

# **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

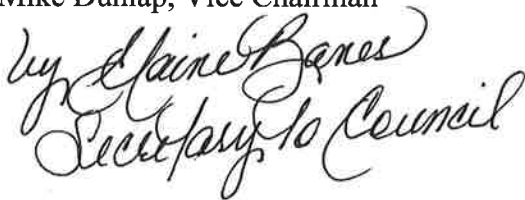
## 6. Adjournment.

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

Respectfully Submitted,



Mike Dunlap, Vice Chairman



Secretary to Council