

NOTICE OF SPECIAL MEETING

Bartlesville/Washington County Emergency Management Council

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

**Monday, June 7, 2021
6:30 PM**

AGENDA

1. Call to Order by Chairman Dale Copeland.
2. Approval of the Minutes of the May 6, 2019 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 Mayes, Deputy Director of Washington County Emergency Management.
5. Receive presentation of Budget. Presented by Kary Cox, Director of Washington County Emergency Management.
6. Adjournment.

Notice of Meeting and Agenda received in the office of the Bartlesville City Clerk and the Washington County Clerk on Thursday, June 3, 2021 at 1:00 p.m. and posted at City Hall same day at 5:00 p.m. in prominent public view.

Jason Muninger

City Clerk/CFO

/s/ Elaine Banes

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, May 6, 2019

Members Present: Chairman Dale Copeland, City Council Vice Chairman Mitch Antle
Paul Stuart, City Council Mike Dunlap, Commissioner
Jim Curd, Jr. City Council Mike Bouvier, Commissioner
Alan Gentges, City Council
Trevor Dorsey, City Council

Also Present: Mike Bailey, Acting City Manager
Jess Kane, City Attorney
Kary Cox, Emergency Management Director
Melissa Lindgren, Deputy Director
Eric Ashlock,
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 March 5, 2018.

Mr. Dunlap moved to approve the minutes as presented, seconded by Mr. Bouvier.

Voting Aye: Mr. Stuart, Mr. Dorsey, Mr. Curd, Mr. Gentges, Vice Chairman Antle, Mr. Dunlap,
Mr. Bouvier, 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 the history of how and why the joint emergency management council was formed. He continued reporting that the Hazard Mitigation Plan, that encompasses the county, city, school district, and several smaller towns, is required to renew every five years. Under the current FEMA guidelines, that renewal process is an 18-month renewal process. Changes are being discussed that will reduce the renewal process to a 6-month turnaround possibly. One of the changes is that instead of hiring a contractor to renew the plan at a cost of about \$90,000, it could be done in-house, thereby reducing expenses.

Mr. Cox also reported that a Debris Management Plan is required in order to qualify for disaster funding from FEMA in the aftermath of a declared event. Plans for three county road districts have been completed and submitted to the State. The City's plan is near completion and will be submitted within

the next couple of months. As long as there is an approved plan or a plan in place awaiting approval, then an event is covered.

The Safe Room Grant is another project that is 90% complete. It is anticipated that another safe room reimbursement grant request will be successful.

The Wildfire Protection Plan helps in mitigating threats of wildfire. This is a countywide plan that is prepared in coordination with the Oklahoma Forestry Services. There have been some delays due to the software program that looks at density of fuels, such as shrubbery and terrain, and how that plays into wildfire mitigation. The plan opens up opportunities for rural fire units, as well as for the Bartlesville Fire Department.

The Fire Management Assistance Grant was completed for the Veterans Day Fire that happened in 2015. Those funds have been received and disbursed.

Mr. Cox also reported participation in a three-day Statewide, live communications exercise in Shawnee that also met the one of the requirements on the FEMA Operations Grant.

He continued stating that improvements are being made to the Emergency Management facility and vehicles.

Other activity includes training initiatives such as National Incident Management System Training and Traffic Incident Management Training that will be provided to all first responders.

Mr. Cox reported that there are many changes in the Emergency Management Performance Grant. He attended meetings with State officials and found that additional funding locally may become available. Part of these changes include a FEMA monitoring visit/audit. Mr. Cox volunteered his office for an audit that was conducted last month, which provided insight as to what FEMA is requiring for communities.

Mr. Cox continued stating that he is working with the City and small towns on storm siren grants, as well as for generators. Mr. Ashlock has been a big part of these meetings.

Volunteers and staff traveled to northwest Oklahoma last year to assist with fire response, and last weekend his staff and volunteers assisted with tornado recovery in Haleyville, Oklahoma.

Discussion ensued regarding the Hazard Mitigation Plan, how it encompasses all natural hazards, their impact on a community, and steps to take to mitigate losses. Having the plan enables our community to receive funds to assist if a natural hazard occurs. The plan covers hazardous chemicals to some degree, but does not encompass old structures, tires or trash. He concluded that with the occurrence of natural hazards, debris management is usually the largest issue.

Mr. Gentges moved to receive the summary of activities as presented, seconded by Mr. Stuart.

Voting Aye: Mr. Dorsey, Mr. Curd, Mr. Gentges, Vice Chairman Antle, Mr. Dunlap, Mr. Bouvier, Mr. Stuart, 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 grant log in the packet covers the past 10 years. Referring to figures for the past year, she reported that \$145,987.07 was paid out to citizens for 74 storm shelter rebates, with four more to be paid out this month, from the Hazard Mitigation Safe Room Grant. She added that this grant is very beneficial to residents of the County and City, and she will apply for this grant again. Additional grants provided trailer upgrades to the communication trailer from ODEQ for \$2,243.18; the SLA which is the yearly operational grant for \$45,000; upgrades and remodel of the Emergency Operations Center from a Phillips 66 grant in the amount of \$15,000; a Fire Management Assistance grant for the 2015 Veterans Day Fire for \$40,268.69, with 15 different departments reimbursed; and \$24,936.51 reimbursed for Hurricane Harvey Response for labor and equipment.

Discussion covered how a third of the grants received assists with the EOC budget; that shelters and reimbursements are not filed with the County Assessors office; and how emergency shelters are registered at the EOC, whether they are a storm shelter or a room in the basement or hall closet. Citizens can contact Ms. Lindgren at 918-331-2710 with their shelter location. This information will be shared only with first responders should the need arise. She added that registration of a shelter can also be made on the Washington County Emergency Management website at <http://www.wcema-ok.us/>.

Mr. Dorsey moved to receive the presentation of grant activities, seconded by Mr. Antle.

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

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

Mr. Cox referenced the Income and Expense comparison for the past five years including the year to-date. In Column G, income for FY 2017-2018 is up \$174,000 from previous year due to funds from the Phillips 66 grant and a couple of other grants coming in after the 2018 report. In the Expenses category, Other Automotive, show a \$29,000 expense due to a replacement of a motor in one of the vehicles and a purchase of a used vehicle. He reported that Repairs is \$8,500 higher from previous years due to replacing HVAC units last Fall. Training and Travel increased due to the training exercises in Shawnee.

Mr. Cox reported that there is not a lot of variance in the EOC budget from year to year, and that the request from the City is the same as last year, \$204,000. Personnel numbers could fluctuate due to health care costs. He added that the County funds the EOC budget, and then the City reimburses the County at 50%. The line item, Comp/OT, if not spent, is then rolled back into the County fund and may affect the amount billed to the city by the County.

Discussion covered how the ownership of the building where the EOC is located is now owned by DSR who allows the EOC to locate there, rent free; clarification on the Comp/OT, how this line item was required by the auditor and placed in the personnel budget; a brief update on dispatcher and rural responders from a presentation provided at last year's meeting by Mr. Bailey, with Mr. Dunlap stating that the issues must have been resolved since he has not received any complaints. A brief discussion

ensued on the operational budget, how income exceeds expenses, the overtime allotment and the amount that the City is invoiced. Mr. Cox explained that the Federal, State, City and County fiscal year differences overlap making it difficult to balance the budget with all of the entities involved.

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

Voting Aye: Mr. Gentges, Vice Chairman Antle, Mr. Dunlap, Mr. Bouvier, Mr. Stuart, Mr. Dorsey, Mr. Curd, Chairman Copeland.

Voting Nay: None

Motion: Passed

Mayor Copeland stated his appreciation to the County Commissioners on a good working relationship between the City and County. He added his appreciation to DSR for allowing the Emergency Management Operations Center to occupy a portion of their building, rent-free.

7. Adjournment

There being no further business, Chairman Copeland adjourned the meeting at 7:06 p.m.

Respectfully Submitted,

Dale Copeland, Chairman

	A	B	C	D	E	F	G	H	I	J	K	L
1												
2		Wages and Benefits		Eric	Travel		Maintenance & Operations		Capital Outlay		Comp/OT	Total
3	2021	\$163,268.54		\$14,500.00	\$1,500.00		\$18,000.00		\$9,000.00			\$206,268.54
4	2020	\$181,000.00		\$14,500.00	\$1,500.00		\$18,000.00		\$9,000.00			\$224,000.00
5	2019	\$161,000.00		\$14,500.00	\$1,500.00		\$18,000.00		\$9,000.00		\$19,000.00	\$204,000.00
6	2018	\$145,000.00	\$161,000.00	\$14,500.00	\$1,500.00		\$18,000.00		\$9,000.00		\$19,000.00	
7	2017	\$154,465.00	\$143,000.00		\$1,500.00		\$18,000.00		\$9,000.00		\$19,000.00	
8	2016	\$141,405.00	\$133,350.00		\$1,500.00		\$18,000.00	\$15,000.00	\$9,000.00			
9	2015	\$141,405.00	\$128,550.00		\$1,500.00		\$18,000.00	\$15,000.00	\$9,400.00	\$9,000.00		
10	2014	\$124,000.00	\$128,550.00		\$1,500.00		\$16,195.00	\$15,000.00	\$9,000.00			
11	2013	\$124,000.00	\$119,657.00		\$1,500.00		\$16,195.00	\$10,000.00	\$9,000.00			
12	2012	\$113,794.52			\$1,500.00		\$10,000.00		\$9,000.00			
13	2011	\$105,501.60			\$1,500.00		\$10,000.00		\$9,000.00			
14	2010	\$101,970.00			\$1,500.00		\$10,000.00		\$9,000.00			
15	2009	\$101,358.00			\$1,500.00		\$10,000.00		\$9,000.00			
16	2008	\$96,678.00	\$99,049.00		\$1,500.00		\$10,000.00		\$9,000.00			
17	2007	\$95,600.00	\$96,678.00		\$1,500.00		\$10,000.00		\$9,000.00			
18	2006	\$93,000.00	\$95,579.00		\$1,500.00		\$10,000.00		\$5,000.00			
19	2005	\$83,000.00	\$88,336.00		\$1,500.00		\$10,000.00	\$5,316.00	\$17,000.00	\$1.00		
20	2004	\$82,400.00	\$80,253.00		\$2,500.00	\$1,420.00	\$13,000.00	\$7,041.00	\$1,000.00	\$956.00		
21	2003	\$80,036.00	\$76,146.00		\$3,000.00	\$2,000.00	\$15,000.00	\$6,530.00	\$5,000.00	\$1,000.00		
22	2002	\$73,621.00	\$75,034.00		\$4,000.00	\$2,000.00	\$20,000.00	\$12,500.00	\$8,000.00	\$4,000.00		
23	2001	\$65,100.00	\$74,094.00		\$3,500.00		\$20,000.00	\$18,000.00	\$9,820.00	\$9,400.00		