

**Emergency Management Council Meeting  
Agenda – May 2<sup>nd</sup>, 2017**

**Start time:** 12:30 pm  
**Chair:** Mayor Rob Putaansuu  
**Vice-Chair:** Commissioner Edward E. Wolfe

1. Call to Order –Mayor Rob Putaansuu
2. Comments of the Chair
3. Approval of the February 7<sup>th</sup>, 2017 Council Meeting Minutes

**Discussion Items:**

1. DEM Activities
2. 2018 Budget
3. Mark Frost: Resiliency Project
4. Good of the Order

**Mailed Items:**

EM Council Agenda, May 2<sup>nd</sup>, 2017  
DEM PowerPoint “EMC Briefing May 2<sup>nd</sup>, 2017”  
February 7<sup>th</sup>, 2017 Meeting Minutes  
Financial Statements ending March 31<sup>st</sup>, 2017

# Emergency Management Council

May 2<sup>nd</sup>, 2017

Mike Gordon, Director



# KCDEM

Kitsap County Department of Emergency Management

# Resolutions

- **WebEOC-signed March 27<sup>th</sup>**
  - Agreement with WA State Military Department for continued use of the WebEOC System
  - New agreement to process public records request
- **IPAWS: Integrated Public Alert and Warning System-signed March 27**
  - Agreement with FEMA as part of our new Alert Sense Program to warn the public of eminent danger via cell phone providers
- **KITZ/BKAT MOU-signed April 27**
  - Agreement to broadcast information and instruction during significant disasters and a loss of local TV and radio providers



# Severe Winter Shelters

- ***Busy winter for shelters***
  - Shelter days: 47
  - Shelter participants (Day Count)
    - Bremerton: 384 (Nov 1<sup>st</sup> –Dec 16<sup>st</sup>)
      - 5200 Dec 17<sup>st</sup> – Mar 31<sup>st</sup> Avg 50 per night with
      - Some days in the 70's
      - 340 different people were clients
    - Port Orchard: 44 (Avg 10/day)
    - Poulsbo: 12 (Avg 2/day)
    - Kingston: 107 (Avg 4/day)
    - Silverdale: 458 (Avg 14/day)
  - Totals: 1005 Plus 5200 Salvation Army



# Severe Winter shelter Post Review

- **Need to decentralize shelter activities** to the shelter providers
  - Shelter volunteers manage staffing activities and shelter operations
  - **Or Part time DEM volunteer Asst.** to manage program in the Winter
- **Need “Mental Health First Aid”** Training (KMHS)
- Lots of volunteers, but shelters fail to open because **volunteers don’t “volunteer.”**
- DEM costs:
  - **47 days of activations, 6 Trainings, 18 Hours of meetings and Preps**
  - **Approx. Activation Costs: \$7,000**
  - **(170 staff hours)**



# Public Outreach

- March: **Retrofit course** at the Home and Garden Expo
- Get back into school (meetings with NKSD and BSD)
  - Revising School response program
- Ongoing MYN to various communities
- CERT Training is ongoing
  - Scheduled in North Kitsap from May thru July
- **Vulnerable populations**
  - Meet various federal and state requirement for vulnerable populations to include other languages
  - House Bill will require specific communications plan for Limited English Proficiency (LEP Group) that constitutes 5% or 1,000 whichever is less.
  - Emergency Preparedness mandates on those who serve Medicare/Medicaid clients



# **Other Preparedness events**

- **Tsunami Signs in County/City Parks**
  - Working with local Parks Directors and DNR to define vulnerable parks on the east side of Kitsap County
- **Kitsap Public Works Department TTX May 9<sup>th</sup>**
- **Navy Reactor Exercise June 28**
- **SAR Banquet May 5<sup>th</sup> at 6:00 pm Eagle's Nest, County Fairgrounds**
- **LEPC Meeting: May 23rd at 1:00 pm**



# City/county EOC Updates

## City Emergency Operations

- **Bainbridge Island**
  - Advance ICS 300/400 Complete
  - Working EOP
- **Poulsbo**
  - Unofficially agreed to Fire Station 71 as EOC
  - Working EOP
  - Prepare a training and exercise program for 2017
- **Bremerton**
  - Appoint new Emergency Management Coordinator
  - Working with Assistant Chief Pay McGanney on Project
  - Prepare a training and exercise program for 2017
- **Port Orchard**
  - EOC Location will be SKFR Fire Station 31 Tremont
  - Working EOP
  - Prepare a training and exercise program for 2017



# Director's Transition

## Timeline:

- **Announce Position**
- **Review Applications**
  - Team: Mike Gordon, Karen Goon and Carol Mackie
  - Send 5-8 Candidates to Interview Board
- **First interviews**
  - Team: Fire Chief, Law Chief, County Director, Emergency Manager
  - Send 3-4 Candidates to Emergency Management Council
- **Final selection submitted to the Council**
  - Council Interviews or meets candidates
- **Final review, selection and offer by EMC**
- **New director arrives and transitions**



# Next Meeting: *2018 Budget*

- **LiDAR Account** will close July 31, 2018
- **Homeland Security SHSP Grant:** No Changes Federal FY17
- **EMPG Grant:** No changes
- **City/County:** Do not anticipate any changes
- **Salaries:**
  - Anticipate 3.2% step increases
- **Services**
  - No Changes
- **Supplies and Equipment**
  - No Changes
- **Interfund**
  - Changes to charges for IS Services
  - Do not anticipate any changes with Kitsap 911



# Future Budget Concerns

## Federal FY18 Federal Blueprint for Department of Homeland Security

- *“Eliminates or reduces State and local grant funding by \$667 Million for programs administered by FEMA that are either unauthorized by the Congress, such as Pre-Disaster Mitigation Grant Program, or that must provide more measureable results and ensure the Federal Government is not supplanting other stakeholder’s responsibilities, such as HLS grant program.”*
- **Possible Outcomes**
  - **25% reduction in grant funding**
  - **25% match**
  - **Or both**



# **Closing Discussion And adjournment**



**Emergency Management Council Meeting  
Minutes February 7, 2017**

**Attending:**

**Kitsap County:** Commissioner Edward Wolfe

**Mayors:** Val Tollefson, City of Bainbridge Island; Patty Lent, City of Bremerton;  
Rob Putaansuu, City of Port Orchard; Becky Erickson, City of Poulsbo

**DEM:** Mike Gordon, Director; Michele Moen, Office Support Specialist

**Call to Order:** The Emergency Management Council (Council) meeting was called to order at 12:37 by Council Chair Mayor Erickson.

**Comments of the Chair:** Mayor Erickson thanked everyone for being here today. Wondered how Emergency Management faired with the storms. Mike said DEM was busy, nothing extensive, shelters were opened up, and schools are closed, but we are expecting rain the next couple of days. The number without power is about 8,000, mostly in the South end.

**Discussion:**

Commissioner Wolfe motioned to approve the November 1, 2016 minutes. Mayor Putaansuu 2<sup>nd</sup> the motion, all in favor, motion carries.

Mayor Erickson motions to elect Mayor Putaansuu as Chair of the Emergency Management Council and Commissioner Wolfe as Vice Chair. Mayor Putaansuu 2<sup>nd</sup> the motion. All in favor, motion carries. Mayor Erickson hands the gavel to newly elected Chair of the Emergency Management Council Mayor Putaansuu.

Mayor Putaansuu mentioned that everyone worked really hard to get the Port Orchard severe weather shelter open, and they've only had 1 or 2 guests. He will be getting briefed next week on the actual numbers.

Mike said that the Salvation Army averages 40-60 people each night. The Kitsap Rescue Mission takes their overflow between 15-25 per night. Gateway (Poulsbo) shelter is struggling to get volunteers. DEM will take a look at local shelters after this season is over.

Mike discussed the Local Emergency Planning Committee for Hazardous Materials and the new approved plan. He mentioned that we have 75 TIER II reporting agencies who have a quantity of hazardous materials required to be reported to the Department of Ecology and DEM. Businesses send their TIER II reports to the State, DEM and their local fire district. LEPC requires us to have a LEPC and committee, and the plan has to be reviewed by Washington State EMD and SERC. A meeting of the LEPC is forthcoming.

Mike discuss the Community Emergency Response Team (CERT) program. CERT begins in the neighborhood. When the time comes, that person has a little more training and can help their neighborhood during disasters. CERT personnel are not authorized to be first responders, and always have the option to not do something they feel is a risk and we don't want them doing something they're not trained to do. Most courses require hands on training, like how to work a fire extinguisher. It's about teamwork and working together. First and foremost, CERT members are trained.

Commissioner Wolfe said he hears regularly from a couple of CERT members that DEM was going to revamp CERT member roles. Mike said that we've been having a problem getting CERT volunteers for leadership roles and having a viable program to move forward.

Mike talked about the Search and Rescue (SAR) banquet. We usually hold this in January, but we've been thinking about changing it for a couple of years. We're going to form a small committee to put it together. You will receive an invitation to attend when a date is secured.

DEM had a meeting last week with the Navy's Radiological Controls Team as part of training as we prepare for an exercise in June. The meeting included members of DEM staff/EMAT team, Health, and local fire and law personnel. Further discussion and training are scheduled as we move towards the exercise. Additionally, Mike discussed preparations to begin later this year for a Manchester Fuel Depot spill exercise scheduled next year.

Other events include an extreme terrorism exercise in the near future. We are working with the Kitsap Mall and Kitsap Library for possible locations and looking for commitment from local fire and law. This is a chance to test our response plans.

Mike discussed a project to upgrade City EOCs. Mike has spoken with some of the City contacts and has put together teams to evaluate and determine the equipment, training and planning needed for each of the cities. DEM has set aside \$5,000 for each city to spend for your EOC.

DEM purchased AlertSense. We looked at a couple of programs, and this one is used by Pierce and Thurston Counties. This comes with apps to allow texting, phone, and sms text. Mayor Putaansuu would like more information on AlertSense. Mayor Erickson would like to have this for staff. This also has a geo mapping system, gives police or fire to go into the system, circle an area and send out notifications to shelter in place, or whatever is needed. It'll give us a great opportunity to manage our volunteers as well.

Homeland Security assessment is required by the State every 3 years. Core capabilities that Emergency Management looked at (in your yellow slide) take each core capability and see what the gap is, see where we can close the gap and improve our preparedness. The process includes Clallam and Jefferson Counties. Check out the scores on the slides provided.

Mike mentioned that there was a FEMA meeting on January 10 that was nothing more than a summary of the phase 1 assessment and mitigation progress associated with the 2015 coastal study and natural hazards assessment. A lot of great questions from our DCD folks. It is now our turn to review our mitigation projects and programs. The 2<sup>nd</sup> meeting held on January 12 to talk about visionary resiliency a project to look at large resiliency efforts that become part of the fabric of our communities to include resilient homes, buildings and infrastructure.

Future items:

- WSEMA Conference will be held at the Suquamish Casino on September 18-21. Mike will send out an invite to the Council.
- ICS 300/400 classes have been postponed. Rescheduled for March
- PSNS training on nuclear population systems in May
- SharePoint transition in June
- Vulnerable populations Studies including outreach program to English limited communities
- Two new warming stations – Salvation Army in Bremerton and Island Church on Bainbridge Island.

With no other business to discuss, the EM Council meeting was adjourned at 1:21 pm.

**The next meeting will be held on May 2, 2017 beginning at 12:30pm at the Norm Dicks Government Center in Bremerton. Lunch will be provided to DEM Council members only.**

For the Three Months Ending March 31, 2017

ORIGINAL BUDGET	BUDGET CHANGE	ADJUSTED BUDGET	CURRENT ACTUALS	Y-T-D ACTUALS	PO/CONTR ENCUMBER	YTD TOTAL ACT/ENC	REMAINING BALANCE	EXP/ENC
00104 Emergency Services								
104 Dept of Emergency Services								
1041 Operations & Services								
5101 REGULAR SALARIES	294,153	0	22,028.85	60,493.00	.00	60,493.00	233,660.00	20.6
5102 OVERTIME PAY	0	0	.67	.67	.00	.67	<.67>	.0
5103 LONGEVITY PAY	2,988	0	.00	.00	.00	.00	2,988.00	.0
5109 EXTRA HELP	13,830	0	1,663.09	2,644.05	.00	2,644.05	11,185.95	19.1
5190 MISCELLANEOUS PAY	5,280	0	20.00	140.00	.00	140.00	5,140.00	2.7
5201 INDUSTRIAL INSURANCE	4,192	0	333.95	869.91	.00	869.91	3,322.09	20.8
5202 SOCIAL SECURITY	24,193	0	1,778.58	4,737.07	.00	4,737.07	19,455.93	19.6
5203 PERS RETIREMENT	35,837	0	2,465.13	6,697.31	.00	6,697.31	29,139.69	18.7
5215 DISABILITY INSURANCE	0	0	24.00	66.04	.00	66.04	<66.04>	.0
5229 BENEFITS BUCKET	46,200	0	3,850.00	11,550.00	.00	11,550.00	34,650.00	25.0
5311 OFFICE/OPERATING SUPPLIES	3,515	0	1,565.39	1,948.01	.00	1,948.01	1,566.99	55.4
5321 FUEL CONSUMED	800	0	13.53	66.16	.00	66.16	733.84	8.3
5351 SMALL TOOLS & EQUIPMENT	1,700	0	.00	.00	.00	.00	1,700.00	.0
5352 COMPUTER SOFTWARE	15,000	0	641.16	15,640.06	.00	15,640.06	<640.06>	104.3
5353 SMALL COMPUTER EQUIPMENT	20,000	0	.00	.00	.00	.00	20,000.00	.0
5419 OTHER PROFESSIONAL SERVICES	800	0	.00	.00	.00	.00	800.00	.0
5421 TELEPHONE	1,200	0	119.76	305.61	.00	305.61	894.39	25.5
5422 CELLULAR TELEPHONES	1,600	0	129.11	256.88	.00	256.88	1,343.12	16.1
5425 POSTAGE	600	0	15.99	131.98	.00	131.98	468.02	22.0
5431 MILEAGE	1,000	0	109.25	128.51	.00	128.51	871.49	12.9
5432 TRAVEL	1,000	0	.00	.00	.00	.00	1,000.00	.0
5433 PER DIEM	500	0	.00	.00	.00	.00	500.00	.0
5441 ADVERTISING	1,500	0	.00	.00	.00	.00	1,500.00	.0
5476 CABLE TV	1,200	0	98.02	289.06	.00	289.06	910.94	24.1
5483 REPAIRS & MAINT-EQUIPMENT	2,000	0	.00	.00	.00	.00	2,000.00	.0
5492 DUES/SUBSCRIPTIONS/MEMBERSHIPS	500	0	.00	.00	.00	.00	500.00	.0
5497 REGISTRATION & TUITION	1,016	0	350.00	711.00	.00	711.00	305.00	70.0
5519 MISC INTERGOVERNMENTAL SERVICE	10,000	0	439.86	2,191.54	.00	2,191.54	7,808.46	21.9
5912 I/F I.S. SERVICE CHARGES	7,311	0	.00	.00	.00	.00	7,311.00	.0
5918 I/F GIS MAPPING SVS.	16,949	0	4,237.26	4,237.26	.00	4,237.26	12,711.74	25.0
5922 I/F I.S. PROJECTS	1,709	0	.00	.00	.00	.00	1,709.00	.0
5961 I/F INSURANCE SERVICES	2,430	0	202.50	607.50	.00	607.50	1,822.50	25.0
5986 INDIRECT COST ALLOCATIONS	8,692	0	.00	2,173.00	.00	2,173.00	6,519.00	25.0
5999 OTHER I/F SERVICES & CHARGES	37,601	0	9,400.25	9,400.25	.00	9,400.25	28,200.75	25.0
	55,000	0	.00	.00	.00	.00	55,000.00	.0
1041 Operations & Services	620,296	0	40,086.10	125,284.87	.00	125,284.87	495,011.13	20.2
104 Dept of Emergency Services	620,296	0	40,086.10	125,284.87	.00	125,284.87	495,011.13	20.2
00104 Emergency Services	620,296	0	40,086.10	125,284.87	.00	125,284.87	495,011.13	20.2

March 2017  
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00106 KPREP									
106 KPREP									
1061 Geological Survey R&D	294,174	0	294,174	.00	53,942.80	.00	53,942.80	240,231.20	18.3
5419 OTHER PROFESSIONAL SERVICES	5,826	0	5,826	.00	1,456.50	.00	1,456.50	4,369.50	25.0
5996 INDIRECT COST ALLOCATIONS									
1061 Geological Survey R&D	300,000	0	300,000	.00	55,399.30	.00	55,399.30	244,600.70	18.5

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1062 HLS Region 2									
5109 EXTRA HELP	13,445	0	13,445	1,143.20	3,233.61	.00	3,233.61	10,211.39	24.1
5190 MISCELLANEOUS PAY	240	0	240	.00	.00	.00	.00	240.00	.0
5201 INDUSTRIAL INSURANCE	263	0	263	22.33	63.16	.00	63.16	199.84	24.0
5202 SOCIAL SECURITY	1,047	0	1,047	87.46	247.37	.00	247.37	799.63	23.6
5203 PERS RETIREMENT	28	0	28	.00	.00	.00	.00	28.00	.0
5311 OFFICE/OPERATING SUPPLIES	2,182	0	2,182	.00	.00	.00	.00	2,182.00	.0
5351 SMALL TOOLS & EQUIPMENT	74,420	0	74,420	.00	.00	.00	.00	74,420.00	.0
5419 OTHER PROFESSIONAL SERVICES	2,000	0	2,000	.00	.00	.00	.00	2,000.00	.0
5422 CELLULAR TELEPHONES	1,200	0	1,200	173.69	347.40	.00	347.40	852.60	29.0
5425 POSTAGE	300	0	300	.00	.00	.00	.00	300.00	.0
5431 MILEAGE	2,000	0	2,000	.00	83.14	.00	83.14	1,916.86	4.2
5432 TRAVEL	1,000	0	1,000	.00	.00	.00	.00	1,000.00	.0
5433 PER DIEM	500	0	500	.00	.00	.00	.00	500.00	.0
5496 PRINTING & BINDING	400	0	400	.00	.00	.00	.00	400.00	.0
5497 REGISTRATION & TUITION	500	0	500	.00	.00	.00	.00	500.00	.0
5499 OTHER	7,000	0	7,000	.00	7,500.30	.00	7,500.30	<500.30>	107.2
5519 MISC INTERGOVERNMENTAL SERVICE	87,864	0	87,864	.00	.00	.00	.00	87,864.00	.0
5912 I/F I.S. SERVICE CHARGES	397	0	397	99.24	99.24	.00	99.24	297.76	25.0
5995 INDIRECT COST ALLOCATIONS	5,826	0	5,826	.00	1,456.50	.00	1,456.50	4,369.50	25.0
1062 HLS Region 2	200,612	0	200,612	1,525.92	13,030.72	.00	13,030.72	187,581.28	6.5
106	500,612	0	500,612	1,525.92	68,430.02	.00	68,430.02	432,181.98	13.7
00106 KPREP	500,612	0	500,612	1,525.92	68,430.02	.00	68,430.02	432,181.98	13.7

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	ORIGINAL BUDGET	ADJUSTED BUDGET	CURRENT REVENUE	Y-T-D REVENUE	REMAINING BALANCE	% ACT
00104 Emergency Services						
104 Dept of Emergency Services						
1041 Operations & Services						
3330 INDIRECT FEDERAL GRANTS	148,042	148,042	.00	.00	148,042.00	0
97042 FEMA-WA ST MIL-EMERG PERFORM	97,000	97,000	24,075.59	24,075.59	72,924.41	25
97067 HLS-SHSP						
3330 INDIRECT FEDERAL GRANTS	245,042	245,042	24,075.59	24,075.59	220,966.41	10
3380 INTERGOVERNMENTAL SERVICE						
25 EMERGENCY SERVICES	126,160	126,160	28,932.00	97,228.00	28,932.00	77
3380 INTERGOVERNMENTAL SERVICE	126,160	126,160	28,932.00	97,228.00	28,932.00	77
3610 INTEREST EARNINGS						
11 INVESTMENT INTEREST	0	0	.01	.03	<.03>	0
3610 INTEREST EARNINGS	0	0	.01	.03	<.03>	0
4970 OPERATING TRANSFERS IN						
9258 GA&O - Community Svs	249,094	249,094	20,757.83	62,273.49	186,820.51	25
4970 OPERATING TRANSFERS IN	249,094	249,094	20,757.83	62,273.49	186,820.51	25
1041 Operations & Services	620,296	620,296	73,765.43	183,577.11	436,718.89	30
104 Dept of Emergency Services	620,296	620,296	73,765.43	183,577.11	436,718.89	30
00104 Emergency Services	620,296	620,296	73,765.43	183,577.11	436,718.89	30

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	ORIGINAL BUDGET	ADJUSTED BUDGET	CURRENT REVENUE	Y-T-D REVENUE	REMAINING BALANCE	% ACT
00106 KPREP						
106 KPREP						
1061 Geological Survey R&D						
3310 DIRECT FEDERAL GRANTS	150,000	150,000	.00	.00	150,000.00	0
15808 GEOLOGICAL SURVEY-R&D ACQUIS						
3310 DIRECT FEDERAL GRANTS	150,000	150,000	.00	.00	150,000.00	0
3340 STATE GRANTS						
0230 DEPT OF NAT'L RESOURCES	50,000	50,000	.00	.00	50,000.00	0
3340 STATE GRANTS	50,000	50,000	.00	.00	50,000.00	0
3380 INTERGOVERNMENTAL SERVICE						
90 OTHER INTERGOVT SERVICES	100,000	100,000	.00	.00	100,000.00	0
3380 INTERGOVERNMENTAL SERVICE	100,000	100,000	.00	.00	100,000.00	0
1061 Geological Survey R&D	300,000	300,000	.00	.00	300,000.00	0

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	ORIGINAL BUDGET	ADJUSTED BUDGET	CURRENT REVENUE	Y-T-D REVENUE	REMAINING BALANCE	% ACT
1062 HLS Region 2	200,612	200,612	2,090.41	2,090.41	198,521.59	1
3330 INDIRECT FEDERAL GRANTS 97067 HLS-SHSP	200,612	200,612	2,090.41	2,090.41	198,521.59	1
3330 INDIRECT FEDERAL GRANTS						
1062 HLS Region 2	200,612	200,612	2,090.41	2,090.41	198,521.59	1
106 KPREP	500,612	500,612	2,090.41	2,090.41	498,521.59	0
00106 KPREP	500,612	500,612	2,090.41	2,090.41	498,521.59	0