

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

City Hall, Council Chambers

401 S. Johnstone Avenue

Bartlesville, OK 74003

## **Minutes of Monday, June 3, 2024**

(Notice and Agenda was posted at 5:00 p.m. on Wednesday, May 29, 2024.)

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**Members Present:** Chairman Dale Copeland                      Vice Chairman, Mike Bouvier  
                         Jim Curd, Jr., City Council                      Mike Dunlap, County Commissioner  
                         Trevor Dorsey, City Council                      Mitch Antle, County Commissioner  
                         Loren Roszel, City Council

**Also Present:**      Mike Bailey, City Manager  
                         Laura Sanders, Assistant City Manager  
                         Jason Muninger, CFO/City Clerk  
                         Jess Kane, City Attorney  
                         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.**

Chairman Copeland called the meeting to order at 5:00 p.m., roll call was conducted and a quorum ascertained.

### **2. Approval of the Special Meeting Minutes of the July 3, 2023.**

Mr. Roszel moved to approve the minutes as presented, seconded by Mr. Antle.

Voting Aye:              Mr. Roszel, Mr. Dorsey, Mr. Curd, Mr. Antle, Mr. Dunlap, Vice Chairman 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 reported on the various activities he and his staff accomplished over the past year. They are as follows:

- Continue to work on grants for generators at critical facilities including Courthouse, County Admin, and New EOC.
- Began annual update of BOP and will be starting the Hazard Mitigation Plan update later this year.
- NEOK Workshop.
- Attend 4Comers training conference, Katy received Gary Roark 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 Mountain 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 Mountain 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 an mobile and portable radios.
- Provided 2 offerings of ICS training for area responders equaling 60 hours 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.

Chairman Copeland stated that he spoken with the Mayor of Claremore who spoke highly of Washington Council Emergency Management and appreciate its assistance following the tornado they experienced.

At Mr. Curd's request, Mr. Cox covered the process used to coordinate with other agencies following weather events.

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

Voting Aye: Mr. Dorsey, Mr. Curd, Mr. Antle, Mr. Dunlap, Vice Chairman Bouvier, Mr. Roszel, 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 reviewed the grant activities reporting on the receipt of the Hurricane Deployment Operating Grant from the State in the amount of \$45,000; the Cherokee nation grant in the amount of \$50,000 which has been earmarked for furnishings for the training room and IT equipment for the new facility; the Homeland Security Grant for the broadband capability project in the amount of \$15,000; and the storm siren grant for 17 sirens in conjunction with a matching grant from ConocoPhillips in the amount of \$18,500. The safe room grant from 2022 is still in process which has provided 111 saferooms installed. The grant amount awarded was \$416,000 with \$379,000 paid out so far. The individual issue was formerly \$2,500 but was increased to \$3,290 due to an increase in the cost of materials and installation. Once the 2022 grant is closed, a new safe room program will be pursued. Washington County has had more success with participation in the State so it is possible additional funding will be offered to our area in the future. In last 30 days preceding the report, Emergency Management has received \$75,000 from ConocoPhillips in response to the May 6 tornado; receipt of the NextGen grant in the amount of \$150,000; and additional funds are expected from the Cherokee Tribe in amount of between \$220,000 to \$500,000 to upgrade storm sirens for the City and County.

A brief discussion covered the safe rooms and the increased interest from citizens in obtaining one since the May 6 tornado. Ms. Mayes reported that 100 rooms were installed with the first round of grants, and the second round as provided 111 to-date.

Mr. Curd moved to receive the grant activities report as presented, seconded by Mr. Dorsey.

Voting Aye: Mr. Curd, Mr. Antle, Mr. Dunlap, Vice Chairman Bouvier, Mr. Roszel, 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 reported that in FY 2023-24 year \$186,890 was budgeted for wages and benefits and the 911 Coordinator salary, his half of half was \$16,428.50; travel was over budget by over \$7,000 due to new employee training, as well as grant training for other employees in Oklahoma City; Maintenance and Operations budget was \$35,000 but ended at \$61,000, the overage largely due to \$10,000 in unanticipated vehicle repairs and over \$15,000 in utility expenses largely due to getting utilities set up

for the new facility. At the location of the current Emergency Management facility, utilities were paid, so with the new facility, utilities will be an adjustment to the budget. Continuing, he reported that Capital Outlay was over budget by \$617.72, and that additional expenses that were not reported because the County paid 100% of them directly. The County fully covered two additional vehicles and a used forklift for new the warehouse, totaling approximately \$95,000.

The proposed budget for FY 2024-2025 has been increased to \$196,234.50 due to increase in wages, projected by County last year, including the 911 Coordinator's wages increased to \$17,500; the travel budget will remain at \$2,000; maintenance and operation will be increased to \$40,000; and Capital Outlay will remain at \$12,000. Mr. Cox reported that due to technology and reduced pricing, the purchase of a mass notification system is being proposed. He added that he would like approval to move forward with researching vendors and requesting proposals for the system, one that would cover both the County and the City. From current information and previous research, mass notification system vendors bill on a per capita basis based on population, therefore based upon an estimated cost for the system, the County's portion would be \$3,500 and the City's portion would be \$7,500, annually. A mass notification system would improve efficiency and widen use and coverage by providing text messaging, voice calls, and/or emails to announce road closings, water repairs, street and road closures, weather events, etc. In conclusion, Mr. Cox reported that the FY 2024-2025 Emergency Management proposed budget would be \$267,734.50. The City's portion to pay would be \$133,867.25, or with the expense of the mass notification system, the City's portion would be \$141,367.25.

A brief discussion was held about the mass notification system and how it would benefit the City and citizens above and beyond what the City already has in place.

Mr. Roszel moved to receive the budget as presented, seconded by Mr. Dorsey.

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

## 6. Adjournment.

There being no further business, Chairman Copeland adjourned the meeting at 5:34 p.m.

Respectfully Submitted,



James S. Curd, Chairman