



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

August 2, 2023 | 3:00 - 4:00 PM

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

1. Welcome	3:00 -3:05	Chair
2. Public Comment	3:05 – 3:15	
3. Update of Interlocal Agreement	3:15 – 3:45	Liz
4. Discuss Special Meeting to Review Budget	3:45 –3:55	Liz
5. Adjourn	3:55 – 4:00	Chair

In-Person Meeting Location:

**County Public Health and Legislative Building
314 West Main Street
2nd Floor – Room 203
Walla Walla, WA 99362**

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



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Walla Walla County Special Emergency Management Executive Board Meeting,
August 2, 2023

Walla Walla County Legislative Chambers

314 W. Main

Walla Walla, WA 99362

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



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Walla Walla County Special Emergency Management Executive Board Meeting,

August 2, 2023

Walla Walla County Legislative Chambers

314 W. Main

Walla Walla, WA 99362

Name	Email Address	Sign In
Liz Jessee, Director	ljesssee@co.walla-walla.wa.us	
Patrick Purcell, Coordinator	ppurcell@co.walla-walla.wa.us	



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LIZ JESSEE
Director

PATRICK PURCELL
Coordinator

Emergency Management Executive Board Meeting Minutes

August 5, 2023, | 3:00-4:00 PM

Members Present:

Elizabeth Chamberlain, Deputy City Manager, City of Walla Walla -Virtual
Randy Hinchliffe, City Administrator, City of Waitsburg
Todd Kimball, Walla Walla County Commissioner, Acting Chair
Gustavo Reyna, Mayor's Designee, City of Walla Walla (Virtual)

Non-Members Present:

Liz Jessee, Director, Walla Walla County Emergency Management
Patrick Purcell, Coordinator, Walla Walla County Emergency Management

1. Welcome

Commissioner Kimball called the meeting to order at 2:02 PM and welcomed those members in attendance.

2. Update of Interlocal Agreement

Due to a lack of quorum during the September meeting this meeting was called for approval of a change the Interlocal Agreement that would require participating members' contributions to the Emergency Management Fund be sufficient to maintain an annual budget ending budget equal to 15% of Emergency Managements annual budget (expenditures). A motion was made and approved to adopt the change.

3. Public Comments

None. No public present at meeting.

4. Proposed Change to Next Meeting Date

The next meeting's agenda will include review of Emergency Management's 2024/2025 budget. Liz offered to change the meeting from October to September 2023 to give EMEB members more time to consider Interlocal Agreement fee impacts on their jurisdictional budgets. Members present declined.

5. Roundtable Discussion – Any Comments/Questions

None.

6. Adjourn

The meeting was adjourned by Commissioner Kimball at 3:11 PM.

Next Meeting – October 17, 2023, from 2 PM to 3 PM

WebEx Meeting Details:

Meeting Number

2497 701 6232

Meeting Link

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

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2023 Interlocal Agreement Record of Changes

<i>DESCRIPTION OF CHANGE</i>	<i>SECTION</i>	<i>PAGE</i>
<p>Changed Interlocal Fee calculation based on 01NOV2023 Emergency Management Executive Board meeting:</p> <p>The participating members' contributions to the Emergency Management Fund shall be based in proportion to the assessed property valuations of the Emergency Management budget that is not reimbursed by the Federal or State Government sufficient to maintain an annual budget ending balance equal to 15% of Emergency Management's annual budget.</p>	1. <u>CONTINUATION</u> (E)	Page 2



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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

INTERLOCAL AGREEMENT FOR WALLA WALLA COUNTY
EMERGENCY MANAGEMENT DEPARTMENT

THIS AGREEMENT was revised and entered into this July 19, 2022, by and between the County of Walla Walla, a Municipal corporation of the State of Washington, hereinafter referred to as "County" and the Cities of College Place, Prescott, Waitsburg, and Walla Walla, Municipal corporations of the State of Washington, hereinafter referred to as "Cities".

WITNESSETH:

WHEREAS, [RCW 38.52.070](#) directs local governments to establish and organize an emergency management organization and provides for a local emergency management organization in which two or more political subdivisions may join for the establishment and operation thereof, and

WHEREAS, the Board of County Commissioners of Walla Walla County, Washington, has agreed to manage the joint operation of an emergency management organization as provided by RCW 38.52.070. and

WHEREAS, the declared purposes of this agreement are to provide for the preparation and carrying out of plans, including mock or practice drills, for the protection of persons and property within this county in the event of a disaster, and to provide for the coordination of the emergency functions of this county with all other public agencies and affected private persons, corporations, and organizations, and

WHEREAS, any expenditures made in connection with such emergency management activities, including mutual aid activities, and mock or practice drills, shall be deemed conclusively to be for the direct protection and benefit of the inhabitants and property of Walla Walla County and its participating Cities, and

WHEREAS, the term "emergency management" denotes activities relating to the preparation for and the carrying out of all emergency functions to mitigate, prepare for, respond to, and recover from emergencies and disasters that have the potential to severely affect people, property, the environment and the economic vitality of Walla Walla County and the Cities. And to aid victims suffering from injury or damage, resulting from disasters caused by all hazards, whether natural, technological, or human caused, and to provide support for search and rescue operations for persons and property in distress, and

WHEREAS, these functions are to include, but are not limited to, firefighting, law enforcement, emergency medical, radiological, chemical and other special weapons defense, evacuation of persons from stricken areas, emergency transportation, existing or properly assigned functions of plant protection, temporary restoration of public utility services and other functions related to civilian protection, together with all other activities necessary or incidental to the preparation for and carrying out of the foregoing functions, and

NOW, THEREFORE, IN CONSIDERATION OF THE MUTUAL COVENANTS TO BE PERFORMED BY THE PARTIES, IT IS AGREED AS FOLLOWS:

1. CONTINUATION:

- (A) There will continue to be a joint local organization for emergency management, to be composed of Walla Walla County, Washington, and its participating incorporated cities and town, which is known as the “Walla Walla County Emergency Management Department.” The Department is under the supervision of the Walla Walla Board of County Commissioners.
- (B) This joint organization shall continue its existence upon approval of this agreement by the Board of Walla Walla County Commissioners. Thereafter any incorporated city or town within Walla Walla County may become a participating member upon the adoption of a resolution by its legislative body to that effect and agreeing to the provisions hereof and the deposit with the Director of Walla Walla County Emergency Management of a duly executed copy of this agreement.
- (C) If a political subdivision declines to contribute its fair and equitable share to said joint emergency management organization, in accordance with RCW 38.52.070 (1) it is directed to otherwise establish its own emergency management organization as required by said RCW and to comply with statutory guidelines for its operation.
- (D) The operation of said joint organization shall be conducted through county administrative offices. There is to be continued a special pooled fund to be administered by the Treasurer of Walla Walla County, which fund is known as the “Walla Walla County Emergency Management Fund,” into which are deposited all funds received for the account of this joint organization and from which shall be paid all-proper claims as allowed by the Board of Walla Walla County Commissioners in accordance with [RCW 36.22.050](#) and any other applicable statutes.
- (E) The participating members' contributions to the Emergency Management Fund shall be based in proportion to the assessed property valuations ~~of the Emergency Management budget that is not reimbursed by the Federal or State Government~~ sufficient to maintain an annual budget ending balance equal to 15% of Emergency Management’s annual budget. The proportion of assessed property valuations shall be calculated annually as part of the Emergency Management budget preparation with current figures from the Walla Walla County Assessor. The charges shall be payable annually or semi-annually, within 30 days of the beginning of each calendar half. In the event of an emergency resulting in the necessity of carrying out of emergency functions for the preservation and protection of lives and/or property, the cost of emergency functions above and beyond the permanent staff and facilities of the Emergency Management Department shall be borne by the participating member or members affected by such emergency and promptly remitted to the Emergency Management Fund, provided that the Director shall obtain approval of the

executive head of the affected political subdivision at the earliest opportunity. If in any case the Emergency Management Executive Board cannot agree upon the proper division of cost, the matter shall be referred to the State Emergency Management Council¹ for arbitration. Its decision shall be binding.

- (F) An annual budget shall be prepared by the Director, subject to the approval of the EMEB, for final adoption by the Walla Walla County Commissioners.
- (G) The Emergency Management Department may accept gifts, grants, or loans of money, equipment or services from any lawful source and perform all functions authorized by law to be performed by departments of emergency management.
- (H) Each party to this agreement shall to the extent of the law, indemnify and hold harmless each of the other parties, their officers, agents, contractors, servants, and employees and any and all claims of third parties from any and all liability for such losses, expenses, damages, personal injury or death arising out of assistance rendered pursuant to this agreement. All such claims and related rights are hereby expressly waived.

2. EMERGENCY MANAGEMENT EXECUTIVE BOARD (EMEB):

- (A) Membership. In accordance with RCW 38.52.070, the Walla Walla County Emergency Management Executive Board (EMEB) shall consist of the County Commissioners, the mayors of each participating incorporated city, the Walla Walla City Manager, the College Place City Administrator, and the Waitsburg City Administrator for a total of ten voting members. The Chair of the Board of County Commissioners shall serve as Chair of the EMEB. The Director shall be an ex-officio, non-voting member and shall serve as Vice-Chair. Mayors may appoint another council member to represent their jurisdiction.
- (B) Powers and Duties. The EMEB shall perform all duties imposed by statute upon executive heads of emergency management departments. It shall review and recommend for adoption emergency management and mutual aid plans and agreements and such resolutions and rules and regulations as are necessary to implement such plans and agreements. It shall do all things herein provided and/or reasonably necessary to the accomplishments of the purposes hereof.
- (C) Incident Command System. It is understood that the Incident Command System (ICS) will be utilized for multiagency/multi-jurisdiction operations. The Incident Command System establishes common standards in organization, terminology, and procedures; and provides a means (unified command) for the establishment of a common set of incident objectives and strategies during multiagency/multijurisdictional operations while maintaining individual agency/jurisdiction authority, responsibility, and accountability. The Incident Commander (IC) assumes the primary leadership function at the incident location.

¹ <https://mil.wa.gov/emergency-management-council>

- (D) EMEB Chair Powers and Duties. In the event of a disaster declared by the Governor of the State of Washington as provided by law, the EMEB Chair shall be empowered and may designate staff to:
- (1) Make and issue rules and regulations on matters reasonably related to the protection of life and property as affected by such disaster provided the following procedures are followed.
 - (2) When the EMEB Chair determines it is necessary to request the assistance of a party or parties to this agreement, under the terms of this agreement, the EMEB Chair is authorized to do so. The EMEB Chair shall through communication with the Incident Commander or the authorized subordinates take the following actions:
 - (a) Determine, in consultation with the Emergency Management Director and/or the Incident Commander, if existing mutual aid agreements can provide needed resources.
 - (b) Identify the exact mission to be assigned in accordance with the detailed plans and procedures of operation drawn in accordance with this agreement by the Incident Commander.
 - (c) In the event no Incident Commander or authorized subordinate is available, the EMEB Chair may authorize an agency, personnel, vehicles, and equipment as needed to address a declared emergency.
 - (d) Such actions must be confirmed at the earliest practicable time by the EMEB.
 - (3) Within the constraints above, require the services of any county or city officer or employee to command the aid of as many citizens as he/she considers necessary in the execution of his/her duties such persons being entitled to all privileges, benefits, and immunities as are provided by Chapter 38.52 RCW and federal and state emergency management regulations for registered emergency workers.
 - (4) Execute all of the special powers conferred upon him/her by this agreement or by resolution adopted pursuant thereto, by powers conferred upon him/her by statute, or by agreements approved by the EMEB or by other lawful authorities.
- (E) 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. The EMEB shall meet on a quarterly basis to review the Emergency Management organization and plans. Meeting dates and times

will be published by the Emergency Management Department prior to each meeting. Other meetings of the EMEB shall be called by the Chair or Vice-Chair or by a majority of the members of the EMEB. Any EMEB member may call emergency meetings with adequate notice to all members.

- (F) Division, Services and Staff. The EMEB shall prescribe divisions and services, assign functions, duties and powers as it deems appropriate. Insofar as possible, the form of organization, titles and terminology shall conform to the recommendations of the federal government and the Emergency Management Division of the State of Washington.

3. LOCAL EMERGENCY PLANNING COMMITTEE (LEPC):

- (A) The Local Emergency Planning Committee (LEPC) may be composed of representatives and users from organizations such as:
- (1) All Law Enforcement Agencies within the County
 - (2) All Fire Departments and Districts
 - (3) All Hospitals
 - (4) County Coroner
 - (5) County and City Public Works Departments
 - (6) County Health Officer
 - (7) All City/County Ambulances
 - (8) City and County Building Officials
 - (9) County Emergency Medical Services Director
 - (10) Valley Transit
 - (11) Volunteer Organizations such as American Red Cross, Amateur Radio, Civil Air Patrol, Salvation Army etc.
 - (12) Utility Company Representatives
 - (13) Tier Two Facility Representatives (facilities which store hazardous materials which meet the Emergency Planning & Community Right-to-Know Act (EPCRA), Title III of the Superfund Amendments and Reauthorization Act (SARA) reporting requirements)
 - (14) Other Representatives as Designated by the LEPC
- (B) The LEPC shall assist and cooperate with the Director of Emergency Management in the development of emergency plans, exercises, and training operations. The LEPC shall meet quarterly unless the Emergency Management Director calls additional or less frequent meetings.
- (C) The Emergency Management Communications Advisory Board (EMCAB), made up of public safety agencies including fire and law enforcement, shall provide advisory services to Walla Walla County Emergency Management Department. The advisory council will assist, advise and cooperate with the Director of EMD in the development of budget, plans,

exercises, training and special projects related to mitigation, preparedness, response and recovery. Advice and recommendations from the advisory council will be forwarded by the Director of Emergency Management to the EMEB for final decision.

4. DIRECTOR OF EMERGENCY MANAGEMENT POWERS AND DUTIES:

- (A) The Director shall be responsible for the Walla Walla County Emergency Management Department and the coordination and development of the overall emergency management activities. The Director shall report to the Board of County Commissioners for general management of the Department and to the Chair of the EMEB during emergency situations. The Director shall employ staff to carry out the day-to-day functions of the Department.
- (B) Subject to the directions of the EMEB, the Director is hereby empowered and directed to:
 - (1) Employ and supervise staff per Walla Walla County employment contracts and policies.
 - (2) Direct coordination and cooperation between divisions, services jurisdiction, and to resolve questions of authority and responsibility that may arise between them.
 - (3) Designate and direct staff in accomplishing the following:
 - (a) Coordinate the efforts of the emergency management organization for the accomplishment of the purposes of this agreement.
 - (b) As required by RCW 38.52.030(3), prepare and maintain a Comprehensive Emergency Management Plan (CEMP) for Walla Walla County and its participating cities and towns, conforming to the state emergency management plans and programs.
 - (c) Represent the emergency management organization in all dealings with public or private agencies during a disaster or emergency as well as during the recovery phase.
 - (d) Keep and maintain an inventory of all goods, supplies and equipment of the Emergency Management Department or in its custody including federal excess property on loan to the department, with said inventory to specify the location of each item listed thereon.

5. SERVICES TO BE PROVIDED TO PARTICIPATING JURISDICTIONS:

The Walla Walla County Department of Emergency Management shall provide service, equipment and personnel to participating political jurisdictions to assist them in effecting emergency operational plans and programs, to include the following:

- (A) Provide an emergency management organization to coordinate operational activities and to minimize death, injury and damages for periods before, during and after an enemy attack, natural disaster or man-caused disaster.

- (B) Provide a Comprehensive Emergency Management Plan (CEMP) that provides guidance, policies and lists responsibilities for mitigation, response, preparedness and recovery from a disaster.
- (C) Coordinate local emergency management planning with the Federal Government, State of Washington, neighboring counties, military organizations and other support agencies.
- (D) Coordinate with and assist jurisdictions and agencies in preparing, updating and executing mutual aid agreements.
- (E) Provide for the effective utilization of resources within or from outside these jurisdictions to minimize the effects of disaster and to request assistance as needed through established emergency management channels.
- (F) Recruit, register and identify emergency workers and provide for compensation coverage for volunteers who suffer injury or equipment loss as a result of emergency management duty.
- (G) Establish and maintain training and public information programs.
- (H) Identify protection measures for the population against the hazards of radioactivity and release of hazardous materials through the development of relocation and shelter in place programs.
- (I) Provide emergency disaster control and coordination through the designated Emergency Coordination Center.
- (J) Develop a system for warning the general public and to provide for information and guidance to the general public.
- (K) Ensure that local communications systems can be utilized to the maximum extent practicable during emergencies and that a capability can be maintained for communicating with the State Emergency Operations Center.
- (L) Provide support for search and rescue operations.
- (M) Provide normal office procedures, correspondence and inventories.

6. DURATION:

This agreement shall remain in full force and effect for a period of five (5) years from date of adoption by the Walla Walla County Board of Commissioners. This agreement shall be deemed to be in force unless notice is received from any party at least six (6) months prior to a requested termination date.

7. WITHDRAWAL OR CANCELLATION:

Any participating party to this agreement shall have the right to withdraw from this agreement by providing six-month written notice, which shall be effective at 11:59 PM on December 31st of the year in which the notice of withdrawal is tendered. Notice shall be delivered to the Director.

Withdrawal by Walla Walla County shall constitute cancellation of this agreement in its entirety. Withdrawal by any other party will not trigger a termination of this Agreement for the other parties.

PROPERTY DISPOSAL UPON WITHDRAWAL OR AGREEMENT CANCELLATION:

- (A) No real property ownership or acquisition is anticipated. Property, for purpose of this section, refers to personal property only.
- (B) Federal or State-owned properties shall be disbursed in accordance with appropriate federal or state guidelines.
- (C) Items loaned to the Emergency Management Department by a participating member shall be returned to that member upon that member's withdrawal from this agreement, upon this agreement's cancellation, or upon the expiration of this agreement.

8. SAVINGS CLAUSE:

If any provisions of this Agreement are held to be contrary to law by a court of competent jurisdiction or governmental administrative agency having authority over its provisions, such provisions will not be deemed valid and subsisting except to the extent permitted by law, but all other provisions of this Agreement will continue in full force and effect.