



## Kitsap County Department of Emergency Management Emergency Management Council (EMC)

### Meeting Agenda – July 6, 2021

**Start time:** 12:00 pm

**Chair:** Mayor Wheeler (Bremerton)

- 1) Call to Order – Mayor Wheeler
- 2) Comments of the Chair
- 3) Discussion Items:
  - i) Planning
    - 1) EOC Demobilization Plan
    - 2) SOPs for Logistics
    - 3) Alternate EOC Design
  - ii) Training & Exercising
    - 1) Regional Catastrophic Planning Islands
    - 2) OC Training Package
    - 3) Integrated Preparedness Planning Workshop (IPPW)
  - iii) Grants
    - 1) 2021 SHSP National Priority Projects
      - a) Security Summit 3.0
      - b) Cascadia Rising Playbook
      - c) Regional Alert and Warning System
      - d) Regional Inter-Operable Communications Plan
    - 2) Grants Coordinator Position
  - iv) EOC Operations
    - 1) Status of field operations
      - a) Testing
      - b) Quarantine/Isolation
      - c) UV Sanitation
      - d) Staging & Logistics
      - e) Severe Weather Sheltering-Cooling Stations
    - 2) Vaccination Support Operations
    - 3) Sustained EOC Funding & Staffing
      - a) Demobilizing Stage 1
      - b) KPHD CARES Act
      - c) State DOH Vaccination IMO Support
      - d) EMPG/EMPG-S
      - e) America Rescue Plan Act
- 4) Good of the Order
- 5) Adjournment
- 6) Mailed Items:
  - EMC Meeting Minutes April 2021
  - KCDEM Department Financials
  - IPPW
  - National Priority Area Project Summaries

**Emergency Management Council Meeting  
Special Meeting  
Minutes April 6, 2021**

**Attending:**

**Mayors:** Greg Wheeler, City of Bremerton; Rob Putaansuu, City of Port Orchard; Becky Erickson, City of Poulsbo

**Councilmember:** Joe Deets, City of Bainbridge Island

**Board of County Commissioners:** Commissioner Ed Wolfe

**DEM:** Elizabeth Klute, Director; Michele Moen, Office Support Specialist

**Guests:** Robert Gelder, Kitsap County Commissioner; Charlotte Garrido, Kitsap County Commissioner, Aimee Campbell, Kitsap County Admin/Finance; Richard Kirton, Kitsap911 Director; Matt Brown, City of Police, City of Port Orchard

**Call to Order:** The Emergency Management Council (Council) ZOOM meeting was called to order at 12:02 pm by Council Chair Mayor Wheeler.

**Comments of the Chair:** Mayor Wheeler motions for approval of the Minutes for January and February: Motion made by Commissioner Wolfe to approve the minutes for January and February 2021, 2<sup>nd</sup> by Councilmember Joe Deets, all in favor, Minutes approved unanimously.

**Public Comments:** None.

**Discussion:**

Emergency Management has been doing their regular office work as well as working the activation due to COVID-19 Pandemic. Director Klute spoke regarding the Comprehensive Emergency Management Plan (CEMP) that was adopted in December 2020 and adopted by the Cities in January and February 2021.

Associated to that are different annexes and appendixes that we need to create to continue our ongoing operations for any type of emergency. One of those is a new logistics appendix, where we put all of the processes and forms together to be able to apply them to a Cascadia Rising Incident or

any large emergency. This will be very helpful, especially with the Tribes, other EM programs like Bainbridge Island, and for mutual aid.

- The Family Assistance Center (FAC) annex would be used when we have a mass casualty incident, very similar to the airlines. We stand up a FAC as a facility where we offer human services support, funeral support, coroner support, incident status updates, etc and a whole range of services that wrap around families and survivors, many of whom need different services after a major event.
- Another plan is the Non-Congregate shelter plan, which is also an annex which came from the operations that we have done out at Pilgrims Firs, Seabeck and the Fairgrounds with our partners at the Salvation Army. Many great lessons learned, such as mass feeding, mass care and mass sheltering.
- Yet another plan that is underway is the development of the Emergency Operations Plan, Finance and Admin annex. How do we get massive number of new employees quickly, the processes for procurement staying inside the lines as far as the County and the funding with the State and Federal level.
- The Mass Fatality Plan is currently under review by the Coroner's Office.

#### Training and Exercising:

- We are a partner in the Regional Catastrophic Preparedness Program with eight (8) other counties. The County GIS folks and DEM staff are working with the other counties to tie their data together, and in the summer (notionally), they are going to “shake the whole Puget Sound”. This will help us to identify what is broken between those island of people as far as transportation, water, power, communications; where our key response resources are located like CERT and HAM Radio Operators, Fire, Law Enforcement, and EMS responders, hospitals and clinics etc now; what island are they on after the breakage and how do we access and reconnect those islands after a catastrophic event. We are going to use that information to identify where it is appropriate to locate CPODs (points of distribution) to support the community level, and possible caches of supplies to help mitigation the loss of critical infrastructure. We will also use the resulting data to inform a second project we are putting in for FEMA funding for.
- The Maritime Catastrophic planning project is an initiative from the Federal Government, through the State, led by King County. This is to identify how we keep supply chains moving, from water base programs, leads to our Flotilla, which is still a fledgling program, where we are working with BI to model after their operations
- Lastly, the Mass Casualty, Mass Fatality and Family Assistance Exercise Series; we will be executed via a tabletop in 2021 following up with a full scale exercise, tied into the Cascadia Rising 2022 Exercise, last exercised in 2016. This is a big Federal level exercise that will be testing logistics, communications, interoperability, and looking at mass care sheltering, lifeline and coordinated response in the Region working with Clallam and Jefferson, and

sometimes Mason to help us to be able to coordinate movement of commodities and people, this is expected to impact Seattle due to the fault.

- Just submitted Region 2 HLS annual training and exercising plan which we are required to do for the state, to identify what training we are going to do at the regional level as well as individual counties as well as role jurisdictions, just got submitted to the state.

#### Grants:

- We just received the funding announcement for the 2021 State Homeland Security grant program, which is the same allocation as last year minus 5%. The reason it is now missing the 5% is that the Federal Government has set four national priority areas, and the project for (Information collection and Sharing), is mandated by the state to be 5% off the top of all County annual State Homeland Security grants. The decision was made at a State level and allocated to the Fusion Centers. Other areas are domestic violence, mitigating home-grown terrorism, cyber security and hardening and soft targets. We are putting together projects within our County and within Region 2 and those will be submitted to the State this week.
- EMPG/EMPG-S exact same funding amount as last year, and we received a supplemental grant this year, as well as received an additional uptick, for a total of \$47,000. This grant is usually used to offset staffing costs, and the supplement is strictly used for COVID costs. This grant can only have a hard match.
- FEMA Public Assistance grant can be used for non-congregate sheltering activities, can also fund the Kitsap County vaccination efforts, but does not include all staff time, only overtime ad Extra Help if needed.
- Received a \$10,000 grant from the Medical Reserve Corps. This enabled us to purchase more red armbands to be worn by volunteers to recognize those volunteers working in the field, and used to put together a MRC handbook.

#### Kitsap EOC Status and major EOC operations:

- We are still active doing COVID testing at the garage in Bremerton, OC Poulsbo and out at the Sheep Barn. We are looking at this strategically including: are we doing too much testing, do we need to ramp down the days, ramp down where we are doing testing. We are starting to see more people coming to get testing because they want to fly somewhere. The EOC wants to make sure we are using our resources properly but also making sure that we still have a footprint in the County as far as testing capability
- We are doing with same thing at the quarantine and isolation sites, putting together measurements and criteria for evaluating when we want to right size the operation because we have had a couple of weeks where there hasn't been anyone at the quarantine and isolation site. However, we are also coming up on 2 weeks since spring break, so could potentially have some guests. We are looking at different alternatives, potentially move to a hotel, or another footprint to provide that service.

- Vaccine support operation is our number one focus right now, we have the clinic ongoing at St. Michaels, the drive thru clinic at OC Poulsbo, we are also continuing to support Peninsula Community Health at two locations, one is at the Kitsap Transit barn, and a drive thru clinic. We are doing mutual aid for the Tribes when requested by the Tribes and mutual aid to Mason County when requested to support Peninsula Community Health clinic at their drive thru clinic in Belfair.
- There is a team from the Health District and the EOC looking at alternative sites, and Susan Rogers and I have contracts in place at Pendergast Park looking at a drive thru clinic, as well as negotiations under way with Marcus Whitman Junior High as a possible location for a vaccination clinic. We just found out today that between Olympic Fitness Center and Christian Life Center that the recommendation is to move forward with Christian Life Center as opposed to Olympic Fitness.
- Councilmember Deets asked Director Klute is she knew how many people we are vaccinating in the County on a weekly basis. Director Klute was not sure, Mayor Putaansuu said about 2300 people a day according to the last meeting the Council had attended today.
- Councilmember Deets asked if we have an idea when we will be sending out notices to the public to start vaccinations for 16 and over, and when they will be able to register. Mayor Wheeler said that KPHD would take the lead on messaging to the public.

#### Sustained EOC & Funding Staffing:

Dislocated worker program: Expired on March 31, 2021. This funded most of the EOC extra help employees for COVID response.

DOH FEMA Public Assistance funds countywide and regional vaccination efforts. This allows 100% reimbursement of subcontracted agency and resource costs if specifically vaccine related.

KPHD CARES new sub recipient contract expires June 30, 2021. This funds EOC Operations not related to vaccinations and has not yet been approved by the Health Board.

FEMA Public Assistance funds non-congregate sheltering activities, can also use to fund Kitsap County vaccination efforts, but does not include all of the time only extra help, overtime or Emergency Worker pay.

#### **Good of the order**

Mayor Wheeler thanked Director Klute for a very thorough and synced briefing, we appreciate that. Inquired if anyone from any other jurisdictions has anything for the good of the order, no hands raised, nothing else to report.

With no other business to discuss, the EM Council meeting was adjourned at 12:30 pm.

The next Emergency Management Council (EMC) meeting will be held on Tuesday July 6, 2021 via Zoom. Meeting log in information to be sent with the next meeting packet.

For the Five Months Ending May 31, 2021

24	Dept of Emergency Management	ORIGINAL	BUDGET	ADJUSTED	CURRENT	Y-T-D	PO/CONTR	YTD TOTAL	REMAINING	EXP/ENC
		BUDGET	CHANGE	BUDGET	ACTUALS	ACTUALS	ENCUMBR	ACT/ENC	BALANCE	%
	9241 Dept of Emergency Management	417,060	0	417,060	36,489.12	193,829.35	.00	193,829.35	223,230.65	46.5
	REGULAR SALARIES	5,000	0	5,000	918.29	11,806.63	.00	11,806.63	<6,806.63>	236.1
	OVERTIME PAY	1,084	0	1,084	.00	.00	.00	.00	1,084.00	.0
	LONGEVITY PAY	0	0	0	.00	.00	.00	.00	<398,573.62>	1,008.9
	EXTRA HELP	43,851	0	43,851	82,708.80	6,768.31	.00	6,768.31	<6,768.31>	.0
	OUT OF CLASS PAY	0	0	0	3,121.48	6,291.25	.00	6,291.25	<6,913.75>	47.6
	MISCELLANEOUS PAY	0	0	0	1,441.35	12,118.02	.00	12,118.02	<6,938.02>	233.9
	INDUSTRIAL INSURANCE	5,180	0	5,180	2,349.66	50,545.36	.00	50,545.36	<13,809.36>	137.6
	SOCIAL SECURITY	36,736	0	36,736	9,526.83	30,622.37	.00	30,622.37	21,285.63	59.0
	PERS RETIREMENT	51,908	0	51,908	8,941.21	970.24	.00	970.24	<358.24>	158.5
	WA STATE FAM & MND LEAVE	612	0	612	182.89	147.44	.00	147.44	252.56	36.9
	DISABILITY INSURANCE	400	0	400	32.00	127.50	.00	127.50	40,778.50	41.7
	BENEFITS BUCKET	69,906	0	69,906	5,825.50	29,127.50	.00	29,127.50	<15,327.00>	.0
	SAL/BENE ATTRITION BUDGET	<15,327>	0	<15,327>	.00	.00	.00	.00	<10,226.09>	270.4
	OFFICE/OPERATING SUPPLIES	6,000	0	6,000	4,516.57	15,564.31	.00	15,564.31	389.06	38.9
	FUEL CONSUMED	1,000	0	1,000	.00	389.06	.00	389.06	610.94	1.5
	SMALL TOOLS & EQUIPMENT	57,000	0	57,000	281.46	2,371.92	<1,528.45>	843.97	56,156.53	109.4
	COMPUTER SOFTWARE	28,000	0	28,000	229.09	21,200.33	9,438.66	30,638.99	<2,638.99>	.0
	COMPUTER EQUIPMENT	2,000	0	2,000	.00	.00	.00	.00	2,000.00	.0
	MEDICAL, DENTAL & HOSPITAL	0	0	0	75.00	75.00	.00	75.00	<75.00>	.0
	MANAGEMENT CONSULTING	0	0	0	.00	12,000.00	6,000.00	18,000.00	<18,000.00>	.0
	OTHER PROFESSIONAL SERVICES	42,900	0	42,900	33,903.75	112,864.25	<41,578.75>	71,285.50	<28,385.50>	166.2
	TELEPHONE	1,400	0	1,400	733.26	1,366.51	.00	1,366.51	33.49	97.6
	CELLULAR TELEPHONES	7,500	0	7,500	893.68	4,933.01	.00	4,933.01	2,566.99	65.8
	POSTAGE	200	0	200	119.61	178.44	.00	178.44	21.56	89.2
	MILEAGE	200	0	200	95.76	163.52	.00	163.52	36.48	81.8
	TRAVEL	600	0	600	.00	.00	.00	.00	600.00	.0
	PER DIEM	4,930	0	4,930	.00	.00	.00	.00	4,930.00	.0
	ADVERTISING	0	0	0	.00	134.40	.00	134.40	<134.40>	.0
	OPERATING RENTAL/LEASES	0	0	0	.00	18,951.80	<17,238.31>	1,713.49	<1,713.49>	.0
	WATER	0	0	0	.00	436.40	.00	436.40	<436.40>	.0
	SEWER	0	0	0	.00	23.09	.00	23.09	<23.09>	.0
	WASTE DISPOSAL	0	0	0	.00	2,183.09	.00	2,183.09	<2,183.09>	.0
	REPAIRS & MAINT-EQUIPMENT	0	0	0	155.34	3,587.23	4,866.85	8,454.08	<8,454.08>	.0
	DUES/SUBSCRIPTIONS/MEMBERSHIPS	1,165	0	1,165	10.90	443.79	.00	443.79	721.21	38.1
	PRINTING & BINDING	6,000	0	6,000	.00	.00	.00	.00	6,000.00	.0
	REGISTRATION & TUITION	1,550	0	1,550	.00	.00	.00	.00	1,550.00	.0
	MISC INTERGOVERNMENTAL SERVICES	60,200	0	60,200	1,452.41	12,189.54	2,500.00	14,680.54	45,519.46	24.4
	OTHER	170,835	0	170,835	.00	.00	.00	.00	170,835.00	.0
	VEHICLES	0	0	0	.00	<1,246.50>	<6,000.00>	<7,246.50>	7,246.50	.0
	I/F I.S. SERVICE CHARGES	18,983	0	18,983	.00	.00	.00	.00	18,983.00	.0
	I/F I.S. PROG MAINT & DEV CHGS	11,962	0	11,962	.00	.00	.00	.00	11,962.00	.0
	I/F I.S. PROJECTS	899	0	899	.00	.00	.00	.00	899.00	.0
	I/F SUPPLIES FUEL	0	0	0	657.70	2,192.14	.00	2,192.14	<2,192.14>	.0
	I/F INSURANCE SERVICES	5,477	0	5,477	.00	1,369.25	.00	1,369.25	4,107.75	25.0
	OTHER I/F SERVICES & CHARGES	0	0	0	17,084.68	17,084.68	.00	17,084.68	<17,084.68>	.0
	9241 Dept of Emergency Management	1,058,416	0	1,058,416	211,656.34	1,013,097.35	<42,878.22>	970,219.13	88,196.87	91.7
	Dept of Emergency Management	1,058,416	0	1,058,416	211,656.34	1,013,097.35	<42,878.22>	970,219.13	88,196.87	91.7

MAY 2021

For the Five Months Ending May 31, 2021

	ORIGINAL BUDGET	ADJUSTED BUDGET	CURRENT REVENUE	Y-T-D REVENUE	REMAINING BALANCE	% ACT
24	Dept of Emergency Management					
	9241 Dept of Emergency Management					
3330	INDIRECT FEDERAL GRANTS	180,833	0	.00	180,833.00	0
97042	FEMA-WA ST MIL-EMERG PERFORM	0	0	.00	526.16	0
97047	PRE-DISASTER MITIGATION	366,658	366,658	.00	<1,712.86>	0
97067	HLS-SHSP					
3330	INDIRECT FEDERAL GRANTS	547,491	547,491	.00	<2,239.02>	0
3380	INTERGOVERNMENTAL SERVICE					
25	EMERGENCY SERVICES	155,930	155,930	.00	114,857.50	74
3380	INTERGOVERNMENTAL SERVICE	155,930	155,930	.00	114,857.50	74
3690	OTHER MISC REVENUE	0	0	113,411.13	234,052.29	<234,052.29>
90	OTHER MISC REVENUE	0	0	113,411.13	234,052.29	<234,052.29>
3690	OTHER MISC REVENUE	0	0	113,411.13	234,052.29	<234,052.29>
	9241 Dept of Emergency Management	703,421	703,421	113,411.13	346,670.77	356,750.23
24	Dept of Emergency Management	703,421	703,421	113,411.13	346,670.77	356,750.23