



Kitsap County Department of Emergency Management Emergency Management Council (EMC)

Meeting Agenda – January 12, 2021

Start time: 12:00 pm

Chair: Mayor Erickson (Poulsbo)

- 1) Call to Order – Mayor Erickson
- 2) Comments of the Chair
- 3) Selection of the Chair and Vice Chair for 2021
- 4) Discussion Items:
 - a) Loss of EOC Logistics staff person
 - b) 2020 Comprehensive Emergency Operations Plan (CEMP)
 - c) Status of Major EOC Operations
 - i) Mitigation Strategies
 - (1) Community Based Testing Site(s) (CTBS)
 - (2) Non-Congregate Sheltering (NCS-PF/Pavilion)
 - (3) Logistics Operating – Staging Move
 - (4) UV Sanitation Units - FOG
 - (5) EOC Vaccine Support
 - ii) Large Grant funded Purchase Uses
 - (1) Henry (Mobile Command Center)
 - (2) Bremerton Staging/COVID EOC
 - (a) Code compliance
 - (b) Distribution and hazardous commodities
 - (c) Expanded partnerships
 - (3) UV Sanitation
 - (4) 3D-Printing
 - (5) Asset Inventory and Management
 - (6) Access Control rollout
 - (7) Plans (Non Con Sheltering Annex, Logistics Annex, Finance Annex)
 - d) Finance and Admin Section
 - i) Sustained EOC Operations (Staffing & Funding)
 - ii) Request for consideration for additional response support from ILA partners
- 5) Good of the Order
- 6) Adjournment

Mailed Items:

November 3, 2020 Council Minutes
Financials ending November 2020
Sustained EOC Operations Slide

**Emergency Management Council Meeting
Minutes November 3, 2020**

Attending:

Mayors: Greg Wheeler, City of Bremerton; Rob Putaansuu, City of Port Orchard; Becky Erickson, City of Poulsbo

Councilmember: Kol Medina, City of Bainbridge Island

Board of County Commissioners: Commissioner Ed Wolfe

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

Guests: Charlotte Garrido, Kitsap County Commissioner; Karen Goon, Kitsap County Administrator; Richard Kirton, Kitsap911; Anne LeSage, City of Bainbridge Island Emergency Manager

Call to Order: The Emergency Management Council (Council) ZOOM meeting was called to order at 12:16 pm by Council Chair Mayor Erickson.

Public Comments: None.

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

Discussion:

Lessons learned from another jurisdiction:

Jan is currently deployed as part of the Disaster Medical Assistance Team to El Paso and according to the Texas State Department of Health and their City Department of Health, just last week, they had over 900 hospitalizations. This is not where we want to be, we do not have that kind of capacity.

Other jurisdictions we have heard from including Seattle, Eastern Washington and El Paso say keep emphasizing masks and social distancing.

We have been focused on assuring PPE for our health providers and responders, getting the message out for social distancing and need for masks through several media and social media

channels in multiple languages and working remotely to mitigate these types of impacts in Kitsap County.

So the bottom line is what we're doing in Kitsap County seems to be working and our operations seem to be going pretty smoothly; nothings perfect but we'll strive to keep doing what we're doing to support the Health District in this pandemic.

Testing:

We have Olympic College Nursing students due to start assisting next week at both Bremerton and Poulsbo testing sites. There is also a Community Based Testing site that is set up on Bainbridge Island, and more commercial based testing being done at Walgreens. We have resourced testing support capabilities and procured a number of trailers that we have outfitted to support testing, vaccination, UV sanitation and outbreak response. If we need to go out further into the community, into the pockets of the disadvantage and underrepresented populations, directly to them, and work with translators to help with communications, that is what we will do.

Mayor Erickson asked about the testing that is going on with Walgreens, wondering if that is the entire chain or just the location in Bremerton. Director Klute said it is her understanding that it is not all Walgreens, but a number to represent geographical areas. In Grays Harbor County, it is a private pharmacy that is doing testing; there are quite a number that are stood up all over the state. Some of those locations are Rite Aid or Safeway/Albertsons.

Response equipment:

We have our Mobile Command Center, which is our portable EOC and Command staging for outbreaks, testing and vaccinations down the road. For your awareness, we put together a plan to stand up a second emergency operations center in case we have an issue with election reactions or some severe weather event so that we can go out and actually run a portable emergency operations center in the field, and also support law enforcement if they need support during a response.

We have purchased additional response trailers. Two of the trailers are equipped with reflective coating inside the entire trailer, coat racks that have clotheslines strung across them. Those are the UV light sanitation units. Those, along with the other two trailers, can be rolled out to use as a vaccination or testing site. We have also outfitted two of the CERT trailers with cones, traffic control signs, PPE's and anything else we would need to go out and support a community-based testing or vaccination site.

Taskforce:

Director Klute mentioned that we do have a COVID-19 taskforce, and that taskforce has a pre stocked with PPE and other resources, along with testing kits. This is stored at the emergency operations center and Director Kirton from Kitsap911 is maintaining this for us so we can grab and go if we need to have the taskforce respond to anything. Supporting public information, testing, support with PPE, anything that we need for a COVID related response, outside testing, vaccination and sanitation.

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

With no other business to discuss, the EM Council meeting was adjourned at 1:04 pm.

The next Emergency Management Council (EMC) meeting will be held on Tuesday January 12, 2021 via Zoom.

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



KCDEM Emergency Management Council Special Meeting

January 12, 2021

Agenda

1. Call to Order – Mayor Erickson
 - Comments of the Chair
 - Approval of the Minutes November 3, 2020
 - Selection of the Chair and Vice Chair 2021
2. Discussion Items:
 - 2020 Comprehensive Emergency Mgt Plan (CEMP)
 - Major EOC Operations
 - Finance and Admin Section Report
 - a) Sustained EOC Operations (Staffing and Funding)
 - b) Request for support for EOC ongoing costs (ILA Partners)
3. Good of the Order
4. Adjournment

Discussion Items

1. Recent loss of Justin Korf – Logistics Staging
2. Comprehensive Emergency Management Plan 2020-2015 (CEMP)



1. Mitigation Strategies

- a) Community Based Testing Sites (CTBS)
- b) Non-Congregate Sheltering (PF/Pavilion/SArmy)
- c) Severe Weather Shelters under ESF 6 for COVID-19
- d) Logistic Staging & COVID EOC – New Facility at Port
- e) UV Light Sanitation Units (UVSU) - FOG
- f) EOC KPHD Vaccine Support (Tribal field operations)
- g) Community Warning Systems Evaluation

Kitsap EOC – Status MAJOR EOC OPERATIONS Cont.

2. Large Grant funded Purchase Uses
 - a) Mobile Command Center – testing, vaccination, outbreaks
 - b) Bremerton Staging/COVID EOC
 - i. Working on Code Compliance and upgrades
 - ii. Distribution of PPE and equipment staging
 - iii. Training/Exercising new protocols/plans (vaccination etc)
 - c) UV Sanitation for Pilgrim Firs, govt and health facilities
 - d) 3D-Printing of mask holders
 - e) Asset Inventory and Resource Tracking - Fishbowl
 - f) Access Control using FEMA Incident Management Standards
 - g) Plans (Non-Con Sheltering Annex, Logistics Annex, Finance Annex)

Ongoing EOC Operations - Funding



Finance and Admin Section Report

Action Requested: Approve additional spending authority of \$45,827 per month, plus a one-time request of \$50,000, for a total request of \$462,443 to fund existing EOC operations from January through September 2021.



EOC REMOTE OPERATIONS

Unified Command
 Joint Information Center
 Recovery Strategy Officer
 Liaison, Safety, & Legal Officers
 Emergency Worker/Volunteer Officer
 Agency Representatives
 Logistics Section
 Operations Section
 Planning & Intel Section
 Finance & Administration Section

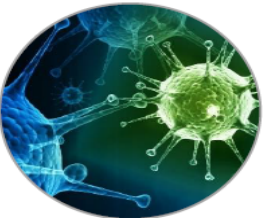
Mandated by RCW 38.52 and WAC 118



EOC FIELD OPERATIONS

Community-Based Testing Sites
 Community-Based Vaccination Sites
 UV Sanitation Unit
 Outbreak Response Taskforce
 Warehouse/Staging/PPE Distribution
 Non-Congregate Sheltering
 Quarantine & Isolation
 Homeless Sheltering
 Severe Weather Sheltering

Mandated by Governor Inslee's Safe Start Reopening Plan



MONTHLY COST

Extra Help Staffing	\$153,307
County Personnel Staffing	\$105,082
Logistics & Operations	
Staging/PPE Distribution	\$ 5,000
Supplies & Sundries	\$ 5,000
Public Outreach & Education	\$ 5,000
Non-Congregate Sheltering	
Quarantine & Isolation	\$ 50,000
Homeless Sheltering	\$ 60,000



FUNDING OPTIONS

ESD - Dislocated Worker Program

Six Weeks of Funding (Jan to Mid-Feb)

FEMA - Public Assistance

75% Cost Reimbursement - Staff	\$114,980
75% Cost Reimbursement - Q&I	\$ 37,500

County Support

25% FEMA Cost Match - Staff	\$ 38,327
25% FEMA Cost Match - Q&I	\$ 12,500
In-Kind Volunteer Hours (offset to FEMA match)	\$ (20,000)
Operational Costs (not budgeted)	\$ 15,000
County Personnel (budgeted)	\$105,082
Human Services CDBG Grant - NonCon	\$ 60,000

Other Funding - Not Confirmed

KPHD Grant
 CARES Extension
 Federal Assistance

Per Month	\$ 45,827
Per Quarter	\$137,481
January through September Total	\$412,443
One-Time Request (Warehouse Code Compliance)	\$ 50,000

Sustained EOC Operations (Staffing & Funding)

Finance and Admin Cont.

- a) Request for support for EOC ongoing costs (ILA Partners)
- b) Breakdown of possible partner funding:

JURISDICTION	OWNERSHIP PERCENTAGE	MONTHLY	JAN-SEP TOTAL
Bremerton	16.89%	7,742	69,678
Port Orchard	5.98%	2,739	24,650
Poulsbo	4.67%	2,142	19,276
Kitsap County	72.46%	33,204	298,839
TOTAL COST ALLOCATION	100.00%	45,827	412,443

- Based on the corrected annual KCDEM Budget allocation
- Does not include Homeless Non-Congregate Sheltering
- Does not include funding for new Staging area / EOC

- c) Motion for funding?

Closing

1. Good of the Order
2. Adjournment

Thank you for attending the
January 2021 Emergency
Management Council meeting

Questions?

Whole-community preparedness.



For the Eleven Months Ending November 30, 2020

	ORIGINAL BUDGET	BUDGET CHANGE	ADJUSTED BUDGET	CURRENT ACTUALS	Y-T-D ACTUALS	PO/CONTR ENCUMBR	YTD TOTAL ACT/ENC	REMAINING BALANCE	%
24 Dept of Emergency Management									
9241 Dept of Emergency Management									
5101 REGULAR SALARIES	407,193	0	407,193	30,038.95	372,991.25	.00		34,201.75	91.6
5102 OVERTIME PAY	0	0	0	619.57	20,347.88	.00		<20,347.88>	.0
5103 LONGEVITY PAY	1,054	0	1,054	.00	1,062.05	.00		<8.05>	100.8
5106 ANNUAL LEAVE PAYOUT	0	0	0	.00	2,093.40	.00		<2,093.40>	.0
5109 EXTRA HELP	25,211	0	25,211	58,267.72	295,234.18	.00		<270,023.18>	1,171.1
5110 OUT OF CLASS PAY	0	0	0	450.69	450.69	.00		<450.69>	.0
5190 MISCELLANEOUS PAY	16,950	0	16,950	1,167.37	13,174.69	.00		3,775.31	77.7
5201 INDUSTRIAL INSURANCE	4,520	0	4,520	1,666.27	9,692.14	.00		<5,172.14>	214.4
5202 SOCIAL SECURITY	33,369	0	33,369	6,928.92	53,623.29	.00		<20,254.29>	160.7
5203 PERS RETIREMENT	54,680	0	54,680	4,170.20	52,078.57	.00		2,601.43	95.2
5209 WA STATE PAM & MKD LEAVE	597	0	597	138.84	1,041.07	.00		<444.07>	174.4
5215 DISABILITY INSURANCE	300	0	300	24.00	295.44	.00		4.56	98.5
5224 DEFERRED COMPENSATION	590	0	590	.00	698.23	.00		<108.23>	118.3
5229 BENEFITS BUCKET	67,218	0	67,218	11,203.00	61,616.50	.00		5,601.50	91.7
5311 OFFICE/OPERATING SUPPLIES	5,500	0	5,500	11,689.77	149,095.12	.00		<319,051.46>	5,900.9
5321 FUEL CONSUMED	1,500	0	1,500	.00	513.16	.00		986.84	34.2
5351 SMALL TOOLS & EQUIPMENT	34,884	0	34,884	17,832.97	44,690.18	.00		<129,120.89>	470.1
5352 COMPUTER SOFTWARE	20,000	0	20,000	263.33	52,016.33	.00		<40,730.95>	303.7
5353 COMPUTER EQUIPMENT	2,000	0	2,000	.00	3,745.65	.00		<3,235.47>	261.8
5413 MEDICAL, DENTAL & HOSPITAL	0	0	0	157.00	357.00	.00		<357.00>	.0
5419 OTHER PROFESSIONAL SERVICES	1,000	0	1,000	44,460.00	138,280.78	.00		<234,923.19>	23,592.3
5421 TELEPHONE	1,400	0	1,400	126.67	1,281.52	.00		118.48	91.5
5422 CELLULAR TELEPHONES	1,500	0	1,500	776.04	7,114.88	.00		<5,614.88>	474.3
5425 POSTAGE	500	0	500	70.16	346.65	.00		153.35	69.3
5431 MILEAGE	2,500	0	2,500	.00	1,595.52	.00		904.48	63.8
5432 TRAVEL	1,600	0	1,600	.00	1,494.38	.00		105.62	93.4
5433 PER DIEM	900	0	900	.00	676.50	.00		223.50	75.2
5441 ADVERTISING	600	0	600	.00	.00	.00		600.00	.0
5451 OPERATING RENTAL/LEASES	0	0	0	63,475.36	69,545.58	.00		<6,070.22>	.0
5475 WASTE DISPOSAL	0	0	0	151.95	187.41	.00		<187.41>	.0
5477 HAZARDOUS WASTE DISPOSAL	0	0	0	46.34	2,007.97	.00		<2,007.97>	.0
5483 REPAIRS & MAINT-EQUIPMENT	0	0	0	.00	7.50	.00		<7.50>	.0
5492 DUES/SUBSCRIPTIONS/MEMBERSHIPS	0	0	0	75.21	270.21	.00		<270.21>	.0
5496 PRINTING & BINDING	600	0	600	.00	.00	.00		600.00	.0
5497 REGISTRATION & TUITION	500	0	500	.00	.00	.00		500.00	.0
5499 OTHER	2,000	0	2,000	590.69	10,462.25	.00		<8,462.25>	523.1
5519 MISC INTERGOVERNMENTAL SERVICE	65,835	0	65,835	.00	23,780.98	.00		42,054.02	36.1
5642 OTHER MACHINERY & EQUIPMENT	0	0	0	97,824.41	97,824.41	.00		<181,224.10>	.0
5643 VEHICLES	0	0	0	116,458.09	501,458.09	.00		<501,458.09>	.0
5912 I/F I.S. SERVICE CHARGES	18,230	0	18,230	.00	15,191.70	.00		3,038.30	83.3
5913 I/F I.S. PROG MAINT & DRV CHGS	11,890	0	11,890	.00	9,908.30	.00		1,981.70	83.3
5922 I/F I.S. PROJECTS	791	0	791	.00	659.20	.00		131.80	83.3
5961 I/F INSURANCE SERVICES	5,938	0	5,938	.00	4,455.12	.00		1,482.88	75.0
9241 Dept of Emergency Management	791,350	0	791,350	468,668.52	2,021,450.77	422,542.23	2,443,993.00	<1,652,643.00>	308.8
24 Dept of Emergency Management	791,350	0	791,350	468,668.52	2,021,450.77	422,542.23	2,443,993.00	<1,652,643.00>	308.8

For the Eleven Months Ending November 30, 2020

	ORIGINAL BUDGET	ADJUSTED BUDGET	CURRENT REVENUE	Y-T-D REVENUE	REMAINING BALANCE	% ACT
24	Dept of Emergency Management					
3330	9241 Dept of Emergency Management					
97042	INDIRECT FEDERAL GRANTS					
97047	FEMA-WA ST MIL-EMERG PERFORM	135,308	135,308	.00	125,578.84	93
97067	PRE-DISASTER MITIGATION	0	0	.00	<1,034.06>	0
	HLS-SHSP	186,397	186,397	13,160.14	<15,979.85>	<9>
3330	INDIRECT FEDERAL GRANTS	321,705	321,705	13,160.14	108,564.93	34
3380	INTERGOVERNMENTAL SERVICE					
25	EMERGENCY SERVICES	0	0	22,000.00	143,922.00	0
90	OTHER INTERGOVT SERVICES	143,922	143,922	.00	.00	0
3380	INTERGOVERNMENTAL SERVICE	143,922	143,922	22,000.00	143,922.00	100
3670	CONT AND DONATIONS-PRIVATE	0	0	.00	<5,000.00>	0
12	CONT AND DONATIONS-COVID-19	0	0	.00	<5,000.00>	0
3670	CONT AND DONATIONS-PRIVATE	0	0	.00	<5,000.00>	0
9241	Dept of Emergency Management	465,627	465,627	35,160.14	257,486.93	55
24	Dept of Emergency Management	465,627	465,627	35,160.14	257,486.93	55