



WSEMA

Washington State Emergency Management Association

WSEMA Executive Board Meeting Minutes September 17, 2018

In attendance: Pattijeau Hooper, Sandi Duffy, Chuck Wallace, Eli King, James Yates, Matthew Lieuallen, JoAnn Boggs, Jamye Wisecup, Lee Shipman, Lorraine Churchill, Chandra Fox, Anne Chastain, Wallace Turner, Charma Anderson.

Not in attendance: everyone was in attendance

Call to Order

President called the meeting to order at 10:03 am

Welcome –

Introductions of Executive Board members & the appointed parliamentarian (Weldon Merritt)

Approval of Minutes from July 9th and 17th meetings

- Eli King motions to approve minutes from August 13th, James Yates had some corrections, minutes approved as corrected.
- Eli King motions to approve minutes September 4th, minutes are approved as submitted.

Budget Report

Chuck Wallace – Emergency Treasurer

- Chuck did have a debit card for the account but it no longer works, and he suggests waiting to move forward after the election on Wednesday.
- Currently the only name on the account is Brenda Branmwell, we'll need minutes to provide to the bank to change the names on the accounts again and he has asked for help getting that completed after the election.
- Update on accounts
 - Operating Budget – \$75,939.75
 - Scholarship Budget – \$9998.14
 - Conference Budget – \$50,039.97
- There are some updates and changes
 - One is the domain name and the other is that in February in 2020 (about \$850 for the hosting of the website)
 - Doman is \$15.99 for one year (heads up)

- February 2020, anticipated cost for \$850 for website hosting
- Chuck was able to remove Sean's name and we are now able to take credit cards on authorized .net, Chuck has the new and updated password. The board will need to get that information from him soon.
- The past treasurer Ute had still been receiving banking information, Chuck took care of this as of today (September 17, 2018) with the bank and everything is now going to the mail box in Olympia.

Reports from Standing Committees

Legislative

- Legislative Committee – Curray Mayor
 - Pattijean, Curry isn't going to attending the conference and there is not a report.

Constitution & Bylaws

- Constitution and Bylaws - No report

Outreach, Membership, and Engagement

- Outreach, Membership, and Engagement –
 - Has not met since June, however they have been actively in engaged with the conference marketing, and Matt said they have been upping there game on social media thanks to Karissa, and Matt has been working on and created a WSEMA brochure, it'll be available to review/ Matt will email that out to the board right now.

Conference Planning Committee

- Registration – 144 as of right now.
- Will work with Chuck on regonline
- Vendors 12 for the conference, we have got vendors from around the country and they will be setting up this afternoon and they are here till Wednesday afternoon.
- Speakers – Jamye & Matt –
 - Something new Thursday & Friday did speaker briefings and provide information on expectations and ability to answer questions. This was well received by the speakers.
 - Matt has been gathering speaker materials so he can download and have them ready to go on the conference laptop, and he has received all the material from speakers.
 - Key Note Speakers
 - Peter has been paid, Desi has not (still need to receive a bill)
 - Matt will be checking with Lorraine on the key note speakers,
 - There is one ½ hour break due to cancelations, and he is asking if the board is we have information on suggestions to fill that spot.
 - JoAnn provided as suggestion about letting the members go and visit the vendors one more time before the vendors pack up and leave

- Eli asked if the announcement for positions that are up for election, and yes it has been, could be a time to engage the membership on what we'd like to accomplish with the general membership meeting.
 - Pattijean, suggested since the board has been wanting to ask for more feedback from the membership on the catastrophic bill, would be a good time during the break to fill that would be meaning full.
 - Matt, who would be able to provide a summary on the proposed bill.
 - Matt recapped the suggestions on how we can fill that ½ hour with the suggestions proposed.
 - We will also be gathering what information will be on the scrolling slide deck when we aren't doing presentations.
 - Matt also offered to do a speaker social tonight at 6:30 if anyone of the presenters has any last-minute questions.
 - JoAnn update
 - We don't have sign language interpreters, no one included that need who registered
 - Two people have canceled and requested refunds and they have been following their fee schedules.
 - We'll address these at the October board meeting.
 - Chuck thanked JoAnn and Ute for all of their hard work and Ute still be available to help.
- 2019 Conference update from Jamye (Western Washington)
 - Date for next year ideally would be the third week of September.
 - Jamye still getting negative feedback from presenters on having to pay for the registration, we can do something once the conference budget as been finalized. (move to new business)

Strategic Planning Committee – No Report

State Emergency Response Committee (SERC) – Chandra Fox

- The committee is federally mandated by The Emergency Planning and Community Right-to-know Act (EPCRA) and is the over state committee, the system is there to allow access for HazMat materials in local jurisdictions, and over seen at the local level through the LEPC.
 - Chandra provided an overview of the requirements of the LEPC and the over seeing body which is the SERC.
- The SERC is the policy setting for the state, and decides how the process of releasing data to the public is completed, the SERC also over sees the grant funding, and training through the Fire Marshall Office specific to HazMat training
- They also provide HazMat Training Conference and the LEPC Conference
- Relationship between SERC and WSEMA –
 - Chandra is a represented on the SERC as a local emergency manager and was appointed to be the liaison to WSEMA.
 - Chandra provided her expectation on the role of this liaison role and how to provide support to local jurisdictions specific to HazMat

- James asked how long the appointment is for the SERC Liaison, and there was discussion based on previously appointed individuals.
- SERC only meets quarterly
 - Chandra suggests having the appointment be multi-year for continuity
 - Pattijean, provided the background on why we are looking for specific skills on who would be able to fill this role, and also asked what is what we give back to the SERC (Chandra is a voting member, she would be able to provide feedback between WSEMA & SERC, and as a local EM she is a first line user)
 - Chuck has comments about how many LEPC applying for the grants (5 counties) only applied, and Chandra provided a very detailed explanation.
 - 1 issue is the amount of money (8,000) + 20% match
 - 2 issue DOT FESA has started to look to ensure that the project is specific to transportation
 - More discussion about challenges for more counties applying for this grant, which suggestions about education on the type of projects that have been awarded the grant. Chandra did say she would take it back and provide this as a suggestion.
 - Jamey asked if counties could use the grants for exercises, Chandra yes she does believe some jurisdictions have done that.
 - James did have a question, the board did vote that Chandra as the liaison, do we need to do a re-appointment, at this time we do not as there were no term limits determined.
 - Sandi we also did not provide an alternate for the SERC
 - Pattijean, we do not have documentation on this position and we will be working on it to include in the SOG.

Chuck requested a 5 minute break

Unfinished Business

Request for proposal update (website) – Sandi

- Close of business on Friday Sandi has received two bids, she will share the bids with the board and will work with Eli to getting this added to the agenda and do a phone call with each in order for the board to ask each questions.
 - This will be a trickle down on impacts on the website (electronic voting)
 - James suggested that we include Karissa Smith on the discussion
 - Sandi did confirm the deadline ended on Friday September 14th, based on when she was able to repost the RFP.

Catastrophic Preparedness Bill

- Pattijean, Nancy Bickford and WA EMD Director are asking for a statement hopefully positive
- Eli provided feedback on that catastrophic preparedness bill, which it does not included all critical infrastructure (special purpose districts, higher education, key economic partners (Amazon, Microsoft, Google).
- Tribes have to adopt the RCW to get funding from the state.

- JoAnn, how do we do this as a board and ensure we are representing our membership
- Pattijean, asked how do we move forward on this? Should we have a facilitated discussion, and information gathering. Chandra asked if it will come up during the directors meeting?
 - Can we collect perspectives and points of view? What we like about it? Gaps?

Standard Operating Procedures for positions/ functions

- Eli provided update based on the feedback that was received.
 - Thanked everyone who provided updates and corrections (Lee specifically for the Tribal Liaison).
 - Suggestions included changing the term Representative to Liaison in order to be consistent with all positions.
 - Noted there is a lot of overlap between East/ West Side Representative and the Public Sector Representative and we all would need to coordinate any and all activities.
 - Some suggestions/ recommendations did not agree with each other, and Eli did her best to meet middle ground for the second version which will be shared shortly after the conference with the board.
- JoAnn would like Sandi to provide more planning to schedule dates to review that are planned out earlier.
- Sandi said we've been operating very informally, and we are moving forward to having written documentation.
- This is not a final document and is a work in progress.

Ballots and application of Robert's Rules of Order

- Pattijean has the ballots that have been mailed in that have not been opened.
 - 182 ballots were mailed out, and received 17 ballots in the mail, 4 undeliverable, and 4 you can't identify from external envelop.
 - Pierce County got returned because the address was 1 number off, she did hand deliver those during a previous board meeting.
 - Pattijean also provided an updated membership list and who she received them from JoAnn and Ute. James asked if this was updated and when it was updated.
 - Pattijean used the list from Ute to mail out the ballots (members not conference registration)
 - James asked if you can identify who returned the mailed in ballots, answer is all but four of them.
 - JoAnn, concerned that we can't validate the ballots vs paid members
 - Lee, had a regional meeting and a fairly new member was hand delivered a ballot and he was not a member of WSEMA.
 - Information from the parliamentarian
 - The individuals who count votes are called tellers
 - Vote tellers monitors who is submitting a ballot, they count them, and they prepare a report, and hands it to the President.
 - Unidentified ballots, if you open it and you can tell then you can count. If you can't tell who voted but it would be an illegal vote and would not count toward the outcome of the vote.

- If there are fewer than 2 votes for yes or no you can ignore them.
 - If they could impact the vote, the tellers report will be shared, and the general assembly will be received on what to do with those votes.
 - James asked for clarification on establishing legal votes,
 - Parliamentarian you use the best information you have available.
 - If the general membership is concerned they need raise a point of order, and voice their concern. Can do this before the vote or after, as long as we haven't moved on to other business.
 - Chuck asked how we manage the incoming membership dues. Chuck said we can add in notes, James said when he paid for the conference it said it was membership dues and not conference registration (was not identified correctly).
- Chandra asked who's responsibility it is to maintain the list,
 - Eli said it is the Treasurer according to the SOG
- Continue discussion
 - JoAnn is concerned about ballots are posted on the website. They could have printed off and mailed in.
 - Parliamentarian – need to make sure we do not hand out a ballot to someone who has mailed in a ballot, if they want to change the vote we can tear it up in front of them and then hand them a new ballot for an in-person vote.
 - We will need to develop a whole system for membership and voting.
 - James we need a documented process to show how the vote on Wednesday will take place.
- Tellers will have the most up to date list of members
- James stated that we need to have the counting of vote's process in writing
- JoAnn, asked who are the tellers
 - Pattijean said that Chuck, Sandy, Eli will be the vote tellers
- Charma asked what is being voted on
 - She also asked why do we need to move forward and can we slow down? There was more discussion to follow.
- Pattijean thinks we can go through and verify which members have paid their dues, Pattijean's assumption that this membership roster is in a good of shape that it has been in a long time.
 - It is sincere that Ute has maintained a valid list of paid membership dues
- James, due to the ambiguity with the process, James motions to suspend the voting on amendments to the constitution and bylaws.
- Pattijean is going to rule that the motion is not in order.
 - Reason why not, the board only has the authority over what it is written in the documents, only the assembly as the authority over elections/voting. The assembly in this case is the general memberships of WSEMA.
 - A member of the assembly can make that motion before the vote, on suspending the vote.
- Lee asked when the ballots were last picked up, and Monday. They have be received by 5 days before the in-person vote.

- Pattijean, wants to address the question from Ute received by email.
 - Issue was about Robert's Rules of Order, & comments from Parliamentarian
 - The language that she quoted is not from the current editions of Roberts Rules of Order, the issue is that you have complied with your Bylaws and the bylaws always trump Robert's Rules of Order.
 - The fact you have complied with your Bylaws you can move forward with the vote. It is now up to the assembly on going forward with the vote.
- Eli asked if we have ballots for the election of board members?
 - Pattijean said we have blank templates for the election of the board members
 - We do have the printed ballots for the amendments and they are the same as the ballots that were mailed out.
- Jamye Clarification, during the general meeting the board does not exist as an entity.
 - Members of the board who are attending the general meeting are there as individuals and not the board.
- Chuck asked if we can't verify the membership list can we hold elections?
- We are good to move forward to bring the vote to the general membership meeting
- James asked who contracted Parliamentarian.
 - Pattijean has the right to contract a Parliamentarian as President of WSEMA
 - No further discussion

New Business

- Jamye will wait to bring the suggestion to the board on how to move forward next year on covering part of the cost of speaker registration.
 - Chuck, about the scholarship recipient, cost should be covered if we ask them to come back to do a presentation

Good of the order

- More discussion on clarification of regonline for the conference registration. (Chuck and Conference Chair to talk more later)
- Everyone thanked Walden for his time
- Suggestion to have a minutes meeting, which is not necessary Eli has documented the board members in attendance for a quorum who can vote on the meeting minutes in October.
- For general meeting the board can approve them but must say who it was approved by, and during the meeting we can ask if there are any amendments

Meeting is adjured at 12:33 pm