

Emergency Management Council Meeting

Thursday, October 3, 2013

9:00 am to 12:00 pm

Building 92, Camp Murray, Washington

Meeting Minutes

Call to Order/Approval of Minutes, August 1, 2013/Remarks/Introductions

Jim Hall, EMC Chair

- The meeting was called to order a 9:00am. Introductions followed.
- The first call of order was the August Minutes. Bill Gillespie moved to accept the minutes; Arel Solie and Ron Weaver seconded the motion. The minutes were accepted as the vote was unanimous.

Opening Comments

MG Bret Daugherty, The Adjutant General

- General Daugherty thanked everybody for showing up today, and was pleased to see the number of people who showed up.

EMD Remarks

Peter Antolin, State EMD Assistant Director

- The Great Washington Shake-out. Peter wanted to know many knew about it, and how many have signed up for it? Reminder that the Shake-out would happen on 10/17 at 10:17am. Peter then stated that 630,000 people have signed up the Great Shake-out, but we still need more participation.
- Since we are in the beginning of October we are preparing for winter storms, Oct 23rd is the first Annual Winter Storm exercise. Continuity of operations is the goal of this exercise.

FEMA Remarks

Region 10

- FEMA was not able to make it, due to government shut down.

EMC Charter and By Laws Approval (Action Item)

Ron Weaver

- Proposed adoption of the Charter.
- We are looking at where we are at for the approval of the charter. There is a copy of the charter that is color coded to show the changes and we are going to go through this first. We have some statutory language that guides us, and select folks have sent their feed back in on the changes. This is what we are going to go through today.
- Page 1, III. Purpose-B; we added the word "committees" for greater clarity and flexibility.

- Page 2, **VI**. Priorities-D; we added “work groups”, we wanted to add flexibility to the work groups, in order to support business needs.
- Page 3, **VI**. Priorities-L; we deleted “and topics for issues on”.
- Page 3, **VII**. Membership; trying to continue with added the statutory language, we added “but not limited to” back into the Charter.
- Page 4, **VII**. Membership-A 10; We had a question raised about section 10 naming Washington State Patrol, Military Department, and Department of Ecology as the only specific named state agencies. Why aren’t agencies such as the Department of Health named?
 - This is a broad interpretation that originated in the governor’s office around 1979. There is an opportunity to clean this up.
- Page 4, **VII**. Membership-C; “two year term” added by workgroup.
 - There was a concern with appointing someone new every two years.
 - Jim Hall: There is nothing to say you can’t get appointed over and over again.
 - Ron: there is nothing to prohibit getting reelected.
 - Bill Gillespie: Have some form of staggered terms.
 - Jim Hall: what we found is that two thirds of us don’t even have an appointment letter, and we are trying to clear this up.
 - The chair and vice chair needs to be changed. I think the language needs to be changed.
- Page 5, **X**. Meetings-D; removed “Emergency Management”.
- Page 5, **XI**. “Committees and Work Groups”; added language on Committees and Work Groups.
- Page 5 & 6, **X**. Meetings-D and **XII**. Voting; Observation on voting: Based on specifications, if only a simple majority is present (51%) and only a simple majority of that group is required to pass a vote, then theoretically 26% of the membership can pass a vote representing the entire group.
 - Arel Solie: We do need more than one alternate, the Chief needs to have more depth in his back-up. This would hinder his ability to vote unless he can vote by proxy. I think if we do a proxy it should be in section 12.
 - Ron Weaver: We’ve done this in the past, and whoever comes in as his alternate should bring his proxy in. We’ll work on the language to make this standard throughout the council. The simple majority of the 57% present can come to this decision. The goal is to really work hard and get people to meet. But, the real issue is to get a quorum to vote on issues. 9 out of 17 members make a quorum, and it’s hard to vote on things if you don’t have a quorum. We’ve had problems with meetings in the past and not getting quorums.
 - Darrell Ruby: If you have a vacancy does this hurt the vote.
 - Ron: Page 6, voting. Even if you have a member and an alternate present you still only have one vote. With the adoption date of today, and have an annual review of the charter each year. If we want to modify this by October of 14, then we have to have the discussion one month ahead of this due date. I hear that we want the language to stand on the quorum. Simple majority of the 17 appointed voting council members.

Jim Hall: The equipment committee falls under the EMD group right now.

Peter Antolin: We are trying to figure out an overall structure for all committees right now, and we can work on this at a later date.

Jim Hall: there should be a sub-committee and structure before we start tasking these committees.

Ron Averill: This is missing a lot of things that we have been working on. I guess the area that I'm concerned about is the task forces. Who do the task force's report to?

Ron Weaver: the structure can be implemented around the THIRA. This is a draft, and it can be adjusted later.

Bill Gillespie: When you start putting all these labels and things on a structure it makes it unresponsive. I would like to see EMD be more responsive to this structure.

Dick Walter: As being a private business owner, I see many small businesses that don't have an emergency management plan. I don't know how to get all of these private businesses involved with the government to help. This brings in a lot of questions about how do we bring all of these people together?

Jim Hall: I would like to see EMC accept the organization structure as a starting point. Take this structure and use it for a start. Then we can add this box, take this box off, but we will have a start anyway. I'm going to ask for a motion to accept this temporarily.

Ron Averill: Made a motion to adopt

Rick Adamson: Seconded the motion.

Jim Hall: It was unanimous, with a December 31st deadline for the SAC.

Committee – Task Force Reports

A. *Adult Family Home Planning*

Sue Bush

Sue Bush: I want to thank everyone in the group who helped in making the manual. Sorry I was so late in getting this out to everyone. I would like to see this book adopted, and I realize there are some Adult Family Homes that exceed the requirements of this workbook, and for others it will be a stretch. Basically today I'm looking to see what the EMC has to say about the workbook. We can't make it a requirement, but we can recommend it.

Dave DeHaan: Made a motion to adopt the book.

Dominic Marzano: This book is to standardize the Adult Family Homes.

Bill Gillespie: I would like to see a letter sent out to the individuals that created the book for all their hard work.

Jim Hall: I agree.

Ron Averill: It would be nice to get to the workbook to the people that are coordinating the recovery.

Jim Hall: Through the state, we can get this out to the local Emergency Managers.

Dick Walter: Who do the Homes have to report into when they have a problem?

Sue Bush: They have to report into the 800 emergency hot-lines.

Dominic Marzano: All disasters are local, and that is where their help is. So it is better for them to call their local emergency managers first.

Darrell Ruby: Dominic is right. This always filters through cities to counties, before it reaches the state.

Bill Gillespie: Seconded the motion to pass the book.

Jim Hall: All in favor! (The workbook passed with a unanimous vote)

- The workbook will be distributed through the website, Adult Home Association and other networks.
- DHS will be notified.
- Building Officials could provide it to people looking for permits.

B. Emergency Management Advisory Group

Peter Antolin

Peter Antolin: We created a group of 12 emergency managers across the state to help with funding the new EMPG. We want to make this workgroup a part of the EMC, and want to open it up to Tribal members. The E911 advisory committee is our model for this new workgroup. We've developed a draft charter, and the purpose is to advise the EMC on emergency management within the state. We hope to have the Charter ready by the December EMC meeting.

Dave DeHaan: This group worked very well together and accomplished a difficult job. We worked through some very contentious issues.

Peter Antolin: I agree and I applaud the collaboration of the group. Because of our unique relationships with local EM's and Tribal, we are trying to build on solving problems together.

C. SERC

Bill Whalen/Mike Harris

Mike Harris: WSP reported at the September SERC meeting that they still have not received notification that they will receive their EMPG funding for next year. This funding supports statewide hazardous materials training and the SERC-sponsored HazMat Workshop and LEPC-Tribal Conference. Without this funding, the SERC will not be able to host these events. WSEMD reported on the status of the funding and advised that WSP will receive funding next year but the award documents are delayed.

A representative from Department of Agriculture gave a presentation at the last SERC meeting on pesticides and fertilizers that are not reported to the SERC and willingness to share storage location information and the hazards associated with these products with the SERC and first responders.

A brief overview of the August 1, 2013 Executive Order on Improving Chemical Facility Safety and Security was discussed. The basic purpose is aimed at reducing the safety risks and security risks associated with hazardous chemicals. Enhancements will include coordination with Federal, State, Local and Tribal partners to create policy regulation and standards and an appointed working group to identify best practices.

EPA has revised the federal Tier Two – Emergency & Hazardous Chemical Inventory reporting form. The SERC has discussed it and will continue to use the current state form for the 2013 reporting cycle. Ecology will work to update software applications to accommodate the new reporting fields. Sadie will propose a new state reporting form to the SERC early next year. Like many others, the SERC is waiting to see how the Executive Order – Improving Chemical Safety and Security is implemented and how it may affect the EPCRA regulations.

Sadie Whitener: More than 4,100 facilities reported their chemical inventories to the SERC this year, representing 16,000 chemicals. EPA has revised the federal Tier Two – Emergency & Hazardous Chemical Inventory reporting form. The SERC has discussed it and will continue to use the current state reporting form for the 2013 reporting cycle. Ecology will work to upgrade software applications to accommodate the new reporting fields. I will propose a new state reporting form to the SERC after the first of the year.

EPA has recently completed 30 inspections at facilities that failed to submit their Tier Two reports to the SERC and local agencies this year. Penalties and fines have been submitted for facilities who failed the inspections.

Ecology and EPA staff will be presenting EPCRA reporting information for LEPCs that want to host a workshop in the next few months.

D. Seismic Safety

Dave Norman/Robert Ezelle Co-Chairs

Dave Norman: Some of the positives. King County has started working on strategies for implementation of a resilient Washington initiative. How can the seismic safety committee pass this information on to other local governments and tribes? How stress changes in other faults when we do have an earthquake. Lastly, representatives of organizations need to register, along with individuals for the great shake-out.

E. Intrastate Mutual Aid Committee

Peter Antolin

E. Equipment Sub-Committee (Suspended from CHS)

Charma Anderson

EMC Action Requests (Action Items)

Jim Hall

A. Local Advanced Notification of Military Training Events

Jim Hall: We were checking on an exercise that happened in Port Orchard last meeting. But, there is nothing that EMD can do about these exercises.

Dave DeHaan: I know we identified the Military, but have we addressed the Guard?

General Daugherty: Our people generally train at Fort Lewis, because we usually have to coordinate with other people if we move off of Fort Lewis, because we don't own the land. There is no legal requirement that says the Active Duty Military have to report to the state. It boils down to being better neighbors to the local community.

Ron Averill: Some people are more used to this type of thing.

Jim Hall: I recommend that local communities be notified in advance of Military Training Events.

Dave DeHaan: I don't think we have to vote on issues like this.

- Address a letter to the person who sent the complaint in.

B. Regional Coordinators

Bill Gillespie: I would like to see this sent to the task force to see where they fit into the committee structure and see if we can add this to the EMC. (Motion)

Darrell Ruby: Not all Regions have a coordinator, some may have a lead.

Ron Averill: Seconded the motion

Jim Hall: All those in favor? (Motion passed)

C. Sustainable Funding

Jim Hall

Jim Hall: Sustainable Funding for Emergency Preparation Statewide. How do we maintain the federal dollar and funding that we have received over the years? The funding is disappearing, so what happens if all of our FEMA money goes away. How do we sustain our funding? Who can we draw funds from. Do we need to stay the status quo, or do we need to figure out where we are going in the future. WSEMA has been working on this for 10 years. Do we need a fee or tax on utility bills? We need to broaden the

base on where we pull our funds from. My recommendations are to write a letter to the TAG to negotiate terms, and seek help from the governor. Not asking for a decision today, but in December would like to push this forward.

Dave DeHaan: Before we start asking for a lot of money. I think it would pay us dividends to define how we need the money and structure how we're going to spend it before we even ask. Identify need, dollar amounts, and all other pieces.

Ron Averill: The eastern side of the state, and perhaps places like Lewis County may have trouble with extra taxes on commodities.

Jim Hall: We need to start collecting the data and get prepared for the long session next year. We need to figure out how much we need, what we need it for, and how we are going to ask for it. We need to start the work now, before we get into trouble.

Dick Walter: I like the concept of identifying the issues, to make sure they know what the problems are.

Peter Antolin: One of the primary factors in recovering from disaster is to reopen the business community to get dollars flowing back into the community. We need to begin this process now before the FY 15 year begins.

Bill Gillespie: The expectation from the community is that when one of these catastrophic events happens the local community has some say in the recovery process. But, they need to realize that we need the money in order to rebuild.

- Educate local EM's on how to contact their legislators.
- Expand the base of partners to ask their legislators.
- Identify where all the hidden pots of money are.

Ron Averill: Motion to start gathering information

Bill Gillespie: Second the motion

Jim Hall: All those in favor. (Approved by a unanimous vote)

Jim Hall: I will sit down with Peter, Robert and the TAG to see how we can start this process

Bill Gillespie: We are going to need volunteers to run this committee. It should be under 10 members, and it doesn't have to be limited to EMC members.

Senior Advisory Committee

Sigfred Dahl

Ziggy Dahl: The Senior Advisory Committee; it's a good idea that we stay together and we are already doing it. Integrate Preparedness. New requirements for FFY 13 HSGP. The mandate to manage funds, and we'll work through that. Composition is not an all inclusive list, but this is the start of the.

Darrell Ruby: Can some of the visitors get copies of this scanned and emailed so we can see a copy of this.

Ziggy Dahl: We are trying to get this down to a smaller group. This is a print out of what Robert wants this organization to look like. (See organization chart)

Bill Gillespie: We need to really work on how we are going to bring 50 groups that we've never had contact with to the table, and get them to come to our meetings.

Nancy Bickford: I'm happy to help with advising or helping develop.

Bill Elliott: The tribes are beginning to realize that it's hard to contact all 35 tribes and we realize that we need one point of contact. Is there a way we can become part of the council? And how do we include ourselves in this?

Dick Walter: Break the segments into smaller sections, and make the language easier.

Ziggy Dahl: My goal is to clean up the language, but stay within the guidance. The entire point for the Dec deadline is to get the most of this fleshed out.

Ron Averill: If we go back to the purpose section, what we are trying to do is integrate preparedness across many organizations.

General Daugherty: So we have a deadline of Dec 31st from FEMA.

Ziggy Dahl: It won't be perfect, but it will be good enough to start the project.

Round Table EMC Members

Not enough time for the Round Table this meeting.

Good of the Order

Comments, impute, articles etc. on/for the "Buzz"

Jim Hall: What does everyone think of the Buzz? I have someone from Public Relations with the Military Department helping me with articles. Who does this go out to? Is this helpful for the EMC?

Dave DeHaan: I just want to recognize and thank the people who were involved in the Buzz, the adult Family Home workbook etc.

Dick Walter: I just want to thank the TAG, Peter, Charma etc... for all their hard work behind the scenes.

Chris Williams: I just wanted to talk about a couple of handouts from the Department of Health. This is something we will be shared with the Directors of Public Health Preparedness at their annual meeting in San Antonio. This is something that we just developed and will update often.

Closing Remarks Military Department – Peter Antolin - Jim Hall

General Daugherty: This has got to be one of the most productive meetings that I've been to in five years. I've been sticking my neck out for years on funding now, and I'm glad I have help with the funding.

Peter Antolin: I think this was a very productive meeting. But I like the direction, and I like the energy of the group.

Jim Hall: Thank you.

Proposed Meeting Schedule

Remainder 2013		March	6
October	3	May	1
December	5	July -	10 Move forward one Week due to Holiday
2014		September	4
January	9 Move forward one Week due to holiday	November	6