



# Walla Walla County

## Emergency Management Department

27 N. 2<sup>nd</sup> Avenue

Walla Walla, Washington 99362

Phone: (509) 524-2900 • Fax: (509) 524-2910

[www.wwemd.info](http://www.wwemd.info)

**LIZ JESSEE**

Director

**PATRICK PURCELL**

Coordinator

# AGENDA

## Emergency Management Executive Board Meeting

**October 17, 2023 | 2:00 – 3:00 PM**

*This will be a hybrid meeting; in-person or via WebEx (virtual)*

1. Welcome	
2. Directors Report – Questions/Comments	Liz
3. 2024 Emergency Management Budget and Interlocal Fees	Liz
4. Roundtable Discussion – Any Comments/Questions	All
5. Adjourn	

*Next Meeting – January 16, 2024, 2 - 3 PM*

### **WebEx Meeting Details:**

#### **Meeting Link**

<https://wwco.webex.com/wwco/j.php?MTID=m0e553db160e74ffdf8add0eb3acc9bd>

#### **Join by phone**

+1-408-418-9388 United States Toll Free

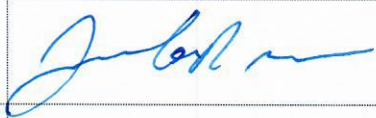



# Walla Walla County

## Emergency Management Department

27 N. 2<sup>nd</sup> Avenue  
 Walla Walla, Washington 99362  
 Phone: (509) 524-2900 • Fax: (509) 524-2910  
[www.wwemd.info](http://www.wwemd.info)

Walla Walla County Emergency Management Executive Board Meeting  
 October 17, 2023  
 Walla Walla County Emergency Operations Center  
 27 N. 2<sup>nd</sup> Avenue  
 Walla Walla, WA 99362

Members	Department	Sign In
Jenny Mayberry	Chair, Walla Walla County Commissioner	
Gunner Fulmer	Walla Walla County Commissioner	Virtual
Todd Kimball	Walla Walla County Commissioner	
Jay Potts	City of Prescott, Mayor	Virtual
Randy Hinchliffe	City of Waitsburg, City Administrator	
Tom Scribner	City of Walla Walla, Mayor <u>or</u>	
Gustavo Reyna	City of Walla Walla, Mayor's Designee	Virtual
Elizabeth Chamberlain	City of Walla Walla, City Manager	
Norma Hernandez	City of College Place, Mayor	
Mike Rizzitiello	City of College, Administrator	

*Haven Martin*

*Walla Walla County Auditor*

*Virtual*



# Walla Walla County

## Emergency Management Department

27 N. 2<sup>nd</sup> Avenue  
Walla Walla, Washington 99362  
Phone: (509) 524-2900 • Fax: (509) 524-2910  
[www.wwemd.info](http://www.wwemd.info)

**LIZ JESSEE**  
Director

**PATRICK PURCELL**  
Coordinator

## Emergency Management Executive Board Meeting Minutes

**October 17, 2023 | 2:00 – 3:00 PM**

### 1. Welcome

Commissioner Mayberry called the meeting to order at 2:08 PM and welcomed those members in attendance.

### 2. Directors Report

The Emergency Management Director's report was emailed prior to the meeting so that members of the committee could read ahead. There were no questions or comments regarding the report

### 3. 2024 Emergency Management Budget and Interlocal Agreement.

There was no quorum to vote on the budget and adjustment of interlocal fees. Six (6) members constitute a quorum. In accordance with the Interlocal Agreement, the board will reconvene in two (2) where the there will vote on the budget and fees will be voted on by the members present.<sup>1</sup>

### 4. Roundtable Discussion – Any Comments/Questions

Brief discussion of the pending relocation of Dispatch and Emergency Management

### 5. Adjourn

The meeting was adjourned by Commissioner Mayberry at 2:25 PM.

*Next Meeting – October 31, 2023, from 8:00 to 9:00 AM.*

---

<sup>1</sup> Interlocal Agreement, 2.E. (page 4)

Quorum and Meetings. Those members of the EMEB present shall constitute a quorum for the transaction of emergency management business at any regularly scheduled meeting. Any meeting in which a budget is to be adopted or a financial obligation is to be assessed to a member thereof shall require a quorum of 6 members of the EMEB at the first meeting convened for that purpose. If a quorum is not present, a special meeting will be called two (2) weeks after the scheduled meeting where it may be voted on by the members present regardless of a six-person quorum being present.



# Walla Walla County

## Emergency Management Department

27 N. 2<sup>nd</sup> Avenue

Walla Walla, Washington 99362

Phone: (509) 524-2900 • Fax: (509) 524-2910

[www.wwemd.info](http://www.wwemd.info)

**LIZ JESSEE**

Director

**PATRICK PURCELL**

Coordinator

### DIRECTOR'S REPORT

July 1 – September 30, 2023

#### 1. Walla Walla County Emergency Operations Center Activation

- a. After meeting with WWFD Chief Knowles, a State Incident number was requested from the WA State Emergency Operations Center (SEOC) for the report of chemical odor emanating from Marcus Whitman Hotel basement. Investigation determined the odor was from gasoline. An evacuation of the hotel was ordered by WWFD. The EOC was activated to Level 2 – Limited Operational, the Incident Number (23-3740) was provided to WESCOM, and The American Red Cross was notified of the hotel evacuation. National Reporting Center National Reporting Center (NRC) incident #379205 was generated following Walla Walla (WW) EOC's request for a State Incident Number and the required spill notifications were made by the NRC. (9/14/23)
- b. Liz participated in cooperators meetings and interfaced with Incident Command. Daily reports were provided to the SEOC. Local needs were communicated in person to the WA State Military Department at the WSEMA conference and via phone/emails.
- c. The City of Walla Walla turned over the incident to WA Department of Ecology. The EOC returned to Level 4 – Day to Day Operations. Emergency Management continues to share City of Walla Walla updates and participate in cooperators meetings. (9/28/23)

#### 2. Meetings

- a. Attended a Radiological Issues meeting with state agencies, and counties for Energy Northwest's Columbia Generating Station (CGS) nuclear power plant located at the Hanford site. (9/27/23)
- b. Participated in the CGS IPX 2024 Trusted Agent Planning Meetings held at the Franklin County EOC in preparation for next year's full scale ingestion exercise. (7/19/23)
- c. Participated in CGS IPX 2024 Ingestion County in house EOC planning meetings in preparation for the upcoming 2024 CGS exercise. (7/3/23, 8/7/23 & 9/4/23)
- d. Attended EMS and Trauma Care Council meetings. (08/03/2023)
- e. Participated in the Emergency Management and Communications Advisory Board (EMCAB) meeting. (07/13/23, 8/10/23 & 9/14/23)
- f. Participated Region 8 Homeland Security Impact Assessment for SHSP meeting hosted by Franklin County Emergency Management (FCEM). The purpose of the meeting was to discuss decreasing availability of SHSP funding with focus on westside jurisdictions receiving both SHSP and UASI funds. (7/31/23)

- g. Completed the 2023 annual Stakeholder Preparedness Review (SPR) Phase3 surveys for those applicable to emergency management and sent surveys to the relevant stake holders for completion.
- h. Participated in SPR Capstone meeting with Washington State Emergency Management (WAEMD). (7/10/23)
- i. Participated in the Local Emergency Management Directors Check-in meeting with the State Emergency Management Director Robert Ezelle. The purpose of the check-in was to give local emergency managers an opportunity to address local concerns with the director. (7/12/23)
- j. Participated in monthly Communicable Disease calls facilitated by DCH. This meeting now includes COVID-19 response objectives and review of PPE requirements/needs for staff/resident safety in Long Term Care Facilities, Skilled Nursing Facilities and Adult Care Homes. COVID-19 response calls were previously separate from the Communicable Disease calls.
- k. Participated in monthly, COVID Situational Awareness calls regional calls for the geographic area previously identified as Public Health Emergency Preparedness and Response (PHEPR) Region 8. This call incorporates reporting from hospitals, EMS and emergency management for Walla Walla, Benton, Franklin, and Yakima County.
- l. Attended the State Emergency Response Commission Meeting held during this year's Annual WSEMA conference in Airway Heights, WA. Discussion included Tier 2 report submission, statewide HAZMAT capabilities and election of committee members for the coming year. There was a presentation by the State Arizona Emergency Response Commission. (09/18/23)
- m. Hosted a Joint Walla Walla Local Emergency Planning Committee (LEPC) meeting. During the meeting LEPC members received a capability briefing on the WA State Homeland Response Force (HRF). A static display of HRF equipment was also set up allowing LEPC members to see firsthand the equipment HRF members utilize as part of their response. (09/27/23)
- n. Participated in Local Emergency Planning Committee (LEPC) meetings hosted by Columbia County. WWEM continues to work to form an LEPC partnership with Columbia County. 08/10/23)
- o. Participated in LEPC records retention workgroup with WAEMD. The purpose of the working group is to establish retention standards for Tier Two reports. (8/8/23 & 8/28/23)
- p. Participated in WA State EMD sponsored virtual meetings on developing parameters for including volunteer general aviation elements as a part of state and local emergency response. (7/25/23, 8/29/23 & 9/26/23)

### **3. Training**

Title Scope/Purpose	Sponsor	Date(s)
<i>"Active Shooters, What to do When the Crime Scene Tape Comes Down"</i>	<i>Partners in Emergency Preparedness.</i>	<i>7/26/23</i>
<i>"Getting the most out of your Great Shake Out/Tsunami drill"</i>	<i>Partners in Emergency Preparedness</i>	<i>8/15/23</i>



<b>Title Scope/Purpose</b>	<b>Sponsor</b>	<b>Date(s)</b>
<i>Volunteer EOC Orientation and Radiological Emergency Preparedness (REP) Overview</i>	<i>WWCEM</i>	<i>08/17/23</i>
<i>FEMA Alert and Warning Community of Practice Webinar Series.</i>	<i>FEMA/Peak Performance Solutions</i>	<i>8/30/23</i>

### **3. Alert and Notification**

- a. WWEM was provided 5 hours of Professional Services by Everbridge (emergency notification provider) and are working with Everbridge to refine templates for evacuation notifications. A Level 3 evacuation template will be provided to WESCOM to expedite evacuation notification for a life-threatening emergency. WWEM is also working with Everbridge to integrate English to Spanish language translation in notifications.

### **4. Public Information**

- a. Provided Prepare in a Year booklets to the Jonathan Wainwright VA Medical Center their Preparedness Month employee outreach. All employees were provided with a booklet. (9/6/23)
- b. Esther Click, WESCOM, did public outreach at Vista Hermosa where she distributed Spanish-language versions of Prepare in a Year booklets. (9/26/23)

### **4. Drills and Exercises**

- a. Participated in the annual Disaster Aviation Response Team (DART) exercise conducted at the Walla Walla Regional Airport. DART simulated response to a Cascadia Subduction Zone Earthquake. Pilots from Washington, Oregon and California moved food supplies from Walla Walla to locations in Western Washington and did assessments of simulated damage to east/west highways in Washington/Oregon. Local Civil Air Patrol and Amateur Radio Emergency Services participated in the exercise. (7/8/23)
- b. Participated in the U.S. Army Corps of Engineers (USACE) active shooter exercise final planning meeting. The meeting brought together elements of law enforcement, fire and emergency management to familiarize them with current emergency planning and response. First responders were given the opportunity to review the USACE procedures. (8/1/23)
- c. Participated in a group tabletop exercise held during the WSEMA conference. Focus of exercise was the use of game format to assist in teaching/practicing knowledge of ICS practices and procedures. (9/20/23)

### **7. Administration (Planning & Logistics)**

- a. Continued management of grant deliverables in support of the Interlocal Agreement between WWEM and Walla Walla County Fire District 4 to complete the scope of work described in the Mill Creek Wildland Urban Interface (WUI) Fuels Reduction Hazard Mitigation Grant.
- b. Completed a Request for Proposals (RFP) for hiring a contractor to assist with update of the Hazard Mitigation Plan and Community Wildfire Protection Plan. The RFP was submitted to the Prosecuting Attorney's Office for review.

<b><u>10300</u></b>		<b><u>2024 Budget Request</u></b>	<b><u>2023 Budget Approved</u></b>	<b><u>2023 YTD thru 6/30/23</u></b>	<b><u>2022 Actual</u></b>
<b>REVENUE</b>					
308.00.00.000	BEGINNING FUND BALANCE	51,645	84,454		134,952
333.97.04.2000	EMPG	33,950	36,847	22,743	37,773
333.97.04.6000	FIRE MANAGEMENT ASSISTANCE GRANT				
333.97.04.7000	HAZARD MITIGATION GRANT PROGRAM (HMGP)	104,650	40,031	11,756	-
333.97.06.7000	FEDERAL GRANTS INDIRECT (HS)	144,361	93,003	37,787	49,975
334.01.80.0010	RAD EMERGENCY PLANNING (EFSEC)	41,140	38,118	17,294	35,396
342.50.01.0000	WALLA WALLA CITY	91,258	59,331	59,331	38,678
342.50.02.0000	COLLEGE PLACE	25,025	17,200	17,200	10,324
342.50.03.0000	WAITSBURG	2,965	1,728	1,728	1,047
342.50.04.0000	PRESCOTT	533	377	337	226
369.91.00.0000	OTHER MISC			-	2,101
397.00.00.0000	OPERATING TRANSFERS IN	80,949	53,727	53,727	35,695
	<b>EMERGENCY MANAGEMENT REVENUE TOTAL (A.)</b>	<b>576,475</b>	<b>424,816</b>	<b>221,903</b>	<b>346,166</b>
<b>EXPENDITURES</b>					
525.60.11.0001	DIRECTOR	93,150	84,878	42,440	82,166
525.60.11.0002	EMERGENCY MGMT SPEC	67,706	62,475	32,553	58,904
525.60.12.0000	OVERTIME EMERGENCY 100 HRS	2,000	2,000	-	-
525.60.13.0000	EXTRA LABOR			-	-
525.60.21.0001	MEDICAL-LIFE-DENTAL INS	36,000	34,800	17,389	33,579
525.60.21.0002	SOCIAL SECURITY	12,459	11,425	5,767	10,851
525.60.21.0003	RETIREMENT	15,878	15,309	7,792	14,300
525.60.21.0004	INDUSTRIAL INSURANCE	637	572	301	515
525.60.21.0005	EMPLOYEE ASSISTANCE PROGRAM	-	-	11	21
525.60.21.0008	STATE PAID MEDICAL LEAVE	262	241	163	227
525.60.31.0000	OFFICE & OPERATING SUPPLIES	3,783	2,800	388	446
525.60.35.0000	SMALL TOOLS/MINOR EQUIPMENT	2,400	2,000	173	410
525.60.41.0000	PROFESSIONAL SERVICES	97,140	63,581	20,438	30,892
525.60.41.9000	INTERFUND PROFESSIONAL SERVICES	30,451	28,214	11,756	32,287
525.60.42.0000	COMMUNICATION	200	406	182	381
525.60.42.0001	PRINTING	1,400	400	115	357
525.60.42.9999	CELL PHONE CHARGES	1,440	840	420	840
525.60.43.0000	TRAVEL	2,863	2,000	-	2,018
525.60.44.0000	ADVERTISING	500	500	-	23
525.60.45.0000	OPERATING RENTALS & LEASES (estimate)	6,000	6,001	4,200	5,184
525.60.46.0000	INSURANCE (estimate)	6,663	4,705	-	4,635
525.60.48.0000	REPAIRS AND MAINTENANCE (estimate)	2,270	2,098	2,161	2,098
525.60.49.0000	MISC			-	119
252.60.49.0100	GRANT REIMBURSEMENT PASS-THROUGH	73,609	40,000		
525.60.49.9999	MEMBERSHIP AND DUES	160	160	160	160
594.25.64.0000	MACHINERY AND EQUIPMENT	44,311	4,000	-	-
	<b>EMERGENCY MANAGEMENT EXPENDITURE TOTAL (B.)</b>	<b>501,283</b>	<b>369,405</b>	<b>146,409</b>	<b>280,413</b>
508.00.00.0000	<b>ENDING FUND BALANCE ( A. MINUS B.)</b>	75,192	55,411		65,753
	<b>EMERGENCY MANAGEMENT EXPENDITURE TOTAL</b>	<b>576,475</b>	<b>424,816</b>		<b>346,166</b>
ALL FIGURES ROUNDED TO NEAREST \$					

# Interlocal Agreement Fee Calculations

## PROPERTY VALUATION BY JURISDICTION (2023 VALUATIONS)

City of College Place	\$	1,255,930,820	12.47%
City of Prescott	\$	26,714,610	0.27%
City of Waitsburg	\$	148,824,138	1.48%
City of Walla Walla	\$	4,579,906,557	45.46%
Walla Walla County	\$	4,062,571,912	40.33%
	\$	10,073,948,037	

## 2024 Interlocal Agreement Calculation

<b>Total Expenditures</b>	<b>501,283</b>
<b>15% of ADJUSTED TOTAL EXPENDITURES</b>	<b>75,192</b>
<b>INTERLOCAL AGREEMENT AMOUNT NEEDED TO MAINTAIN ENDING BALANCE = TO 15% OF EXPENDITURES</b>	<b>200,730</b>
COLLEGE PLACE	25,025
PRESCOTT	533
WAITSBURG	2,965
WALLA WALLA CITY	91,258
WALLA WALLA COUNTY	80,949
<b>TOTAL:</b>	<b>200,730</b>

## For reference:

<b>2023 INTERLOCAL AGREEMENT FEES</b>	<b>% of Property Valuation</b>
COLLEGE PLACE	12.99%
PRESCOTT	0.28%
WAITSBURG	1.31%
WALLA WALLA CITY	44.82%
WALLA WALLA COUNTY	40.59%
<b>132,363</b>	