

Homeland Security and Emergency Management Commission (HSEMC)

14 January 2025

14:00 – 15:00 In Person CC Public Works Healy Hall / Zoom Meeting
Meeting Minutes

Columbia County Homeland Security and Emergency Management Commission Membership Table		
Representation	Primary Member	Alternate Member
Law Enforcement		Ryan Murphy, CCSD
Fire/EMS	Jeff Pricher, Scappoose Fire	
C911CD		Dannell Hooper, C911
North County	Jeff VanNatta, Rainier	Greg Hinkelman, Clatskanie
South County	Mike De Roia, St. Helens	
Mid County	Iwalani Leiningner, Vernonia PD	Dan Brown, Vernonia
Public Health	Jaime Aanensen, Columbia County Public Health	Jessica Kosydar, Columbia County Public Health
Industry	Tracy Oliver, InRoads	Fran Erikson, Dyno Nobel
Port of Columbia County	Miriam House, Port of CC	Lacey Tolles, Port of CC
Utilities	Kyle Boggs, Columbia River PUD	Sarah Johnson, Clatskanie PUD
Schools	Scot Stockwell, St. Helens SD	Jim Helmen, Vernonia SD
At Large Position 1		Mike Russell, CC Public Works
At Large Position 2	Lonny Welter, Retired Public Works	Terry Martin, ARC/SAR
Ex-Officio	Corey Padron	
County	Kellie Jo Smith, Margaret Magruder, Casey Garrett	
Guests	Dave Sukau, Mark Pacheco, Josette Mitchell, Larry Hill, Chris Fluellen Jay Woods, Eric Smythe, Chip Dryden, Benjamin Burgener	

KEY: Member and Guests Present

Member/Guest Not Present

Chair – Mike Russell

Vice Chair – Mike De Roia

Secretary – Sarah Johnson

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Topic	Desired Outcome
Called to Order	Called to Order by Vice Chair Mike De Roia at 14:04 hrs. Quorum met. Quorum needed – 7 Voting Members Present – 8
Amendments to Agenda	None - approved as presented
Welcome, Introductions, Minutes, Financial Report, and Election of Officers	<ul style="list-style-type: none"> • Welcome, flag salute, and Introductions - Conducted • Minutes of the November 12, 2024 meeting were presented. Upon motion by Lonny Welter and seconded by Mike Russell the minutes of the November 12, 2024 meeting minutes were approved unanimously. • Financial Report – Corey Padron gave a verbal update including his ideas for possible increases to the member contributions. Mike De Roia asked Corey Padron to send out a financial report and information on the contribution invoices for members as it is needed for their budgeting purposes. A discussion was held regarding when the invoices would be sent out and if the contribution amount would remain consistent with the past years or increase. It was reiterated that the HSEMC funds are used to reimburse Columbia County for part of the costs associated with the employment of the Emergency Management Coordinator position. Corey Padron stated that he would check for member contributions already paid for this year and then send out letters/invoices by the end of the fiscal year (June 30th). Josette Mitchell asked for clarification on if that meant funds paid in the current fiscal year or calendar year, or if for planning purposes it would be beginning the new fiscal year that begins for them July 1, 2025. She stated the cities need more notice to plan for their budgeting purposes. Greg Hinkelman echoed Josette’s concerns regarding proposed budget planning. Chief Pricher added if amounts were to increase, there would need to be sufficient time to adjust budgets and could not be until the next fiscal budget year. Corey Padron stated the increases in contribution amounts were only suggestions for the future, those changes were not being made for the current contributions. The IGA would include the same contribution formula as used in the past IGA. Chief Pricher asked what would happen if an agency no longer wanted to contribute as a member. Corey Padron responded that it would be up to the remaining HSEMC members and the Board of County Commissioners to determine. Chief Pricher questioned who decides the workload and priorities of the projects, as well as dispute resolution for projects. Corey Padron explained that it is all spelled out in the IGA and the deliverables are in the IPP (work plan). The IPP is approved by HSEMC and then the Board of County Commissioners. The Department of Emergency Management is there to serve the entire County and agencies that serve a larger population pay more in their contributions for the ability to call 24/7 for assistance with logistics and support and the smaller agencies take less time due to less populated areas so they pay less in their contributions. Additional discussion was held regarding HSEMC members input with the prior Emergency Management Director with the development of the current IPP. • The officer election for 2025 was held. The need for a new HSEMC Chair was presented and discussed. Mike De Roia stated that he would be willing to continue as Vice Chair. Sarah Johnson stated she was willing to continue as Secretary. Upon motion by Lonny Welter and seconded by Mike De Roia, Mike Russell was nominated to serve as Chair. The motion to have Mike Russell serve as Chair passed. It was moved by Mike Russell and seconded

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	<p>by Lonny Welter for Mike De Roia to serve as Vice Chair and Sarah Johnson to serve as Secretary. The motion passed.</p> <ul style="list-style-type: none"> • Mike Russell took over as Chair to preside over the remainder of the meeting. He asked Corey Padron to look into providing a possible topic expert as a guest speaker for future meetings.
<p>Old Business</p>	<ul style="list-style-type: none"> • 2024 HSEMC IGA – Corey Padron presented the IGA and explained that it has been through legal review and this version includes their recommendations. He walked through those changes. Clarifying questions were asked and answered regarding the way funds are used and the audit process to ensure the funds are being used properly. Discussion continued regarding how the money from past years is in the account which is a line item on the County budget due to grant funds covering the staff position that normally was paid for out of the HSEMC funds. Proper accounting for expenditures and the Emergency Management Department operational needs were noted. Corey Padron explained the history of the intent of HSEMC funds were to cover an entire staff person, but over the years with rising costs it only covers ½ of a fully loaded (salary and benefits) position now. That is why it is paid as a reimbursement to the County for part of the position costs. He also stated that having additional members would be helpful to have additional funds without raising costs for current members. Josette Mitchell stated that it would be best to keep the money in reserve to ensure the staff position was covered. Mike Russell explained the financial oversight for the HSEMC funds process includes financial reports from the EM Department. Corey Padron gave examples of items that have been purchased, and a shipping container that needs to be purchased. • After additional discussion, it was agreed that creating a cap of \$10,000 for expenditures would be prudent. Anything over the \$10,000 would need HSEMC pre-approval. • The IGA was remanded back to a subcommittee of Mike Russell, Corey Padron, and Margaret Magruder to evaluate and bring back to the next meeting for final approval.
<p>New Business</p>	<ul style="list-style-type: none"> • Membership Updates – we have expired commissions and vacant positions to fill. Chris Fluellen stated that he is willing to serve for the open Law Enforcement position. Corey Padron will send out an email to those members with expired commissions to ascertain their willingness to continue to serve. • Sarah Johnson explained the November meeting date falls on Veteran’s Day and needs to be moved. It was decided that the November HSEMC meeting will be moved to Tuesday, November 18th at 14:00 hrs.
<p>Emergency Management & Member Updates Closing Comments</p>	<ul style="list-style-type: none"> • Corey Padron presented the Emergency Management Department update. They have the opportunity to purchase a shipping container for storage of emergency response items. • Margaret Magruder presented the Board of Commissioners’ update. They have reorganized officers for this year. Kellie Jo Smith is serving as Chair. Their focus for the next few months will be the legislative issues. • Lonny Welter reminded everyone to pay attention to the disasters that have been happening recently and what the takeaways on the response has been. What has been done well and what has not, are all good lessons for us.
<p>Meeting Adjourned</p>	<p>Adjourned by Chair Mike Russell at 15:15 hrs.</p>

Next Meeting: March 11, 2025 14:00.