NOTICE OF SPECIAL MEETING

Bartlesville/Washington County Emergency Management Council

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

Monday, July 3, 2023 5:00 PM

AGENDA

- 1. Call to Order by Chairman Dale Copeland.
- 2. Approval of the Minutes of the July 5, 2022 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 on June 29, 2023 at 9:00 a.m. and received by the Washington County Clerk on June 29, 2023 at 1/128 p.m., and posted at Bartlesville City Hall, 401 S. Johnstone Ave. in prominent public view at 5:00 p.m. Thursday, June 29, 2023.

<u>Jason Muninger</u>

City Clerk/CFO

/s/ Elaine Banes

by Deputy City Clerk

STATE OF OKLAHOMA SS Washington County

This instrument was filed for record

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at 11:28 o'clock Annette Smith, County Clerk

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Bartlesville/Washington County Emergency Management Council

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

Minutes of Tuesday, July 5, 2022

(Notice and Agenda was posted at 5:00 p.m. on Thursday, June 30, 2022.)

Members Present: Chairman Dale Copeland, City Council Vice Chairman Mitch Antle

Paul Stuart, City Council Mike Dunlap, Commissioner Jim Curd, Jr. City Council (arriving at 6:32) Mike Bouvier, Commissioner

Billie Roane, City Council

Trevor Dorsey, City Council (arriving at 6:34)

Also Present: Mike Bailey, City Manager

Jason Muninger, CFO/City Clerk

Jess Kane, City Attorney

Kary Cox, Emergency Management Director

Melissa Mayes, Deputy Director Eric Ashlock, 911 Coordinator

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 May 6, 2019.

Ms. Roane moved to approve the minutes as presented, seconded by Mr. Stuart.

Voting Aye: Ms. Roane, Mr. Stuart, Mr. Bouvier, Mr. Dunlap, Vice Chairman 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 on how his staff continues to process the waning pandemic, although he noted that the numbers are coming back up a bit. The strain at this time is not as severe. His staff participates with the local health department to conduct a review of action plan utilized during the pandemic, looking at areas that were successful and those actions that could use improvement. A protest was filed to FEMA for Disaster No. 4530 which was the COVID response. As a result, FEMA requalified \$3,200 that was previously denied which covered expenses for masks, disinfectants, and other necessary items.

He continued reporting that The Multijurisdictional Hazard Mitigation Plan has been completed and approved by FEMA and the State; the Washington County Emergency Management Action Plan has ben completed; a four member team was deployed to Louisiana for Hurricane Ida with reimbursed by the State of Louisiana is still pending; inspections have been closed out with FEMA for 2019 flooding; staff participated in the Oklahoma Regional Exercise in Tulsa; water rescue training and certification for first responders in Washington County was conducted; staff continued to attend certification

conferences that had fallen behind due to the pandemic; staff hosted the NE Quadrant meeting at TCT last fall; work continues on the County Wildfire Protection Plan including a burn plan for Circle Mountain and fuel mitigation plan at Jarrett Farms, land east of the mall and Circle Mountain; how the field mitigation plan has been ongoing for several years and is a direct result of EM staff working with the OK Forestry Service; staff worked with the Untied Way to open warming stations providing blankets, sanitizers, masks and other necessary items last winter; staff worked with local youth shelter in creation of an emergency plan; staff worked on warning siren project that includes improvements to the activation systems at dispatch; and is near completion of the communications trailer command project which is currently in the up-fitting stage.

Mr. Cox announced that he serves on the State Communications Committee assisting with on a statewide communications planning and frequency usage as well as capability assessments; that a communications project plan was created for the Washington County Sheriff's office, Fire Department, and EOC; that the EOC has two National COML and one COMT which is a national certification; that the EOC has four CERT instructors, including a Spanish speaking instructor; and four community emergency response team (CERT) instructors now, including a Spanish speaking instructor; and that the EOC has 11 certified weather operators now which puts this office at the top of the State in the number of qualified weather operators.

Ms. Roane commended Mr. Cox and his staff for all they accomplish, and how well they work with the City, County, State and now National level.

Mr. Stuart inquired if another area could be added to the fuel mitigation project, i.e. Pathfinder area. Mr. Ashlock provided information about the program which started in this area back in 2015. It community was evaluated as a whole and high risk areas were identified meeting certain criteria.

At Mr. Curd's request, Mr. Cox described the positions of COML and COMT. A COML are individuals who go into an incident to create a plan for large scale incidents. The COMT is an operator specializes n the technology side of a large scale incident response.

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

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

Ms. Roane, Chairman Copeland.

Voting Nay: None Motion: Passed

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

Ms. Mayes reported that Phillips 66 provided a \$14,750 grant for a new rescue truck bed for a new truck purchased and the Cherokee Nation provided \$3,500 operational support grant. The Hazard Mitigation Safe room Grant is \$100,000 with 125 rebates offered this year, with 29 completed to-date. Past rebates were 75% up to \$2,000, but his year, due to Mr. Ashlock's diligence, rebates are 90% or up to \$3,290.

Ms. Mayes continued reporting that HMEP grant is an annual grant for LEPC; State and local agreement grant-performance based grant \$35,000; and the swift water training grant was \$5,500. She concluded that there are a few grants in progress that has not been awarded yet such as a bottled water grant for \$1,000, and a \$10,000 grant for a new light tower for the EOC office.

Mayor Copeland commented how the grants are greatly appreciated.

Ms. Roane moved to receive the presentation of grant activities as presented, seconded by Mr. Stuart.

Voting Aye: Mr. Dorsey, Mr. Curd, Mr. Bouvier, Mr. Dunlap, Vice Chairman Antle, Ms. Roane,

Mr. Stuart, Chairman Copeland.

Voting Nay: None Motion: Passed

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

Mr. Cox explained that the budget included in the packet was not the correct budget. A new budget sheet was distributed to the Council at the meeting. Referring to the top two rows on the spreadsheet, the ending balance for FY 2022 is \$291,752.24 which was over budget due to several projects that were planned over the past two years but did not get completed due to the pandemic. Therefore, completing the projects was higher due to expenses increasing over this time. Fuel increases, utilities almost doubling, generator repairs, old communications trailer repairs, and HVAC repairs contributed to the overage as well. The City's portion was still invoiced in April 2022 at \$103,124.37 despite the listed overages in operation. The FY 2023 proposed budget has been increased to \$233,835 overall, which increases the City's portion to \$117,135. The increase includes a small raise in personnel services and in operations.

Mr. Curd moved to receive the presentation of the budget as presented, seconded by Mr. Stuart.

Voting Aye: Mr. Curd, Mr. Bouvier, Mr. Dunlap, Vice Chairman Antle, Ms. Roane, Mr. Stuart,

Mr. Dorsey, Chairman Copeland.

Voting Nay: None Motion: Passed

Mayor Copeland thanked everyone for attending the special meeting and for the information provided.

7. Adjournment

There being no further business, Chairman Copeland adjourned the meeting at 6:57 p.m.

Respectfully Submitted,

Dale Copeland, Chairman

Washington County Emergency Management

3931 SE Adams Rd. Bartlesville, OK 74006 918-331-2710 Fax; 918-335-9111

EM Council Report

Activities 2022-2023

- Creating amendments to Hazard Mitigation Plan and working on grants for generators at critical facilities.
- Began annual update of EOP.
- NE OK Workshop where M was selected as EM of the year for NE OK.
- Attend 4Corners training conference and provide speaker in Branson.
- Took lead role in state wide EOC for the State EM Conference in Durant.
- Participated in the statewide youth CERT camp in Talequah.
- Supported 2 activations of warming shelters.
- Supported Operation Clean House.
- Continue to support BPD, WCSO, and OHP on multiple traffic accidents and crime scenes. Provide traffic and scene support for all fire departments with air trailer, light towers, drinking water, and communications.
- Continue work on CWPP projects including extending Circle Mnt and new projects for Jarrett Farms and looking at projects for pathfinder.
- The fires in March/April created an FMAG and we continue to work on completing that process. Est \$300K.
- Worked on warning siren project that includes improvements to activation systems at dispatch.
- Serve on the State Communications Committee and assist with state wide communications planning and frequency usage as well as capability assessments.
- Participated in a 3 day National level CommEx in Joplin.
- Hosted a NE Quadrant comms exercise.
- Created a communications project plan for WCSO, Fire, and EOC. Upgrading/relocating 5 repeater sites and linking with broadband fiber and replace all mobile and portable radios.
- Completed a virtual exercise on active school shooter with FEMA, Cherokee Nation, and others.

3931 SE Adams Rd. • Phone: 918-331-2710 • Fax: 918-335-9111

Agenda Item 3.

GRANT TITLE	GRANT#	AMOUNT	AWARDED	MATCH AMT.	CLOSE- OUT DATE	RCVD TO DATE	GRANT PURCHASES		
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	Budget Amt	Sept 2018	\$45,000.00			
Hazard Mitigation Safe Room Grant	5117-0003-OK	\$184,000.00	July 2017		Jan 2021	\$171,987.07	Individual Safe Room Rebates		
Fire Mitigation Grant	DR-5117-OK	\$23,181.00	Sept 2017		April 2021	\$23,159.86	Community Wildfire Protection Plan		
EMPG Project (2018)	2018	\$15,500.00	Jan 2018		2021	\$15,500.00	Vehicle		
EMPG Project (2018)	2018	\$7,000.00	Jan 2018			\$7,000.00	Communications		
ODEQ	2018	\$2,243.18	Dec 2018			\$2,243.18	Comm Trailer computer upgrades		
SLA Grant	FY 2018-2019	\$45,000.00	Oct 2018	Budget Amt	Sept 2019	\$45,000.00			
P66	2018	\$15,000.00	Feb 2018		Feb 2018	\$15,000.00	EOC upgrades & remodel		
FMAG	5117-00036-OK	\$40,268.69	Feb 2017		Jan 2019	\$40,268.69	Veteran's Day fire		

GRANT TITLE	GRANT#	AMOUNT	AWARDED	MATCH AMT.	CLOSE- OUT DATE	RCVD TO DATE	GRANT PURCHASES			
	2018	\$24,936.51	August		Sept	\$24,936.51	Reimbursement			
Hurricane Harvey Response			2018		2018					
SLA Grant	FY 2019-2020	\$45,000.00	Oct 2019	Budget Amt	Sept 2020	\$45,000.00				
HMEP Grant 2019-2020		\$1,000.00	July 2019		June 2020	\$1,000.00				
Cherokee Nation 2020		\$5,000.00	June 2020		June 2020	\$5,000.00	Operational support			
Conoco Phillips	2020	\$1,000.00	June 2020		June 2020	\$1,000.00	Operational support			
EMPG Project (2019)	2019	\$5,078.00	August 2019		Sept 2019	\$5,078.00	Light Tower light head replacement			
2019 Flood	DR-4438	\$196,564.29	May 2019			\$196.564.29				
Conoco Phillips Flood Grant		\$25,000.00	June 2019		Sept 2019	\$25,000.00	Flood response equipment			
P66 Flood Grant		\$25,000.00	June 2019		Sept 2019	\$25,000.00	Flood response equipment			
EMPG Special Project (2019)	2019	\$1,767.60	May 2020		June 2020	\$1,767.60	Light tower maintenance			
SLA Grant	FY 2020-2021	\$45,000.00	Oct 2020	Budget Amt	Sept. 2021	\$45,000.00				
COVID	DR-4530	\$32,101.77	March 2020			\$32,101.77	COVID related expenses			
CARES #1	2020	\$759,595.69	July 2020		Oct 2020	\$759,595.69	COVID related expenses			
CARES #2	2020	\$13,888.00	Nov 2020		Nov 2020	\$13,888.00	COVID related expenses			
HMEP Grant	2020-2021	\$1,000.00	July 2020		June 2021	\$1,000.00				
P66		\$14,750.00	May 2021			\$14,750.00	Rescue Truck Bed			

GRANT TITLE	GRANT#	AMOUNT	AWARDED	MATCH AMT.	CLOSE- OUT DATE	RCVD TO DATE	GRANT PURCHASES			
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Cherokee Nation	2021	\$3,500.00	May 2021			\$3,500.00	Operational Support			
Hazard Mitigation Safe Room Grant	45750003	\$456,943.75	Dec. 2020			\$100,000.00	Individual Safe Room Rebates			
HMEP Grant		\$1,000.00	July 2021			\$1,000.00	A			
SLA Grant	FY 2021-2022	\$45,000.00	Oct 2021	Budget Amt	Sept 2023	\$45,000.00				
EMPG Special Project (2021)	FY 2021-2022	\$5,500.00	Oct 2019		Dec. 2022	\$5,500.00	Swiftwater training reimbursement			
SLA Grant	FY 2022-2023	\$45,000.00	Oct 2022		2022	\$0				
HMEP Grant		\$1,000.00	July 2022			\$1,000.00				
Hazard Mitigation Safe Room Grant		\$416,667.00	April 2022			\$339,590.31	Individual Safe Room Rebates/104 Shelters installed as of this month,			
EMPG Special Project (2022)	FY 2022-2023	\$851.40	Oct 2020			\$851.40	Water project			
EMPG Special Project (2022)	FY 2022-2023	\$6594.84	Oct 2020	115 - 1		\$6594.84	Light Tower			
2019 Flood	DR 4438	\$5349.35	May 2019			\$5349.35	2019 Flood Admin Costs			
Conoco Phillips		\$18,500.00	August 2022			\$18,500.00	Storm Siren upgrade. Additional hazard mitigation funds in the amount of \$147, 620.00 anticipated			
Cherokee Nation	2022	\$3,500.00	May 2022			\$3500.00	Operational Support			
COVID	DR 4530	\$1734.55	March 2020			\$1734.55	COVID Pods			
IMEP Grant		\$1,000.00	May 2023			\$1,000.00				

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1							(CEX.000)				Park Name			- "		
2		Wages a	Vages and Benefits Eric		Eric Travel		Maintenance & Operations		Capital Outlay		Comp/01	Total	Bartlesville			
3	2024	\$186,890.00		\$16,428,50	\$2,000.00		\$35,000,00		\$12,000.00			\$252,318.50	\$126,159.25			
4	2023			\$14,935.00	\$2,009.00	\$8,229,51	\$35,000.00 373,602.89		\$12,000.00 200,177.27			\$233,835.00	\$117,135.00	\$309/634/49		
.5	2022		102,68	14,500,00	2,856.79		64,034,45		47,458.32			291,752.24	\$103,134,27			
6	2031		268.54	514,500.00	\$1,500.06		518,000.00		\$9,000.00			5206,268,54	\$103,134.27			
7	2020	\$181,	090,60	\$14,500,00	\$1,500.00		\$18,000.00		\$9,000,00			\$224,000,00	5104,750.00			
8	2819	\$161,	00,00	\$14,500.00	\$1,500.00		\$18,000.00		\$9,000.00		\$19,000.00	\$204,000.00	\$109,250.00			
9	2018	\$145,000,00	\$161,000.00	\$14,500.00	\$1,500.00		\$18,000.00		\$9,000.00		\$19,000.00	\$204,000.00	\$95,425.00			
10	2817	\$154,465.00	\$143,000.00		\$1,500,00		\$18,000,00		\$9,000 00		\$19,000,00	1	200046.000			
11	2016	\$141,405.00	\$133,350.00		\$1,500,00		\$18,000.00	\$15,000.00	\$9.0	00.00	V25,000,00					
12	2015	\$141,405.00	\$128,550.00		\$1,5	\$1,500.00		\$15,000.00	\$9,400.00	\$9,000.00		\$154,050.00				
13	2014	\$124,000.00	\$128,550.00		\$1,5	\$1,500.00		\$15,000.00		00.00		272,02000	_			
14	2013	\$124,000.00	\$119,657.00.		\$1,5	\$1,500.00		\$10,000.00		00.00						
15	2012	\$113,	794,52		\$1,500.00		\$10,000.00		\$9,000.00			\$134,294.52				
16	2011	\$105,	\$105,501.60		\$1,5	00.00	\$10	000,00	\$9,000.00			2237437-24				
17	2010		\$101,970.00		\$1.5	00.00	510	\$10,000.00		\$9,000,00			_			
18	2009	\$101,	358.00		\$1,500.00		\$10,000.00		\$9,000.00							
19	2008	\$96,678.00	\$99,049.00		\$1,5	00.00	\$10,000.00		\$9,000.00							
20	2607	\$95,600.00	\$96,678.00		\$1,5	00.00	\$10,000.00		\$9,000.00							
21	7006	\$93,000.00	\$95,579.00		\$1,5	\$1,500.00				000,00	\$5.0	00.00		\$103,079.00		
72	2005	\$83,000.00	\$88,336.00		\$1,5	00.00	\$10,000.00	\$5,316.00	\$17,000.00	51.00	5-					
23	2004	\$82,400.00	\$80,253.00		\$2,500.00	\$1,420.00	\$13,000.00	\$7,041.00	\$1,000.00	\$956.00						
24	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						
25	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						
26	2001	\$65,100.00	\$74,094.00		\$3,5	00.00	\$20,000.00	\$18,000.00	\$9,820.00	\$9,400.00		\$104,994.00				
27		Actual b														
28		Proposed/														
29		Actual	costs				1				V					