

**CITY COUNCIL AGENDA ITEM**  
CITY OF SHORELINE, WASHINGTON

<b>AGENDA TITLE:</b>	Authorize the City Manager to execute the Interlocal Agreement with the Fire Department to Provide an Emergency Operations Center Pursuant to the Shoreline Emergency Management Interlocal Agreement
<b>DEPARTMENT:</b>	Emergency Management
<b>PRESENTED BY:</b>	Gail Marsh, Emergency Management Coordinator

**PROBLEM/ISSUE STATEMENT:**

The City Council adopted the Shoreline Emergency Management Interlocal Agreement ("Emergency Management Interlocal") on May 27, 2003 to coordinate the timely and effective sharing of local resources during emergencies. Under the Interlocal, the City of Shoreline ("City") is committed to having the resources, staff, and expertise to prepare for and respond to any emergency that may occur in its jurisdiction. To that end, the partnership with the Shoreline Fire Department to share resources provides a viable way to coordinate the response to an emergency by all parties that may be involved.

The Shoreline Fire Department has been an important partner in developing and implementing the Emergency Management Plan and the Emergency Management Interlocal. In 2002/2003, an Emergency Planning Team ("EPT"), consisting of the Fire Department and city staff, delegated responsibilities falling under the Emergency Management Interlocal. One of the responsibilities contemplated by the EPT and detailed by the Emergency Management Interlocal is the need for an Emergency Operations Center ("EOC") to serve as a single coordinating point for response and recovery during an emergency. The Interlocal Agreement Between the City of Shoreline and the Shoreline Fire Department to Provide an Emergency Operations Center ("EOC Interlocal") formalizes the arrangements between the parties for the EOC.

The EOC Interlocal defines the duties of the Fire Department and the City of Shoreline as:

Fire Department:

- Provide an EOC in Room 103 of the Fire Department
- Meet quarterly with the Emergency Management Coordinator
- Provide and pay for routine maintenance and repair of the EOC
- Pay for all utility service and telephone charges
- Store and maintain servers

City:

- Provide phone lines to the EOC
- Provide a fiber optic line for systems support
- Provide servers to the Fire Department and workstations to the EOC
- Provide material needed for EOC operations
- Meet quarterly with the Fire Department

The EOC Interlocal is effective upon execution of both parties, and renews automatically from year-to-year. It may be terminated by either party with six-month written notice.

**ALTERNATIVES ANALYZED:**

The Alternative to this agreement would be to utilize the Shoreline Police Department's EOC. It is wired for a number of phone and data lines and is set up already to function as the Police EOC and the City's designated alternative EOC. However, the room itself is fairly small and barely accommodates Police staff when they set it for their sole purpose use. When an EOC is initiated to coordinate a City-wide response to an emergency, this room would not handle the number of staff needed to run an efficient operation.

**FINANCIAL IMPACT:**

The City will provide phone lines to the EOC at a cost of \$190 per month. The cost is budgeted within the City's Emergency Planning budget within the Police Department. This budget includes funding for the Emergency Manager position and other operating costs related to completing emergency preparedness tasks. For 2004 the Emergency Planning budget totals \$106,000. The fiber optic line (provided for systems support for EOC activation during emergencies) has a one-time fee of \$24,000, which will be paid from the Information Technology (IT) Strategic Plan budget. Costs for required servers will also be paid from the IT Strategic Plan budget. The Council endorsed the 2004-2006 strategic plan in 2003. This plan included \$30,000 for business continuity and emergency response.

**RECOMMENDATION**

Staff recommends that Council authorize the City Manager to execute the Interlocal Agreement Between the City of Shoreline and the Shoreline Fire Department to Provide an Emergency Operations Center Pursuant to the Shoreline Emergency Management Interlocal Agreement.

Approved By:      City Manager  City Attorney 

Attachment A: Interlocal Agreement

**Interlocal Agreement Between the  
City of Shoreline and the Shoreline Fire Department  
to Provide an Emergency Operations Center Pursuant to the  
Shoreline Emergency Management Interlocal Agreement**

This Agreement is made and entered into on this \_\_\_ day of \_\_\_\_\_ 2004, between the City of Shoreline ("City") and the Shoreline Fire Department ("Fire Department"), both municipal corporations of the State of Washington, located in Shoreline, Washington.

WHEREAS, the City and the Fire Department enter into this Agreement pursuant to and as authorized by the Interlocal Cooperation Act (Chapter 39.34 RCW);

WHEREAS, the City and the Fire Department have entered into the Shoreline Emergency Management Interlocal Agreement in order to provide timely emergency response and recovery through cooperation, coordination and sharing of resources and expertise during an emergency;

WHEREAS, the Shoreline Emergency Management Interlocal Agreement details the need for an Emergency Operations Center ("EOC") that will serve as a single coordinating point for response and recovery during an emergency;

WHEREAS, the EOC performs unified command, control and resource coordination between the organizations subscribing to the Shoreline Emergency Management Interlocal Agreement, the Regional Disaster Plan Zone 1, and County, State and Federal agencies.

WHEREAS, the City Manager or designee has the authority to activate the EOC based on anticipated or present events that require the coordination of resources to provide an effective response and recovery to protect human life, property or natural resources;

WHEREAS, the Shoreline Emergency Management Interlocal Agreement is activated when the EOC is activated;

WHEREAS, the EOC will be located at the Fire Department and will use the Incident Command System to coordinate community emergencies.

NOW, THEREFORE, the City and the Fire Department agree to cooperate, coordinate and share resources in the operation the EOC as detailed in this Agreement.

**I. Responsibilities**

The responsibilities of the parties to this Agreement shall be as follows:

**A. Fire Department**

1. Provide an EOC in Room 103 of the Shoreline Fire Department at 17525 Aurora Ave. N., Shoreline, WA 98133. (See floor plan attached as Exhibit A.)

2. Meet quarterly with the Emergency Management Coordinator to develop a schedule for use of the EOC for emergency training and other purposes. The City shall have priority access to the EOC during emergency activation under the Interlocal Agreement. The Fire Department shall have scheduling priority over other EOC uses.
  3. Provide and pay for routine maintenance and repair of the EOC, including custodial services.
  4. Pay for all utility services and telephone charges.
  5. Store and maintain servers provided by the City. Servers will be stored in Rooms 109/110.
- B. The City
1. Provide phone lines to the EOC.
  2. Provide a fiber optic line between Shoreline City Hall and the Fire Department to provide for systems support during activation of the EOC.
  3. Provide servers to the Fire Department and provide workstations for the EOC.
  4. Provide materials needed for EOC operations upon approval by the Emergency Management Coordinator.
  5. Meet quarterly with the designated Fire Department administrator to develop a schedule for use of the EOC for emergency training and other purposes.

## II. Administration

- A. Any notices or actions required as a result of this contract shall be directed to the following:

To the Fire Department:

Fire Department Chief or his/her designee  
 17525 Aurora Ave. N.  
 Shoreline, WA 98133

To the City:

Emergency Management Coordinator  
 1206 N. 185<sup>th</sup> St.  
 Shoreline, WA 98133

- B. The designated Fire Department administrator and the Emergency Management Coordinator shall meet quarterly and otherwise as needed.
- C. Any conflict not resolved by the administrators shall be referred to the City of Shoreline City Manager and the Fire Department Chief, who shall resolve the conflict.

## III. Duration of Agreement

This Agreement shall be effective upon signature of both parties, and shall automatically renew from year to year unless otherwise amended or terminated as provided hereafter.

**IV. Termination**

Either party has the right to terminate this agreement for any reason upon providing six (6) months advance written notice to the Emergency Management Coordinator or the Fire Department administrator.

**V. Amendments**

This Agreement shall be amended only by written agreement of both parties.

**VI. Indemnification**

A. The Fire Department shall indemnify, defend and hold the City and its officers, agents, employees and volunteers harmless from all costs, claims or liabilities of any nature including attorneys' fees, costs and expenses for or on account of injuries or damages sustained by any persons or property resulting from the acts, errors, or omissions of the Fire Department, its agents or employees in the performance of this Agreement.

B. The City shall indemnify, defend and hold the Fire Department and its officers, agents, employees and volunteers harmless from all costs, claims or liabilities of any nature including attorneys' fees, costs and expenses for or on account of injuries or damages sustained by any persons or property resulting from the acts, errors, or omissions of the City, its agents or employees in the performance of this Agreement.

**VII. Severability**

If any term, provision, covenant or condition of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remainder of the provisions hereof shall remain in full force and effect and shall in no way be affected, impaired, or invalidated as a result of such decision.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed.

SHORELINE FIRE DEPARTMENT

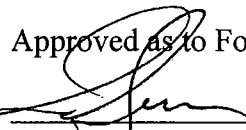
CITY OF SHORELINE

  
\_\_\_\_\_  
Ron Mehlert, Fire Chief

\_\_\_\_\_  
Steve Burkett, City Manager

8/17/09  
\_\_\_\_\_  
Date

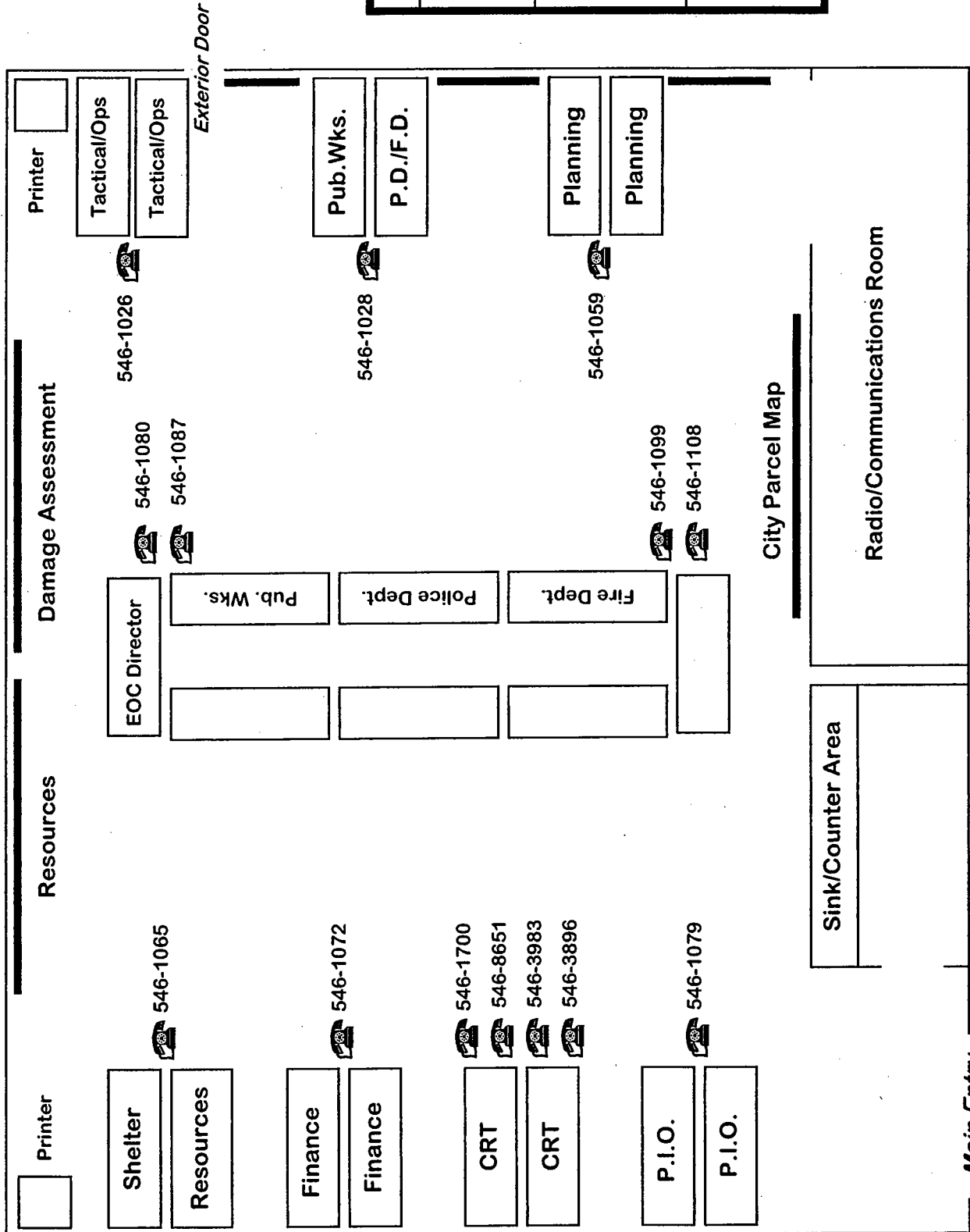
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Date

Approved as to Form:  
  
\_\_\_\_\_  
Ian Sievers, Shoreline City Attorney



# Shoreline E.O.C. Layout Scheme (drawing not to scale)

EXHIBIT A



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