



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

LIZ JESSEE
Director

PATRICK PURCELL
Coordinator

AGENDA

Emergency Management Executive Board Meeting

November 1, 2022 | 2:00 – 3:00 PM

1. Welcome	Commissioner Kimball
2. Directors Report	Liz
3. 2023 Emergency Management Department Budget	Liz
4. Interlocal Agreement Fee Calculations for 2023	Liz
5. <u>OLD BUSINESS</u> Update on Competitive Negotiation for Emergency Notification System (potential change from using Everbridge)	Liz
6. Roundtable Discussion – Any Comments/Questions	All
7. Adjourn	Commissioner Kimball

Next Meeting – January 17, 2023



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Emergency Management Executive Board (EMEB) Meeting
Walla Walla County Emergency Operations Center
27 N. 2nd St.
Walla Walla, WA 99362
November 1, 2022

Members Present:

Elizabeth Chamberlain, Deputy City Manager, City of Walla Walla

Norma Hernandez, Mayor, City of College Place (Virtual)

Randy Hinchliffe, City Administrator, City of Waitsburg

Todd Kimball, Walla Walla County Commissioner, Chair

Jenny Mayberry, Walla Walla County Commissioner, Vice Chair

Jay Potts, Mayor, City of Prescott (Virtual)

Gustavo Reyna, Mayor's Designee, City of Walla Walla (Virtual)

Greg Tompkins, Walla Walla County Commissioner

Emergency Management Department Present:

Liz Jessee, Director

Patrick Purcell, Coordinator

Minutes:

Commissioner Kimball called the meeting to order at 2:00 PM. Commissioner Kimball welcomed the board members that were present and then turned the meeting over to Liz Jessee, Director of Walla Walla County Emergency Management.

Directors Report:

Liz noted that the Directors Report had been sent out as a read-ahead document and asked if there were any questions or comments from the Board related to its content. With the exception of Commissioner Tompkins noting that it was a good report, no questions were raised by the board.

New Business: 2023 Emergency Management Budget

Liz briefed the Board on the project budget for 2023. Liz noted that unless changes were made to the interlocal agreement, projected revenue would not be sufficient to meet the required expenditures of the Emergency Management Department. Liz requested the Board's assistance in determining a yearly ending balance threshold and the means to reliably sustain the Emergency Management Department in the face of rising costs and grant shortfalls.

In discussion among board members, it was determined that using a projected COLA of 3.5% might not be realistic. It was suggested that the best way to fund Emergency Management would be to have the board select a required ending balance and adjust the Interlocal Agreement to fund the amount needed to maintain it. After some discussion, the board agreed that maintaining an ending

balance equal to 15% of the annual budget (expenditures) would allow Emergency Management to meet its budgetary requirements and provide a margin of fiscal flexibility to cover emergency-related expenses.

In discussion among the Board, it was agreed that there should be changes to the Interlocal Agreement that encompassed changing the fees paid by the jurisdictions to being sufficient to maintain an ending balance equal to 15% of the annual budget (expenditures) and that would commit signatories to a five-year period during which they would not withdraw from the agreement. The intent of this is to provide for Emergency Management's budgetary requirements and establish a budgetary cycle that provides greater predictability.

Commissioner Kimball made a motion to change current billing using the percentage of prescribed property values for each municipality to a level consistent with maintaining an ending balance equal to 15% of the annual budget (expenditures). Commissioner Mayberry seconded the motion, and it was approved by the group with no objection. Commissioner Kimball then directed Liz to adjust the Interlocal Agreement to a five-year budgetary cycle and submit to the Board for review and approval. He also requested that she send out the revised dollar amounts for 2023 Interlocal Agreement fees.

Old Business:

Liz briefed the board that after going through the bidding process and some negotiation with the current provider to reduce costs, it was decided to retain Everbridge as the County Emergency Notification System. No objections were raised to proceeding with the contractual process of retaining Everbridge.

Questions Comments and Concerns:

Commissioner Kimball went around the room and asked if anyone had anything they'd like to discuss. There were no further questions, concerns, or comments.

Meeting Adjourned:

Commissioner Mayberry adjourned the meeting at 2:47 PM.

Next Meeting

January 17, 2023 @ 2 PM

10300	EMERGENCY MANAGEMENT					
	<u>2021 ACTUALS</u>	<u>2022 Initial Budget</u>	<u>2022 Expenditures/ Revenues as of as of 6/30/22</u>	<u>Preliminary 2023</u>	<u>% change 2022 to 2023</u>	
REVENUE						
BEGINNING BALANCE	77,807	134,952		84,454	-37.4%	
GRANT	177,425	191,985	83,915	207,999	8.3%	
LOCAL CONTRIBUTION	85,970	85,970	85,970	85,970	0.0%	
OTHER	16		2,101			
TOTAL REVENUE	341,218	412,907	171,986	378,423	-8.4%	
EXPENDITURES						
SALARY & WAGES	135,994	141,900	69,926	149,353	5.3%	
BENEFITS	59,256	61,128	29,490	62,347	2.0%	
SUPPLIES	30,975	8,800	452	48,800	454.5%	
SERVICES	45,592	112,045	48,768	108,905	-2.8%	
TOTAL EXPENDITURES	271,817	323,873	148,635	369,405	14.1%	
ENDING BALANCE	69,401	89,034		9,018	-89.9%	
Percent change calculator uses this formula:			-			
((y2 - y1) / y1) = percentage change						

10300		2023 Budget Request	2022 Budget Approved	2022 YTD thru 6/30/22	2021 Actual
REVENUE					
308.00.00.000	BEGINNING FUND BALANCE	84,454.00	134,952		77,807
333.97.04.2000	EMPG	36,847.00	47,064	21,655	50,189
333.97.04.7000	HAZARD MITIGATION GRANT PROGRAM (HMGP)	40,031.00	40,031	-	-
333.97.06.7000	FEDERAL GRANTS INDIRECT (HS) (INCLUDES \$40K PASS THRU FOR PURCHASE OF A DRONE FOR WWPD)	93,003.00	67,859	45,511	65,907
334.01.80.0010	RAD EMERGENCY PLANNING (EFSEC)	38,118.00	37,031	16,749	61,329
342.50.01.0000	WALLA WALLA CITY	38,536.00	38,678	38,678	36,545
342.50.02.0000	COLLEGE PLACE	11,171.00	10,324	10,324	9,403
342.50.03.0000	WAITSBURG	1,122.00	1,047	1,047	1,058
342.50.04.0000	PRESCOTT	245.00	226	226	230
369.91.00.0000	OTHER MISC			2,101	16
397.00.00.0000	OPERATING TRANSFERS IN	34,896.00	35,695	35,695	38,734
10300	EMERGENCY MANAGEMENT REVENUE TOTAL (A.)	378,423	412,907	171,986	341,218
EXPENDITURES					
525.60.11.0001	DIRECTOR	84,878	82,676	41,255	77,666
525.60.11.0002	EMERGENCY MGMT SPEC	62,475	57,224	28,671	55,501
525.60.12.0000	OVERTIME EMERGENCY 100 HRS	2,000	2,000	-	942
525.60.13.0000	EXTRA LABOR				1,885
525.60.21.0001	MEDICAL-LIFE-DENTAL INS	34,800	33,600	16,789	32,721
525.60.21.0002	SOCIAL SECURITY	11,425	10,856	5,379	10,463
525.60.21.0003	RETIREMENT	15,309	15,964	6,942	15,381
525.60.21.0004	INDUSTRIAL INSURANCE	572	500	257	471
525.60.21.0005	EMPLOYEE ASSISTANCE PROGRAM	-	-	11	21
525.60.21.0008	STATE PAID MEDICAL LEAVE	241	208	112	199
525.60.31.0000	OFFICE & OPERATING SUPPLIES	2,800	2,800	273	1,610
525.60.35.0000	SMALL TOOLS/MINOR EQUIPMENT	2,000	2,000	18	5,189
525.60.41.0000	PROFESSIONAL SERVICES	63,581	63,581	24,549	23,906
525.60.41.9000	INTERFUND PROFESSIONAL SERVICES	28,214	32,287	16,143	8,994
525.60.42.0000	COMMUNICATION	406	406	172	372
525.60.42.0001	PRINTING	400	400	166	-
525.60.42.9999	CELL PHONE CHARGES	840	840	420	1,592
525.60.43.0000	TRAVEL	2,000	2,000	224	93
525.60.44.0000	ADVERTISING	500	500	-	-
525.60.45.0000	OPERATING RENTALS & LEASES	6,001	5,913	4,876	4,716
525.60.46.0000	INSURANCE	4,705	3,921	-	3,663
525.60.48.0000	REPAIRS AND MAINTENANCE	2,098	2,037	2,098	2,096
525.60.49.0100	PASS THROUGH FOR SHSP GRANT PURCHASE OF DRONE FOR WWPD	40,000		-	-
525.60.49.9999	MEMBERSHIP AND DUES	160	160	119	160
594.25.64.0000	MACHINERY AND EQUIPMENT (potential \$3K EFSEC Gap)	4,000	4,000	160	24,176
	EMERGENCY MANAGEMENT EXPENDITURE TOTAL (B.)	369,405	323,873	148,635	271,817
508.00.00.0000	ENDING FUND BALANCE (A. MINUS B.)	9,018	89,034		69,401