

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Authorize the City Manager to enter into agreements with King County and Public Safety Support Services in order to provide Planner services for Emergency Management Zone 1
DEPARTMENT:	City Manager's Office/Emergency Management
PRESENTED BY:	Julie Modrzejewski, Assistant City Manager Gail Marsh, Emergency Management Coordinator

PROBLEM/ISSUE STATEMENT:

King County is currently divided into three response zones for emergency management purposes. Predetermined geographic divisions of the county have facilitated efficient preplanning efforts as well as the sharing of information and coordination of priorities, operations, and resources during an event. The three Regional Emergency Coordination Zones correlate to the existing King County Fire Zones and are as follows:

- Emergency Coordination Zone 1 – North and East King County was created from former Fire Zones 1 and 2.
- Emergency Coordination Zone 3 – South King County was created from a merger of Fire Zones 3 and 4.
- Emergency Coordination Zone 5 - City of Seattle

Each Zone, through the facilitation of King County Office of Emergency Management and Zone Emergency Planners, develops protocols and procedures for carrying out inter- and intra-zone coordination and response functions. During the response to an event, these zone coordination functions may operate from the King County Emergency Coordination Center (ECC), or a dedicated Zone Coordination Center in the appropriate location, or in a decentralized manner.

In 2004, the jurisdictions that create Zone 1 added a Zone Planner 1 to assist in working with all of the cities to assure compliance with all the mandates from Homeland Security, National Incident Management System (NIMS) compliance, Emergency Operations Plan updates, exercises, etc. Zone 3 added a Planner modeled after our program in 2006.

The funding for the Zone 1 Planner is provided by the United States Department of Homeland Security's State Homeland Security Program (SHSP) through King County's Office of Emergency Management. A participating Zone 1 city holds the funding contract with King County. That city then contracts with an agency to provide the Zone 1 Planner services. Since the conception of the Zone 1 Planner concept, the 501(c)3 non-profit, Public Safety Support Services, has been contracted to provide this service. Bellevue and Issaquah previously managed these contracts (see Exhibit A for scope of work).

The City of Shoreline participates in and benefits from Zone 1 emergency management activities. Zone 1 emergency management representatives meet on a regular basis to share information and plan activities that benefit Zone 1 cities and improve regional emergency preparedness. Additionally, these representatives monitor and discuss the performance of the Zone 1 Planner. The City of Shoreline has been asked by Zone 1 representatives to administer this grant. This is a 100% reimbursement grant in that all grant eligible expenses are reimbursed through King County to the city up to the maximum amount of the grant, or actual expenses, whichever is less. The City of Shoreline benefits from the Zone 1 Planner position and we believe administering the grant has value and is a worthwhile effort.

ALTERNATIVES ANALYZED:

- Authorize the City Manager to enter into agreements implementing the Zone 1 Planner program. *(recommended)*
- Do not authorize the Administration to enter into an agreement with King County to administer the Zone 1 Planner grant and leave Zone 1 to find another administering agency.

FINANCIAL IMPACT:

This is a 100% reimbursable grant; there is no direct financial impact to the city. In discussions with Bellevue and Issaquah we have learned that the resources necessary to administer the contracts is minimal. The grant funding period is March 1, 2007 to March 31, 2008 in the amount of \$100,000. Staff will add the revenues and expenditures to the 2007 budget when staff brings forward the 2006 carryover ordinance in March. The revenues and expenditures for 2008 will be brought forward during the 2008 budget planning process.

RECOMMENDATION

Staff recommends that council authorize the City Manager to enter into agreements with King County and Public Safety Support Services in order to provide Planner services for Emergency Management Zone 1.

Approved By: City Manager  City Attorney ____

Attachment: Exhibit A: Scope of Work

Zone One Emergency Management Coordinator

SHSP FY07 Contract Deliverable Items

- 1) Educate Zone 1 Cities' leadership as to their roles within the Zone One concept of operations according to the Regional Disaster Plan.
- 2) Develop and maintain emergency contact information and resource lists among Zone One emergency management agencies.
- 3) Facilitate NIMS compliance and sustainability within Zone One jurisdictions in the following areas:
 - ☐ EOPs (CEMP) Compliance
 - ☐ NRP awareness
 - ☐ Resource Typing and KC-IRIS efforts
 - ☐ ISC and Credentialing
- 4) Refine protocols for working with Zones 3 and 5 and KCOEM during activations of the RDP.
- 5) Continue to build cooperation / partnerships with Zones 3 and 5.
- 6) Facilitate outreach to the private sector signators to the Regional Disaster Plan.
- 7) Maintain and exercise communications protocols among Zone one agencies and provide training for same.
- 8) Attend regional meetings, representing the Zone's interest to EMAC and its work groups either directly or through the Zone's discipline reps. Report back to Zone One agencies to keep cities apprise of issues affection Zone One.
- 9) Keep Zone One Managers informed of critical local and regional issues that may affect them.
- 10) Provide planning input and share updates with Zone One emergency management agencies on the development of the Regional Homeland Security Strategic Plan (RHSSP) and ensure Zone One concerns are reflected in the final product specifically as it relates to COOP/COG and Public Education.
- 11) Implement coordination of efforts among Zone one agencies according to the RDP, the Region 6 HSSP, and with the WASSP.
- 12) Oversee the Zone Coordination Center. Recruit and train city representatives, write, maintain, and update the ZCC Ops Manual, and ZCC reps contact information.
- 13) Coordinate and represent the Zone's interests and issues at KCECC when local and regional EOCs are activated.
- 14) Develop plans that include clarification by RDP planning task force to clarify who is authorized to activate the plan, how, including private agencies do this.
- 15) Encourage sustained compliance with NIMS and the NRP as mandated by DHS.

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