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

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

IX. Officers

B. Duties of Officers:

1. The Chair shall: Clarifying language added.

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

X. Elections

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

XI. Meetings

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

C. See section A.

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

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

XIV. Voting

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

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

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.
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.

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:

- Jason Biermann
- Sandi Duffey
- Arel Solie
- Bill Gillespie
- Ray Cockerham
- Kirk Holmes
- Kyle Bustad
- Casey Hanell
- Chandra Fox

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

consists the following:

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

Adjourn

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.

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