



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

Meeting Agenda – April 5, 2022

Start time: 12:00 pm

Chair: Joe Deets (Bainbridge Island)

- 1) Call to Order – Joe Deets
- 2) Comments of the Chair
- 3) Approval of Minutes from January 4, 2021
- 4) Department of Emergency Management Department Updates
- 5) Kitsap County Emergency Operations Center Updates
- 6) Good of the Order
- 7) Adjournment

eMailed Items:

January 4, 2022 Meeting Minutes
2021 Year end Budget report
EMC Presentation (to follow)

Emergency Management Council Meeting

Minutes January 4, 2022

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: Anne LeSage, City of Bainbridge Island; Dave Rasmussen, Kitsap County Emergency Management; Chief Pat McGanney, Bremerton Fire; Kate Cummings, Kitsap County Emergency Management

Call to Order: The Emergency Management Council (Council) ZOOM meeting was called to order at 12:03pm by Council Chair Mayor Wheeler.

Comments of the Chair: Happy New Year! Mayor Wheeler asks if there is a motion to approve the minutes of the October 5, 2021 meeting. Commissioner Wolfe motions to approve the minutes of October 5, 2021, 2nd by Councilmember Deets to approve the minutes for October 5, 2021, all in favor, Minutes approved unanimously.

There is a motion to nominate a new 2022 Chair and Vice Chair of the EMC. Mayor Erickson nominates and motions to elect Councilmember Joe Deets to Chair and Mayor Putaansuu as Vice-Chair. Commissioner Wolfe 2nd the motion. All in favor, approved.
New EMC Chair Joe Deets, Vice-Chair Mayor Putaansuu

Commissioner Wolfe thanked Mayor Wheeler for doing a great job as the Emergency Management Council Chair during difficult times. Chair Joe Deets 2nd his thanks.

Public Comments: None.

Discussion:

Director Klute thanks Mayor Wheeler for being the Chair this past year and welcomes Joe Deets and Rob Putaansuu to the EMC leadership.

The EOC still has field operations going on, up until December testing sites were 3 days per week, which has ramped up to 6 testing sites per week. Monday on Bainbridge Island and also the Sheep Barn, Tuesdays at the Bremerton Parking Garage, Thursday at Poulsbo parking Garage and Friday and Saturday at the Sheep Barn. There is a continued need for testing and testing kits. The Director stated the Unified Command greatly appreciates the time and effort volunteers and EOC staff are putting in to these efforts.

Commissioner Wolfe asked what the turn-around time is for testing and Ms. Klute said it is about 2 days.

The Health Board and EOC collectively put out messaging to not go to the ER for testing and to only go to the ER if it is an emergency. There have been some challenges with fire services being overwhelmed with the number of responses that they have had, and there is an increase in this trend.

Ms. Klute reported that nine of the security contractors for the EOC, Staging, and Quarantine and Isolation (Q/I), are out with COVID. The EOC is hopeful the peak is occurring and cases will start ramping down soon.

The EOC has 9 rooms at the Quality Inn (Q/I), and all are filled except 1, due to being cleaned. A family of 4 arrive yesterday. Unified Command met and agreed to add 5 more rooms, and Operations is going out to look for locations in case of a surge.

The EOC is still supporting vaccine efforts at SMMC and the Suquamish Tribe, as well as mutual aid to Jefferson County.

The Severe Weather Shelters (SWS) have been activated for several weeks and are activated tonight (Jan 4th, 2022) due to the cold. These are the evening shelters managed under the Human Services Department with DEM Severe Weather Shelter (SWS) volunteers.

The non-congregate warming shelters gave the EOC the capability to expand the availability of shelter, with the severe cold, major rains and snow. Thanks to the Parks Department, the EOC opened the Pavilion on December 26 and closed down on January 1 as a large Warming Center. This was a daytime shelter only as when activated, the SWS shelters are night only shelter, open from 5pm – 8am. It was a great operation and gave the EOC the opportunity to do a new type of disaster event.

For the period of December 25 – December 29, the numbers at the Severe Weather Shelters were:

Port Orchard – 7 nights, 50 guest nights, 210 volunteer hours
Poulsbo – 4 nights, 9 guest nights, 120 volunteer hours (we do not have all of their data)
Silverdale – 5 nights, 54 guest nights, 150 volunteer hours
Kingston – 7 nights, 28 guest nights, 204 volunteer hours
Most guests on a single night - 32 guests

For the period of December 26 – January 1, the numbers at the Non congregate shelters/day warming center were:

December 26 – 5 guests
December 27 – 7 guests
December 28 – 12 guests
December 29 – 18 guests
December 30 – 21 guests
December 31 – 13 guests
January 1 – 14 guests
Most guests in a single day – 21 guests.
Total guests – 90 guest days

There was a minor issue at the Pavilion Day Warming Center. There was a gas leak! 911 was called and the Fire Department responded as well as Cascade Natural Gas. The leak was in the water tank. Thankfully the warming center was able to continue its operations.

At staging and logistics they are seeing a ramp up of requests for test kits. There are additional test kits coming to Kitsap Public Health from the state for EOC and health district use. There has been a significant uptick in PPE requests and in requests for the sanitation unit. The unit has been used at the Q&I to help speed up the cleaning of the facility.

Training and Exercising:

The EOC has completed 3 drills this year where they have stood up mass care and shelter locations simulating people living in a tent city, or a FEMA Search and Rescue response team being staged and billeted. The EOC wants to be able to stand these types of facilities up quickly. They were able to get them set up and showers set up in a short amount of time and set up one unit for men and one unit for women.

Staff is finishing up the catastrophic playbook, currently based on an earthquake but also for a terrorism type of event. Funding is through a Homeland Security National Priority Area Projects grant. The Playbook is being written so it can be utilized in any catastrophic emergency, and will be tested as a part of the Cascadia Disaster Exercise in June 2022.

Austere training was held for the Medical Reserve Corps (MRC), focused on events following a Cascadia, wildfire, or massive flooding. The focus was on how the MRC can do basic triage, and

treatment in coordination with the EOC's wraparound services for our field response teams (some level of tents, rehab capability, equipment, etc). This is really important training because they are not always going to have the resources they need and a nice warm building as we have found ourselves during the COVID response.

The Department has moved quite a bit forward on Boats across Kitsap, our flotilla program, and is working with the Bainbridge Island program which has one of the most advanced programs in the State of Washington, and likely the whole West Coast. DEM is also working closely with the Coast Guard, with another meeting scheduled with them next week to expand this program across Kitsap and the Puget Sound. Kitsap is hosting a marine based disaster coordination workshop in April in Bremerton on this and other marine based response topics.

The Comprehensive Emergency Management Plan (CEMP) Policy level tabletop exercise on February 10th will be held in one or more of the portable Emergency Operations Centers (EOC), which is our reality after a major earthquake. Dress appropriately for a cooler environment.

Regarding the exercise, for clarity, you as the Joint Emergency Management Program policy makers, are the "EOC Policy Group". You are the ones that the Director will go to when decisions have to be made on what the priorities are. For instance, if we are in a major emergency with Clallam and Jefferson Counties as well, how are we going to facilitate support to them as a part of our region, with resources? Where are we going to prioritize mass care and sheltering first? Looking at those bigger policy issues.

Mayor Putaansuu mentioned that he has a meeting in Olympia that he is facilitating on February 10th and he may not be available. He said he appreciates that DEM is putting on this exercise. Director Klute said they will still try to call if we need a policy decision to make and would leave a message if so. She appreciated the heads up and to note policy players can be in person or remote.

Grant Status:

The Director advised she had "some pretty neat things to show you". One of them she called a Zoleo and said "Going back to the pager days, like a hockey puck, it is a device that you keep in your bag, or click on your belt, may be a little big for your pocket. This is really an important device, not only used to communicate with you, but you can see text notifications. You can check in to let others know you're OK or you need help, and share your GPS location". She advised that the point of the devices was to help provide a capability to communicate with the electeds, the policy group, as well as communicate with the BOCC, DEM and EOC staff.

The next thing was called an Innolift, a very unique forklift that will climb into a vehicle with the assets being moved. When the EOC took resources up to Jefferson County, they took a pickup truck that had pallets in it, along with a trailer that had pallets in it but had to have a fork lift at each location to move the pallets so the assets could not necessarily be delivered where they were most needed. The Innolift is manually controlled, picks up the pallet and puts it into the vehicle, then climbs itself into the vehicle to go with the pallet(s). She said it is "a pretty cool

device and is really able to help get resources around and not depend on someone to have a forklift on the other end” and that it can really damage a truck or trailer using a regular forklift to move the pallets in and out.

Director Klute showed pictures of light towers that are being purchasing second hand from a rental company. These are diesel generated, which will be good if there is a massive triage center, mass care and shelter, or a road project going on. Diesel based systems are known to light up an area well.

The EOC is purchasing a water buffalo. This is a trailer filled with potable water that can be hooked up to the shower system, or during the next heat wave can take out to farmers or ranchers who have livestock that they do not have adequate water for when their wells have gone dry. This was a specific emergency support request during the Heat Bubble (Summer Sizzle incident) in 2021.

Director Klute showed a photo overview of Whatcom County where they had a lot of flooding. KCDEM responded to the WAMAS (mutual aid) system request and sent Kate Cummings up there for 2 weeks. Kate is the newest member of the department, she was Logistics chief initially when we activated for the COVID event. She then came to work in the department as the Mitigations, Operations and GIS, and Region 2 Homeland Security Coordinator. She was sent up there so she could get some experience in a different type of position, different type of disaster and experience in a different type of environment in their Emergency Operations Center because not everyone runs their operations the same way. She was able to help them put together a demobilization plan, which they had not yet started on and the Director said she was very proud of that achievement.

One of the tasks KCDEM is working on is renewing the ILA’s. The Director thanked Bremerton for bringing the expiration of the agreements to the departments attention. When they were amended the perpetuity was removed to facilitate the budgeting process, but since then mostly due to events like COVID, it was recommended by legal to put the perpetuity clause back into the agreement.

Director Klute is working with HR to hire the Finance and Grants Officer, agreed in the 2022 budget. This is the person who will help with management of grants and many fiscal aspects of the Department, such as budget. The job description has been reviewed and completed a couple of months ago. Aimee Campbell who is the financial specialist in the EOC has graciously helped us fill in until we can fulfill this position.

Comments:

Council Chair Joe Deets asked if there are any questions from the Council. He said that everything presented sounds very exciting. Director Klute mentioned that Bainbridge Island will be opening testing on Wednesdays.

Good of the order:

Mayor Erickson and Commissioner Wolfe thanked Director Klute for everything that DEM is doing.

With no other business to discuss, the EM Council meeting was adjourned at 12:33pm.

The next Emergency Management Council (EMC) meeting will be held on Tuesday, April 5 2022 at 12:00PM via Zoom. Meeting log in information to be sent with the next meeting packet.

Kitsap County Department of Emergency Management

2021 Year End Budget Status Report

Spend Category	Budget	Actuals	Budget Remaining	Budget Used %
5101 - Regular Salaries	\$ 417,060	\$ 486,321	\$ (69,261)	116.6%
5102 - Overtime Pay	\$ 5,000	\$ 25,301	\$ (20,301)	506.0%
5103 - Longevity Pay	\$ 1,084	\$ 1,089	\$ (5)	100.4%
5106 - Annual Leave Payout	\$ -	\$ 2,864	\$ (2,864)	0.0%
5109 - Extra Help	\$ 287,903	\$ 922,669	\$ (634,766)	320.5%
5110 - Out of Class Pay	\$ -	\$ 16,461	\$ (16,461)	0.0%
5113 - Election Workers	\$ -	\$ (206)	\$ 206	0.0%
5190 - Miscellaneous Pay	\$ 13,205	\$ 17,921	\$ (4,716)	135.7%
5198 - Salary Reimbursable	\$ -	\$ (1,138,251)	\$ 1,138,251	0.0%
5201 - Industrial Insurance	\$ 5,180	\$ 25,225	\$ (20,045)	487.0%
5202 - Social Security	\$ 36,736	\$ 111,601	\$ (74,865)	303.8%
5203 - PERS Retirement	\$ 51,908	\$ 81,027	\$ (29,119)	156.1%
5204 - Other Retirement Plans	\$ -	\$ 13	\$ (13)	0.0%
5209 - WA Family & Medical Leave	\$ 612	\$ 2,323	\$ (1,711)	379.6%
5215 - Disability Insurance	\$ 400	\$ 385	\$ 15	96.2%
5229 - Employer Benefits	\$ 69,906	\$ 69,906	\$ -	100.0%
5299 - Salary/Benefits - Attrition - Budget	\$ (15,327)	\$ -	\$ (15,327)	0.0%
5308 - Supplies Reimbursable	\$ -	\$ (265,440)	\$ 265,440	0.0%
5311 - Office/Operating Supplies	\$ 6,000	\$ 92,382	\$ (86,382)	1,539.7%
5321 - Fuel Consumed	\$ 1,000	\$ 5,031	\$ (4,031)	503.1%
5351 - Small Tools and Equipment	\$ 57,000	\$ 142,542	\$ (85,542)	250.1%
5352 - Computer Software	\$ 28,000	\$ 24,761	\$ 3,239	88.4%
5353 - Small Computer Equipment	\$ 2,000	\$ 871	\$ 1,129	43.5%
5357 - Trackable Tools and Equipment	\$ -	\$ 47,702	\$ (47,702)	0.0%
5408 - Services Reimbursable	\$ -	\$ (344,905)	\$ 344,905	0.0%
5413 - Medical, Dental, and Hospital	\$ -	\$ 75	\$ (75)	0.0%
5415 - Management Consulting	\$ -	\$ 25,000	\$ (25,000)	0.0%
5419 - Other Professional Services	\$ 42,900	\$ 357,702	\$ (314,802)	833.8%
5421 - Telephone	\$ 1,400	\$ 5,519	\$ (4,119)	394.2%
5422 - Cellular Telephones	\$ 7,500	\$ 10,858	\$ (3,358)	144.8%
5425 - Postage	\$ 200	\$ 442	\$ (242)	221.1%
5431 - Mileage	\$ 200	\$ 197	\$ 3	98.3%
5432 - Travel	\$ 600	\$ 3,104	\$ (2,504)	517.3%
5433 - Perdiem	\$ 4,930	\$ 231	\$ 4,699	4.7%
5441 - Advertising	\$ -	\$ 134	\$ (134)	0.0%
5451 - Operating Rentals and Leases	\$ -	\$ 29,233	\$ (29,233)	0.0%
5452 - Cloud Service Subscriptions	\$ -	\$ 759	\$ (759)	0.0%
5472 - Water	\$ -	\$ 3,836	\$ (3,836)	0.0%
5473 - Sewer	\$ -	\$ 73	\$ (73)	0.0%
5474 - Electricity	\$ -	\$ 6,148	\$ (6,148)	0.0%
5475 - Waste Disposal	\$ -	\$ 3,687	\$ (3,687)	0.0%
5483 - Repairs and Maintenance - Equipment	\$ -	\$ 44,071	\$ (44,071)	0.0%
5492 - Dues, Subscriptions, Memberships	\$ 1,165	\$ 6,698	\$ (5,533)	574.9%
5496 - Printing and Binding	\$ 6,000	\$ -	\$ 6,000	0.0%
5497 - Registration and Tuition	\$ 1,550	\$ 2,678	\$ (1,128)	172.8%
5499 - Other	\$ 60,200	\$ 16,346	\$ 43,854	27.2%
5519 - Miscellaneous Intergovernmental Services	\$ 170,835	\$ 22,871	\$ 147,964	13.4%
5620 - Buildings and Structures	\$ -	\$ 112,076	\$ (112,076)	0.0%
5642 - Other Machinery and Equipment	\$ -	\$ 28,645	\$ (28,645)	0.0%
5643 - Vehicles	\$ -	\$ 81,264	\$ (81,264)	0.0%

Kitsap County Department of Emergency Management

2021 Year End Budget Status Report

Spend Category	Budget	Actuals	Budget Remaining	Budget Used %
5699 - Capital Outlay Reimbursable	\$ -	\$ (117,985)	\$ 117,985	0.0%
5912 - IS Service Charges	\$ 18,983	\$ 18,983	\$ (0)	100.0%
5913 - IS Program Maintenance & Development	\$ 11,962	\$ 11,962	\$ 0	100.0%
5922 - IS Projects	\$ 899	\$ 899	\$ (0)	100.0%
5933 - Fuel	\$ -	\$ 5,301	\$ (5,301)	0.0%
5961 - Insurance Services	\$ 5,477	\$ 5,477	\$ -	100.0%
5999 - Other Services and Charges	\$ -	\$ 17,085	\$ (17,085)	0.0%
TOTAL	\$ 1,302,468	\$ 1,030,961	\$ 271,507	79.2%

Revenue Category	Budget	Actuals	Budget Remaining	Budget Used %
3330.97042 - EMPG Emergency Management Performance Grants	\$ (180,833)	\$ (181,371)	\$ 538	100.3%
3330.97047 - Pre-Disaster Mitigation Grant	\$ -	\$ (1,331)	\$ 1,331	0.0%
3330.97067 - HLSGP Homeland Security Grant Program	\$ (366,658)	\$ (90,771)	\$ (275,887)	24.8%
3370.25 - Emergency Services	\$ (155,930)	\$ (155,930)	\$ -	100.0%
3690.90 - Other Miscellaneous Revenues	\$ (244,052)	\$ (244,052)	\$ 0	100.0%
Total	\$ (947,473)	\$ (673,456)	\$ (274,017)	71.1%