

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 11:28^A 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.

Jason Muninger

City Clerk/CFO

/s/ Elaine Banes

by Deputy City Clerk

STATE OF OKLAHOMA } ss
Washington County
This instrument was filed for record
June 29, 2023
at 11:28 o'clock A M
Annette Smith, County Clerk
By L. H. L. Nowarth Deputy



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

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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 4Comers 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 Mt 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.

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			\$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
Hurricane Harvey Response	2018	\$24,936.51	August 2018		Sept 2018	\$24,936.51	Reimbursement
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
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	
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			\$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			\$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
HMEP Grant		\$1,000.00	May 2023			\$1,000.00	

