

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

City Hall, Council Chambers

401 S. Johnstone Avenue

Bartlesville, OK 74003

## **Minutes of Monday, March 5, 2018**

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**Members Present:** Chairman Dale Copeland, City Council    Vice Chairman Mike Bouvier Commissioner  
John J. Kane, City Council (arrived at 6:52 p.m.)    Mike Dunlap, Commissioner  
Jim Curd, Jr. City Council    Mitch Antle, Commissioner  
Alan Gentges, City Council  
Trevor Dorsey, City Council

**Also Present:** Mike Bailey, Acting City Manager  
Jerry Maddux, City Attorney  
Kary Cox, Emergency Management Director  
Melissa Lindgren, Deputy Director  
Elaine Banes, Executive Assistant to City Manager

### **1. Call to Order and Roll Call.**

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

### **2. Approval of the Special Meeting Minutes of the February 6, 2017.**

Mr. Gentges moved to approve the minutes as presented, seconded by Mr. Curd.

Voting Aye:        Mr. Dorsey, Mr. Gentges, Mr. Curd, Vice Chairman Bouvier, Mr. Dunlap, 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 reported that the intern they had last year allowed the completion of the hazard mitigation plan and emergency operation plan for the City and the County. Although time has expired for the intern, she has continued to volunteer on part-time basis and is working on a newly required debris management plan. With an approved debris management plan in place in advance of an event, FIMA will pay 95% match of the expenses. At this time, two of the road districts are completed, with the third district almost completed. The next debris management plan will be for the City. He also reported that another planning process being worked on is creating a county-wide fire-wise plan. The Oklahoma Forestry Service has been contacted and will assist. This plan should be completed later this calendar year. Upgrading communications operations at the Emergency Management Operations Center, and providing local safe room opportunities continues. Another continual project is a grant receiving funds from ODEQ for tablets and laptops for volunteer firefighters. Once the fire wise plan is completed, information will

downloaded into those tablets and laptops. Another communications project from the State is a portable tactical repeater system, housed here locally. Progress continues on the siren planning and mass communications systems with the City. Additionally, staff has been involved in State communications planning with the big focus on training with incident command systems and traffic incident management systems. This is new mandatory training for public safety that is being provided to the County as well as to local public safety agencies. He concluded that he will be doing a series of training over the next few weeks for the Bartlesville Fire Department.

Mr. Antle moved to receive the summary of activities as presented, seconded by Vice Chairman Bouvier.

Voting Aye: Mr. Gentges, Mr. Curd, Vice Chairman Bouvier, Mr. Dunlap, Mr. Antle, Mr. Dorsey, 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 reported that the operational grant is based on budget and performance and is in the amount of \$45,000 annually. The Hazard Mitigation Safe Room Grant has approved 92 individual shelters to-date. The majority of recipients have received \$2,000 in rebates with \$37,401.59 reimbursed to citizens in our community. Nineteen have received their rebates, 15 more to receive theirs any day now. There are 58 shelters submitted and approved. She added that Mr. Ashlock has been vital to this program, as this program is time consuming, with a lot of paperwork necessary. She continued that there are two special projects through the Emergency Management Performance Grant that provided for a vehicle to replace a worn out haz-mat vehicle. Additional grant funds assist with communications at the Emergency Management Center. Ms. Lindgren reported two items that were not on the report were one from ODEQ for \$3,000 for technology for rural fire departments, and a \$15,000 grant from Phillips 66 to upgrade and update our command trailer. Mr. Curd inquired if the Safe Room Grant program will be ongoing. Ms. Lindgren responded that it is their hope that it can be offered again.

Mr. Curd moved to receive the presentation of grant activities, seconded by Mr. Gentges.

Voting Aye: Mr. Curd, Mr. Kane, Vice Chairman Bouvier, Mr. Dunlap, Mr. Antle, Mr. Dorsey, Mr. Gentges, 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 the income expense comparison in the Council's packet which encompasses four years. He pointed out that an error was made in column G, asking Council to disregard that figure. He reported that grants are down this year due to hazard mitigation funds previously received, although grant applications have been submitted, so those funds will increase. The \$15,000 from Phillips 66 is not

in the report since the donation was made after the reports were produced. Mr. Cox reviewed expenditures, reporting that expenses are “running ahead” on the service and maintenance line due to major repairs on one of the vehicles. In the communications line, funds are running pretty low against last year due to communications upgrades on some of the vehicles. He added that the big item that stands out is in the contract labor line. Due to taking a team to Texas to assist with Hurricane Harvey clean-up, an expense of \$10,303 was incurred. Due to the nature of the disaster, Mr. Cox was allowed to contract with volunteers who were paid up-front, with reimbursement to follow by FEMA.

Mr. Cox continued reviewing the comparison report with the budget numbers. He stated that the fire department element in the Emergency Management office has nothing to do with the City and that budget is being kept separate. But, he added, when Mr. Ashlock was brought on last year, there is a portion of his time that is related to EM and a portion of his time that is related to the City, particularly GIS and 911. Mr. Cox reported that he forgot to add 50% of Mr. Ashlock’s wages into the projected budget amount for this year, so \$27,400 need to be added to the 2018 budget line. With that addition, the budget for 2018 is \$200,900, of which the City’s portion will be \$100,450.

Mr. Cox reported that another item, comp overtime, has not been included in the budget as well. He added the County has requirements, as does the City, to cover for overtime that may be accrued. When we met last year, the County had not made a decision on how much and how to handle comp overtime as a line item. They have now made it a line item in the budget in the amount of \$19,000, and Mr. Cox stated that he assumed that the County would expect the City to share 50% of that expense at some point. The majority of comp time is paid out, then reimbursed by FEMA, although there are some overtime hours that are not the result of declared disasters so we would pay them out per auditing standards by the end of the year. That number will fluctuate for a while but will become static at some point in the future. Mayor Copeland inquired, and Mr. Cox confirmed that the \$100,450 does not include the comp number, so an additional \$9,500 needs to be added to the City’s portion. Mr. Cox clarified that the 2018 projection presented is for July 2018 forward.

In conclusion, Mr. Cox stated that the wages and benefits numbers are dependent on cost changes in health insurance, etc. The Mayor inquired about the comma placement in column F under Maintenance & Operations, rows 4 and 5. Mr. Cox confirmed the amount is \$18,000 and not \$1,800.

(Mr. Kane arrived after the presentation.)

Mr. Curd moved to receive the presentation of the budget, seconded by Mr. Dunlap.

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

**6. Presentation on Dispatch updates. Presented by Lt. Kevin Ickleberry.**

Lt. Ickleberry provided a history of the new jail that merged City, County and E-911 Dispatch that serves the City and County. The City is responsible for staff, equipment, and operation of the E9-1-1 Center including receiving all Washington County E9-1-1 fees from the State. Washington County took over all

detention services and houses the 9-1-1 Center. A history of the personnel structure, staffing levels, and shifts were also provided, along with how the dispatch center is laid out. He covered the software being utilized; how the budget is divided between the two entities; and how the budget, over the years, show that fees have been declining due to decreased land lines. He reported that the budget for 2017-2018 is over \$1 million and with tax receipts down, the City has to supplement.

Lt. Ickleberry provided a list of law enforcement agencies served by Bartlesville-Washington County E9-1-1-Center and the number of calls received for each agency, as well as the ambulance agencies served. He added that the total number of calls generated in a year's time that generate a case number is 41,513. He stated that there are at least five interactions per call with dispatch. Telephone interactions range from 178,821 calls with 73,746 of those being emergency calls.

Lt. Ickleberry then reviewed the E9-1-1 Center upgrades highlighting the savings moving from A T & T to the Motorola Emergency Callworks in the amount of \$500,000 over 10 years. This update provides several advantages, which he described. He also described how poorly the Sleuth system works, adding that if the G.O. Bond passes tomorrow, this software can be replaced by purchasing Spillman at an estimated cost of \$475,000. Lt. Ickleberry's powerpoint is attached to these minutes for reference.

Mr. Dunlap stated his appreciation for the report and was impressed with the volume of work being handled by E9-1-1 Dispatch. He asked if Lt. Ickleberry felt he was adequately staffed, to which Lt. Ickleberry stated that he did not feel he was adequately staffed. Mr. Dunlap stated that he met with responders in the south end of Washington County and discussion revealed that they felt that responses sometimes fell through the cracks due to dispatch not being clear which agency should be responding. He added that had recently met with Mike Bailey to see how this could be improved, develop solutions, etc. He asked Lt. Ickleberry if he would be comfortable sitting down as a group to see how to make improvements to the system. Lt. Ickleberry responded by explaining that many things come into play with the situation Mr. Dunlap described with the rural responders. He continued that with the number of personnel and amount of calls received, the equipment/dispatcher is often unable get an exact location in order to get the exact responders/agencies in place. The CAD system is supposed to do this but sometimes it pings off of the wrong tower, or sometimes the dispatcher goes by memory as to which agency to contact. The important thing is to get responders headed to the situation as soon as possible, whether it is the "right" agency or not. He added that with the new system coming in, there will be improvement and these issues will be corrected. In response to Mr. Dunlap's question about meeting with people from City and County to ensure the system is improved, Lt. Ickleberry said he would. He also informed the Council that when the merger happened, there was a committee in place that had died away for some reason. He added that he had reached out to some of the agencies to set up meetings to discuss the situation, and they did not respond back to him. Additionally, he had recently met with H.C. Call, Fire Chief of Collinsville, and the Skiatook Fire Chief to discuss taking care the area around Jarrett Farms and the south end of the county around 3700 Road. The Skiatook Fire Chief said that his agency would assist if mutual aid was agreed upon. Chief Call said he would take assist in taking care of the requested area.

Mr. Antle reported that in 2017 a review board was established and developed a mechanism in which to relay complaints and issues, and that is being followed at this time. Mr. Antle asked if that is mechanism is working, and Lt. Ickleberry said that it was. Mayor Copeland inquired if the new services with Spillman and Motorola would improve these types of situation. Lt. Ickleberry confirmed that he felt

these new systems will improve the situation with calls and locations. Mr. Antle stated that due to the elimination of land lines, and the use of cell phones, the nature of communication has changed. A brief discussion of fees ensued. Lt. Ickleberry concluded that he felt that always having an open line of communication is vital, and he and his staff are doing the best they can do right now. Chairman Copeland expressed his appreciation for him and his staff, as well as the agencies/responders.

Chairman Copeland acknowledged the good working relationship between the County and the City, and he stated his appreciation to all involved in our emergency responder situation.

Mr. Kane apologized for arriving late to this meeting.

## 7. Adjournment

There being no further business, Chairman Copeland adjourned the meeting at 7:24 p.m.

Respectfully Submitted,



Dale Copeland, Chairman

