



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

### Meeting Agenda – April 6, 2021

**Start time:** 12:00 pm  
**Chair:** Mayor Wheeler (Bremerton)

- 1) Call to Order – Mayor Wheeler
- 2) Comments of the Chair
- 3) Discussion Items:
  - i) Planning
    - 1) Mass Fatality Plan
    - 2) Family Assistance Plan
    - 3) EOP Logistics Annex
    - 4) EOP Finance and Admin Annex
  - ii) Training & Exercising
    - 1) Regional Catastrophic Planning Initiative
    - 2) Maritime Catastrophic Planning Project
    - 3) Cascadia Rising 2022
    - 4) Region 2 Annual Training and Exercise Planning
  - iii) Grants
    - 1) 2021 SHSP - funding vs. National Priority Projects
    - 2) 2021 EMPG & 2020 EMPG-Supplement
    - 3) Pre-Disaster Mitigation Grant
  - iv) EOC Operations
    - 1) Status of field operations
      - a) Testing
      - b) Quarantine/Isolation
      - c) Severe Weather Sheltering
      - d) UV Sanitation
      - e) Staging & Logistics
    - 2) Vaccination Support Operations
    - 3) Sustained EOC Funding & Staffing
      - a) Dislocated Worker Program (Extra Help)
      - b) KPHD CARES Act reallocation
      - c) State DOH Vaccination IMO Support
      - d) Public Assistance Reimbursement
      - e) America Rescue Plan Act
- 4) Good of the Order
- 5) Adjournment

#### Mailed Items:

Meeting Minutes January 12, 2021  
Meeting Minutes February 2, 2021  
Department Financials

**Emergency Management Council Meeting  
Minutes January 12, 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:** Robert Gelder, Kitsap County Commissioner; Karen Goon, Kitsap County Administrator; Anne LeSage, City of Bainbridge Island Emergency Manager; Aimee Campbell, Kitsap County Admin/Finance; Pat McGanney, City of Bremerton Fire Chief; Matt Brown, City of Port Orchard Police Chief

**Call to Order:** The Emergency Management Council (Council) ZOOM meeting was called to order at 12:02 pm by Council Chair Mayor Erickson.

**Comments of the Chair:** Mayor Erickson hopes everyone is doing well and gave thanks to the DEM team for all they've done through the pandemic. It is time to ask for selections on the Chair and Vice Chair of the EMC. Joe Deets, Bainbridge Island Councilmember said he is happy to be Vice Chair, Mayor Wheeler said he is happy to become the Chair. Mayor Putaansuu moved that Mayor Greg Wheeler become Chair and Councilmember Joe Deets become Vice Chair of the EMC. Motion was 2<sup>nd</sup> by Commissioner Wolfe. All in favor. Motion carried.

**Public Comments:** None.

Mayor Erickson made a Motion to approve the November 3, 2020 EMC Meeting minutes. Commissioner Wolfe; Seconded, All in favor; Minutes approved unanimously

**Discussion:**

Director Klute informed the council on the loss of one of the EOC extra help staff, Justin Korf. Not sure of the details as of yet, just recently happened. DEM will present a certificate to his family for his valuable work in the EOC Logistic Section, during the pandemic.

Large grant funded purchases include the Mobile Command Center (MCC), used for testing, vaccinations, outbreaks. The MCC currently has a broken leg. The stabilizer takes pressure off of the wheels, we are currently looking to use a base station for vaccination sites and outbreak response. The MCC includes communication equipment, as well as a computer network but no technology. We are working on current communications. Councilmember Deets asks where is the MCC located. Director Klute advised that the vehicle has been moved to the staging area, which is located in Bremerton. Director Klute also advised that the MCC is available for use if needed by members of the ILA and comes with a driver/operator. It was offered, for instance, to Poulsbo Fire for use during the recent landslide.

Director Klute said the EOC Logistics Section has been very busy with resource tracking in our new asset inventory program called Fishbowl. Red asset tags are for DEM assets (small and attractive), green are for Capital assets.

DEM is moving to FEMA Incident Management Standards for all of our ID badges that are issued to staff and volunteers. They have the same feel but are color coded. We will need to work with all local Kitsap Agencies to get their buy in to the FEMA preferred standard.

Director Klute said the Community Based testing sites (CBTS) have now moved from outside to inside due to the weather. One location is at the Harborside Garage in Bremerton and one is located at the Poulsbo City Hall Garage. Director Klute thanked Mayor Wheeler and Mayor Erickson for providing space for these important testing sites. The CBTS will continue at the Fairgrounds Sheep barn for the foreseeable future.

Logistic staging and COVID EOC has moved out of the Port of Bremerton Warehouse to the new staging facility at the Port of Bremerton. There is currently limited use due to occupancy and fire suppression system but we are able, thanks for the City of Bremerton Fire Marshall, to continue critical PPE operations out of the location.

The EOC has stood up the UV sanitation units, so if you have staff that have been identified as positive with COVID, flu, colds, MRSA etc, please let us know and we can zap their office.

Director Klute stated that everyone should have received a letter from Commissioner Gelder regarding some additional funding. Requests were sent to all ILA partners to support costs for ongoing EOC operations. A breakdown of possible partner funding was provided in slides. Mayor Putaansuu said he would need to take this information to his City Council. Commissioner Wolfe stated that it is a tough ask, but we need help from the entire County. Commissioner Gelder stated that this need isn't going to go away.

Mayor Wheeler said that we need to approve this as a funding formula and take back to our councils for approval, it looks to be fair allocations.

Mayor Erickson stated that this does not include the 50k to staging or 60k to the homeless shelter in Silverdale.

Aimee Campbell said that the 50k has been authorized by the BOCC out of the general fund.

Commissioner Gelder said that he understands that Bainbridge Island is different, but would ask Councilmember Deets to take back to his council.

Commissioner Wolfe asked if we could leave here today supporting in concept with the understanding further data would be provided.

Mayor Putaansuu said he is fully supportive of this, but is not the policy maker. He asked Director Klute how long it will take to get me the worse case/best case numbers for a meeting at 5pm tonight. Port Orchard has a policy council meeting this evening.

Mayor Erickson said we are all in this together, we need to take this to our Councils. Give us the worse news now, allow to bill us quarterly, then if you get grants, our portion would be less. Please send information to all councils.

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

Mayor Erickson said she is just waiting to get her vaccine.

Mayor Wheeler said that everyone looks for information from Lis, so we are not going to leave this as a motion. We need to go back to our Councils.

Mayor Wheeler motioned that we agree to the formula that has been presented and range of funding, Mayor Putaansuu moves to accept the funding formula subject to ratifications of our City Council. Mayor Erickson seconds the motions under discussion with the idea anything Bainbridge Island can do to help would be great. All in favor, motion carries.

With no other business to discuss, the EM Council meeting was adjourned at 1:02 pm.

The next Emergency Management Council (EMC) meeting will be held on Tuesday April 6, 2021 via Zoom.

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

**Emergency Management Council Meeting  
Special Meeting  
Minutes February 2, 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:** Robert Gelder, Kitsap County Commissioner; Charlotte Garrido, Kitsap County Commissioner, Karen Goon, Kitsap County Administrator; Anne LeSage, City of Bainbridge Island Emergency Coordinator; Aimee Campbell, Kitsap County Admin/Finance; Pat McGanney, City of Bremerton Fire Chief; Doug Washburn, Kitsap County Human Services Director; Richard Kirton, Kitsap911 Director

**Call to Order:** The Emergency Management Council (Council) ZOOM meeting was called to order at 2:10 pm by Council Chair Mayor Wheeler.

**Comments of the Chair:** None

**Public Comments:** None.

**Discussion:**

Funding for sustained EOC Operations was discussed.

Director Klute covered the table of sustainable costs from the January meeting and the revisions related to allocation based on the Joint Emergency Management Program and the proposed allocation to COBI based on their request to calculate as if they were still a full member of the program.

Concerns were raised by the cities (Port Orchard and Poulsbo) that they could not support funding for Capital items.

Commissioner Gelder asked if Port Orchard could direct their support to operations and offset another source. Port Orchard and Poulsbo both said no, they could not, Bremerton and Bainbridge Island both said yes, they could.

Mayor Erickson said they could support operational only, not capital, per legal staff in Poulsbo. Mayor Erickson said she is open to suggestions on any other funding sources coming into the County.

Mayor Putaansuu stated that Port Orchard cannot do capital, provision are in the current ILA to address that.

Commissioner Garrido said that Emergency Management is something that affects all of us, so when there is a tornado or pandemic.

Director Klute said she would circle back with legal regarding the definition of Capital vs. ongoing Maintenance for an opinion.

The COVID-19 one-year anniversary of the Proclamation is February 9, 2021. Director Klute asked if there is anything that the Emergency Management Council wants to put something out for the 1-year anniversary. Nothing specific from the Board.

### **Good of the order**

Mayor Wheeler said that all of the Cities agree on the funding allocation model as presented. Do we need to bring two motions? Mayor Putaansuu said that operations are already covered under a grant. Motions are not needed.

Mayor Wheeler said good work on continuing to stand up operations for the Pandemic.

With no other business to discuss, the EM Council meeting was adjourned at 2:47 pm.

The next Emergency Management Council (EMC) meeting will be held on Tuesday April 6, 2021 via Zoom.

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

24	Dept of Emergency Management	9241 Dept of Emergency Management	ORIGINAL BUDGET	BUDGET CHANGE	ADJUSTED BUDGET	CURRENT ACTUALS	Y-T-D ACTUALS	PO/CONTR ENCUMBR	YTD TOTAL ACT/ENC	REMAINING BALANCE	% EXP/ENC
5101	REGULAR SALARIES	417,060	0	417,060	37,858.65	78,277.20	338,782.80	18.8			
5102	OVERTIME PAY	5,000	0	5,000	2,914.27	8,279.27	<3,279.27>	165.6			
5103	LONGEVITY PAY	1,084	0	1,084	.00	.00	1,084.00	.0			
5109	EXTRA HELP	43,851	0	43,851	88,760.68	184,903.90	<141,052.90>	421.7			
5110	OUT OF CLASS PAY	0	0	0	863.56	1,926.79	<1,926.79>	.0			
5190	MISCELLANEOUS PAY	13,205	0	13,205	1,208.00	2,810.45	10,394.55	21.3			
5201	INDUSTRIAL INSURANCE	5,180	0	5,180	2,475.72	4,996.77	183.23	96.5			
5202	SOCIAL SECURITY	36,736	0	36,736	10,056.22	21,128.29	15,607.71	57.5			
5203	PERS RETIREMENT	51,908	0	51,908	5,203.32	11,087.26	40,820.74	21.4			
5209	WA STATE FAM & MED LEAVE	612	0	612	193.09	405.54	206.46	66.3			
5215	DISABILITY INSURANCE	400	0	400	32.00	67.44	332.56	16.9			
5229	BENEFITS BUCKET	69,906	0	69,906	5,825.50	11,651.00	58,255.00	16.7			
5299	SAL/BENE ATTRITION BUDGET	<15,327>	0	<15,327>	.00	.00	<15,327.00>	.0			
5311	OFFICE/OPERATING SUPPLIES	6,000	0	6,000	4,130.10	4,130.10	661.78	79.9			
5321	FUEL CONSUMED	1,000	0	1,000	352.89	352.89	647.11	35.3			
5351	SMALL TOOLS & EQUIPMENT	57,000	0	57,000	1,528.45	<1,528.45>	57,000.00	.0			
5352	COMPUTER SOFTWARE	28,000	0	28,000	4,844.23	5,393.39	16,650.24	78.7			
5353	COMPUTER EQUIPMENT	2,000	0	2,000	.00	.00	2,000.00	.0			
5415	MANAGEMENT CONSULTING	0	0	0	12,000.00	12,000.00	<18,000.00>	.0			
5419	OTHER PROFESSIONAL SERVICES	42,900	0	42,900	11,700.00	11,700.00	12,900.00	69.9			
5421	TELEPHONE	1,400	0	1,400	215.22	215.22	1,184.78	15.4			
5422	CELLULAR TELEPHONS	7,500	0	7,500	1,685.72	1,907.64	5,592.36	25.4			
5425	POSTAGE	200	0	200	19.61	19.61	180.39	9.8			
5431	MILEAGE	200	0	200	.00	.00	200.00	.0			
5432	TRAVEL	600	0	600	.00	.00	600.00	.0			
5433	PER DIEM	4,930	0	4,930	.00	.00	4,930.00	.0			
5441	ADVERTISING	0	0	0	134.40	134.40	<134.40>	.0			
5445	WASTE DISPOSAL	0	0	0	173.95	173.95	<173.95>	.0			
5483	REPAIRS & MAINT-EQUIPMENT	0	0	0	510.21	510.21	<510.21>	.0			
5492	DURS/SUBSCRIPTIONS/MEMBERSHIPS	1,165	0	1,165	135.64	135.64	1,029.36	11.6			
5496	PRINTING & BINDING	6,000	0	6,000	.00	.00	6,000.00	.0			
5497	REGISTRATION & TITTON	1,550	0	1,550	.00	.00	1,550.00	.0			
5499	MISC INTERGOVERNMENTAL SERVICE	60,200	0	60,200	4,950.00	4,950.00	55,250.00	8.2			
5519	OTHER	170,835	0	170,835	.00	.00	170,835.00	.0			
5643	VEHICLES	0	0	0	<1,246.50>	<1,246.50>	1,246.50	.0			
5912	I/F I.S. SERVICE CHARGES	18,983	0	18,983	.00	.00	18,983.00	.0			
5913	I/F I.S. PROG MAINT & DEV CHGS	11,962	0	11,962	.00	.00	11,962.00	.0			
5922	I/F I.S. PROJECTS	899	0	899	.00	.00	899.00	.0			
5933	I/F SUPPLIES FUEL	0	0	0	132.67	132.67	<132.67>	.0			
5961	I/F INSURANCE SERVICES	5,477	0	5,477	.00	.00	5,477.00	.0			
9241	Dept of Emergency Management	1,058,416	0	1,058,416	197,904.10	367,571.58	40,083.57	407,655.15	650,760.85	38.5	

24	Dept of Emergency Management	1,058,416	0	1,058,416	197,904.10	367,571.58	40,083.57	407,655.15	650,760.85	38.5
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For the two Months Ending February 28, 2021  
 FEBRUARY 2021

	ORIGINAL BUDGET	ADJUSTED BUDGET	CURRENT REVENUE	Y-T-D REVENUE	REMAINING BALANCE	% ACT
24	Dept of Emergency Management					
	9241 Dept of Emergency Management					
	INDIRECT FEDERAL GRANTS					
3330	FEMA-WA ST MIL-EMERG PERFORM	180,833	180,833	72,700.00	108,133.00	40
	HLS-SHSP	366,658	366,658	71,185.26	295,472.74	19
3330	INDIRECT FEDERAL GRANTS	547,491	547,491	143,885.26	403,605.74	26
3380	INTERGOVERNMENTAL SERVICE					
25	EMERGENCY SERVICES	155,930	155,930	.00	155,930.00	0
3380	INTERGOVERNMENTAL SERVICE	155,930	155,930	.00	155,930.00	0
	9241 Dept of Emergency Management	703,421	703,421	143,885.26	559,535.74	20
24	Dept of Emergency Management	703,421	703,421	143,885.26	559,535.74	20