

# NOTICE OF SPECIAL MEETING

## **Bartlesville/Washington County Emergency Management Council**

City Hall Council Chambers  
401 S. Johnstone Avenue  
Bartlesville, OK 74003

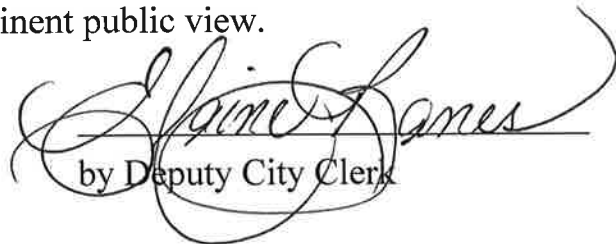
**Monday, March 5, 2018**  
**6:30 PM**

### **AGENDA**

1. Call to Order by Chairman Dale Copeland.
2. Approval of the Minutes of the February 6, 2017 Bartlesville/Washington County Emergency Management Council Meeting.
3. Receive summary of activities. Presented by Kary Cox, Director of Washington County Emergency Management.
4. Receive presentation of grant activities. Presented by Melissa Lindgren, Deputy Director of Washington County Emergency Management.
5. Receive presentation of Budget. Presented by Kary Cox, Director of Washington County Emergency Management.
6. Presentation on Dispatch updates. Presented by Lt. Kevin Ickelberry.
7. Adjournment.

Notice of Meeting and Agenda received in the office of the Bartlesville City Clerk and the Washington County Clerk on Thursday, March 1, 2018 at 4:00 p.m. and posted at City Hall same day at 5:00 p.m. in prominent public view.

Michael Bailey  
City Clerk

  
by Deputy City Clerk

# Bartlesville/Washington County Emergency Management Council

City Hall, Council Chambers

401 S. Johnstone Avenue

Bartlesville, OK 74003

Draft

## Minutes of Monday, February 6, 2017

---

**Members Present:** Chairman Dale Copeland, City Council    Vice Chairman Mike Dunlap Commissioner  
John J. Kane, City Council    Mike Bouvier, Commissioner  
Joseph Callahan, Ph.D., City Council    Mitch Antle, Commissioner  
Jim Curd, Jr. City Council  
Alan Gentges, City Council

**Also Present:** Ed Gordon, City Manager  
Jerry Maddux, City Attorney  
Mike Bailey, City Clerk, Administrative Director/CFO  
Kary Cox, Emergency Management Director  
Melissa Lindgren, Deputy Director  
Elaine Banes, Executive Assistant to City Manager

### 1. Call to Order

Chairman Copeland called the meeting to order at 6:30 p.m.

### 2. Approval of the Minutes of the December 7, 2015 Emergency Management Council Meeting

Mr. Kane moved to approve the minutes as presented, seconded by Mr. Antle.

Voting Aye: Mr. Gentges, Mr. Curd, Dr. Callahan, Mr. Kane, Vice Chairman Dunlap, Mr. Bouvier, Mr. Antle, Chairman Copeland.

Voting Nay: None

Motion: Passed

### 3. Receive summary of activities. Presented by Kary Cox, Director of Washington County Emergency Management.

Mr. Cox provided a brief history of the Bartlesville/Washington County Emergency Management Council for the new members. He then provided a summary of activities that included the completion of the Hazard Mitigation Plan; the annual update of the emergency operations plan with the assistance of Intern Lori Summers; and the development of a domestic animals in disaster plan and a debris management plan with the assistance of Ms. Summers. His summary continued about the development of a shelter program grant with the assistance of Eric Ashlock, Washington County 911 and Floodplain Administrator; the joint GIS project connected to a grant to mitigate wildland fires; the continuation of NIMS compliance and required annual reports; the damage assessment protocol plan, and volunteer training.

Chairman Copeland inquired as to what the Hazard Mitigation Plan accomplishes in regards to FEMA. Mr. Cox stated that without the Plan, the community is ineligible to receive FEMA disaster funds. The Hazard Mitigation Plan also provides the obvious benefits of improving the community to be more resistant to disasters and more capable in recovering from disasters.

Mr. Bouvier moved to receive the summary of activities as presented, seconded by Mr. Kane.

Voting Aye: Mr. Curd, Dr. Callahan, Mr. Kane, Vice Chairman Dunlap, Mr. Bouvier, Mr. Antle, Mr. Gentges, Chairman Copeland.

Voting Nay: None

Motion: Passed

**4. Receive presentation of grant activities. Presented by Melissa Lindgren, Deputy Director of Washington County Emergency Management.**

Ms. Lindgren referred to a log of grant activities provided to the Council dating back to 2000. She reported on the SLA Grant, which are operational funds from the State, being a yearly grant in the amount of \$45,000; the Homeland Security Grant and its uses; the EMPG grant funds for radios; and that the Hazard Mitigation Planning Grant has reimbursed the office by \$60,000 with approximately \$23,000 still to come. In the last ten years, the office has received \$672,192 in grant funds and in the next two years, over \$600,000 in projects have been planned.

Mr. Bouvier moved to receive the presentation of grant activities as presented, seconded by Mr. Curd.

Voting Aye: Dr. Callahan, Mr. Kane, Vice Chairman Dunlap, Mr. Bouvier, Mr. Antle, Mr. Gentges, Mr. Curd, Chairman Copeland.

Voting Nay: None

Motion: Passed

**5. Receive presentation of Budget. Presented by Kary Cox, Director of Washington County Emergency Management.**

Mr. Cox referred to spreadsheets in the packet and reviewed them with the Council. He covered the budgeted amounts from City and County, as well as the operational grants and grants that reported on by Ms. Lindgren. He reviewed two items explaining why the expenses were a little higher than normal. He clarified an adjustment that will show up next year that involved the Oakley radios which were categorized incorrectly.

Mr. Bouvier moved to receive the presentation of the budget as presented, seconded by Dr. Callahan.

Voting Aye: Mr. Kane, Vice Chairman Dunlap, Mr. Bouvier, Mr. Antle, Mr. Gentges, Mr. Curd, Dr. Callahan, Chairman Copeland.

Voting Nay: None

Motion: Passed

**6. Receive presentation of Emergency Management Program changes. Presented by Kary Cox, Director of Washington County Emergency Management.**

Mr. Cox reported that currently all of the testing for the warning siren system is conducted by Emergency Management, but the maintenance, decisions on placement, and installation is completed by the City. He is working, at the request of the City Manager Ed Gordon, to develop a Memorandum of Understanding that would improve the coordination of the entire process.

Additionally, Mr. Cox reported that Mr. Ashlock has been moved to the Emergency Management office and that approximately 50% of his time is now committed to Emergency Management Projects in addition to being the County 911 and Floodplain Administrator. He added that Mr. Ashlock's presence and participation has helped with overtime issues experienced by Mr. Cox and Ms. Lindgren, as well as helping with the new projects in the department. Mr. Cox would like the City to consider a portion of Mr. Ashlock's wages to be paid as part of the City's responsibility in the amount of \$13,000 a year. Also, for the past three years, Ms. Lindgren's salary has been reviewed, and Mr. Cox requested that the City consider an increase in their portion of her salary in the amount of \$6,000. With the two requests for Mr. Ashlock and Ms. Lindgren, he is asking that the City consider increasing its portion of funding for Emergency Management by \$16,000 in FY 2017-2018.

Mr. Curd moved to receive the proposed program changes and considerations report as presented, seconded by Mr. Dunlap.

Voting Aye: Vice Chairman Dunlap, Mr. Bouvier, Mr. Antle, Mr. Gentges, Mr. Curd, Dr. Callahan, Mr. Kane, Chairman Copeland.  
Voting Nay: None  
Motion: Passed

**7. Adjournment**

There being no further business, Chairman Copeland adjourned the meeting at 6:55 p.m.

Respectfully Submitted,

Dale Copeland, Chairman

**Income/Expense Comparison**

	A	C	D	F	G	H
1	<b>Category Description</b>	<b>7/1/2014-6/30/2015</b>	<b>7/1/2015-6/30/2016</b>	<b>7/1/2016-6/30/2017</b>	<b>7/1/2017-YTD</b>	<b>Difference</b>
2	<b>Income:</b>					
3						
4	Donations	\$45,000.00	\$15,000.00	\$25,000.00		
5	Grant	\$56,614.82	\$14,372.08	\$54,402.99	\$45,000.00	
6	Budget Appropriations	\$25,500.00	\$25,500.00	\$25,500.00	\$28,500.00	
7	Other Income	\$1,000.00		\$3,500.00	\$2,553.00	
8	<b>Total Income:</b>	<b>\$128,114.82</b>	<b>\$54,872.08</b>	<b>\$83,402.99</b>		
9						
10	<b>Expenses:</b>					
11	Fuel	\$7,153.90	\$5,985.72	\$5,014.41	\$3,591.90	
12	Registration	\$74.50	\$94.25	\$53.00	\$0.00	
13	Service & Maintenance	\$3,878.57	\$3,391.98	\$2,568.93	\$7,017.10	
14	Other Automotive	\$22,141.40	\$9,389.41	\$16,491.60	\$6,355.74	
15	Comunications	\$2,550.34	\$5,123.93	\$19,486.56	\$3,823.83	
16	Contract Labor			\$0.00	\$10,030.00	
17	Computers	\$5,177.76	\$5,037.31	\$9,072.60	\$2,129.53	
18	Dues and Subscriptions	\$95.00	\$523.95	\$353.95	\$488.95	
19	Training		\$0.00	\$0.00	\$180.00	
20	Equipment	\$56,974.10	\$26,957.65	\$21,580.95	\$7,506.64	
21	Janitorial	\$2,800.00	\$3,000.00	\$6,400.00	\$2,700.00	
22	Office	\$9,034.50	\$6,215.33	\$11,411.25	\$5,353.98	
23	Misc	\$79.17	\$0.00	\$306.00	\$0.00	
24	Legal/Professional Fees	\$50.00	\$0.00	\$0.00	\$0.00	
25	Postage and Shipping	\$1,042.15	\$381.05	\$673.82	\$156.44	
26	Repairs			\$3,792.98	\$0.00	
27	Services	\$14,463.12	\$31,957.13	\$18,104.81	\$1,278.34	
28	Supplies	\$3,634.57	\$4,359.88	\$8,023.75	\$5,918.81	
29	Travel	\$2,520.37	\$1,784.52	\$1,751.23	\$545.69	
30	Uniforms	\$1,208.48	\$1,796.70	\$3,641.04	\$1,276.31	
31	Phone	\$6,377.30	\$6,793.16	\$6,567.63	\$4,564.48	
32	Utilities	\$976.82	\$1,493.03	\$1,472.13	\$995.22	
33	<b>Total Expenses:</b>	<b>\$140,232.05</b>	<b>\$114,285.00</b>	<b>\$136,766.64</b>	<b>\$139,965.96</b>	

GRANT TITLE	GRANT#	AMOUNT	AWARDED	MATCH AMT.	CLOSE-OUT DATE	RCVD TO DATE	GRANT PURCHASES
NOAA Weather Radio Transmitter		\$ 80,000.00	Mar. 2003	\$ 2,056.00	07/30/03	\$ 80,000.00	IREC Transmitter
EOP Planning Grant		\$ 14,815.01	May 2003	\$ 0	04/01/04	\$ 14,815.01	Laptop, File Cabinet, Scanner, Hazard Analysis, 2-Digital Cameras, 2-Easels, Hazard Analysis Binding
FY03 FEMA Firefighters Grant	EMW-2003-FG-05412	\$ 28,786.00	July 2003	\$ 3,198.00	06/15/05	\$ 27,899.00	Training Videos, Bunker Gear, PASS Devices, Brush Gear, Gloves, Boots
FY04 FEMA Firefighters Grant	EMW-2004-FG-05440	\$ 86,400.00	Aug. 2004	\$ 9,600.00	07/15/05	\$86,400.00	2006 Kenworth T300 Tanker
OKFREPI3 - WC Response Team (Trlr)	13-04	\$ 35,000.00	July 2003	\$ 0	8/19/05	\$35,000.00	Trailer
OKFREPI5 - WC Response Team	5-58	\$ 36,000.00	July 2003	\$ 0	10/30/06	\$ 35,035.58	Light Tower, ATV, Handheld Radios, Portable Repeater
OKFREPI5 - WC Sheriff's Dept.	5-31	\$ 12,000.00	Oct 2004	\$ 0	12/30/05	\$ 7,000.00	Trailer, Generator
OKFREPI7 - City of Bartlesville	17-33	\$199,670.99	July 2003	\$ 0		\$ 91,022.00	Training, Security, Dispatch, Radios, Public Ed, Chemical Protective Clothing, 4.5 SCBA, Fit & Flow Test
EMPG Supplemental Grant	Project 1	\$ 1,920.00	Sept. 2003	Budget Amt.	10/29/03	\$ 1,920.00	60 NOAA Weather Radios
EMPG Supplemental Grant	Project 2	\$ 2,280.17	Sept. 2003	Budget Amt.	10/28/03	\$ 2,280.17	Computer Upgrade
EMPG Supplemental Grant	Project 3	\$ 1,475.00	Sept. 2003	Budget Amt.	11/07/03	\$ 1,475.00	Base Radio
SLA Grant	FY2002-2003	\$ 30,549.00	Dec. 2002	Budget Amt.	03/08/04	\$ 30,549.00	
SLA Grant	FY2003-2004	\$ 30,549.00	Feb. 2004	Budget Amt.	04/27/05	\$ 30,549.00	
SLA Grant	FY2004-2005	\$ 30,549.00	Feb. 2005	Budget Amt.	12/05/05	\$ 30,549.00	
SLA Grant	FY2005-2006	\$30,549.00	Mar. 2006	Budget Amt.	08/21/06	\$ 30,549.00	
SLA Grant	FY2006-2007	\$30,549.00	Feb. 2007	Budget Amt.	11/15/07	\$ 30,549.00	
SLA Grant	FY2007-2008	\$30,549.00	April 2008	Budget Amt.	01/07/09	\$ 30,549.00	
SLA Grant	FY2008-2009	\$30,549.00	Feb. 2009	Budget Amt.		\$30,549.00	
HMPG - NEMIS Project #7	FEMA-1452-DR-OK	\$ 4,425.00	Mar. 2004	\$ 1,475.00	08/17/06	\$ 4,425.00	170 NOAA Weather Radios
Delaware Tribe EOP Planning Grant		\$ 6,200.00	May 2003	\$ 0	04/01/04	\$ 6,045.90	Color Printer, EOP Printing, 2-Linksys Servers, 2-Printers

Hazard Mitigation Grant Program/Safe Room	FEMA-1355/1465DROK		Jan 2004	\$ 0	7/01/05	\$ 37392.28	Safe Room Program Rebates
Hazard Mitigation Grant Program/Safe Room			Oct. 2005	\$ 0	3/29/06	\$ 22809.15	Safe Room Program Rebates
FEMA Assistance to Firefighters Grant	EMW-2006-FG-11939	\$24,852.00	Jan. 2007	\$1,308.00	3/08/08	\$ 23,038.00	Portable Radios and Repeater for WCFD
Extraordinary Fire Costs	SB1190	\$2,755.00	Sept. 2006	\$0	06/01/07	\$ 2,495.15	Replace damaged equipment from Wildfires
Ag Response Unit	SHSP 46.02	\$80,000.00	May 2006	\$0	05/25/07	\$80,000.00	20' Custom Agricultural Decon Trailer & Generator
Light Tower		\$10,000.00	Jan. 2007	\$0	5/30/07	\$10,000.00	Light Tower
Command Trailer		\$20,000.00	Aug 2006	\$0	3/30/07	\$20,000.00	Custom Wells Cargo Trailer
EMPG Project #4 (2007)		\$ 4,800.00	Aug. 2007	Budget Amt.	9/10/07	\$4,800.00	Color Copier/Printer
HMEP Grant	2004-2005	\$2,666.00	Dec 2004	\$0	Sep 2005	\$2,666.00	
HMEP Grant	2005-2006	\$2,400.00	Dec 2005	\$0	Sep 2006	\$2,400.00	
HMEP Grant	2006-2007	\$2,534.00	Oct 2006	\$0	Oct 2007	\$2,534.00	
HMEP Grant	2007-2008	\$2,000.00	Nov 2007	\$0	Sept 2008	\$2,000.00	
HMEP Grant	2008-2009	\$3,000.00	Oct 2008	\$0	Aug 2009	\$3,000.00	
HMEP Grant	2009-2010	\$4,000.00	Aug 2009	\$0		\$2,000.00	
EMPG Project #4 (2008)		\$5,000.00	April 2009	Budget Amt.		\$5,000.00	
Hazard Mitigation Grant	Generator	\$26,315.00	Feb. 2010	\$8,771.00	Sept 2010	\$26,315.00	Back-up generator for EOC/Generators for BFD stations
SLA Supplemental Grant (EMPG)	2009	\$5,000.00	Feb. 2010	Budget Amt.		\$5,000.00	
SLA Grant	FY2009-2010	\$30,549.00	Feb. 2010	Budget Amt.	Sept 2010	\$15,274.50	
SLA Grant	FY2010-2011	\$30,549.00	Jan 2011	Budget Amt.	Sept 2011	\$30,549.00	
SLA Grant	FY2011-2012	\$30,549.00	Jan 2012	Budget Amt.	Sept 2012	\$30,549.00	

--	--	--	--	--	--	--	--

SLA Grant	FY2012-2013	\$30,549.00	Jan 2013	Budget Amt.	Sept 2013	\$30,549.00	
SLA Grant	FY2013-2014	\$35,000.00					
EMPG Project (2011)	2011	\$5,00.00	June 2011		N/A	\$5,00.00	New repeater & repeater building
EMPG Project (2011)	2011	\$6,000.00	Oct 2011		N/A	\$6,000.00	Safety vests
HMEP Grant	2010-2011	\$4,000.00	Aug 2010		Sept 2011	\$4,000.00	
Homeland Security Grant (ID printer)	2012	\$14,189.04	June 2012		May 2014	\$14,189.04	ID printer, Neighborhood Watch Supplies
EMPG Project (2012)	2012	\$8,500.00	Oct 2012		N/A	\$8,500.00	Disaster preparedness guides
EMPG Project 2013	2013	\$5,000.00	Dec 2013		Dec 2013	\$5,000.00	Fuel Trailer
EMPG Project (2013)	2013	\$10,242.00	Sept 2013		N/A	\$10,242.00	Tools & Equipment for Wildland Fire Training Trailer
EMPG Project (2013)	2013	\$2,000.00	Dec 2013		N/A	\$2,000.00	Maintenance for state generators
Homeland Security Grant (tent)	2013	\$13,945.10	Oct 2013		May 2014	\$13,945.10	Inflatable Tent
OU Health Science (training)	2014	\$3,483.00	Nov 2014		March 2015	\$3,483.00	Training materials
P66	2014	\$7,500.00	Dec 2014		March 2015	\$7,500.00	Fuel & Firefighting supplies
P66	2014	\$2,500.00	Dec 2014		Dec 2014	\$2,500.00	Fuel for fire department
OU Health Science	2014	\$5,988.00	May 2014		Nov 2014	\$5,988.00	Rescue Boats
P66	2014	\$10,000.00	May 2014		Aug 2014	\$10,000.00	Vehicle
Homeland Security	2014	\$1,967.82	Aug 2014		Oct 2014	\$1,967.82	CERT training materials
P66	2015	\$30,000.00	Dec 2014		July 2015	\$30,000.00	Air Trailer



SLA Grant	FY 2014-2015	\$45,000.00	Oct 2014		Sept. 2015		
P66	2015	\$5,000.00	March 2015		March 2015	\$5,000.00	Fuel for Fire department
P66	2015	\$15,000.00	March 2015		July 2015	\$15,000.00	Light tower and overhead doors at EOC
Conoco Phillips	2015	\$4,000.00	May 2015		June 2015	\$4,000.00	Portable radios for Comm Trailer
SLA Grant	FY 2015-2016	\$45,000.00	Oct 2015		Sept 2016	\$45,000.00	
Homeland Security Grant	680.507	\$14,372.08	Oct 2015		March 2016	\$14,372.08	Inflatable shelter
EMPG Project (2016)	2016	\$12,740.14	June 2016		Sept 2016	\$12,740.14	OKWIN Radios
P66	2016	\$15,000.00				\$15,000.00	Light Tower
Hazard Mitigation Planning Grant	4117DR-OK	\$83,988.00	2013		April 2017	\$83,988.00	Hazard Mitigation Plan
SLA Grant	FY-2016-2017	\$45,000.00	Oct 2016		Sept 2017	\$45,000.00	
EMPG Project (2016)	2016	\$1,380.00	Sept 2016		Sept 2016	\$1,380.00	Communications (Radios)
EMPG Project (2016)	2016	\$538.99	Jan 2017		Feb 2017	\$538.99	Training
P66	2017	\$15,000.00	Feb 2017		Feb 2017	\$15,000.00	Vehicle
P66	2017	\$10,000.00	March 2017		March 2017	\$10,000.00	Fuel for Fire department
P66	2017	\$10,000.00	March 2017			\$10,000.00	EOC Training room project
ODEQ	2017	\$6,000.00	May 2017		July 2017	\$6,000.00	SCBA Masks
Homeland Security Grant	755.026	\$6,533.16	Oct 2015		June 2017	\$6,533.16	Tactical Repeater

SLA Grant	FY 2017-2018	\$45,000.00	Oct 2017		Sept 2018		
Hazard Mitigation Safe Room Grant	5117-0003-OK	\$184,000.00	July 2017			\$37,401.59	Individual Safe Room Rebates
Fire Mitigation Grant	DR-5117-OK	\$23,181.00	Sept 2017				Fire Wise
EMPG Project (2018)	2018	\$15,500.00	Jan 2018				Vehicle
EMPG Project (2018)	2018	\$7,000.00	Jan 2018				Communications

	A	B	C	D	E	F	G	H	I	J
1										Comp/OT
2		Wages and Benefits		Travel		Maintenance & Operations		Capital Outlay		
3	2018?	145000		1500		18000		9000		
4	2017	154,465.00	143,000.00	1,500.00		18,00.00		9,000.00		19,000.00
5	2016	141,405.00	133,350.00	1,500.00		18,00.00	15,000.00	9,000.00		
6	2015	141,405.00	128,550.00	1,500.00		18,000.00	15,000.00	9,400.00	9,000.00	
7	2014	124,000.00	128,550.00	1,500.00		16,195.00	15,000.00	9,000.00		
8	2013	124,000.00	119,657.00	1,500.00		16,195.00	10,000.00	9,000.00		
9	2012	113,794.52		1,500.00		10,000.00		9,000.00		
10	2011	105,501.60		1,500		10,000		9,000		
11	2010	101,970		1,500		10,000		9,000		
12	2009	101,358		1,500		10,000		9,000		
13	2008	96,678	99,049	1,500		10,000		9,000		
14	2007	95,600	96,678	1,500		10,000		9,000		
15	2006	93,000	95,579	1,500		10,000		5,000		
16	2005	83,000	88,336	1,500		10,000	5,316	17,000	1	
17	2004	82,400	80,253	2,500	1,420	13,000	7,041	1,000	956	
18	2003	80,036	76,146	3,000	2,000	15,000	6,530	5,000	1,000	
19	2002	73,621	75,034	4,000	2,000	20,000	12,500	8,000	4,000	
20	2001	65,100	74,094	3,500		20,000	18,000	9,820	9,400	

Dispatch Update Information will be provided at the meeting.