

# EMERGENCY MANAGEMENT COUNCIL MEETING

Thursday, June 6, 2013 – 9:00 am to 12:00 pm

Building 91, Camp Murray, Washington

## Meeting Minutes

### Call to Order/Approval of Minutes/Remarks

Jim Hall, EMC Chair

- Meeting was called to order at 9 a.m.

**MOTION:** Amend the executive committee motion from April and pass the April 11, 2013 EMC meeting minutes  
The quorum was not met and the voting will be postponed until the next EMC meeting in August

### Opening Comments

BG Wallace Turner, The Assistant Adjutant General

- The third week of August has always been a big week for fires in Washington, but it may be earlier this year
- The local emergency planning committee workshop with tribal partners was focused on Hazmat related issues and protective measures

### EMD Remarks

Peter Antolin, EMD Assistant Director

- Grants overview from DHS: EMPG is down \$130K (2%), SHSP is up \$900K, and UASI is up \$1.1M. The overall increase from 2012 for Washington is 22%. We are moving from competitive projects to sustainment of capabilities
  - Virtual review from the EMC will be held June 7-10, virtual DSEG review will be June 11-12, and the Governor's approval is set for June 14<sup>th</sup>
  - HSGP has some new requirements, one being the establishment of a senior advisory committee. Could the EMC serve in that function?
- EMD activities:
  - Currently rewriting the EMPG WAC
  - Mitigation staff is finalizing the HMGP application for the 2012 storm event. 9 projects will be sent forward for consideration
  - Preparing for the 2016 Cascadia Earthquake exercise
  - Conducting a staffing analysis for EMD – are we properly staffed? Are we properly aligned with the right staff in the right positions?
  - Conducting quarterly fire exercises beginning on 6/7. Hosting cabinet members for the exercise. Our goal is to teach new cabinet members and the governor what their roles are
  - Adding emergency management program elements to WAC 118-30. Locals are invited to meetings June 20<sup>th</sup> in Eastern WA and June 24<sup>th</sup> at the EMD
  - Annual state training and exercise workshop (TEPW) will be held in Yakima on July 9<sup>th</sup>

### FEMA Remarks

Dolph Diemont, Federal Coordinating Officer

- Danielle Bailey is the new Disability Regional Specialist and will also be deployed for disasters to help those with special needs
- Travel is at a minimum because of the sequestration
- Just entered hurricane season in June (expected to be above the national average) and are also entering the busiest part of the year for disasters
- Focused on maintaining regional relationships

- National Preparedness Report: Areas of strength: Planning, operational coordination, Intelligence and Information sharing, Operational communications. Areas that need improvement: Infrastructure, Public-Private partnerships
- Capstone Exercise – Alaska Shield will be federally funded as an earthquake exercise in 2014

### **EMC Charter & Bylaws: Informational Update**

Ron Weaver, Military Department

- Presented a working draft of the bylaws and EMC charter in the April meeting. We have taken a look at the suggestions and will be combining the two documents together for cohesiveness. The workgroup will meet on June 28<sup>th</sup> with a recommendation for the August 1<sup>st</sup> meeting. We are still accepting suggestions for any changes
- John Erickson from the DOH has retired after devoting almost 9 years to the Council and was chair of the CHS. We should have the EMC nomination for the DOH deputy director in the near future

### **Committee Reports**

- Emergency Management Advisory Group—Jim Hall
  - The Emergency Management Advisory Group was approved at the last meeting. It has been formed to look at the structure of EMPG. The last meeting was held in Seattle on May 30<sup>th</sup>. They will be meeting again on June 28<sup>th</sup> to put together a formal structure for the chair, terms, members, charter, and mission and will bring it back to the EMC for approval
- EMPG Funding Methodology—Peter Antolin
  - We started revising the EMPG WAC last fall and revisions were underway prior to the formalization of the advisory group
  - We are moving away from naming dollar amounts in the WAC and moving toward a word explanation of how to distribute the funding. We have shared the new language with the attorney general and should hear back within the next 30 days
  - For the FY13 allocation we will review current year budgets to determine grant amounts. The EM Advisory Group will assist in the analysis of local and tribal budgets, which will be used to determine the grant amounts for this year
- SERC—Sadie Whitener
  - The SERC recently hosted two events, one being the Hazardous Materials Workshop which had 120 participants
  - The SERC met last month and received about 4000 chemical reports from businesses statewide – 300 businesses are currently in a delinquent status and will be contacted to follow up
  - EPA has released a new Tier 2 form that they will try to adapt to the state form
  - Have not received an official award letter, but are hopeful that HMEP will fund locals and tribes
- Seismic Safety-- Ken Walkington, DNR
  - No report
- Adult Family Home Planning—Sue Bush
  - Adult family homes operate under a statutory framework and rules and DSHS is the oversight agency. The homes currently only need a fire plan and three days of water and food – the rules are insufficient
  - The workgroup was tasked to come up a simple guidance to preparedness (“10 essentials”). DSHS already has a bit of information posted on their website
  - The workgroup products are only *recommended* best practices
  - DSHS would like to discuss with the DOH as these are ESF 8-related issues. DOH has the subject matter expertise to say what the best practice is for different types of providers for different types of emergencies
  - Coordinate responses with key points in the same message across jurisdictions

- Not asking for information or providers, but information to provide to emergency managers to give as a response
- Should be completed before the EMC meets in August

### **Action Items: Proposed forms for EMC Committees and EMC Action Requests**

- EMC Sub Committee Documentation Worksheet
  - This form will identify the names of people and agencies who are represented on certain committees, what the committee's purpose is, who the chair of the committee is, etc.

**MOTION:** To approve the worksheet as the formal method for recording subcommittee and workgroup information

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- EMC Action Request Worksheet
  - The Action Request Worksheet Guidance outlines what the purpose of the worksheet is, procedures, and instructions on how to fill in the form
  - Anyone with concerns about emergency management should be able to bring their ideas forward to this group using this worksheet
  - Action requests should also be accompanied by recommended solutions and a conclusion
  - The worksheet will provide the EMC with a tracking mechanism for timely responses
  - The worksheet will provide consistency for how the council deals with issues and establish a track record to keep these files electronically. Somebody who is new to the council will be able to look back at the history and background
  - EMC subcommittees should also use this form
  - The form needs to be distributed as a Word document so that it can be manipulated

**MOTION:** To approve the EMC Action Request Worksheet

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### **EMC Study Group Discussion**

Bill Gillespie

- The task group is looking at the committees and the membership of the EMC. The membership of the EMC is not reflective of the present emergency management community or environment
- The DOH is not listed in the RCW that established this council. The Emergency Medical Services is mentioned, but not the DOH
- Start setting some annual review points to decide if we want to continue with the committees or change the membership. The next meeting is June 28<sup>th</sup> at 8:30-12 in the LNI building in the South Wing in Olympia and will come up with member recommendations
- The EMC currently has limited representation for the non-governmental organizations
- Carol Fleskes has retired and has said that she doesn't think Ecology needs to be represented on the council. Removing and replacing the Department of Ecology will require legislative action
- The EMC needs to be a meaningful council who gives substantive information to the governor
- Identify the purpose of the SAC and what FEMA needs from the EMC. Can the EMC work with the EMD to define the purpose of all this?
- Send ideas for the EMC subcommittees to Bill Gillespie or Jim Hall

### **Statewide Assessment of Emergency Management**

John Ufford/Jim Hall

- The assessment will be presented to TAG and the governor

- THE SPR methodology that is being distributed to local jurisdictions encompasses 504 questions (31 capabilities with 5 elements each) that will help assess or determine what types of capabilities they have. We believe that various combinations of the question sets can provide the data necessary for the EMC to conduct their analysis
- The results will be presented in the December EMC meeting. The EMC can then draft their report to TAG and the governor at a later time
- Data is being collected by HLS regions. The region can conduct a training workshop, split up the capabilities per agency, etc. The different methodologies are reflective of the way the state operates in relation to local jurisdictions
- All 57 states' and territories' information rolls up to FEMA's national preparedness report
- This report is required by FEMA to receive federal funding – the questions are only there for guidance
- This is an opportunity for the EMC to look at current issues and what is important to the regional coordinators
- What can we see from this that is of value that the EMD or EMC can address?
- Use this as the foundation for the EMC assessment and include information from the EMC subcommittees
- The SERC is not a part of the HLS circle, but they do have good information to share. They will submit their information on state preparedness to the EMD that can be included in the assessment
- State agencies will answer questions where they have subject matter expertise

### **Round Table Discussion**

*The EMC is responsible for assessing the state – what are our shortfalls and what is not being addressed? Current issues with emergency management or emergency preparedness (All answers are separate topics):*

- Sue Bush – We are not prepared for a major catastrophic event. We do not have a trained and drilled team to support an ESF 6 response. We lack the staffing resources right now. We can pull in more partners than we have right now. We have a new annex for ESF 6 that expands their responsibilities
- Jesi Chapin – If a disaster hit you would be calling the IMTs. Why not call them in before the disaster happens to help plan for it? If you call upon the leaders in that field for ESF 6 could have a reasonable deployable response plan that is doable and scalable. The teams are now becoming cross-discipline and cross-knowledge
- Sean Davis – We have failed to include the IMT process across the different disciplines
- Ed Reed – Cybersecurity is mentioned in the state plan only three times. The strategic plan is just now being developed for cybersecurity. The private sector is heavily involved in this field
- Sadie Whitener – Statewide coverage for teams to cover a CBRNE event
- Peter Antolin – Resources and budgets for funding emergency management. Congress is currently looking at taking E911 funds and putting them into emergency management. With federal dollars decreasing how do we move forward?
- Terry Egan – Proselytize mutual aid systems
- Sonya Soelter – Need to assure each ESF has sufficient support and resources. Training to support ESF 6
- Dick Walter – Private sector needs to be looked at differently than it has been. Do they have a plan and can they execute that plan to recover? How much assistance have they gotten from emergency managers? Have some type of measurement of success that engages local communities. [www.ready.gov](http://www.ready.gov) has a template that is available to small businesses, but is rarely used because of time requirements. Assistance by local emergency management groups would be helpful initiating some action to increase the numbers of plans within the community
- Dave DeHaan – Provide accessible information at the local level
- John Ufford – There needs to be a better public awareness of the success stories that come out of emergency management. Need to do a better promotional job of the success we bring to society
- Jesi Chapin – How to maintain local control, but have statewide participation/collaboration

- Bill Gillespie – Look at the resources that are out there and the people who really want to help. Focus on managing the entire incident and utilizing the resources that are out there
- Ken Walkington – Funding issues for Fire Mobe – they do not support all-hazards
- Lee Shipman – Having the legal authority for our jurisdictions we need to know what the process is for requesting assistance from EMD when there is an incident? What is the county’s legal authority?
- Tyler Ray – Inequality of preparedness and expertise across the state depending on geography. Find a way to harness expertise and share it across the state using mutual aid or best practices
- Hollie Smith – Look to the future and sustainability in emergency management

**Good of the Order**

- Proposed Meeting Schedule

<u>Remainder of 2013</u>		<u>2014</u>	
August	1	January	9 Move forward one week due to Holiday
October	3	March	6
December	5	May	1
		July	10 Move forward one week due to Holiday
		September	4
		November	6

- Look at attendance records for the past year for the EMC. The bylaws state that if a member or alternate misses three consecutive meetings or more than half of the meetings in one year without good cause that position will be declared vacant
- The EMC meetings should take place throughout the state so that others have a chance to provide input

**Closing Remarks**

- General Turner: Emergencies don’t have boundaries. We have to have collaborative solutions. As a state, we are far behind in mitigating the threat of cybersecurity
- Ken Walkington: There is a new FEMA course (IS-523) on cybersecurity on the EMI website
- The meeting was adjourned at 12 p.m.

**Next Meeting:                    Thursday, August 1, 2013**  
**Building TBD, Camp Murray**