



Walla Walla County

Emergency Management Department

27 N. 2nd Avenue
Walla Walla, Washington 99362
Phone: (509) 524-2900 • Fax: (509) 524-2910
www.wwemd.info

Emergency Management Executive Board (EMEB) Meeting
Walla Walla County Emergency Operations Center
27 N. 2nd St.
Walla Walla, WA 99362
October 19, 2021

Members Present:

Greg Tompkins, Walla Walla County Commissioner Chair
Todd Kimball, Walla Walla County Commissioner
Jenny Mayberry, Walla Walla County Commissioner
Mike Rizzitiello, City Administrator, City of College Place
Randy Hinchliffe, City Administrator, City of Waitsburg
Ted Koehler, City Council Member & Mayor's Representative, City of Walla Walla
Nabiel Shawa, City Manager, City of Walla Walla

Emergency Management Department Present:

Liz Jessee, Director
Patrick Purcell, Coordinator

Minutes:

Commissioner Tompkins called the meeting to order at 2:00 PM. He welcomed the board members that were present and then turned the meeting over to Liz Jessee, Emergency Management Department (EMD) Director, for the 3rd QTR 2021, Directors Report.

Liz spoke noted that the Directors report had been emailed to all present for read ahead and that there was nothing more to add unless there were questions.

Nabiel asked if the State (Washington) was going to be conducting a large-scale Cascadia Rising exercise during the 2022 year. Liz noted that while an exercise was going to be taking place, Washington State Emergency Management Division had reduced WA state's participation to a discussion-based exercise primarily dealing with mass care. Liz noted that a planning meeting would be taking place the following day (October 20) and that as more information became available, she would provide it to the group. She also noted that local planning was still in development and might consist of a briefing with a facilitated discussion with elected officials, community stake holders and emergency management partners.

Liz then turned the groups attention to the proposed budget for the 2022 fiscal year. Liz noted that she had factored in the 2nd third of the interlocal increase that had been approved during the previous year's budget meeting. She further noted that EMPG funding and CARES act funding had eliminated the need to seek a further increase to the interlocal agreement during this budget year.

Liz spoke about the increase in salaries and benefits over the previous year and that the cost of living had been factored at 3%. Commissioner Kimball noted that while 3% was the number being used for the purposes of budget planning, it was likely to be closer to 3.5%. Liz explained to the board that Tech Services billing had increased significantly this year due to new computer purchases and licensing fees. Because EMD's desktop computers were replaced with laptops, EMD has older laptops that can be returned to reduce Tech Services costs. There was not sufficient time to turn in extra computers and reduce cost this year because of the last-minute affect it would have on the budget planning of other County agencies. Liz noted that next year steps would be taken to turn in excess equipment and reduce the cost.

Nabiel noted that the Professional Services budget had increased, and Liz explained that aside from the pending EMPG grant funding of fuels reduction, the \$24,000 set aside in the that line item was for Everbridge emergency alert services. With all questions having been answered, Commissioner Tompkins asked for a motion that the budget be accepted for consideration by the County Commissioners. Randy moved that the budget be approved for consideration and the motion was seconded by Mike. With all in favor and no dissention, the motion was carried.

At this point in the meeting Liz gave an update on expected shortfalls in Homeland Security (SHSP) funding as priorities are being shifted by FEMA to National Priority Areas (NPA). FEMA has announced that a portion of the SHSP funding will be nationally competitive for the NPA funds. Nabiel asked if this would result in the loss of all funding. Liz responded that while funding would not cease immediately, it would continue to decrease significantly if things did not change. Liz noted that historically this money was used for salaries and benefits and that its loss would have a direct impact on staffing.

Commissioner Tompkins asked if Liz could draft a letter capturing how the loss of this funding would affect Emergency Management so that the County and municipalities could advocate for continued funding that would pay for EMD salaries and benefits.

Commissioner Tompkins raised for the Board's consideration that for future routine meetings all the voting members present at a meeting could be considered a quorum. There were no objections from the board, and it was agreed that research would be conducted to ensure the legality of this policy before it was formally adopted by the Board.

Commissioner Tompkins asked if Board members had any new business. None was raised. He asked if there were any other questions or concerns not covered by the agenda. None were raised.

Questions Comments and Concerns.

Commissioner Tompkins went around the table to allow each board member a chance to address any questions or concerns.

Mike: College Place continues to work with grant funded improvements to its water system.

Randy: noted that they were still in the process of obtaining a generator and convincing landowners along the levy to grant access and right of way for repairs.

Ted: Asked Liz if there were any other grants or other alternate fund sources that could possibly be applied for. Liz responded that as things currently stood there were none.

Nabiel: Asked the County Commissioners if the County had made any capital budget requests for relocation of WESCOM and EMD. Commission Tompkins noted that there had been, and the County was awaiting final word.

With nothing further raised for discussion, Commissioner Tompkins told the group that the next meeting would be January 18, 2022, and then adjourned.

Meeting Adjourned: 2:39 PM.



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LIZ JESSEE

Director

PATRICK PURCELL

Coordinator

DIRECTOR'S REPORT

July 1, 2021 – September 30, 2021

1. Meetings

- a. Walla Walla County Emergency Management (WWEM) attended a Radiological Issues meeting with state agencies, and counties for the Energy Northwest nuclear power plant located at the Hanford site. (7/27/21 & 8/29/21)
- b. Attended the EMS and Trauma Care Council meeting. (8/5/21)
- c. Attended Region 8 Homeland Security Council meeting. (8/4/21)
- d. Participated in the Emergency Management and Communications Advisory Board (EMCAB) meeting. (7/8/21, 8/12/21 & 9/9/21)
- e. Participated in weekly meetings hosted by Walla Walla County Department of Community Health to coordinate COVID-19 response objectives and review PPE requirements/needs for staff/resident safety in Long Term Care Facilities, Skilled Nursing Facilities and Adult Care Homes.
- f. Participated in weekly COVID-19 REDI Health Care Coalition meetings.
- g. Participated in weekly COVID Situational Awareness calls for Public Health Emergency Preparedness Region (PHEPR) Region 8. This call incorporates reporting from Hospitals, EMS and Emergency Management for Walla Walla, Benton, Franklin, and Yakima County.
- h. Participated in weekly Local Jurisdiction (County/Tribal) phone calls with the State Emergency Operations Center (SEOC) for COVID-19 response.
- i. Participated in weekly meetings hosted by Walla Walla County Department of Community Health to coordinate COVID-19 response objectives and review PPE requirements/needs for staff/resident safety in Long Term Care Facilities, Skilled Nursing Facilities and Adult Care Homes.
- j. Participated in weekly multi-jurisdictional Command Team/Virtual EOC meetings for COVID-19 response.
- k. Attended the Washington State Airport Regional Resiliency Assessment Program (RRAP) outbrief for the Walla Walla Regional Airport. An RRAP team performed an on-site assessment of the airport as part of a statewide program to determine the resilience of Washington State's air transportation systems to a Cascadia Subduction Zone (CSZ) earthquake, and the ability of those systems to support post-disaster response and recovery activities. (8/23/21)
- l. Attended a Washington State Emergency Management Division and Statewide Catastrophic Incident Planning Team (SCIPT) stakeholder workshop for catastrophic planning focused on Mass Care Services and Water Infrastructure Systems.
- m. Participated in Phase 3 of the State annual Stakeholder Preparedness Review (SPR). Completed Phase 3 surveys and distributed them to community partners for their input. This final phase of the SPR assessment was meant to understand whether organizations have lost or improved any capabilities over this year. Additionally, these surveys were to aid in identifying capability gaps and ways to reduce them.

2. Training

Title Scope/Purpose	Sponsor	Date(s)
Review of EOC Standing Operating Procedures (SOP)	WWCEM	7/02/2021
Annual Cyber Security Training Modules <ul style="list-style-type: none"> • Handling Sensitive Information Part 1 • Handling Sensitive Information Part 2 • Safe Web browsing- Strong Password • 2021 Kevin Mitnick Security Awareness Training • 2020 Common Threats • Restricted Intelligence Season 7: EP 06 Working from Home • Cyber Essentials Series: Working Remotely from Home • Password Security 	Walla Walla County Technology Services.	8/4/2021 – 9/4/2021
Everbridge Public Safety Series: Community Engagement and Service	Everbridge	9/23/2021
Washington Emergency Operations Center Technical Assistance Seminar	WA Military Department	9/30/2021

3. Public Education and Information

- a. WWEM maintains a presence on social media with a Facebook page and a Twitter account. Information about emergency preparedness is shared daily. These social media outlets serve as an important source for disseminating accurate and timely information during emergencies.
- b. Liz has acted as joint Public Information Officer (PIO) with the EMS department director, Heather Lee, to perform news release and information coordination with the media for the ongoing COVID-19 pandemic event.
- c. WWEM maintains and updates the Walla Walla County Emergency Management website.
- d. WWEM continues to deploy the Everbridge Community Engagement tool for use by the Walla Walla County Department of Community Health. Residents sign up for COVID-related updates by texting 'COVIDWW' to '888777.' This subscribes the sender to text messages which contain a link to an Everbridge [website](#) with COVID-related information. Messaging has been focused on vaccine and mass vaccination clinic updates.

4. Drills and Exercises

- b. Participated in the weekly CEMNET radio tests with Washington State EOC and logs each weekly check. This is an alternate means of communications between the Walla Walla County Operational Area EOC and the State EOC.
- c. Participated in required weekly EAS tests using the Alert Sense notification system. Tests are logged.
- d. Conducted monthly required proficiency testing of the Integrated Public Alert and Warning System.
- e. Participated in Amateur Radio Emergency Services (ARES) drills testing ICS operational procedures, equipment and communications utilizing voice and data over amateur radio networks.
- f. WWEM is involved in ongoing planning with local, state, and federal partners for the Cascadia Rising 2022 (CR22) exercise. This exercise will involve a worse-case scenario Cascadia Subduction Zone (CSZ) earthquake with a simultaneous [Spill of National Significance](#).

As part of this planning, WWEM participated in the CR22 Master Open office Working group meetings sponsored by WAEMD. The purpose of the meetings was to work through exercise issues and provide opportunities for agency collaboration. (7/22/2021 & 8/25/2021)

- g. WWEM along with local, state, and federal partners participated in a Union Pacific Railroad (UPRR) Worst Case Discharge virtual table-top exercise. This exercise, set in Walla Walla County, follows the scenario of a train derailment discharging tens of thousands of gallons of crude oil into the Snake River.
- h. Participated in a Umatilla County ammonia release tabletop exercise. (9/21/21)
- i. Participated in a U.S. Army Corps of Engineers Ice Harbor Lock and Dam tabletop exercise. (9/30/21)

5. Emergency Facilities and Equipment

- b. WWEM works closely with ARES (RACES) in training and exercises and maintains a ham radio operator station located at WWEM. During this quarter ARES conducted weekly, local, and statewide voice nets, weekly digital check-in nets and digital messaging drills.
- c. As a result of Energy Facility Site Evaluation Council (EFSEC) grant funding made available during this quarter, WWEM was able to update and replace seating in the Emergency Operations Center. Additionally, WWEM was able to purchase software and equipment allowing for an upgrade of network data storage capabilities and encryption. This modernization allows for continued resiliency in the WWEM network and allows for greater system reliability in conducting its preparation, mitigation, response, and recovery mission in support of Walla Walla County.
- d. During this period a refresh of was completed by Everbridge of the emergency notification system contacts data bringing the contact record total to 41,839.

6. Administration

- a. During this quarter WWEM has continued to provide resource acquisition support through liaison with State agencies in support of organizations throughout Walla Walla County. This support is largely directed at requesting, receiving, and distributing personal protective equipment (PPE) supplies to requestors who meet allocation priorities and who are unable to obtain it through other means. During this quarter WWEM requested medical staff and equipment to support WWCDCH and Providence St. Mary's Medical Center. These requests were in support of vaccinations clinics being conducted at the Providence South Gate Campus and for increasing St. Mary's surge capabilities.
- b. Conducted an Emergency Management Executive Board (EMEB) meeting via webinar. (7/20/21)

		2022
		<u>DEPT REQUESTS</u>
103	EMERGENCY MANAGEMENT	
10300	10300 - EMERGENCY MANAGEMENT	
308.30.00.0000	BEGINNING FUND BALANCE-RESTRICTED	134,952.00
333.97.04.2000	EMERGENCY MGMT PERFORMANCE GRANT(EMPG)	47,064.00
333.97.04.7000	HAZARDOUS MITIGATION GRANT PROG (HMGP)	40,031.00
333.97.06.7000	STATE HOMELAND SECURITY PROGRAM (SHSP)	67,859.00
342.50.01.0000	WALLA WALLA CITY	38,678.00
342.50.02.0000	COLLEGE PLACE	10,324.00
342.50.03.0000	WAITSBURG	1,047.00
342.50.04.0000	PRESCOTT	226.00
369.91.00.0000	OTHER MISC	0.00
397.00.00.0000	OPERATING TRANSFERS IN	35,695.00
334.01.80.0010	RAD EMERGENCY PLANNING (EFSEC)	37,031.00
	10300 - EMERGENCY MANAGEMENT REVENUE TOTAL	412,907.00
	EMERGENCY MANAGEMENT REVENUE TOTAL	412,907.00
10300	10300 - EMERGENCY MANAGEMENT	
525.60.11.0000	SALARIES & WAGES-CARES EMER MGMT	0.00
525.60.11.0001	EMERGENCY MGMT DIRECTOR	82,676.00
525.60.11.0002	EMERGENCY MANAGEMENT COORDINATOR	57,224.00
525.60.12.0000	OVERTIME EMERGENCY 100HRS	0.00
525.60.13.0000	EXTRA LABOR	2,000.00
525.60.21.0001	MEDICAL-LIFE-DENTAL INS	33,600.00
525.60.21.0002	SOCIAL SECURITY	10,856.00
525.60.21.0003	RETIREMENT	15,964.00
525.60.21.0004	INDUSTRIAL INSURANCE	500.00
525.60.21.0005	EMPLOYEE ASSISTANCE PROGRAM	0.00
525.60.21.0008	STATE PAID MEDICAL LEAVE	208.00
525.60.31.0000	OFFICE & OPERATING SUPPLIES	2,800.00
525.60.35.0000	SMALL TOOLS/ MINOR EQUIPMENT	2,000.00
525.60.41.0000	PROFESSIONAL SERVICES	63,581.00
525.60.41.9000	INTERFUND PROFESSIONAL SERVICES	32,287.00
525.60.42.0000	COMMUNICATION	406.00
525.60.42.0001	PRINTING	400.00
525.60.42.9999	CELL PHONE CHARGES	840.00
525.60.43.0000	TRAVEL	2,000.00
525.60.44.0000	ADVERTISING	500.00
525.60.45.0000	OPERATING RENTALS & LEASES	5,913.00
525.60.46.0000	INSURANCE	3,921.00
525.60.48.0000	REPAIRS AND MAINTENANCE	2,037.00
525.60.49.9999	MEMBERSHIP & DUES	160.00
594.25.64.0000	MACHINERY & EQUIPMENT	4,000.00
	10300 - EMERGENCY MANAGEMENT EXPENDITURE TOTAL	323,873.00
10398	10300 -EMER MNGMT END FUND BAL	
508.30.00.0000	ENDING FUND BALANCE-RESTRICTED	89,034.00
	10300 -EMER MNGMT END FUND BAL EXPENDITURE TOTAL	89,034.00
	EMERGENCY MANAGEMENT EXPENDITURE TOTAL	412,907.00

Jurisdiction	2020 Interlocal Fee Assessed	2020 % Used	Corrected using percentage of current total property valuation	Difference	Difference divided by 3	2021 % of Interlocal Fee Assessed (1/3 of difference applied)	2021 Interlocal Fee Assessment	2022 % of Interlocal Fee Assessed	2022 Interlocal Fee Assessment (2/3 of difference applied) *
City of Walla Walla	\$ 34,411.00	40.027%	47.472%	7.446%	2.482%	42.509%	\$ 36,544.65	44.990%	\$ 38,678.30
City of College Place	\$ 8,481.00	9.865%	13.081%	3.216%	1.072%	10.937%	\$ 9,402.70	12.009%	\$ 10,324.40
City of Waitsburg	\$ 1,069.00	1.243%	1.204%	-0.039%	-0.013%	1.230%	\$ 1,057.77	1.217%	\$ 1,046.53
City of Prescott	\$ 235.00	0.273%	0.258%	-0.016%	-0.005%	0.268%	\$ 230.50	0.263%	\$ 225.99
Walla Walla County	\$ 41,774.00	48.591%	37.984%	-10.607%	-3.536%	45.056%	\$ 38,734.38	41.520%	\$ 35,694.77
	\$ 85,970.00						\$ 85,970.00		\$ 85,970.00

* No increase in assessment for 2022 as ending balance is still great than 15% of total budget

From: [Zetzer, Kathryn \(MIL\)](#)
To: [Zetzer, Kathryn \(MIL\)](#)
Subject: SHSP & UASI Funding Update
Date: Friday, July 30, 2021 11:59:46 AM

Good Afternoon,

As we start thinking about the next federal fiscal year processes, the purpose of this email is to share with you the Washington State Administrative Agency's interpretation of the current status and future of the Homeland Security Grant Program (HSGP).

In the FY 2020 HSGP Notice of Funding Opportunity (NOFO), FEMA announced four National Priority Areas (NPA). Twenty percent of the overall award needed to be allocated to the four areas. The same year, FEMA announced that a portion of SHSP/UASI funding would be nationally competitive, meaning that each state would be allocated a minimum amount but could compete nationally for additional NPA funding. Because of significant resistance from subrecipients and ongoing impacts due to the pandemic, FEMA made the decision to forgo the competitive process and allocate the full amount to each state. In the FY 2021 HSGP NOFO, FEMA increased the NPA allocation to thirty percent of the overall award and expanded from four to five areas. While funding was not nationally competitive this year, **Washington State EMD expects that the competitive aspect of the funding will be implemented in the coming years.**

This past year, during the FEMA Technical Assistance Calls, Kerry Thomas, FEMA Grant Programs Directorate Preparedness Grants Division Director, continuously emphasized that **we can continue to expect HSGP funding priorities to change with the threat landscape, specifically for SHSP and UASI.** FEMA recognizes that the traditional funding priorities represent risks that were more prevalent during a post-9/11 reality. The risks and threats have changed, and FEMA is moving towards better aligning funding to meet emerging gaps. Therefore, **we can expect NPA percentages to increase and funding to be more restricted and more tightly tied to evolving terrorism modes.**

The FY 2021 HSGP NOFO reads, **"Applicants are strongly encouraged to begin planning to sustain existing capabilities through funding mechanisms other than DHS preparedness grants."** (pg. 6) Washington's FEMA Preparedness Officer acknowledges that in future funding cycles, sustainment funding will no longer be a reality.

In future grant cycles, FEMA will be requesting project-level detail upfront during the application period. SHSP subrecipients have traditionally had until August to complete this work, so this will require a significant process change. With the standing process, UASI is better poised to meet this requirement. Director Thomas has been clear that FEMA is considering more significant changes 3-5 years out.

The reason for this email is to outline the expected changes because the next funding cycles will require ongoing changes in processes, budgets, and funding expectations to align with FEMA's direction. These changes will require us to think about SHSP and UASI funding differently. This email is intended to be shared with partners to help level-set expectations for future SHSP and UASI funding. As always, the Preparedness Grants Section is happy to field your questions and concerns

and we will be relying on your collaboration to craft the future of HSGP funding in Washington.

Thank you for your ongoing partnership,

Kathryn

Kathryn Zetzer, MPH

(Pronouns: She/Her)

Section Supervisor

Preparedness Grants

Washington State Emergency Management Division

Washington Military Department

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EMD core business hours: Mon-Fri, 8:00 am – 4:00 pm

My office hours: Tue-Fri, 6:00 am - 4:30 pm

Emergency Management Department
Grant Overview

State Homeland Security Grant Program (SHSP)

	FFY18	FFY19	FFY20	FFY21
Salaries & Benefits	\$ 40,614	\$ 47,753	\$ 51,652	\$ 37,438
Emergency Notification System	\$ 16,200	\$ 16,200	\$ 14,234	\$ 15,608
	\$ 56,814	\$ 63,953	\$ 67,852	\$ 53,638

Energy Facility Site Evaluation Council (EFSEC)

	SFY19	SFY20	SFY21	SFY22
Salaries & Benefits	\$ 27,343	\$ 29,573	\$ 30,893	\$ 33,479

Emergency Management Performance Grant (EMPG)

	FFY18	FFY19	FFY20	FFY21
Salaries & Benefits	\$ 29,133	\$ 29,119	\$ 28,795	\$ 30,379
Rent for Space	\$ 5,321	\$ 5,321	\$ 5,321	\$ 3,688
	\$ 34,454	\$ 34,440	\$ 34,116	\$ 34,067