

**Emergency Management Council Meeting
Minutes October 5, 2021**

Attending:

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

Councilmember: Joe Deets, City of Bainbridge Island

Board of County Commissioners: Commissioner Ed Wolfe

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

Guests: Karen Goon, County Administrator; Aimee Campbell, Kitsap County Admin/Finance; Chief Pat McGanney, Bremerton Fire; Aaron Elton, Bremerton Police

Call to Order: The Emergency Management Council (Council) ZOOM Webinar was called to order at 10:33am by Council Chair Mayor Wheeler.

Comments of the Chair: We have a busy day today and would like to get into the presentation from Lis.

Approval of the Minutes: Mayor Wheeler motions for approval of the Minutes for July 6, 2021 and September 14, 2021: Motion made by Mayor Putaansuu to approve the minutes of July 6, 2021 and September 14, 2021, 2nd by Councilmember Deets to approve the minutes for July 6, 2021 and September 14, 2021, all in favor, Minutes approved unanimously.

Public Comments: None.

Discussion: Director Klute gave a status on the Field Operations for COVID-19 testing. Testing is currently Tuesday – Thursday, thinking about adding Friday or Saturday at the Kitsap County Fairgrounds Sheep Barn. Looking at how to get some heat out there for the people that are working out in the cold. Leaning towards opening on Saturday for those who work during the week.

Currently hosting 4 people at Quarantine and Isolation site, which is currently at the Quality Inn in Bremerton. We have 7-9 rooms designated for this.

Staging and Logistics – We have been giving out supplies to try to give our partners at least a 60 day supply. Greatly reduced the supply at staging, we are not housing too much material at the staging area, we have reduced the volume supply.

Vaccination support Operations at St. Michael’s Medical Center have slimmed down quite a bit, but still supporting at both St. Michael’s and Peninsula/Gateway as well.

Severe Weather Sheltering – Ramping up, shelter coordinators have been meeting and preparing for the Season. There is talk about one of the shelters mandating that volunteers be vaccinated, but not the guests.

UV Light Trailers – Have been seeing a lot more action. If you know of anyone in your offices, classrooms, hotel rooms, anyone that has been exposed to COVID, or tested positive, or even the flu or a cold, we do have the UV light trailers that we can roll in to the office to clean. So far it has been used at the Fairgrounds, Public Works and Human Services. Glad to see the units out getting deployed.

Winter Weather Preparedness – Starting this afternoon and tomorrow there is a short course by the National Weather service and University of Hawaii. Followed by the annual Round Robin on Wednesday with all of the stakeholders. You can hear about all of the Cities, Counties, State and State Patrol and how we are organized and what stockpiles we have to get ready for the winter weather

Councilmember Joe Deets – asked, thinking about stockpiles, how is the County doing on COVID-19 masks? Do we have a stockpile of masks? Director Klute said yes, we have a significant stockpile of masks. We have a significant quantity of the KN95 and regular 95, as well as the cloth masks. If any jurisdictions need masks, please send in a 213 Resource Request and we can fill that request.

Training and Exercising: There has been a significant change on the Cascadia Exercise at the State level. The State has decided it will be a tabletop instead of a series of full scale live exercises, as the primary jurisdictions cannot play in any significant fashion. Anything that we have already planned in Kitsap County, we are still going to go ahead with. The wrap around services for mass care and shelter, such as a shower system setup, will still go ahead as a part of the Cascadia exercise. A lot of the exercising we had planned, as well as training, we still have the bandwidth to go ahead with.

We had a recent exercise where we set up a COVID-19 Family Assistance Center (FAC) using our Mobile EOC, a tent-based operations center. The purpose of the FAC is to provide an area that has all kinds of services available for the public, in case of a catastrophic event. The training focused on where we could get assistance to those who were impacted by the scenario (an active shooter incident at a simulated car show) from out of the area, who may need transportation, hotel rooms, funeral services, etc, if we were to have a significant number of hospitalizations, or fatalities. At the same time, at the opposite side of the campus, we held an exercise for the MRC and CERT members on medical triaging during a mass casualty incident.

Plan Development: Plan development is an area where we are focusing heavily right now, which is pretty cool. A lot of people who are working in the EOC, who do not have a history of working in an EOC are informing the planning documentation, now that they have been in their positions for a while. They are putting together educational presentation modules on the work they have done, gaps in their knowledge and recommendations for making the role easier for people that may be put into the same position in the future without a lot of experience. EOC key position modules such as Volunteer Management, EOC Supervision, Plans, Logistics, Joint Information Center (JIC), Finance & Admin and Operations are being focused on with these presentation style educational modules.

We are also working on an Annex for the Emergency Operations Plan for everything we've learned from and developed for, the Finance side of EOC Operations such as the process flows for internal auditing of timesheets, supporting reporting on the internal 214's (daily log), all of the spreadsheets put together to track the CARES ACT purchases, etc. For example we have a spreadsheet of the different steps you need to take for EOC purchasing if it's under \$5k or over \$5.

The Admin portion of the Annex is focused on job descriptions and how we facilitated filling positions through County and City a staffs and hiring of extra help, for general service worker, unit leaders and other positions. We are hopeful it will be a good job aid for Cascadia or other future large activations.

The Department is developing a Catastrophic Playbook to manage a catastrophic incident with an initial focus on terrorism, but the process and actions we would take carry across incident types. The Playbook will be built out for a Cascadia, or a Seattle fault level disaster. What a Playbook means, is that as you go through incident timeline in the first hour, 1st day, 1st week, 1st month etc. what are the [priority actions we are going to take to address what priority issues and goals. Who are the players and what are the functions they are performing, resources they may need, and the decisions you guys may need to make as the EOC Policy Group to get your arms around the disaster, the response and to start the recovery process?

COVID-19 EOC & Staging upgrades and open house: The COVID Emergency Operations Center is located in a conference room out at our staging location at the Port. Those who made it out to the open house, as you could see, it is a fairly small room, but it works for what we need for when we need to gather in very small group to make face to face decisions. It's a bit cold and a bit run down but it's way better that sitting outside at the beach on bubble wrap like last winter!

A huge thank you to Mayor Wheeler and his team for helping us get our permit approved to implement the fire suppression system, which is a huge leap forward to getting our occupancy permit. Right now the primary distribution warehouse has been emptied into the other warehouses while they work on putting in a fire suppression system at the campus.

Director Klute, Kate Cummings, EOC Supervisor and Michael Robinson, Logistics Chief went to Tumwater September 30th to WA State Surplus as well as Federal Surplus and procured significant resources to help us with our ongoing response for COVID, and for larger events if

needed. The resources will also help outfit the COVID EOC with emergency power and other key resources for winter.

Items that were purchased at surplus: 50 KV Generator on trailer, 8 foldable beds with 12 mattresses, 8 desks with returns, Lobby furniture, Lobby marketing materials display for outreach materials, A trailer based Public Warning Siren and PA (for a Tsunami, Cascadia incident, or any notification to the public that may be needed remotely around the County/Cities), 12 file cabinets for portable EOC, CPR SimuAids for CERT and Medical Reserve Corps, Flotilla (Boston Whaler) Control boat/trailer, etc. All of these items were purchased for about \$5,500 and are worth around \$550,000. We also secured about 1500 sandbags. If jurisdictions need sandbags, please submit a 213RR and request them.

New KCDEM Website: We have a new website that we are going to be rolling out in December. We are moving to a 3 clicks model, so you can actually go on to the website, it will be 3 clicks or less to get to the information you are looking for rather than the 10-11 you must do now. We are focusing our new site not on what we feel people want to know, but what people actually want to know. We are linking all of our different initiatives and volunteer programs to the website and reorganizing it to be more dynamic user friendly. More on this in the future as it gets developed out. Please check it out at www.Kitsapdem.com

New Community Warning System: We are moving to a new Community Warning System (CWS) technology due to issues we've had with the current technology. The CWS Technical Advisory Committee (CTAC) has been working towards this for a couple of years now. First putting together the policy, procedures and protocols for a warning system, then focusing on the technology itself. We went out to RFP last December (2020) and we've selected a primary vendor which is RAVE, also used in the City of Seattle, King County and Snohomish County. It has a phone-based app but we can use to activate the system as well as for any to receive messaging and also has the critical interface to the federal IPAWS system which provides cell broadcast to cell phones.

Comments: Mayor Wheeler asked about Community Warning System, would we be able to communicate internally with you using this technology? Director Klute said we will be able to use it for polling, such as sending out a message "are you ok" you could answer "yes or no", "do you need help?" etc. We can also send group notifications for instance to tell you the EOC has activated and I am calling a Policy Meeting at 1300 etc. and contact you via email, SMS or cell call. One of the other technologies we will be buying with our grant, is for satellite texting. This device isn't a pager, but a communication device that lets us send you and you send, us a text message. They are called Zolio devices.

Councilmember Deets shared that Bainbridge Island's emergency hubs will have emergency solar and battery backup.

Good of the order: Commissioner Wolfe, would like to thank Director Klute and her staff for being flexible today with this meeting to allow us to extend our time with our Public Health meeting.

Also, kudos to DEM for the open house, it was very impressive and particularly the mobility potential for everything we witnessed outside. Thank you!

Mayor Putaansuu wanted to share the propose dues increases, I have included those in our budget process that council sees them on Thursday, I should be able to report at next meeting if the dues increase was approved.

With no other business to discuss, the EM Council meeting was adjourned at 11:09am.

The next Emergency Management Council (EMC) meeting will be held on Tuesday, January 4, 2022 at 12:00PM via Zoom Webinar.

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