann
- 94 • Sandi Duffey
- 95 • Arel Solie
- 96 • Bill Gillespie
- 97 • Ray Cockerham
- 98 • Kirk Holmes
- 99 • Kyle Bustad
- 100 • Casey Hanell
- 101 • Chandra Fox

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The EMC Strategic Planning Work Group requested additional members to be a part of this committee, responded either at this meeting or after:

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consists the following:

- 105 • Jason Biermann

- Stacey McClain
- Sandi Duffey
- Mike Harris
- Arel Solie
- Chandra Fox
- Phil Lemley

Closing Remarks

Jason Biermann, Chair

Robert Ezelle thanked everyone for the work being done and congratulated Jason Biermann as the new chair.

Adjourn

Sandi Duffey [Immediate Past Chair]

Next Official Meeting • June 3, 2021 at 9:00a.m.

Chair Jason Biermann adjourned the meeting at 11:33 a.m.

EMC Primary and Alternate Member Attendees and recorded vote to approve the Charter.

| | VOTE | Primary | VOTE | Alternate |
|----|------|--------------------|------|-----------------------|
| 1 | | | Yes | Philip Lemley |
| 2 | Yes | Stephanie Wright | | |
| 3 | Yes | Chief Scott Engle | | |
| 4 | Yes | Chief John Batiste | | Ariel Solie |
| 5 | | Robert Ezelle | Yes | Jason Marquiss |
| 6 | Yes | Jim Pendowski | | |
| 7 | Yes | Charles LeBlanc | | |
| 8 | | | Yes | Chief Brian Schaeffer |
| 9 | | | Yes | Casey Hanell |
| 10 | Yes | Chandra Fox | | Kyle Bustad |
| 11 | Yes | JoAnn Boggs | | Jason Biermann |
| 12 | Yes | Bill Gillespie | | |
| 13 | Yes | Nate Weed | | Ron Weaver |
| 14 | Yes | Ray Cockerham | | |
| 15 | Yes | Greg Welch | | |
| 16 | | | | |
| 17 | Yes | Kirk Holmes | | Gloria Van Spanckeren |
| 18 | Yes | Martin Mueller | | Mike Donlin |