

# NOTICE OF SPECIAL MEETING

## Bartlesville/Washington County Emergency Management Council

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

Monday, June 3, 2024  
5:00 PM

### AGENDA

1. Call to Order by Chairman Dale Copeland.
2. Approval of the Minutes of the July 3, 2024 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 May 29, 2024 at 9:00 a.m. and received by the Washington County Clerk on May 29, 2024 at 3:15 p.m., and posted at Bartlesville City Hall, 401 S. Johnstone Ave. in prominent public view at 5:00 p.m. Wednesday, May 29, 2024.

Jason Muninger

Jason Muninger, CFO/City Clerk

/s/ Elaine Banes

by Elaine Banes, Deputy City Clerk



Annette Smith, County Clerk



STATE OF OKLAHOMA } ss  
Washington County

This instrument was filed for record  
May 29, 2024

at 3:15 o'clock P M  
Annette Smith, County Clerk

By Krigdon Deputy

# Bartlesville/Washington County Emergency Management Council

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

## Minutes of Monday, July 3, 2023

(Notice and Agenda was posted at 5:00 p.m. on Thursday, June 29, 2023.)

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**Members Present:** Jim Curd, Jr. City Council  
Billie Roane, City Council  
Loren Roszel, City Council

Vice Chairman, Mike Dunlap  
Mike Bouvier, Commissioner  
Mitch Antle, Commission

**Members Absent:** Chairman Dale Copeland  
Trevor Dorsey

**Also Present:** Mike Bailey, City Manager  
Jason Muninger, CFO/City Clerk  
Kary Cox, Emergency Management Director  
Melissa Mayes, Deputy Emergency Management Director  
Elaine Banes, Executive Assistant to City Manager

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

Vice Chairman Dunlap called the meeting to order at 5:00 p.m. and ascertained a quorum.

### 2. Approval of the Special Meeting Minutes of the July 5, 2022.

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

Voting Aye: Mr. Roszel, Ms. Roane, Mr. Curd, Mr. Bouvier, Mr. Antle, Vice Chairman Dunlap.  
Voting Nay: None  
Motion: Passed

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

Mr. Cox reported on the various activities he and his staff accomplished over the past year. They are as follows: created amendments to the Hazard Mitigation Plan and work on grants for generators of critical facility; began the annual update of the EOP; they attended the NE Oklahoma Workshop where Ms. Mayes was selected as Emergency Manager of the year for NE Oklahoma; they attended 4Corners training conference and provides a speaker in Branson; took the lead role in State wide EOC for the State Emergency Management Conference in Durant; participated in the State wide your CET camp in Tahlequah; supported two activations of warming shelters; supported Operation Clean House in April; continue to support the Bartlesville Police Department, Washington County Sheriff's Office and the Oklahoma Highway Patrol on multiple traffic accidents and crime scenes; providing scene support for all fire departments with air trailer, light towers, drinking water, and communications. In addition, they continue to work on CWPP projects including extending Circle Mountain and new projects for Jarrett Farms and looking at projects for pathfinder; the fires in March/April created an FMAG and work continues on completing the process, which is \$300,000 estimate; worked on the warning siren project that includes improvements to activation systems at dispatch; served on the State Communications

Committee and assist with State wide communications planning and frequency usage as well as capabilities assessments; participated in a three day National Level CommEx in Joplin, hosted a NE Quadrant communications exercise; created a communications project plan for Washington County Sheriff's Office, Fire Departments and the EOC by upgrading/relocating five repeater sites and linking with broadband fiber and replace all mobile and portable radios; and completed a virtual exercise on active school shooter with FEMA, Cherokee Nation, and others.

Mr. Curd commended Mr. Cox on all of the activities they participated in.

Ms. Roane moved to receive the summary of activities as presented, seconded by Mr. Antle.

Voting Aye: Ms. Roane, Mr. Curd, Mr. Bouvier, Mr. Antle, Mr. Roszel, Vice Chairman Dunlap.  
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 on grants received over the last year. The Hazard Mitigation Safe Room Grant award in the amount of \$416,667 was received for individual safe room rebates. To date, \$339,590.31 has been rebated totaling 104 installed shelters. The standard rebate in the last program was 75% of the cost of shelter up to \$2500. Due to a local high school intern who began researching the cost of shelters and comparing them to the increased cost of installation and supplies, presenting his argument to the State, the standard rebate was increased to \$3200. The EMPG Special Project grant in the amount of \$851.40 supplied a pallet of bottled water with another EMPG Special Project grant in the amount of \$6,594.84 provided for a light tower. Emergency Management received another check from 2019 flood fund to cover flood administrative costs in the amount of \$5349.35. ConocoPhillips provided \$18,500 for a portion of the storm siren upgrade with additional Hazard Mitigation funds in the amount of \$147,000 anticipated for the storm siren upgrades. A grant from the Cherokee Nation of \$3,500 for operational support, and the annual State and Local Agreement Grant of \$45,000 has been received. Vice Chairman Dunlap inquired at the percentage of grant funds that covers operation expenses of Washington County Emergency Management. Mr. Cox stated that grants cover approximately 25%. Mr. Curd congratulated Ms. Mayes on her recognition as Emergency Manager of the Year for NE Oklahoma.

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

Voting Aye: Mr. Curd, Mr. Bouvier, Mr. Antle, Mr. Roszel, Ms. Roane, Vice Chairman Dunlap.  
Voting Nay: None  
Motion: Passed

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

Mr. Cox reported last year the projected budget was \$244,835 with the City's share at 50%-\$117,135. The projection for next year includes a 10% payroll increase in the amount of \$16,990 in wages and benefits. The increase is also reflected in Eric Ashlock's salary which the City pays for half of half of his wages. Mr. Cox also reported he is setting the stage that over the next year there will be some unknowns related to the new facility such as paying utilities for the first time. He added that they also hoped for another wage and benefit increase. The total projected budget for the next year is \$252,318.50 with the City's 50% portion at \$126,149.14.

Mr. Cox continued explaining the highlighted information that were overages of the budget due travel and training for volunteers; maintenance and operation cost that doubled due to unexpected costs for the new facility; \$15,000 in vehicle repair since their vehicles are all past warranty; over \$4000 in software upgrades; \$2,000 in communication repairs, and repairs to a used vehicle purchased to pull the new communications trailer; and \$6,000 was needed for a transfer switch to move the generator from old building to the new building. Total expenditures for the year were \$309,614.49. In the past, he reported that many years were under budget, but this past year was over budget. The City was not billed for the overages, and in his opinion, received a good deal for their 50% this past year.

Vice Chairman Dunlap commended Mr. Cox and his staff for all that they provide to the community. Mr. Roszel inquired about if the over budget expenditures were one time or do they need to be considered over the next year. Mr. Cox stated that an overage was not budgeted for next year since they are unknown at this time. Ms. Roane stated her appreciation for what Mr. Cox and his staff does, stating she appreciates his staff reports as well.

Mr. Antle moved to receive the presentation of the budget as presented, seconded by Ms. Roane.

Voting Aye:	Mr. Curd, Mr. Bouvier, Mr. Antle, Mr. Roszel, Ms. Roane, Vice Chairman Dunlap.
Voting Nay:	None
Motion:	Passed

## **6. Adjournment.**

There being no further business, Vice Chairman Dunlap adjourned the meeting at 5:28 p.m.

Respectfully Submitted,

Mike Dunlap, Vice Chairman



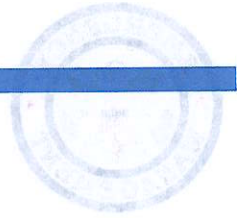
## Washington County Emergency Management

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

### EM Council Report

#### Activities 2023-2024

- Continue to work on grants for generators at critical facilities including Courthouse, County Admin, and New EOC.
- Began annual update of EOP and will be starting the Hazard Mitigation Plan update later this year.
- NE OK Workshop.
- Attend 4Corners training conference, Kary received Gary Roarke Leadership Award.
- Took lead role in state wide EOC for the State EM Conference in Durant.
- Supported 1 activations of warming shelters.
- Supported Operation Clean House.
- Continue to support BPD, WCSO, and OHP on multiple traffic accidents, crime scenes and lost persons. Provide traffic and scene support for all fire departments with air trailer, light towers, drinking water, and communications. 55 calls for service + 40 fire calls (2023) does not include weather activations.
- Assist BPD with homecoming parade and graduation ceremonies.
- Conduct safety assessments for area churches and schools.
- Work with BEMS to set up digital push to talk capabilities for medics.
- Host a BHS intern and sponsor training in fire academy.
- Working on E911 NexGen grant with City and County to upgrade GIS and addressing data base to meet new mandates. 480 manhours in this project thus far.
- Continue work on CWPP projects including extending Circle Mnt and new projects for Jarrett Farms and looking at projects for pathfinder. Was not able to get application submitted this year due to FMAG and loss of Eric.
- Obtain grants for 2 new trucks for WCFD.
- Continue to work with OEM on FMAG process for Circle Mnt fire. Est \$300K.
- Work with Town of Copan during water shortage, arrange pallets of bottled water and provide generator for water pumps.
- Work on closeout of DR-4438 and 12/5% state share.



- Completed the warning siren project for rural sirens and upgrade to the activation system.
- Participated in a 3 day Operational Readiness Exercise in OKC.
- Continue to work on the communications project for WCSO, Fire, and EOC.  
Upgrading/relocating 5 repeater sites and linking with broadband fiber and replace all mobile and portable radios.
- Provided 2 offerings of ICS training for area responders equaling 60 hrs of training.
- Continue to work on construction, equipment and systems for new EOC. Include finding redundant broadband and communications solutions.
- Conducted NIMS Compliance reporting for City and County.
- 12 Certified Weather Radar Operators.
- Added another OCEM, Jerry Kelley completed the requirements and was awarded at the annual conference in March.

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 2022	\$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		Oct 2023	\$45,000.00	
HMEP Grant	FY 2022-2023	\$1,000.00	July 2022			\$1,000.00	
Hazard Mitigation Safe Room Grant		\$416,667.00	April 2022			\$379,070.31	Individual Safe Room Rebates/111 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	
2019 Flood	DR 4438	\$1,613.44	Sept 2023			\$1,613.44	



