

**Emergency Management Council Meeting
Agenda – November 3, 2020**

Start time: 12:15 pm

Chair: Mayor Erickson (Poulsbo)

- 1) Call to Order – Mayor Erickson
- 2) Comments of the Chair
- 3) Discussion Items:
 - a) Lessons from other jurisdictions
 - b) Status of Major EOC Operations
 - i) Mitigation Strategies
 - (1) Community Based Testing Site(s) (CTBS)
 - (2) Non-Congregate Sheltering
 - (3) Logistics Operating
 - (4) UV Sanitation Units
 - (5) Vaccine Planning & Flu shots
 - ii) Large Grant funded Purchases
 - c) Recovery Planning impacts/reset/strategy
 - d) Sustained EOC Funding & Staffing
- 4) Good of the Order
- 5) Adjournment

Mailed Items:

September 1, 2020 Council Minutes
Financials ending September 2020

**Emergency Management Council Meeting
Minutes September 1, 2020**

Attending:

Mayors: Greg Wheeler, City of Bremerton; Rob Putaansuu, City of Port Orchard; Councilmember Kol Medina, City of Bainbridge Island

Board of County Commissioners: Commissioner Ed Wolfe

DEM: Elizabeth Klute, Director; Michele Moen, Office Support Specialist

Not in attendance: Becky Erickson, City of Poulsbo

Guests: Karen Goon, Kitsap County Administrator; Aimee Campbell, Kitsap County Budget Office, Richard Kirton, Kitsap911, Chief Pat McGanney, Bremerton Fire, Katherine Schafer, BOCC Office

Call to Order: The Emergency Management Council (Council) ZOOM meeting was called to order at 2:05pm by Council Vice Chair Mayor Wheeler.

Comments of the Chair: Mayor Wheeler thanked staff for all the hard work they are doing.

Public Comments: None.

Approval of the Minutes: Moved, Mayor Putaansuu; Seconded, Councilmember Kol Medina; Minutes approved unanimously

Discussion:

2021 Budget Presentation

Director Klute advised the Council there were no changes to staffing this year.

She stated Aimee Campbell who is the KCDEM budget support for this year was online in case the Council had technical budget questions.

Commissioner Wolfe asked Aimee if these were her numbers and calculations to which she concurred.

Director Klute went over the budget and the variances from last year noting the County and Poulsbo paid a little more than their share and Bremerton and Port Orchard a little less due to an error in the formula used to calculate the budget spread amongst the partners last year.

The Chair (Ag) asked for any public comments – there were none.

Mayor Putaansuu stated he wanted to thank Kitsap County for their generosity last year and lighthearted comments ensued with Commissioner Wolfe.

The Director requested a motion on the approve or disapprove the proposed 2021 budget.

Commissioner Wolfe made a motion to approve the 2021 budget for the Department of Emergency Management, Mayor Putaansuu 2nd the motion.

Mayor Erickson thanked the staff and supports the budget as presented.

In a roll call vote the motion carried unanimously.

Good of the order – thank you for moving the agenda along

With no other business to discuss, the EM Council meeting was adjourned at 2:16 pm.

The next Emergency Management Council (EMC) meeting will be held on Tuesday November 3, 2020 via Zoom.

Meeting log in information to be sent with the next meeting packet.

Kitsap County
 Expenditure Status

SEPTEMBER 2020
 For the Nine Months Ending September 30, 2020

	ORIGINAL BUDGET	BUDGET CHANGE	ADJUSTED BUDGET	CURRENT ACTUALS	Y-T-D ACTUALS	PO/CONTR ENCUMBR	YTD TOTAL ACT/ENC	REMAINING BALANCE	% EXP/ENC
24 Dept of Emergency Management									
9241 Dept of Emergency Management									
5101 REGULAR SALARIES	407,193	0	407,193	28,432.74	314,553.80	.00	314,553.80	92,639.20	77.3
5102 OVERTIME PAY	0	0	0	506.61	18,851.23	.00	18,851.23	<18,851.23>	.0
5103 LONGEVITY PAY	1,054	0	1,054	.00	1,062.05	.00	1,062.05	<8.05>	100.8
5106 ANNUAL LEAVE PAYOUT	0	0	0	.00	2,093.40	.00	2,093.40	<2,093.40>	.0
5109 EXTRA HELP	25,211	0	25,211	38,519.44	190,340.32	.00	190,340.32	<165,129.32>	755.0
5190 MISCELLANEOUS PAY	16,950	0	16,950	1,468.47	11,389.90	.00	11,389.90	5,560.10	67.2
5201 INDUSTRIAL INSURANCE	4,520	0	4,520	1,289.78	6,677.35	.00	6,677.35	<2,157.35>	147.7
5202 SOCIAL SECURITY	33,369	0	33,369	5,228.77	40,835.21	.00	40,835.21	<7,466.21>	122.4
5203 PERS RETIREMENT	54,680	0	54,680	3,873.13	43,478.33	.00	43,478.33	11,201.67	79.5
5209 WA STATE FAM & MED LEAVE	597	0	597	101.12	786.48	.00	786.48	<189.48>	131.7
5215 DISABILITY INSURANCE	300	0	300	24.00	259.44	.00	259.44	40.56	86.5
5224 DEFERRED COMPENSATION	590	0	590	.00	698.23	.00	698.23	<108.23>	118.3
5229 BENEFITS BUCKET	67,218	0	67,218	5,601.50	50,413.50	.00	50,413.50	16,804.50	75.0
5311 OFFICE/OPERATING SUPPLIES	5,500	0	5,500	2,197.36	130,064.01	93,350.35	223,414.36	<217,914.36>	4,062.1
5321 FUEL CONSUMED	1,500	0	1,500	.00	445.77	.00	445.77	1,054.23	29.7
5351 SMALL TOOLS & EQUIPMENT	34,884	0	34,884	566.75	18,891.67	9,105.31	27,996.98	6,887.02	80.3
5352 COMPUTER SOFTWARE	20,000	0	20,000	247.38	51,505.62	8,714.62	60,220.24	<40,220.24>	301.1
5353 COMPUTER EQUIPMENT	2,000	0	2,000	.00	3,745.65	1,489.82	5,235.47	<3,235.47>	261.8
5413 MEDICAL, DENTAL & HOSPITAL	0	0	0	200.00	200.00	.00	200.00	<200.00>	.0
5419 OTHER PROFESSIONAL SERVICES	1,000	0	1,000	17,264.53	93,820.78	94,207.97	188,028.75	<187,028.75>	18,802.9
5421 TELEPHONE	1,400	0	1,400	124.91	1,029.88	.00	1,029.88	370.12	73.6
5422 CELLULAR TELEPHONES	1,500	0	1,500	.00	5,711.57	.00	5,711.57	<4,211.57>	380.8
5425 POSTAGE	500	0	500	19.61	256.88	.00	256.88	243.12	51.4
5431 MILEAGE	2,500	0	2,500	94.59	1,219.53	.00	1,219.53	1,280.47	48.8
5432 TRAVEL	1,600	0	1,600	.00	1,357.16	.00	1,357.16	242.84	84.8
5433 PER DIEM	900	0	900	.00	594.00	.00	594.00	306.00	66.0
5441 ADVERTISING	600	0	600	.00	.00	.00	.00	600.00	.0
5477 HAZARDOUS WASTE DISPOSAL	0	0	0	.00	1,961.63	.00	1,961.63	<1,961.63>	.0
5496 PRINTING & BINDING	600	0	600	.00	.00	.00	.00	600.00	.0
5497 REGISTRATION & TUITION	500	0	500	.00	85.00	.00	85.00	415.00	17.0
5499 OTHER	2,000	0	2,000	3,398.03	8,935.92	.00	8,935.92	<6,935.92>	446.8
5519 MISC INTERGOVERNMENTAL SERVICE	65,835	0	65,835	.00	23,780.98	.00	23,780.98	42,054.02	36.1
5642 OTHER MACHINERY & EQUIPMENT	0	0	0	.00	.00	55,114.43	55,114.43	<55,114.43>	.0
5643 VEHICLES	0	0	0	.00	.00	419,650.00	419,650.00	<419,650.00>	.0
5912 I/F I.S. SERVICE CHARGES	18,230	0	18,230	1,519.17	10,634.19	.00	10,634.19	7,595.81	58.3
5913 I/F I.S. PROG MAINT & DEV CHGS	11,890	0	11,890	2,972.49	8,917.47	.00	8,917.47	2,972.53	75.0
5922 I/F I.S. PROJECTS	791	0	791	527.36	593.28	.00	593.28	197.72	75.0
5961 I/F INSURANCE SERVICES	5,938	0	5,938	.00	1,485.04	.00	1,485.04	4,452.96	25.0
9241 Dept of Emergency Management	791,350	0	791,350	114,177.74	1,046,675.27	681,632.50	1,728,307.77	<936,957.77>	218.4
24 Dept of Emergency Management	791,350	0	791,350	114,177.74	1,046,675.27	681,632.50	1,728,307.77	<936,957.77>	218.4

Kitsap County
 Revenue Status

SEPTEMBER 2020
 For the Nine Months Ending September 30, 2020

	ORIGINAL BUDGET	ADJUSTED BUDGET	CURRENT REVENUE	Y-T-D REVENUE	REMAINING BALANCE	% ACT
24	Dept of Emergency Management					
	9241 Dept of Emergency Management					
3330	INDIRECT FEDERAL GRANTS					
97042	FEMA-WA ST MIL-EMERG PERFORM	135,308	135,308	.00	125,578.84	9,729.16 93
97047	PRE-DISASTER MITIGATION	0	0	.00	<1,034.06>	1,034.06 0
97067	HLS-SHSP	186,397	186,397	16,765.22	<29,139.99>	215,536.99 <16>
3330	INDIRECT FEDERAL GRANTS	321,705	321,705	16,765.22	95,404.79	226,300.21 30
3380	INTERGOVERNMENTAL SERVICE					
25	EMERGENCY SERVICES	0	0	.00	121,922.00	<121,922.00> 0
90	OTHER INTERGOVT SERVICES	143,922	143,922	.00	.00	143,922.00 0
3380	INTERGOVERNMENTAL SERVICE	143,922	143,922	.00	121,922.00	22,000.00 85
3670	CONT AND DONATIONS-PRIVATE					
12	CONT AND DONATIONS-COVID-19	0	0	.00	5,000.00	<5,000.00> 0
3670	CONT AND DONATIONS-PRIVATE	0	0	.00	5,000.00	<5,000.00> 0
	9241 Dept of Emergency Management	465,627	465,627	16,765.22	222,326.79	243,300.21 48
24	Dept of Emergency Management	465,627	465,627	16,765.22	222,326.79	243,300.21 48