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- The public may also watch, listen to, or participate in the meeting live by visiting <https://us02web.zoom.us/j/89255646791> or by telephoning 1-253-215-8782 and entering Meeting ID 892 5564 6791.
- The public is encouraged to comment via email to cityclerk@cityofanacortes.org or via written comment addressed to City Clerk, P.O. Box 547, Anacortes, WA 98221. Public comments received by the [City Clerk](#) prior to 3:00 p.m. the day of the meeting will become part of the record for the meeting, just as if presented in person.
- Complete guidelines for virtual participation in Anacortes City Council meetings are available [here](#). View the quick video example for connecting to the meeting [here](#).



Anacortes City Council
Municipal Building Council Chambers
904 6th Street

October 16, 2023
6:00 PM

PRELIMINARY AGENDA
[Packet Materials](#) / [Watch Meeting](#)

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Announcements and Committee Reports**
 - a. Finance Committee (Report)
 - b. Public Works Committee (Report)
 - c. Economic Development Committee (Report)
4. **Public Comment**
5. **Consent Agenda**
 - a. Minutes of October 9, 2023 (Action)
 - b. Approval of claims in the amount of \$1,096,411.32 (Action)
6. **Other Business**
 - a. * Capital Facilities Plan (CFP) 2024-2029, General Government (Discussion)
 - b. Resolution 3132: Waiving the State Competitive Bidding Requirements for the Purchase of JWC Environmental Sewage Grinders for the WWTP (Discussion/Action)
 - c. Contract Modification: FEMA Coordination – February 2020 Event FEMA-4539-DR #23-202-ENG-001 (Discussion/Action)
 - d. Contract Award: Police Department Chevrolet Tahoes #23-285-ERR-001 (Discussion/Action)
 - e. Resolution 3134: Adoption of the City of Anacortes Emergency Operations Plan (Discussion/Action)
7. **Adjournment**

Per Resolution 3051, citizens wishing to comment on items not on the agenda may do so under Public Comment. Citizens wishing to comment on items indicated with an asterisk () may do so as those items are considered by Council during the course of the meeting.*

The City of Anacortes is committed to making public meetings available and accessible to all members of the community.
For assistance with special needs, please contact the City Clerk at 360-299-1960 in advance of the meeting.

Anacortes City Council Minutes - October 9, 2023

Call to Order

Mayor Matt Miller called to order the Anacortes City Council meeting of October 9, 2023 at 6:00 p.m. Councilmembers Jeremy Carter, Ryan Walters, Anthony Young, Christine Cleland-McGrath (arrived @ 6:02 pm), Bruce McDougall and Amanda Hubik were present. Councilmember Carolyn Moulton participated in the meeting remotely via Zoom.

Pledge of Allegiance

The assembly joined in the Pledge of Allegiance.

Announcements and Committee Reports

Mayor Miller shared an update on the Faith in Blue events this past weekend that connect diverse houses of worship with law enforcement, the upcoming library in-service and closure on Friday, October 13th, and White Cane Safety Day on October 15th that raises awareness for visually impaired community members, an upcoming candidates forum on October 10th from 5-8 pm at City Hall, and updates to the meeting agenda.

Housing Affordability and Community Services Committee

Ms. Moulton reported from the Housing Affordability and Community Services Committee meeting held October 4th. The topics discussed included Community Development Block Grant funding, including \$14,000 for cold weather shelters from 2020 funds, \$34,000 toward curb cuts and ADA improvements at 24th Street and H Avenue from 2021 funds, and \$17,000 to the Anacortes Family Center for painting the emergency shelter from 2022 funds, and 15% to the Anacortes Family Center for services and the remaining 85% to re-roof the Anacortes Housing Authority building at 508 6th Street from 2023 funds.

Planning Committee

Mr. Walters reported from the Planning Committee meeting held earlier in the evening. The topics discussed included a \$125,000 grant for the 2025 Comprehensive Plan update and a separate grant for incorporating mitigation and resiliency measures to address climate impacts in the plan.

North Star Housing Work Group

Mr. Walters reported from the North Star Housing Work Group held earlier in the afternoon. Discussion topics included housing project pipeline planning to identify publicly owned and commercial / industrial parcels that could be developed for lower income housing and / or multi-use projects, and the upcoming Whatcom Housing Week.

Public Safety Committee

Ms. Cleland-McGrath reported from the Public Safety Committee meeting held October 3rd. The police topics discussed included narcotics-related arrests as a result of new state legislation that went into effect on August 15, 2023, the installation and operational status of the Tommy Thompson Trail security cameras, the Anacortes Police Department 2024-2029 Strategic Plan, virtual reality training software and equipment, the recent hiring of four new officers, and the 2024 budget. Fire topics included the two new lateral hires, in-house training for new firefighters in 2024, and the Skagit County Emergency Medical Services levy renewal.

Mayor's Budget Message

Mayor Miller delivered his annual budget message for fiscal year 2024. Finance Director, Steve Hoglund, introduced the schedule for consideration of the 2024 operating budget and capital facilities plan.

Public Comment

Mayor Miller invited the public to comment on any item not on the agenda.

Public comment was given as follows:

Colette Mues Arvidson, President of the Anacortes Lions Club, spoke about the history of White Cane Day and its aim of increasing public awareness of visually impaired community members' safety and quality of life.

Consent Agenda

Mr. McDougall moved, seconded by Mr. Young, to approve the following Consent Agenda items. The motion carried unanimously by voice vote.

a. Minutes of October 2, 2023

b. Approval of claims in the amount of \$2,212,594.16

The following vouchers/checks were approved for payment:

EFT numbers: 107504 through 107544, total \$1,958,645.322

Check numbers: 107503 through 107559, total \$239,191.95

Wire transfer numbers: 331936 through 332739, total \$14,756.89

c. Special Event/Road Closure: Kiwanis Expansion Celebration

Closed Record Decision Hearing

Continued Appeal Hearing - Port of Anacortes / SDP-2023-0002

Mayor Miller re-convened the continued appeal hearing for the Port of Anacortes Shoreline Substantial Development Permit (SDP-2023-0002) with conditions. City Attorney, Darcy Swetnam, detailed the two lines of appeal pursued by the Port of Anacortes of the Planning Commission's decision, including Case 23-008 before the Shoreline Hearings Board and the current appeal hearing before the Council. She then introduced the proposed settlement agreement that was reached during mediation between the City and Port held on October 3rd that would replace the three conditions included in the permit with the following four new conditions:

1. The Port would place wayfinding signs directing the public to Q'elech'ilhch Park, in consultation with local stakeholders for appropriate language, on the corner of 3rd Street and Commercial Avenue, 2nd Street and O Avenue, and 3rd Street and O Avenue.
2. The Port would coordinate beautification measures to place murals created by Anacortes High School seniors and accompanying informational signs on the fence that surround the Quiet Cove property.
3. The Port of Anacortes would install street trees on the west side of O Avenue between 2nd Street and 3rd Street and on the north side of 3rd Street between O Avenue and N Avenue.
4. The parties agreed to limit the precedential value of this agreement to this particular project.

Ms. Swetnam reported that City staff recommended approval of the settlement agreement. She added that within five days of execution of the agreement, the City would re-issue the findings of fact, conclusions of law, and decision in the shoreline substantial development permit and within five days of that, the Port would dismiss with prejudice its appeal to the Shoreline Hearings Board.

Discussion topics included:

- Endurance, number and changeability of the murals, alternative public access to the Q'elech'ilhch Park, trust and the working relationship between the parties.

RYAN WALTERS moved, seconded by JEREMY CARTER, to approve the settlement amending condition 3 to have street trees on the west side of O Avenue. Vote: Ayes - JEREMY CARTER, ANTHONY YOUNG, RYAN WALTERS, CHRISTINE CLELAND-MCGRATH, CAROLYN MOULTON, BRUCE MCDOUGALL, AMANDA HUBIK. Nays - None. Result: Passed

Other Business

Contract Award: AT&T FirstNet Communications System #23-262-ITS-001

Administrative Services Director, Emily Schuh, introduced the proposed contract with AT&T FirstNet Communications System #23-262-ITS-001, referring to a slide presentation that was included in the packet materials for the meeting.

Discussion topics included:

- Device buyback credit, staff training and budget, additional equipment for emergency services, eligible city staff, and bundling options.

JEREMY CARTER moved, seconded by RYAN WALTERS, to approve contract #23-262-ITS-001 with AT&T as presented. Vote: Ayes - JEREMY CARTER, ANTHONY YOUNG, RYAN WALTERS, CHRISTINE CLELAND-MCGRATH, CAROLYN MOULTON, BRUCE MCDOUGALL, AMANDA HUBIK. Nays - None. Result: Passed

Lease Agreement: Hawkeye Wrestling Club #23-281-PRK-001

Parks and Recreation Director, Jonn Lunsford, introduced the proposed lease agreement with the Hawkeye Wrestling Club and the Boys and Girls Club of Anacortes #23-281-PRK-001, pointing out that the Boys and Girls Club board has reviewed and approved the agreement.

RYAN WALTERS moved, seconded by AMANDA HUBIK, to approve lease agreement #23-281-PRK-001 with the Hawkeye Wrestling Club and Boys and Girls Club. Vote: Ayes - JEREMY CARTER, ANTHONY YOUNG, RYAN WALTERS, CHRISTINE CLELAND-MCGRATH, CAROLYN MOULTON, BRUCE MCDOUGALL, AMANDA HUBIK. Nays - None. Result: Passed

Contract Modification: Wastewater Treatment Plant Outfall Permitting Services #20-032-SEW-003

Public Works Director, Andrew Rheame, introduced City Engineer, Tim Hohmann, who detailed the proposed contract for Wastewater Treatment Plant outfall permitting services #20-032-SEW-003.

Discussion topics included:

- Cultural resources data and considerations, earmarked funds for permitting services, Exhibit D services, outfall alignment, project estimated cost breakdown, and consultant capability and competence.

Mayor Miller invited members of the audience to comment on this agenda item. Public comment was given as follows:

John Wilkinson of Anacortes asked about the extension of the outfall project into 2025 without funding being appropriated under the proposed Capital Facilities Plan.

BRUCE MCDOUGALL moved, seconded by AMANDA HUBIK, to authorize the mayor to sign the modification to contract #20-032-SEW-003 with Widener and Associates. Vote: Ayes - JEREMY CARTER, ANTHONY YOUNG, RYAN WALTERS, CHRISTINE CLELAND-MCGRATH, CAROLYN MOULTON, BRUCE MCDOUGALL, AMANDA HUBIK. Nays - None. Result: Passed

Contract Award: WWTP Pump Station 14 Replacement Pump Purchase #23-283-SEW-001

Public Works Director, Andrew Rheaume, introduced the proposed contract for Wastewater Treatment Plant Pump Station 14 replacement pump purchase #23-283-SEW-001, detailing the location of the pump station near the Washington State Ferry landing, the existing system, and required repairs.

Discussion topics included:

- Amount of the allotted 2023 budget that had been spent on wastewater treatment plant pumps.

RYAN WALTERS moved, seconded by ANTHONY YOUNG, to authorize the mayor to sign contract #23-283-SEW-001 with Whitney Equipment Company, Inc. Vote: Ayes - JEREMY CARTER, ANTHONY YOUNG, RYAN WALTERS, CHRISTINE CLELAND-MCGRATH, CAROLYN MOULTON, BRUCE MCDOUGALL, AMANDA HUBIK. Nays - None. Result: Passed

Capital Facilities Plan (CFP) 2024-2029, Public Works

Finance Director, Steve Hoglund, Public Works Director, Andrew Rheaume, Water System Manager, Brian McDaniel, and Wastewater Treatment Plant Manager, Brian Walker, presented the proposed 2024-2029 Capital Facilities Plan for Public Works, referring to a presentation that was included in the packet materials for the meeting.

Discussion topics included:

- Facilities
 - City Hall elevator retrofit, fire department elevator replacement, City Hall seismic retrofit cost estimate, merits of repair line items included in the Capital Facilities Plan, integration with the Comprehensive Plan, comprehensive list of projects for the Council, and clear articulation of needs.
- Operations
 - New vehicles or replacements.
- Transportation
 - H Avenue multi-modal trail, OpenGov stories, and pavement maintenance.
- Wastewater Utility Collections
 - Funding for Reservation Road, Padilla Heights Road and Similk Bay Road Sewer.
- Wastewater Utility
 - Wastewater treatment plant re-design, cash reserves in the sewer fund, and sewer rate setting.
- Water Utility
 - Whistle Lake Dam assessment grant funding, internal maintenance for Skyline and 29th Street

reservoirs, and water treatment plant controls reliability project timing.

- 2023 CFP Status Update and Conclusion
 - A holistic review of the road overlay program, and a complete Guemes Channel Trail plan.

Resolution 3133: Recognizing Indigenous Peoples' Day

Mr. Walters introduced Resolution 3133 recognizing and celebrating the second Monday in October as Indigenous Peoples' Day in a non-binding resolution.

ANTHONY YOUNG moved, seconded by AMANDA HUBIK, to approve Resolution 3133 Recognizing Indigenous Peoples' Day in the City of Anacortes. Vote: Ayes - JEREMY CARTER, ANTHONY YOUNG, RYAN WALTERS, CHRISTINE CLELAND-MCGRATH, CAROLYN MOULTON, BRUCE MCDOUGALL, AMANDA HUBIK. Nays - None. Result: Passed

Adjournment

There being no further business, at approximately 8:44 p.m. the Anacortes City Council meeting of October 9, 2023 was adjourned.

The following claims against the City of Anacortes have been preaudited and certified by the Clerk-Treasurer as ready for City Council approval at the October 16, 2023 City Council meeting:
[Download this file in OpenDocument spreadsheet format.](#)

Invoice Doc #	Invoice Date	Invoice #	Vendor Full Name	Description	Total Amount	Approval Queue
333074	5/31/2023	10709460	NAVIA BENEFIT SOLUTIONS, INC	MAY FLEXIBLE SPENDING PARTICIPANT FEE	\$ 136.95	hr
333260	7/1/2023	9170253658	SCHINDLER ELEVATOR CORPORATION	MONTHLY ELEVATOR SERVICE - JULY 2023	\$ 688.70	pw1
333081	7/6/2023	AN 93233	CENTRAL WELDING SUPPLY CO, INC	O2 FOR AMBULANCES	\$ 98.74	medic
333259	8/1/2023	9170254011	SCHINDLER ELEVATOR CORPORATION	MONTHLY ELEVATOR SERVICE - AUGUST 2023	\$ 688.70	pw1
332982	8/3/2023	52678	KRIEG CONSTRUCTION, INC	ASPHALT DISPOSAL - STREET DEPT	\$ 208.48	dshop
333238	8/29/2023	3417-2	MCCLURE & SONS, INC, LES MCCLURE	SECONDARY CLARIFIER DRIVE UNIT REPLACEMENT PROJECT: INSTALLATION	\$ 125,357.08	dwwtp
333256	8/31/2023	2023.8B	BAYVIEW CONSULTING, LLC	FORMER WTP DEMOLITION PROJECT: SPECIAL PROJECT MANAGER - AUG 2023	\$ 6,281.35	dwwtp
333261	9/1/2023	9170254282	SCHINDLER ELEVATOR CORPORATION	MONTHLY ELEVATOR SERVICE - SEPTEMBER 2023	\$ 688.70	pw1
333240	9/6/2023	2023-9-5-DB7E2D	QUALITY CONTAINERS, INC.	STORAGE CONTAINER	\$ 3,648.00	fiber
333089	9/19/2023	9170874	DEPARTMENT OF NATURAL	0009170874 FOREST LAND ASSESSMENT 2023	\$ 1,481.11	medic
332971	9/20/2023	0308028-IN	REISNER DISTRIBUTOR INC	DIESEL #1904	\$ 3,512.44	dshop
333193	9/20/2023	3818977	ZOLL MEDICAL CORPORATION	CABLES, ELECTRODES, POWER SUPPLY,	\$ 3,127.43	medic
332879	9/20/2023	9944926523	VERIZON WIRELESS	SCADA COMMUNICATION FOR PUMP STATIONS 8/21-9/20/23	\$ 1,223.78	dwwtp
333263	9/21/2023	PS-INV106274	WHITNEY EQUIPMENT CO INC	WWTP AERATION BASIN MIXER REPLACEMENT - LABOR	\$ 1,679.87	dwwtp
332874	9/21/2023	ReimbLudemann	LUDEMANN, WILLIAM	TRAVEL REIMBURSEMENT- REGIONAL FLEET MNGR MEETING	\$ 24.64	dshop
332807	9/25/2023	0308048-IN	REISNER DISTRIBUTOR INC	DEF	\$ 658.13	dshop
333214	9/25/2023	0811	FIDALGO CLEANING	APD CLEANING & SUPPLIES 9/25-10/8/23	\$ 800.00	apd
332967	9/26/2023	007N7046	HARRINGTON INDUSTRIAL	UNISTRUT/CHANNEL STRUT FOR I-ALERT RTU PARTS	\$ 837.29	dwwtp

Invoice Doc #	Invoice Date	Invoice #	Vendor Full Name	Description	Total Amount	Approval Queue
332864	9/26/2023	1200558502	HDR ENGINEERING, INC	WASTEWATER TREATMENT PLANT OUTFALL - DESIGN - 07/30/23 - 08/26/23	\$ 37,164.83	pw1
333079	9/26/2023	1366829	LIFE ASSIST, INC	PHARMA: NALOXONE	\$ 431.63	medic
332970	9/26/2023	23-28580	EDGE ANALYTICAL, INC	WATER ANALYSIS - BACT RAW	\$ 63.00	dwtpt
332973	9/26/2023	23-29484	EDGE ANALYTICAL, INC	WATER ANALYSIS - BACT FINISHED	\$ 19.00	dwtpt
332805	9/26/2023	345841A	BAY CITY SUPPLY	FACILITIES SUPPLIES	\$ 107.35	dshop
332806	9/26/2023	346673	BAY CITY SUPPLY	FACILITIES SUPPLIES	\$ 335.83	dshop
332965	9/26/2023	9945434592	VERIZON WIRELESS	WTP SCADA 8/27-9/26/23	\$ 836.82	dwtpt
332974	9/27/2023	23-29496	EDGE ANALYTICAL, INC	WATER ANALYSIS - TCR INTOWN	\$ 209.00	dwtpt
333196	9/27/2023	7327025878	CARDINAL HEALTH 110, INC.	PHARMA: AMIODARONE	\$ 122.70	medic
333199	9/27/2023	8281724929	MOTOROLA SOLUTIONS INC	PORTABLE RADIO CHARGER UNITS	\$ 444.39	apd
333087	9/27/2023	AN 94662	CENTRAL WELDING SUPPLY CO, INC	O2 FOR AMBULANCE	\$ 72.59	medic
332888	9/27/2023	INV-011075	OVERHEAD DOOR CO	POLICE DEPT DOOR REPAIR	\$ 297.02	pwfacc
333080	9/27/2023	INV26500	SEAWESTERN, INC.	10 PAIRS FIRE BOOTS	\$ 5,394.30	medic
332983	9/28/2023	0308415-IN	REISNER DISTRIBUTOR INC	HYDRO FLUID FOR EQUIP #706	\$ 66.47	dshop
332885	9/28/2023	0308549-IN	REISNER DISTRIBUTOR INC	INCINERATOR FUEL	\$ 2,372.39	dwwtp
333225	9/28/2023	1000933	WBE TECHNOLOGIES LLC	EDA FIBER EXPANSION - MATERIALS - BID ITEM 17	\$ 783.36	fiber
332893	9/28/2023	23-27956	EDGE ANALYTICAL, INC	WATER ANALYSIS - BULK WATER WEEKLY	\$ 658.00	dwtpt
332884	9/28/2023	231167	T-SHIRTS BY DESIGN	EMBROIDERY FOR UNIFORM	\$ 52.22	dwwtp
332882	9/28/2023	231168	T-SHIRTS BY DESIGN	WORK UNIFORMS	\$ 620.16	pwfacc
333084	9/28/2023	231171	T-SHIRTS BY DESIGN	T-SHIRTS, SWEATSHIRTS, HATS, SHORTS FOR	\$ 1,516.67	medic
333270	9/28/2023	85105555	BOUND TREE MEDICAL, LLC	PHARMA: AMIODARONE, IPRATROPIUM	\$ 87.87	medic
332891	9/28/2023	877989	CASCADE COLUMBIA DISTRIBUTION	SODIUM HYPOCHLORITE3988 G	\$ 12,733.05	dwtpt
332863	9/28/2023	9945509385	VERIZON WIRELESS	City Cell Phones 8/29-9/28/23	\$ 11,197.97	finance
333058	9/28/2023	T491003	CORE & MAIN LP	SUPPLIES FOR WATER MAINTENANCE	\$ 1,999.82	dshop
332808	9/29/2023	0308416-IN	REISNER DISTRIBUTOR INC	SUPPLIES FOR SHOP STOCK	\$ 1,279.49	dshop
333086	9/29/2023	14	ISLAND HOSPITAL	AUGUST AMBULANCE SUPPLIES	\$ 3,200.79	medic

Invoice Doc #	Invoice Date	Invoice #	Vendor Full Name	Description	Total Amount	Approval Queue
333257	9/29/2023	2023.9	BAYVIEW CONSULTING, LLC	FORMER WTP DEMOLITION PROJECT: SPECIAL PROJECT MANAGER - SEPT 2023	\$ 4,428.70	dwtp
333052	9/29/2023	231172	T-SHIRTS BY DESIGN	REC PROGRAM SUPPLIES	\$ 8,878.08	pkrec
332887	9/29/2023	247833	INFOSEND, INC.	SEPTEMBER 2023 PROCESSING	\$ 4,115.48	finance
332702	9/30/2023	0923	NELSON, BONNIE	AGING MASTERY PROGRAM ADMINISTRATION - SEPTEMBER 2023	\$ 862.50	pkrec
332963	9/30/2023	12278	PETDATA, INC	PETDATA LICENSING FEES SEPTEMBER	\$ 500.00	finance
332869	9/30/2023	248921	LAKESIDE INDUSTRIES, INC.	5/8" & 3/4" ROCK FOR STREET DEPT	\$ 395.48	dshop
332867	9/30/2023	3090122	UTILITIES UNDERGROUND LOCATION	SEPTEMBER LOCATE TICKETS	\$ 208.98	dshop
333205	9/30/2023	48405	PACIFIC SECURITY	SECURITY DETAIL SEPTEMBER 2023	\$ 577.50	court
333197	9/30/2023	8281727734	MOTOROLA SOLUTIONS INC	PORTABLE RADIO BATTERIES	\$ 1,495.35	apd
333209	9/30/2023	90250577002	LANGUAGE LINE SERVICES, INC	INTERPRETER TELEPHONE SERVICE	\$ 14.99	court
333233	9/30/2023	929	A-QUICK PRESSURE WASHING	CITY HALL ROOF AND SOLAR PANEL CLEANING	\$ 3,397.01	pw1
333268	9/30/2023	COURT & BUILDING FEE	WASHINGTON STATE TREASURER	COURT & BLDG FEES TO STATE - QTR 3	\$ 11,702.00	finance
333222	9/30/2023	FB-2222	CITY OF MOUNT VERNON	DARK FIBER	\$ 350.00	fiber
333236	9/30/2023	IN953126	NOANET	MUNICIPAL FIBER NETWORK COORDINATED SERVICES - SEPTEMBER 2023	\$ 9,635.67	fiber
332890	9/30/2023	PS-INV106392	WHITNEY EQUIPMENT CO INC	MAINTENANCE SUPPLIES - PUMP STATIONS	\$ 920.52	dwwtp
332984	10/1/2023	052-0010-00	CITY OF ANACORTES	OPS: 9/1-9/30/23	\$ 1,673.69	dshop
333269	10/1/2023	10624	PORT OF ANACORTES	OCTOBER MOORAGE - MARINE 29	\$ 397.73	medic
332809	10/1/2023	1397169-0043-8	WASTE MANAGEMENT	SEPTEMBER 2023 CONTRACTED SERVICES	\$ 144,342.49	finance
333051	10/1/2023	140387	VENTEK INTERNATIONAL	WA PARK PAY STATION MONITORING 10/01-10/31/23	\$ 135.00	parks1
332980	10/1/2023	190-1840-00	CITY OF ANACORTES	WWTP 9/1-9/30/23	\$ 6,794.47	dwwtp
332985	10/1/2023	19925	JUSTICE WORKS, LLC	JUSTICE WORKS MONTHLY USAGE FEE	\$ 60.00	pubdef
333088	10/1/2023	2891	OAB ENGINEERING, LLC	STA 3 INTERNET: OCTOBER	\$ 150.00	medic
333206	10/1/2023	3584	SKAGIT COUNTY SHERIFF'S OFFICE	INMATE MEDICAL - PERIOD ENDING 12/25/23	\$ 16,110.71	apd

Invoice Doc #	Invoice Date	Invoice #	Vendor Full Name	Description	Total Amount	Approval Queue
333255	10/1/2023	36233	COMMERCIAL ALARM & DETECTION	LIBRARY FIRE ALARM MONITORING AGREEMENT	\$ 97.92	pw1
333262	10/1/2023	9170254567	SCHINDLER ELEVATOR CORPORATION	MONTHLY ELEVATOR SERVICE - OCTOBER 2023	\$ 688.70	pw1
333054	10/2/2023	10/02/2023	NORTHWEST PARKING EQUIPMENT	WA PARK PAY STATION MAINTENANCE 40	\$ 489.60	parks1
333231	10/2/2023	1000939	WBE TECHNOLOGIES LLC	EDA FIBER EXPANSION - MATERIALS - BID ITEMS 35 & 38	\$ 7,585.54	fiber
333245	10/2/2023	200000666863	PUGET SOUND ENERGY INC	LIBRARY 10TH STREET LED 9/1-10/2/2023	\$ 11.74	publib
333247	10/2/2023	200000667218	PUGET SOUND ENERGY INC	LIBRARY 10TH & M 9/1-10/2/2023	\$ 24.59	publib
332966	10/2/2023	200012505505	PUGET SOUND ENERGY INC	WTP 9/1-9/30/23	\$ 89,721.14	dwtpt
332802	10/2/2023	220025931985	PUGET SOUND ENERGY INC	CHERRY LN & ORCHARD AVE ST LIGHTS: 9/1-10/2/23	\$ 8.86	dshop
332877	10/2/2023	220030712800	PUGET SOUND ENERGY INC	STREET LIGHTS: 9/1-10/2/23	\$ 4.84	dshop
333061	10/2/2023	2250	LAW OFFICE OF CARA LORENZO	PUB DEF CONFL	\$ 427.50	pubdef
333062	10/2/2023	2251	LAW OFFICE OF CARA LORENZO	PUB DEF CONFL	\$ 247.50	pubdef
333063	10/2/2023	2252	LAW OFFICE OF CARA LORENZO	PUB DEF CONFL	\$ 277.50	pubdef
333064	10/2/2023	2253	LAW OFFICE OF CARA LORENZO	PUB DEF CONFL	\$ 65.00	pubdef
333065	10/2/2023	2254	LAW OFFICE OF CARA LORENZO	PUB DEF CONFL	\$ 90.00	pubdef
333066	10/2/2023	2255	LAW OFFICE OF CARA LORENZO	PUB DEF CONFL	\$ 202.50	pubdef
333075	10/2/2023	2256	LAW OFFICE OF CARA LORENZO	PUB DEF COVERAGE	\$ 517.50	pubdef
333068	10/2/2023	2257	LAW OFFICE OF CARA LORENZO	PUB DEF CONFL	\$ 870.00	pubdef
333072	10/2/2023	2258	LAW OFFICE OF CARA LORENZO	PUB DEF CONFL	\$ 97.50	pubdef
333073	10/2/2023	2259	LAW OFFICE OF CARA LORENZO	PUB DEF CONFL	\$ 22.50	pubdef
332972	10/2/2023	23-29397	EDGE ANALYTICAL, INC	WATER ANALYSIS - BACT RAW	\$ 63.00	dwtpt
332889	10/2/2023	300000290043	PUGET SOUND ENERGY INC	STREET LIGHTS: 8/2-8/31/23	\$ 19,551.33	dshop
332876	10/2/2023	300000325005	PUGET SOUND ENERGY INC	STREET LIGHTS: 8/8-9/7/23	\$ 89.04	dshop
332875	10/2/2023	300000340004	PUGET SOUND ENERGY INC	STREET LIGHTS: 8/30-9/28/23	\$ 89.13	dshop
333057	10/2/2023	649252	REECE, STORMIE	DEPOT CLEANING SEPTEMBER	\$ 1,496.00	parks1
332872	10/2/2023	8498 30 017 0319913	COMCAST	LIBRARY INTERNET ACCESS 10/9-11/8/23	\$ 185.23	fiber
333253	10/2/2023	T684708	CORE & MAIN LP	SUPPLIES FOR WATER MAINTENANCE	\$ 1,381.76	wdist
332871	10/3/2023	1195869-4	FERGUSON ENTERPRISES, INC	METERS FOR S. FIDALGO PROJECT	\$ 19,148.80	wdist
333200	10/3/2023	201138533	CRIMINAL JUSTICE TRAINING	BASIC LAW ENFORCEMENT ACADEMY; CARTER AND VANDERKOOY	\$ 9,894.00	apd

Invoice Doc #	Invoice Date	Invoice #	Vendor Full Name	Description	Total Amount	Approval Queue
332991	10/3/2023	24-WAG994536-1	DEPARTMENT OF ECOLOGY	PERMIT FEE - FY 2024 7/1/23-6/30/24	\$ 2,910.00	dwwtp
332987	10/3/2023	346673A	BAY CITY SUPPLY	SUPPLIES FOR FACILITIES	\$ 367.96	dshop
332981	10/3/2023	52750	KRIEG CONSTRUCTION, INC	ASPHALT DISPOSAL - STREET DEPT	\$ 84.72	dshop
333195	10/3/2023	7328406560	CARDINAL HEALTH 110, INC.	PHARMA: DIPHENHYD, EPINEPHRINE	\$ 469.99	medic
333235	10/3/2023	Pay App #1	DOOLITTLE CONSTRUCTION	2023 CHIP SEAL PROJECT	\$ 345,013.40	pw1
332892	10/4/2023	2005735	MILES SAND & GRAVEL CO.	RESTOCK CITY BUNKERS	\$ 620.16	dshop
332865	10/4/2023	22-009-08	HLN ENGINEERING	WASHINGTON PARK RESTROOM: DESIGN - SEPTEMBER 2023	\$ 540.00	parks1
332975	10/4/2023	23-30087	EDGE ANALYTICAL, INC	WATER ANALYSIS - FLUORIDE BLUE HERON	\$ 31.00	dwwtp
332976	10/4/2023	23-30336	EDGE ANALYTICAL, INC	WATER ANALYSIS - BACT FINISHED	\$ 19.00	dwwtp
332977	10/4/2023	23-30355	EDGE ANALYTICAL, INC	WATER ANALYSIS - TCR INTOWN	\$ 209.00	dwwtp
333053	10/4/2023	231191	T-SHIRTS BY DESIGN	REC EVENT SUPPLIES	\$ 398.21	pkrec
332986	10/4/2023	2430	THE CLEAN TEAM	THE CLEAN TEAM-ANACORTES PUBLIC RESTROOMS	\$ 3,550.00	plan
333258	10/4/2023	2431	THE CLEAN TEAM	2023 JANITORIAL SERVICES - SEPTEMBER 2023	\$ 4,776.00	pw1
333069	10/4/2023	38478	SKAGIT PUBLISHING LLC	PUBLISH AA-427605	\$ 48.72	finance
333070	10/4/2023	38479	SKAGIT PUBLISHING LLC	PUBLISH AA-427612	\$ 44.66	finance
333076	10/4/2023	38480	SKAGIT PUBLISHING LLC	PUBLISH AA-429425	\$ 44.66	legal
332803	10/4/2023	4069	KAVANAGH, TRICIA	CEMETERY LOT BUY BACK	\$ 1,170.00	parks1
333085	10/4/2023	5178308909	CINTAS CORPORATION	FIRST AID SUPPLIES - VARIOUS DEPTS	\$ 748.67	hr
332962	10/4/2023	93609869	CHEMTRADE CHEMICALS US LLC	ALUMINUM SULFATE 11.692 TN	\$ 6,031.32	dwwtp
333090	10/4/2023	IN1944423	MUNICIPAL EMERGENCY SERVICES	16 SCBA MASKS	\$ 6,528.00	medic
332804	10/4/2023	RefundAnderson	ANDERSON, DAMIEN	WA PARK CAMPING REFUND	\$ 24.00	parks1
332866	10/5/2023	0011	WINNINGHAM PRODUCTIONS	BALLROOM DANCE INSTRUCTOR - SEPTEMBER 2023	\$ 510.00	pkrec
333244	10/5/2023	0308927-IN	REISNER DISTRIBUTOR INC	DIESEL 2 DYED 1096.6 GAL	\$ 4,521.06	dwwtp
333220	10/5/2023	1000950	WBE TECHNOLOGIES LLC	EDA FIBER EXPANSION - MATERIALS - PARTIAL ITEM 9, BID ITEM 28	\$ 48,624.90	fiber

Invoice Doc #	Invoice Date	Invoice #	Vendor Full Name	Description	Total Amount	Approval Queue
332964	10/5/2023	1510998	SKAGIT COUNTY SOLID WASTE FUND	WTP DUMP RUN 0.65 TN	\$ 70.71	dwtp
332880	10/5/2023	23-28487	EDGE ANALYTICAL, INC	LAB TESTING SIDE STREAM NITROGEN - MONTHLY	\$ 321.30	dwwtp
332883	10/5/2023	23-28489	EDGE ANALYTICAL, INC	LAB TESTING - INFLUENT NITROGEN MONTHLY	\$ 40.80	dwwtp
332895	10/5/2023	264449	NORTHSTAR CHEMICAL INC.	PLANT CHEMICALS - DE CHLORINA	\$ 2,499.57	dwwtp
332873	10/5/2023	300000006951	PUGET SOUND ENERGY INC	STREET LIGHTS: 8/30-9/28/23	\$ 517.54	dshop
333271	10/5/2023	9334233735	GRAYBAR ELECTRIC COMPANY, INC	CONDUIT END PLUGS	\$ 1,431.81	fiber
333254	10/5/2023	96031214	SOFTCHOICE CORPORATION	EXCHANGE SERVER MIGRATION	\$ 639.00	infosys
333267	10/5/2023	INV00155599	USA BLUE BOOK	HYDROCHLORIC ACID, CALCIUM STANDARD	\$ 113.30	dwtp
333272	10/5/2023	INV00155600	USA BLUE BOOK	STABLCAL TURBIDITY STANDARDS. BUFFERS	\$ 1,136.58	dwtp
333215	10/6/2023	220013286491	PUGET SOUND ENERGY INC	APD 9/7-10/5/23	\$ 2,566.11	apd
332990	10/6/2023	220013286525	PUGET SOUND ENERGY INC	HEART OF ANACORTES 9/7-10/5/23	\$ 62.14	finance
333046	10/6/2023	220015149234	PUGET SOUND ENERGY INC	8147 S MARCHS PT RD ST LIGHTS: 9/29-9/29/23	\$ 4.98	dshop
332989	10/6/2023	220015523313	PUGET SOUND ENERGY INC	CAR CHARGING STATION 9/7-10/5/23	\$ 29.09	dshop
333229	10/6/2023	2866712	FOSTER GARVEY PC	S FILDALGO WATER TRANSFER - WHOLESALE WATER CONTRACT ISSUES	\$ 225.00	legal
333219	10/6/2023	2866713	FOSTER GARVEY PC	WATER UTILITY ISSUES - SEPTEMBER	\$ 10,494.00	legal
333223	10/6/2023	2866714	FOSTER GARVEY PC	PROPERTY ISSUES - THROUGH 09/30/2023	\$ 1,723.50	legal
333226	10/6/2023	2866715	FOSTER GARVEY PC	OUTSIDE DEFENSE COUNSEL FOR SHORELINES CASE - BARTH/SHADOWCREEK	\$ 2,973.60	legal
333213	10/6/2023	320089	DOORMAN COMMERCIAL, LLC	DOOR MODIFICATION AND STRIKE INSTALLATION LIBRARY DOOR	\$ 489.60	pwfac
332978	10/6/2023	LTAC 1 2023 AMP	ANACORTES MUSIC PROJECT	2 OF 3 INVOICES AMP LTAC FUNDING 2023	\$ 8,158.00	plan
333212	10/7/2023	00005W5A83403	UNITED PARCEL SERVICE, INC	UPS SHIPPING; WEEK ENDING 10-7-23	\$ 13.87	apd
333060	10/9/2023	0092909	CAMPBELL LAW FIRM	PUB DEF CONFL	\$ 150.00	pubdef
333207	10/9/2023	052-2023	KUHNLEIN, LISA	LISA KUHNLEIN PHOTOGRAPHY	\$ 199.92	executive
333048	10/9/2023	052-7010-02	JOHNSON, BETTY	UB Refund Cst #057321	\$ 145.02	finance

Invoice Doc #	Invoice Date	Invoice #	Vendor Full Name	Description	Total Amount	Approval Queue
333050	10/9/2023	145-0018-00	STRANDBERG CONSTRUCTION INC	UB Refund Cst #065198	\$ 33.62	finance
332988	10/9/2023	23-28485	EDGE ANALYTICAL, INC	LAB TESTING - SLUDGE METALS BI MONTHLY	\$ 293.25	dwwtp
333216	10/9/2023	306022	ANACORTES ANIMAL HOSPITAL	BOARD & DISTRAINER; AUGUST 2023	\$ 312.50	apd
333049	10/9/2023	700-2350-00	SULLIVAN, JANET	UB Refund Cst #063992	\$ 69.00	finance
333078	10/9/2023	RefundDziuk	DZIUK, MICHAEL	WA PARK REFUND	\$ 9.00	parks1
333077	10/9/2023	RefundMorrigan	MORRIGAN, ARIN	WA PARK REFUND	\$ 27.00	parks1
333067	10/9/2023	RefundZukanovic	ZUKANOVIC, NICK	WA PARK CAMPING REFUND	\$ 82.00	parks1
333047	10/9/2023	SEP23	SKAGIT LAW GROUP, PLLC	PROSECUTION SERVICES - SEPT 2023	\$ 6,700.00	attorney
333250	10/10/2023	03-10628-25326	EBAY	ACCESS FIBER NETWORK SUPPLIES	\$ 326.35	admsrvcc
333273	10/10/2023	1647612	WALTON BEVERAGE COMPANY, INC	COFFEE: 10/10	\$ 63.00	medic
333265	10/10/2023	20-033-TLM-0021	ROBINSON BROTHERS	RETAINAGE RELEASE	\$ 4,706.45	pw1
333217	10/10/2023	21471	SKAGIT DOMESTIC VIOLENCE &	SKAGIT DVSAS; QTR 3 2023	\$ 1,157.75	apd
333251	10/10/2023	62664846	ROBERT HALF INTERNATIONAL INC.	TEMPORARY STAFFING - FINANCE DEPARTMENT	\$ 2,537.60	finance
333194	10/10/2023	INV2718892	COPIERS NORTHWEST, INC	CANON/IRC5560I FINANCE/OPS/WWTP 98/8-10/7/23	\$ 402.32	finance
333248	10/10/2023	L157048	STATE AUDITOR'S OFFICE	ACCOUNTABILITY AUDIT 22-22	\$ 11,520.00	finance
333211	10/10/2023	SEPTEMBER 2023	KORTERUD, WAYNE D	INDIGENT SCREENING SEPTEMBER 2023	\$ 415.00	court
332747	10/19/2023	22-133-WTR-0101	VECA ELECTRIC & TECHNOLOGIES	RETAINAGE RELEASE	\$ 2,762.43	pw1
	Total				\$ 1,096,411.32	



City Council Agenda Bill

Meeting Date: October 16, **Agenda Item:** 6.a.
2023

Agenda Item Title: Capital Facilities Plan (CFP) 2024-2029, General Government

Staff Contact(s): STEVE HOGLUND

Approved for Submittal to Council by **Action Type**
Staff Report

Item Summary: The General Government projects of the 2024-2029 CFP include items in the Planning department, Parks, Museum, and Public Safety. These projects are typically paid for by a combination of REET, grants, cash reserves, and donations.

Budget Impact:
42,180,165

Previous Action: First review of Gen Gov CFP items took place at the Committee level. This is the first review by the public at the full council level.

Recommended Motion: NA

Alternative Actions: NA

Attachments (listed in order presented):

1. 2024-2029 Gen Gov CFP

2024-2029 Capital Facilities Plan

Governmental Departments:

- Fire
- General Government
- Parks
- Fiber

	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029
Fire / EMS						
Aerial Ladder Truck	1,675,000	-	-	-	-	-
Ladder Truck Training Tower ~	-		500,000	-	-	-
Main Fire Station Upgrade	-	150,000	-	-	-	-
Medic Unit Replacement ~	-	300,000	-	-	-	-
Total	1,675,000	450,000	500,000	-	-	-
Resources						
Fund Balance ~		300,000	500,000			
Long Term Financing						
REET		150,000				
Impact Fees						
Grants	1,675,000					
	1,675,000	450,000	500,000	-	-	-
						2,625,000

Fire / EMS Department

	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029
General Government						
Community Recreation Center	-	-	20,000,000	-	-	-
Creosote Pile Removal and Replacement, City Owned Dock ~	120,000	180,000	-	-	-	-
Downtown Streetscape *	-	35,000	950,000	-	950,000	-
Downtown Welcome Arch	50,000	-	-	-	-	-
Enterprise Resource Planning (ERP) System replacement ~	150,000	1,150,000	150,000	150,000	150,000	150,000
Museum - Storage workshop construction ** ~	30,000	330,000	-	-	-	-
Pedestrian Link Between Downtown and Marina *	-	30,000	500,000	-	-	-
Total	350,000	1,725,000	21,600,000	150,000	1,100,000	150,000
Resources						
Fund Balance ~	290,000	1,380,000	150,000	150,000	150,000	150,000
REET	50,000	130,000				
Grants			725,000		475,000	
Donations	10,000	215,000	20,725,000		475,000	
Tax Revenues						
Utility Charges for Service						
	350,000	1,725,000	21,600,000	150,000	1,100,000	150,000
						25,075,000
* Initiated by the Downtown Alliance, resources a combination of Donations and Grants						
** 2024 10K Donation, 20K Fund Bal; 2025 130K REET, 150K Donations, 50K Fund Bal						

Parks Department Projects

Parks and Recreation	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029
Ace of Hearts restrooms and upgrades	-	-	500,000	-	-	-
Bicycle and Pedestrian Connections	-	50,000	-	-	-	-
Cap Sante Eastside Summit Trail Improvement ~	10,000	-	-	-	-	-
Cap Sante Lookout Improvements	250,000	-	-	-	-	-
Depot Pavilion Planning	50,000	-	-	-	-	-
Guemes Channel trail Phase III (Shannon Point)	50,000	150,000	-	600,000	-	-
H Avenue Stream Restoration & Educational Trail	-	-	-	250,000	-	-
Heart Lake Improvements ~	-	700,000	-	-	-	-
Heart Lake Water Quality	-	-	-	300,000	-	-
James Rice Civic Park Improvements ~	20,000	-	-	-	-	-
Little Cranberry Lake Shoreline	20,000	-	-	-	-	-
Parks Infrastructure	50,000	50,000	50,000	50,000	50,000	50,000
Planning Study for the Tommy Thompson Trestle and Causeway Replacemer	350,000	-	-	-	-	-
Pocket Park Construction	-	150,000	-	-	-	-
Q'elech'ilhch Park Improvements ~	10,000	-	-	-	-	-
Re-roof Parks Grandview Cemetery Office ~	20,000	-	-	-	-	-
Senior Center Generator Transfer Switch	55,000	-	-	-	-	-
Ship Harbor Wetland Interpretive Trail	250,000	-	300,000	-	-	-
Skate Park	-	-	-	-	-	-
Storvik Park field lighting and improvements	-	-	700,000	-	-	-
Storvik Park small courts makeover ~	100,000	-	-	-	-	-
Trail Improvement Projects	60,000	-	-	-	-	-
Volunteer Field Improvement	-	800,000	-	-	-	-
Washington Park Campground Improvements	-	50,000	-	-	-	-
West Side Park	-	600,000	-	-	-	-
Total	1,295,000	2,550,000	1,550,000	1,200,000	50,000	50,000

Parks Department Resources

Resources	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029
Fund Balance ~	160,000	350,000		300,000		
REET	405,000	650,000	400,000	50,000	50,000	50,000
Impact Fees		350,000				
Grants	460,000	800,000	1,150,000	850,000		
Donations	270,000	400,000				
	1,295,000	2,550,000	1,550,000	1,200,000	50,000	50,000
						6,695,000

Access Anacortes Fiber Internet

	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029
City Access Fiber						
Access Anacortes Fiber Internet Expansion - EDA Grant Area	3,715,165	-	-	-	-	-
Equipment for Developers ~	35,000	35,000	-	-	-	-
Guemes View	250,000	-	-	-	-	-
Highway 20 Light Manufacturing Corridor (city limits)	-	1,500,000	1,500,000	-	-	-
Remaining Fiber Construction Inside City Limits	-	750,000	-	-	-	-
Total	4,000,165	2,285,000	1,500,000	-	-	-
Resources						
Fund Balance ~	35,000	35,000				
Interfund Loan	3,965,165					
Long Term Financing		2,250,000	1,500,000			
	4,000,165	2,285,000	1,500,000	-	-	-
						7,785,165

Total Governmental Funds Resources

GENERAL GOVERNMENT RESOURCES						
	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029
Fund Balance	485,000	2,065,000	650,000	450,000	150,000	150,000
Interfund Loan	3,965,165					
Long Term Financing	-	2,250,000	1,500,000	-	-	-
REET	455,000	930,000	400,000	50,000	50,000	50,000
Impact Fees	-	350,000	-	-	-	-
Grants	2,135,000	800,000	1,875,000	850,000	475,000	-
Donations	280,000	615,000	20,725,000	-	475,000	-
Tax Revenues	-	-	-	-	-	-
Utility Charges for Service	-	-	-	-	-	-
Total	7,320,165	7,010,000	25,150,000	1,350,000	1,150,000	200,000
						42,180,165



City Council Agenda Bill

Meeting Date: October 16, **Agenda Item:** 6.b.
2023

Agenda Item Title: Resolution 3132: Waiving the State Competitive Bidding Requirements for the Purchase of JWC Environmental Sewage Grinders for the WWTP

Staff Contact(s): Andrew Rheaume

Approved for Submittal to Council by **Action Type**
Resolution

Item Summary: City staff seeks City Council approval of Resolution 3132 to waive the bidding requirements for the purchase and or replacement of JWC Environmental, Inc. (JWCE) sewage grinders in the sewer collection system.

Background:

- RCW 39.04.280 provides that the City, by resolution, may waive competitive bidding requirements when a purchase is clearly and legitimately limited to a single source of supply, or when the purchase involves special facilities or market conditions.
- The City's Wastewater Treatment Plant (WWTP) currently has JWCE sewage grinders installed that are approximately 13 years old. The grinders are located at two sewage pump stations and within the treatment plant and shred garbage, rags and other items which can clog sewage pumps.
- The JWCE grinders are operated through a control panel which is specifically designed for the manufacturer's equipment. Guide rails and mounting hardware were built specific to the grinder equipment and are not changed out when replacing the cutter assembly.
- WWTP staff's meticulous maintenance of the grinders has allowed the units to operate well into the expected service life. However, the units are approaching end of life after 13 years of operation.
- JWCE is the sole manufacturer and exclusive source for service and parts for the grinders.

Budget Impact:

The current price of JWCE grinders ranges from \$14,974 to \$31,039.93 per grinder. The City's bid threshold for goods, equipment, materials, and supplies is \$7,500.00.

Previous Action: N/A

Recommended Motion: I move that Resolution 3132 be approved authorizing the purchase of JWCE sewage grinders for use at the Wastewater Treatment Plant and sewage pump stations from JWC Environmental, Inc., and waiving the competitive bidding requirements due to a single source of supply.

Alternative Actions: Not approve the resolution.

Attachments (listed in order presented):

1. Resolution 3132
2. JWCE Sole Source Letter
3. JWCE quotes

RESOLUTION 3132

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ANACORTES, WASHINGTON, waiving the state competitive bidding requirements for the purchase and or replacement of JWC Environmental, Inc. (JWCE) sewage grinders in the sewer collection system, pursuant to RCW 39.04.280.

WHEREAS, RCW 39.04.280 provides that the City, by resolution, may waive competitive bidding requirements when a purchase is clearly and legitimately limited to a single source of supply, or when the purchase involves special facilities or market conditions.; and

WHEREAS, the City of Anacortes' Wastewater Treatment Plant (WWTP) currently has JWCE sewage grinders installed that are approximately 13 years old. The grinders are located at two sewage pump stations and within the treatment plant and shred garbage, rags and other items which can clog sewage pumps.; and

WHEREAS, the JWCE grinders are operated through a control panel which is specifically designed for the manufacturer's equipment. Guide rails and mounting hardware were built specific to the grinder equipment and are not changed out when replacing the cutter assembly.; and

WHEREAS, WWTP staff's meticulous maintenance of the grinders has allowed the units to operate well into the expected service life. However, the units are approaching end of life after 13 years of operation.; and

WHEREAS, JWCE is the sole manufacturer and exclusive source for service and parts for the grinders.; and

WHEREAS, the current price of JWCE grinders ranges from \$14,974 to \$31,039.93 per grinder. The City's bid threshold for goods, equipment, materials, and supplies is \$7,500.00.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Anacortes, Washington, as follows:

Section 1. The City Council of the City of Anacortes finds that because (1) the WWTP requires sewage grinders to keep the sewage pumps from clogging, (2) the currently installed JWCE grinders are over 13 years old and are in need of replacement, (3) the JWCE grinders are operated through a control panel which is specifically designed for the manufacture's equipment, and guide rails and mounting hardware were built specific to the grinder equipment, and (4) that JWC Environmental, Inc. is the sole manufacturer and exclusive source for service and parts for sewage grinders that can meet the City's specifications and requirements, that the City of Anacortes is clearly limited to a single source of supply from JWC Environmental, Inc., justifying the waiver of competitive bidding requirements.

Section 2. The City Council of the City of Anacortes hereby waives the bidding requirements for the purchase of JWCE sewage grinders for use at the Wastewater Treatment Plant and sewage pump stations, and authorizes sole source purchasing from JWC Environmental, Inc.

Section 3. Any actions of the City or its officers prior to the date hereof and consistent with the terms of this Resolution are ratified and confirmed.

Section 4. This Resolution shall be in full force and effect after its adoption and approval.

The foregoing resolution was ADOPTED by the City Council of the City of Anacortes, Washington, at a regular, open public meeting thereof this 16th day of October, 2023.

Matt Miller, Mayor

ATTEST:

Steven D. Hoglund, City Clerk/Treasurer

APPROVED AS TO FORM:

Darcy Swetnam, City Attorney

To: City of Anacortes
PO Box 547
Anacortes, WA 98221

Date: 10/10/2023

Subject: Sole Source for Muffin Monster Parts
Federal Tax ID# 45-2771126

Customer Name: City of Anacortes,

JWC Environmental is the inventor and owner of the Muffin Monster, Channel Monster, Auger Monster, Screenings Washer Monster, Honey Monster and Monster Screening Systems. We hold numerous patents and trademarks on these products.

JWC Environmental is the sole manufacturer of these products and the exclusive source for service parts for this equipment.

JWC Environmental operates the only Service Centers that are factory authorized to perform repairs on Muffin Monster, Channel Monster, Auger Monster, Screenings Washer Monster, Honey Monster and Monster Screening Systems.

All repairs will be performed at a JWC Environmental Service Center and will come with a one (1) year warranty.

Please feel free to contact me at 800-331-2277 or servicesales@jwce.com if we can provide any additional information.

Best Regards,

Michelle Williams
Customer Service
Phone: 800-331-2277
Fax: 714-549-4007





Customer Service Center
2600 S. Garnsey Street
Santa Ana, CA 92707 USA
Phone: 949 833-3888
Toll Free: 800 331-2277
Fax: 714 242-0240

Customer: 5036673
Steve Doeblner
Anacortes, City of
PO Box 547
Anacortes, WA 98221
US - UNITED STATES

360-299-0953
steved@cityofanacortes.org

Quote Number: C-121006-N4B1-A
Quote Date: 10/02/2023
Terms: Net 30
Pricing: Valid 60 Days
FOB: Origin
Lead Time: 10-12 Weeks ARO - Shipping & Handling Included
Grinder Serial #: S011410-2-1
Ticket #: C-121006-N4B1

Project: Anacortes WWTP

Part Number	Description	Qty	Unit Price	Extended Price
EVAL_CA	CMD1810-AD Grinder SN:S011410-2-1	1	\$0.00	\$0.00
CMD1810-XDS2.0	CMD1810-XDS2.0 Upgrade 11 Tooth Cam Cutters 1:1 Stack Hardened Alloy STL Buna N Elastomers Cork & Rubber Gaskets Drum Side Rails Motor Type: Electric New 5HP/460V 3PH 60Hz IMM Motor w/ 40' 12AWG SOW Cable New 29:1 Reducer New Spool With 1/2" Perforated Drum with brushes Paint: Epoxy Green Grinder SN: TBD	1	\$31,039.93	\$31,039.93
MANUALS	O&M MANUALS HARD COPY Included with equipment: (2) Copies	2	\$0.00	\$0.00
Shipping	Shipping & Handling Included	1	\$0.00	\$0.00

Please verify serial number is correct.

Sub Total	\$31,039.93
Tax	
Total	\$31,039.93

Notes:

1. Please fax or mail a Purchase Order for the total amount and we can process your order. Please include the following:
Bill to Address, Ship to Address, and sales tax exemption certificate.



Customer Service Center
2600 S. Garnsey Street
Santa Ana, CA 92707 USA
Phone: 949 833-3888
Toll Free: 800 331-2277
Fax: 714 242-0240

Customer: 5036673
Steve Doeblen
Anacortes, City of
PO Box 547
Anacortes, WA 98221
UNITED STATES

360-299-0953
steved@cityofanacortes.org

Quote Number: C-121007-K8M5
Quote Date: 10/02/2023
Terms: NET 30 DAYS
Pricing: Valid 60 Days
FOB: Origin
Lead Time: 4-5 Weeks ARO / Shipping & Handling Included
Grinder Serial #: S010579-2-1
Ticket #: C-121007-K8M5

Project: Anacortes WWTP

Part Number	Description	Qty	Unit Price	Extended Price
EVAL_CA	30004-0012 S010579-2-1	1	\$0.00	\$0.00
30004T-1200	30004T-1200 Monster Upgrade 13 Tooth Cam Cutters 1:1 Stack Hardened Alloy STL Buna N Elastomers Cork & Rubber Gaskets Motor Type: Electric Less Motor Less Reducer New Spool Less 4" Pipe Dia. Unibody Housing Less Base Paint: Epoxy Green Grinder SN: TBD	1	\$14,974.00	\$14,974.00
A34827-DI	UNIBODY BASE COVER ASSY Paint: Epoxy Green Spare Part	1	\$0.00	\$0.00
MANUALS	O&M MANUALS	2	\$0.00	\$0.00
Shipping	Shipping & Handling Included	1	\$0.00	\$0.00

Please verify serial number is correct.

Sub Total	\$14,974.00
Tax	
Total	\$14,974.00



City Council Agenda Bill

Meeting Date: October 16, **Agenda Item:** 6.c.
2023

Agenda Item Title: Contract Modification: FEMA Coordination – February 2020 Event
FEMA-4539-DR #23-202-ENG-001

Staff Contact(s): Andrew Rheume

Approved for Submittal to Council by **Action Type**
Contract Modification

Item Summary: City staff seeks Council consent to issue a contract modification to Widener & Associates in the amount of \$85,520.10, increasing the total contract price to \$125,310.10.

Background:

1. **Reason for Contract Change:** This modification is for continuing FEMA and Washington State DEM coordination related to Disaster DR-4539 which includes the WWTP Outfall Replacement Project.
2. **Explanation for Separate Contract:** This contract is separated from project costs (which includes permitting) because grant management is reimbursable at 100% up to 5% of the total project costs, while project costs are reimbursable at 95% of actual costs. This separation allows the City and FEMA to track these expenses for proper reimbursement.
3. **Key Terms:** increase of \$85,520.10, extension of term through 12/31/2025.
4. **Competitive Bidding:** This work is considered a personal service and therefore not subject to any competitive bidding requirements.

Budget Impact:

Consultant	Widener & Associates
Original Agreement Amount	\$39,790.00
Current Agreement Amount	\$39,790.00

Change Per This Modification	\$85,520.10
Total After Modification	\$125,310.10
Total % Increase from Original Contract Amount	214.93%
Earmarked Funds	\$19,500,000.00
BARS #	440.760.594.35.63
Paid on Contract as of 10/9/23	\$27,557.40
Budget Amendment Required?	No
Start Date	Contract execution
End Date	12/31/25

Previous Action: N/A

Recommended Motion: I move that City Council authorize the Mayor to sign a contract modification with Widener & Associates, under Contract 23-202-ENG-001, in the amount of \$85,520.10 to increase the total contract price to \$125,310.10.

Alternative Actions: Not approve the modification.

Attachments (listed in order presented):

1. 23-202-ENG-001 Mod 01



Date October 16, 2023
Page 1 of 1 Page

Project Title FEMA Coordination – February 2020 Event - FEMA-4539-DR
Consultant Widener & Associates

BACKGROUND

In accordance with Article 21. Changes/Additional Work, this modification provides an equitable price adjustment in consideration of changes in Work as described below under Article I. Accordingly, the contract price is increased from \$39,790.00 by \$85,520.10 to \$125,310.10, and the following changes are incorporated under this contract:

ARTICLE I. Scope of Work. Insert the following as the *second paragraph* under Article 1:

“The work as described above is hereby amended per Modification 01. The Consultant shall provide additional services in accordance with Exhibit B, which is attached hereto and incorporated by reference.”

ARTICLE 2. Price and Payment Terms. The paragraph is hereby deleted and replaced with the following:

“The services provided under this Agreement shall be provided on a time-and-materials basis not-to-exceed **One Hundred Twenty-Five Thousand Three Hundred Ten Dollars and Ten Cents (\$125,310.10)**. Payments shall be made in accordance with attached Exhibits A and B, which are hereby incorporated into this Agreement by reference.”

ARTICLE 3. Period of Performance. The paragraph is hereby deleted and replaced with the following:

“The period of performance under this Agreement is from inception through December 31, 2025.”

All other terms of the contract remain unchanged.

CITY OF ANACORTES

WIDENER & ASSOCIATES

By _____
Matt Miller, Mayor

By _____

Date _____

Date _____

Original Agreement Amount	<u>\$39,790.00</u>	Original Contract Completion Date	<u>02/28/2025</u>
Current Agreement Amount	<u>\$39,790.00</u>	Current Contract Completion Date	<u>02/28/2025</u>
Change Per this Modification	<u>\$85,520.10</u>	Net Change	<u>306 days</u>
Total After Modification	<u>\$125,310.10</u>	Contract Completion Date After Change	<u>12/31/2025</u>

EXHIBIT B
Scope of Work
FEMA Emergency Repair Projects
FEMA-4539-DR FEMA
Contract # 23-202-ENG-001

Widener (the Consultant) will continue to assist the City of Anacortes (the City) with the completion of the required procedures and documentation for the WA EMD PA process for the WWTP Outfall Relocation project. The Consultant will continue to assist and/or provide the follow:

Invoice Monitoring & Submittals to EMD

Since FEMA funds have been obligated and the project is generating contractor invoices and they need to be reviewed and submitted through the A-19 invoices process to EMD. Widener will coordinate with the City and EMD staff to compile and submit all invoices through the FEMA process. We will work to properly categorize each invoice and address FEMA CRC questions as needed.

Deliverables

- A-19 Invoice documentation and submittals to EMD.

Versioning of Obligated Projects

Due to the complexity of WWTP Outfall Relocation project Widener will work with EMD staff to version the project from A&E to construction. Versioning occurs after the City determines the scope and cost for how FEMA funds will be used for construction of the project. Widener will assist with this process to obligate project funds during each phase.

Deliverables

- FEMA obligation of project funds for each version.

Contracting Guidance

To comply with federal and state contracting regulations Widener will work with EMD to ensure all City contracts which will be reimbursed through the FEMA process have the appropriate terms, conditions, and regulatory language.

Deliverables

- Review and approval of contracts (for FEMA reimbursement) before the City executes.

Exhibit B					
Project Name		FEMA-DR-4539 February 2020 Event (23-202-ENG-001)			
Client		City of Anacortes			
Location		City of Anacortes, WA			Date 9/24/2023
	Project Manager	Senior Biologist	Project Biologist		
	Hours	Hours	Hours		
Invoice Monitoring & Submittal to EMD	56	112	48		
Versioning of Obligated Projects	40	48	10		
Contracting Guidance	168	56	16		
Total hours	264	216	74		
Summary	Hours	Rate	Cost		
Project Manager	264	\$ 177.60	\$46,886.40		
Project Biologist	74	\$ 86.80	\$9,768.00		
Senior Biologist	216	\$ 132.00	\$28,512.00		
Total Labor		Rate	Miles	\$85,166.40	
Mileage		\$0.655	540	\$353.70	
TOTAL ESTIMATED SUPPLEMENT #2 COST				\$85,520.10	
		Original Contract		\$ 39,790.00	
TOTAL ESTIMATED COST				\$ 125,310.10	
Cowling & Co. L.L.C. dba Widener & Associates 1902 120th Place SE Suite 202 Everett, WA 98208					



City Council Agenda Bill

Meeting Date: October 16, **Agenda Item:** 6.d.
2023

Agenda Item Title: Contract Award: Police Department Chevrolet Tahoes #23-285-ERR-001

Staff Contact(s): Andrew Rheaume, WIL LUDEMANN

Approved for Submittal to Council by **Action Type**
Contract Award

Item Summary: City staff seeks City Council consent to award a contract in the amount of \$415,625.53 to Bud Clary Chevrolet, Inc. for the purchase of 5 Chevrolet Tahoes for the Police Department. The contract piggybacks on Washington State contract [05916](#).

Background:

1. **History:** This is the purchase of 5 additional Police cars to support the 5 additional officers that will be hired in 2024. This order was approved in the form of a council resolution to order these cars before the 2024 budget is approved. These cars will arrive fully upfit and nearly ready for service.
2. **Key Terms:**
 - Each vehicle costs \$83,125.10, for a total contract price of \$415,625.53.
3. **Competitive Bidding:** The City has a cooperative purchasing agreement with the State of Washington and is procuring this purchase through Washington State contract 05916.

Budget Impact:

Vendor	Bud Clary Chevrolet, Inc.
Contract Amount	\$415,625.53
2024 Earmarked Funds	\$500,000 per Resolution
BARS #	001.310.594.21.64

Budget Amendment Required?	No
----------------------------	----

Previous Action: [Resolution 3128](#), which authorized the Mayor to approve the order placement of up to 5 police vehicles, was approved at the [August 7, 2023](#) Council meeting.

Recommended Motion: I move that City Council authorize the Mayor to sign PO #23-285-ERR-001 with Bud Clary Chevrolet, Inc. in the amount of \$415,625.53 for the purchase of 5 Chevrolet Tahoes for the Police Department.

Alternative Actions: N/A

Attachments (listed in order presented):

1. 23-285-ERR-001



City of Anacortes
Accounts Payable
PO Box 547
Anacortes, WA 98221

PURCHASE ORDER 23-285-ERR-001 POLICE DEPARTMENT CHEVROLET TAHOES

VENDOR: BUD CLARY CHEVROLET, INC.
BECKY DAVIS
P O BOX 127
LONGVIEW, WA 98632

Date: October 19, 2023

Contact: WiL Ludemann
Department: Public Works Department
Equipment Rental
(360) 293-1921
ludemannw@cityofanacortes.org

Email: becky.davis@budclary.com
Phone: 360-423-1700

Item	Qty	DESCRIPTION	U/M	Unit Price	Amount
1	5	New/Unused 2024 CHEVROLET TAHOE POLICE PURSUIT VEHICLE- (CC10706)2WD, and accessories, as specified in Exhibit A. This Work is subject to: - Specifications, incorporated as Exhibit A, - Washington State Contract 05916 and related Amendments, incorporated as Exhibit B. The aforementioned Exhibits A and B are hereby incorporated by reference and made a part hereof.	EA	\$76,613.00	\$383,065.00
Sum Total					\$383,065.00
Sales Tax @ 8.5%					\$32,560.53
Total Price					\$415,625.53

The parties acknowledge that there has been an opportunity to negotiate the terms and conditions of this Agreement and agree to each bind itself, its partners, successors, assigns, and legal representatives to the other party hereto, in respect of all covenants, agreements, and obligations contained in the Contract Documents. Each of the persons signing below on behalf of any party hereby represents and warrants that they are signing with full and complete authority to bind the party on whose behalf of whom they are signing, to each and every term of this Agreement.

BUD CLARY CHEVROLET, INC.

CITY OF ANACORTES

Matt Miller, Mayor

Date

Date

Organization Purchase Request Details

Organization Information

[Return to Org Requests](#)

Contract #: 05916 - Motor Vehicles

Quote #: 2023-10-159

Status: Submitted To Dealer

Submit Date: 10-09-2023

Organization: 22901 - ANACORTES, CITY OF - 22901

Order Date:

Order Contact: wil ludemann

Expected Delivery Date:

Contact Phone: 360-293-1921

Delivery Date:

Contact Email: ludemannw@cityofanacortes.org

Cancel Date:

Organization Reference #: city of anacortes

Organization PO #:

Dealer: Bud Clary Chevy - W262

Dealer Contact: Becky Davis

Dealer Address:

Dealer Phone: (360) 423-1700

Dealer Email: Becky.davis@budclary.com

Internal Notes: please include Kerr Quote 50-5293B per Becky

Comments To Dealer: please provide quote including Price for kerr quoted options. Beck provided kerr quote 50-5393B

Dealer Reference #:

please add KERR upfits provided in quote#50-5393B \$18184.00 additional per Tahoe with full upfit by KERR to be

Dealer Comments: added to this purchase-per Wil 10/09/23 see breakdown: with upfit \$76613.00 per tahoe before tax times 5 tahoes

subtotal \$383065.00 sales tax \$ 32560.53 total owing with upfits \$415625.53

Color Options

Color Name	Quantity
BLACK GBA	5
Tax Exempt: N	

Vehicle Options

Order Code	Order Code Description	Qty	Unit Price	Ext. Price
2024-0501-001	2024 CHEVROLET TAHOE POLICE PURSUIT VEHICLE-(CC10706)2WD 9C1:Identifier for Police Package Vehicle includes, (K47) heavy-duty air filter, (KX4) 250 amp high output alternator, (K6K) 760 cold-cranking amps auxiliary battery, electrical power & vehicle signals for customer connection located at the center front floor. Auxiliary battery circuit for customer connection located in the rear cargo area, (Z56) heavy-duty, police-rated suspension, (XCS) 275/55R20SL all-season tires, (RAV) P275/55R20 all-season spare tire, Police brakes, (RC1) front skid plate, (PXT) 20 steel wheels, Certified speedometer, SEO (5J3) Surveillance Mode interior lighting calibration, SEO (IIT7) blunt cut cargo area and blunt cut console area around wires (V53) delete	5	\$52,445.00	\$262,225.00

	luggage rack side rails, (ATD) third row seat delete, (NP0) active single-speed transfer case (4WD only)			
2024-0501-003	2024 CHEVROLET TAHOE POLICE PURSUIT VEHICLE-(CK10706)4WD 9C1:Identifier for Police Package Vehicle includes, (K47) heavy-duty air filter, (KX4) 250 amp high output alternator, (K6K) 760 cold-cranking amps auxiliary battery, electrical power & vehicle signals for customer connection located at the center front floor. Auxiliary battery circuit for customer connection located in the rear cargo area, (Z56) heavy-duty, police-rated suspension, (XCS) 275/55R20SL all-season tires, (RAV) P275/55R20 all-season spare tire, Police brakes, (RC1) front skid plate, (PXT) 20 steel wheels, Certified speedometer, SEO (5J3) Surveillance Mode interior lighting calibration, SEO (UT7) blunt cut cargo area and blunt cut console area ground wires,(V53) delete luggage rack side rails, (ATD) third row seat delete, (NP0) active single-speed transfer case (4WD only)	5	\$3,200.00	\$16,000.00
2024-0501-013	(BTV)Remote start	5	\$300.00	\$1,500.00
2024-0501-014	(DRZ)Rear Camera Mirror, inside rearview auto-dimming with full camera display (When ordered with (9C1) Police Vehicle, includes (CWA) Rear Camera Mirror Washer. Not available with (PQA) 1FL Safety Package.)	5	\$475.00	\$2,375.00
2024-0501-015	(5J0)Calibration, Front (only) Park Assist Disable. To facilitate the installation of push bumpers.(Requires (9C1) Police Vehicle or (5W4) Special Service Vehicle.)	5	\$10.00	\$50.00
2024-0501-019	(R9Y)Fleet Free Maintenance Credit. This option code provides a credit in lieu of the free oil changes, tire rotations and inspections for one maintenance service during 1st year of ownership. The invoice will detail the applicable credit. The customer will be responsible for all oil change, tire rotations and inspections costs for this vehicle. (Requires one of the following Fleet or Government order types: FBC, FBN, FCA, FCN, FEF, FLS, FNR, FRC or FGO. Not available with FDR order types.) *CREDIT*	5	(\$30.00)	(\$150.00)
2024-0501-022	(6C7)Lighting, red and white front auxiliary dome Red and white auxiliary dome lamp is located on headliner between front row seats (red is LED, white is incandescent). The auxiliary lamp is wired independently from standard dome lamp (Requires (9C1) Police Vehicle.)	5	\$170.00	\$850.00
2024-0501-025	(6J3)Wiring, grille lamps and siren speakers (Requires (9C1) Police Vehicle.)	5	\$99.00	\$495.00
2024-0501-026	(6J4)Wiring, horn and siren circuit (Requires (9C1) Police Vehicle.)	5	\$55.00	\$275.00
2024-0501-027	(6J7)Flasher system, headlamp and taillamp, DRL compatible with control wire (Requires (9C1) Police Vehicle. Includes SEO (5J9) taillamp flasher calibration, Red/White and SEO (5LO) taillamp flasher calibration, Red/Red.)	5	\$50.00	\$250.00
2024-0501-032	(7X3)Spotlamp, left-hand Not available with SEO (7X2) left and right-hand spotlamps. Requires (9C1) Police Vehicle.)	5	\$800.00	\$4,000.00
2024-0501-035	(T53)Lamps, alternate flashing Red & Blue rear compartment lid warning (visible when liftgate is open) and controlled by momentary liftgate mounted switch or ground wire (Requires (9C1) Police Vehicle.)	5	\$565.00	\$2,825.00
2024-0501-307	Mud guards, front and rear(DLR)(54433550/84938120)	5	\$290.00	\$1,450.00

Request Totals

Total Vehicles:	5
Sub Total:	\$292,145.00
9.50% Sales Tax:	\$27,752.78



City Council Agenda Bill

Meeting Date: October 16, **Agenda Item:** 6.e.
2023

Agenda Item Title: Resolution 3134: Adoption of the City of Anacortes Emergency Operations Plan

Staff Contact(s): Bill Harris

Approved for Submittal to Council by **Action Type**
Resolution

Item Summary: This resolution will adopt the 10/2023 updated version of the Emergency Operations Plan, replacing the previous plan from 2016.

Budget Impact:
There is no budget impact.

Previous Action: N/A

Recommended Motion: I move to adopt resolution 3134 adopting the October 2023 version of the Anacortes Emergency Operations Plan.

Alternative Actions:

Attachments (listed in order presented):

1. RESOLUTION 3134 - Adopting an Emergency Operation Plan

RESOLUTION NO. 3134

**A RESOLUTION AUTHORIZING THE ESTABLISHMENT OF AN EMERGENCY OPERATIONS PLAN AND
SUPERSEDING A PRIOR EMERGENCY OPERATIONS PLAN DATED AUGUST 8, 2016**

WHEREAS, the primary role of government is to provide for the welfare of its citizens. The welfare and safety of citizens is never more threatened than during disasters. The goal of emergency management is to ensure that mitigation, preparedness, response, and recovery actions exist so that public welfare and safety is preserved, and;

WHEREAS, the City of Anacortes' Emergency Operations Plan provides a comprehensive framework for city-wide emergency management. It addresses the roles and responsibilities of government organizations and provides a link to local, state, federal and private organizations and resources that may be activated to address disasters and emergencies in the City of Anacortes, and;

WHEREAS, the City of Anacortes Emergency Operations Plan ensures consistency with current policy guidance and describes the interrelationship with other levels of government. The plan will continue to evolve, responding to lessons learned from actual disaster and emergency experiences, ongoing planning efforts, training and exercise activities, and federal guidance.

NOW, THEREFORE BE IT RESOLVED by the Anacortes City Council that the Mayor and City Clerk be authorized and directed to execute the Emergency Operation Plan, a copy of which is attached hereto and by this reference made part hereof, as the official act and deed of the City of Anacortes.

PASSED AND APPROVED this 16th day of October 2023.

CITY OF ANACORTES:

Matt Miller, Mayor

ATTEST:

Steven D. Hoglund, City Clerk Treasurer

APPROVED AS TO FORM:

Darcy Swetnam, City Attorney WSBA #40530



Emergency Operations Plan

Resolution 3134

Adopted October 16, 2023

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1 Introduction

1A Purpose

It is the purpose of this Plan to define the actions and roles necessary to provide a coordinated response to emergencies within the City of Anacortes. This plan provides guidance within Anacortes with a general concept of potential emergency assignments before, during, and following emergency situations. It also provides for the systematic integration of emergency resources when activated and does not replace county or state operations plans or procedures.

1B Objectives

The objectives of this plan are to:

1. Reduce the loss of life and minimize property damage and loss.
2. Execute a successful order of succession with accompanying authorities in the event a disruption renders City of Anacortes leadership unable, unavailable, or incapable of assuming and performing their authorities and responsibilities of the office.
3. Reduce or mitigate disruptions to operations.
4. Ensure that the City of Anacortes has facilities where it can continue to perform its mission essential functions, as appropriate, during a continuity event.
5. Protect essential facilities, equipment, records, and other assets, in the event of a disruption.
6. Achieve a timely and orderly recovery and reconstitution from an emergency.
7. Ensure and validate the City's Continuity readiness through Continuity Training and exercise programs to test operational capability.

1C Preparedness Activities

Preparedness activities are designed to encourage and support a state of readiness in governments, public organizations, businesses, families, and individuals that provide the capability to survive a disaster and to ensure continuity of government. County and municipal governments should take steps to prepare for emergency and/or disaster events before those events occur.

County and municipal agencies that have primary and support responsibilities during an emergency or disaster event should take action to develop the operational capabilities necessary to facilitate an effective response. These agencies should:

1. Identify lines of authority to ensure continuity of government.
2. Establish jurisdiction and agency roles and responsibilities for emergency and/or disaster events.

3. Review disaster readiness capabilities and develop and/or update emergency procedures and guidelines.
4. Promote employee individual and family preparedness.
5. Ensure personnel assigned to EOC positions are trained and maintain their proficiency to perform assigned EOC duties.
6. Encourage and maintain inter-jurisdiction and/or inter-agency cooperation and coordination of readiness planning efforts.
7. Maintain facilities, equipment, supplies, and vehicles in a readiness condition.
8. Develop and maintain a resource inventory.
9. Develop and adopt mutual-aid agreements and memorandums of understanding with neighboring jurisdictions/agencies.
10. Elected officials and/or department heads shall identify employees that require NIMS training and arrange for those employees to be trained to the level required.

2 Scope, Situations, and Assumptions

2A Plan Scope

This plan applies to all City of Anacortes departments.

2B Situation Overview

Characteristics

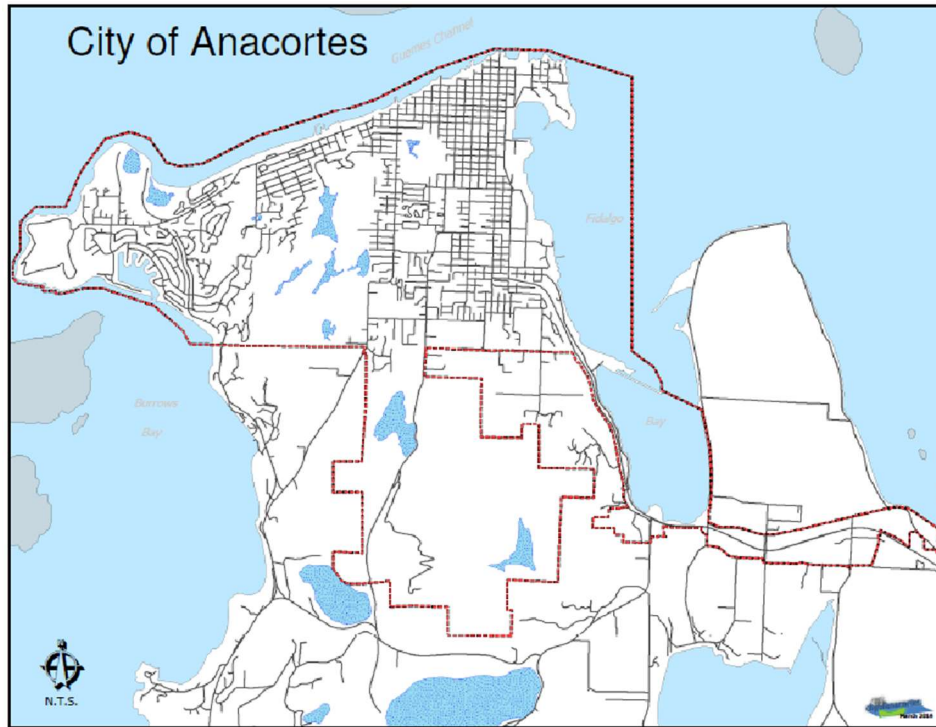
(a) Location

- (i) Anacortes is located on the north central coast of Washington State (U.S.), 80 miles north of Seattle, Washington, and 90 miles south of Vancouver, British Columbia.
- (ii) The City is 16 miles west of the I-5 freeway (exit 230), via Highway 20.
- (iii) Skagit County ranks 11th in size among Washington's 39 counties.
- (iv) The City of Mount Vernon is the county seat.

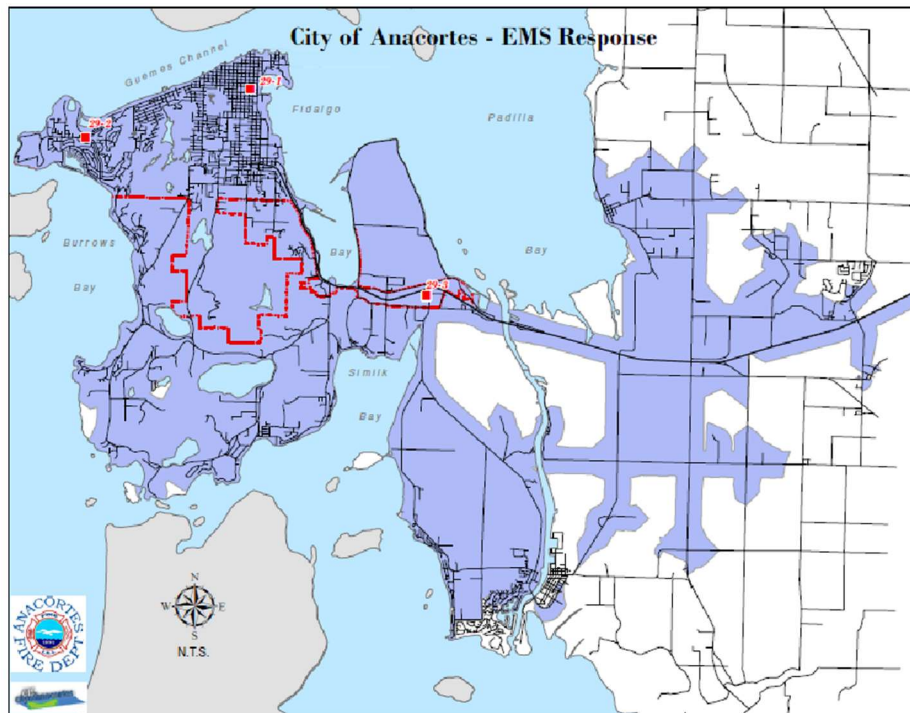
(b) Geographic

- (i) The City of Anacortes is located on Fidalgo Island which lies on the western side of Skagit County.
- (ii) The Anacortes Fire Department response area extends beyond Fidalgo Island across Skagit County for the delivery of Advanced Life Support Emergency Medical Services.
- (iii) The City of Anacortes Water Service area extends across Skagit County and Island County to the Town of LaConner, City of Oak Harbor, and Whidbey Naval Air Station.

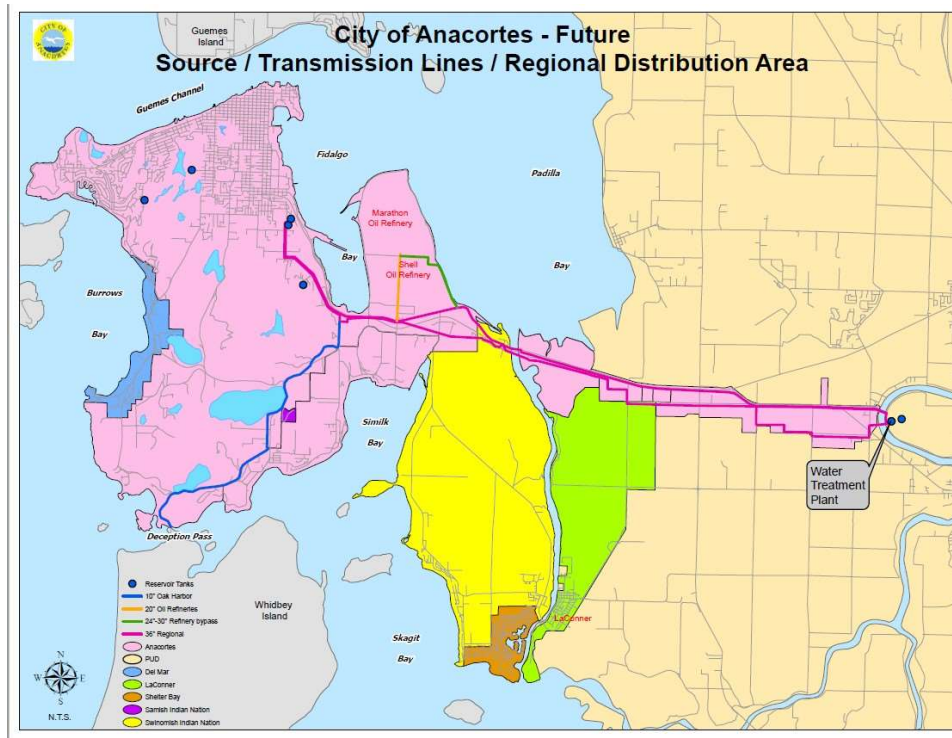
City of Anacortes Municipal Boundary 1



City of Anacortes EMS Response Boundary 1



City of Anacortes Water System Boundary 1



(c) Demographic

- (i) City of Anacortes has a population of 18,003 residents according to the United States Census Bureau for 2022. The City contains 7,779 acres within the City limits. These include 3,436 acres of park, forest, and open space.
- (ii) The City of Anacortes is located on Fidalgo Island and is connected to the mainland by two bridges: Berentson Bridge on Highway 20 and Rainbow Bridge in La Conner. Deception Pass bridge connects Fidalgo Island and Whidbey Island.
- (iii) WA State Hwy 20 passes through Anacortes. The Washington State Department of Transportation owns and operates a major ferry terminal in the City of Anacortes that serves as the primary transportation connection between the San Juan Islands and the mainland. An international service to Victoria, British Columbia, Canada is suspended at this time and is projected to return in 2030. Skagit County owns and operates a ferry terminal connecting Anacortes and Guemes Island.
- (iv) The Port of Anacortes has two deep water berths to handle cargo. The Port of Anacortes also operates the Anacortes Airport which has a 3,018-foot runway.
- (v) Two refineries just outside the City limits host industrial ports, rail lines, and pipelines that are critical links for the state's refinery industry.

(d) Special Events

- (i) From March to October there are many festivals, occurring primarily during the weekends in the City of Anacortes that are attended by 1000's of people.

(e) Anacortes School District

- (i) Anacortes High School
- (ii) Cap Sante High School
- (iii) Anacortes Middle School
- (iv) Fidalgo Elementary
- (v) Island View Elementary
- (vi) Mount Erie Elementary
- (vii) Whitney Early Childhood Education Center

(f) Economic Base and Infrastructure

Anacortes has seen a variety of transformations throughout its history, from lumber and fish processing, to oil refining, recreational boating, and tourism. The primary employment sectors in today's local economy are health care, manufacturing, accommodations and food service. Island Hospital is the largest employer in the City with over 800 employees. The city boasts a healthy industrial segment, including two refineries (just outside the City limits), Trident Seafoods, and Dakota Creek Industries shipyard. Dakota Creek employs 400 staff.

Hazard Profile and Vulnerability Assessment

The City of Anacortes and Skagit County are vulnerable to the effects of a variety of natural, human-caused, and technological hazards, varying widely in type and magnitude from local community issues to statewide. The table below is based on the 2020 Skagit County Natural Hazard Mitigation Plan, available at [Skagit County HMP Base Plan 05132020 Final.pdf](#) The ranking is based on the Calculated Priority Risk Index (CPRI).

Table 2-7. Hazard Risk and vulnerability Ranking			
Hazard Rank	Hazard Type	CPRI Score	Vulnerability Ranking
1	Earthquake	3.85	VERY HIGH
2	Wildfire	3.55	HIGH
3	Landslide/Erosion	3.35	HIGH
4	Tsunami	3.35	HIGH
5	Severe Weather	3.05	MEDIUM - HIGH
6	Storm Surge*	2.65	MEDIUM
7	Drought	2.35	LOW
8	Flood/Dam	1.85	LOW
9	Volcano	1.1	LOW

*Impact from a storm surge is determined by reviewing both the severe weather and flood (coastal flooding) profiles. It is ranked separately for the purposes of this HMP as a potential hazard of concern for educational purposes to ensure public awareness. Probability and impact from such an event are identified within the hazard ranking spreadsheet contained in Volume 1, with impact closely mirroring both severe weather (wind-driven) and flood events

2C Planning Assumptions

Emergencies and disasters have and may occur at any time causing significant human suffering, injury and death, public and private property damage, environmental degradation, loss of essential services, economic hardship to businesses, families and individuals, and disruption to local, state, and other governmental entities. The potential also exists for emergencies and disasters occurring outside the City of Anacortes to negatively impact the City.

The possibility exists that emergency response personnel may be victims of the emergency or disaster and situation and response efforts could be greatly compromised. Should such an event occur within Skagit County, the Department of Emergency Management would request assistance from San Juan, Snohomish, and Whatcom Counties through an existing mutual aid agreement. If needed, assistance would be requested from state and federal agencies through the Washington State Military Department, Division of Emergency Management.

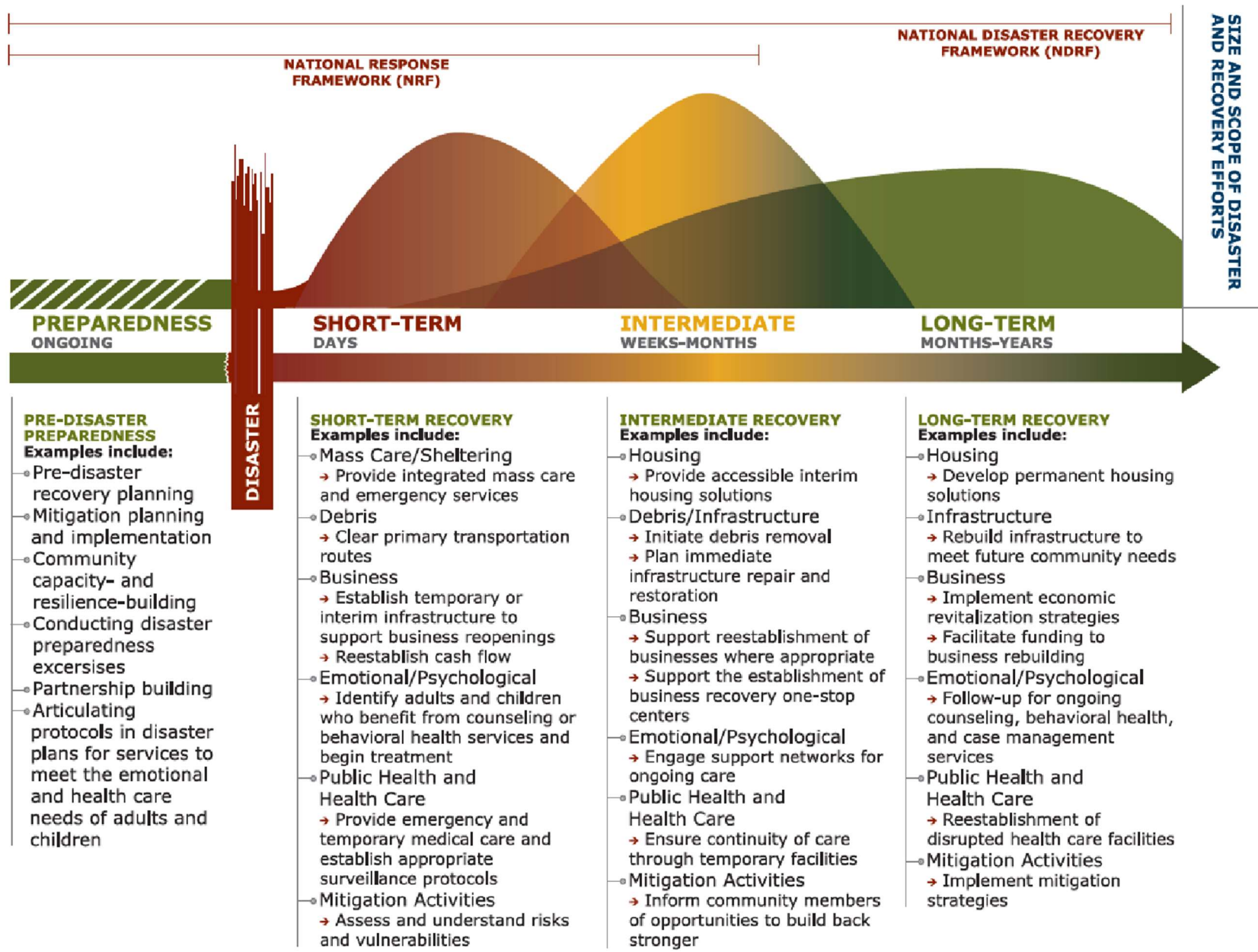
An emergency or disaster could occur at any time. Some emergencies or disasters will occur with enough warning that appropriate notification can be issued to ensure some level of preparation; others will occur without advance warning. The time of year, day of the week, time of day, and weather conditions are key variables that can have an impact on the seriousness of an incident and the ability of government to respond.

A disaster will severely stress normal county and municipal systems. The City of Anacortes and the other municipalities may be unable to satisfy all emergency resource requests during a major emergency or disaster and would likely require outside assistance from other jurisdictions, the state, and the federal government. It is likely that local government response will be delayed; citizens need to be prepared to take care of their own basic survival needs for at least the first three days and potentially fourteen days, after an event occurs.

This plan assumes that after an emergency or disaster has occurred that:

1. A safe location can be found for coordination of response and recovery activities.
2. Trained personnel exist to establish command and control and implement emergency plans and procedures.
3. Resources are available.

The figure on the next page is the Recovery Continuum model from the FEMA publication “National Disaster Recovery Framework: Strengthening Disaster Recovery for the Nation” (September 2011), available at [ndrf.pdf \(fema.gov\)](#)



2D Limitations

The City of Anacortes will make every reasonable effort to respond in the event of an emergency or disaster based upon the situation, information, and resources available at the time. However, no guarantee of a perfect response system is expressed or implied in the City's emergency operation plan and appendixes.

The City's assets and systems are vulnerable to natural, human-caused, and technological disaster events and may be damaged or overwhelmed. Employees will be concerned about the care of their families and personal possessions. They may be unavailable to support emergency or disaster response activities if they have been personally impacted by the event.

Fundamental resources such as water, food, first-aid supplies, utilities, fuels, shelter and sanitation supplies, and basic survival supplies may be needed.

The City of Anacortes does not have sufficient supplies and equipment on hand for long-term use; the arrival of County, State and Federal assistance may be delayed for several days after the occurrence.

The disaster response and recovery activities may be limited by:

1. The inability of citizens to be self-sufficient for more than three days without additional food, water, medical and shelter resources.
2. The inability to provide citizens with timely warning and emergency information due to damaged warning systems.
3. The inability of law enforcement, fire, emergency medical, public works, and other governmental agencies to fully respond to the incident due to damage to facilities, equipment, supplies, communication systems, and shortages of personnel.
4. The shortage of trained response personnel and equipment to respond to fire, emergency medical, hazardous materials, law enforcement, public works, and other emergencies.
5. The shortage of medical facilities and critical drugs.
6. Damages to lifelines such as road, rail, utilities, petroleum pipelines, and communication networks.
7. Normal distribution of resources may be reduced or interrupted, impacting the social wellbeing and economic infrastructure of the city.
8. Partial or complete failure of emergency response communication systems due to equipment damage or overloading of telephone lines into the Skagit Emergency Communications (E911) Center.

No guarantee is implied by this plan of a perfect response system. The city can only endeavor to make every reasonable effort within their capabilities to deal with the dangers and hardships imposed based on the situation, the information available, and the resources at hand.

3 Concept of Operations

3A General

Minor emergencies such as response to fires, violations of the law, and emergency medical incidents occur daily and do not normally require the direct involvement of emergency management and elected officials. On a less frequent basis, local government is confronted with larger scale events that may occur suddenly or over a longer period that escalate beyond normal operational capabilities. These events, which are classified as major emergency incidents or disasters, require an increased level of response and incident management due to their size and/or complexity. In most cases, these incidents require at least some level of action to be taken by the local emergency management organization.

This action may be minimal, such as requesting the issuance of a Mission Number from the Washington State Military Department, Emergency Management Division Duty Officer via Skagit Department of Emergency Management. Obtaining a Mission Number helps secure state indemnification protection and serves as a reference for deployment of local, state, or federal resources to assist in the mission. A Mission Number may also be used to code all documentation tracking the payment of any Emergency Worker compensation claims filed because of activities while assigned to the mission.

In some cases, further action may need to be taken. Local elected officials may need to formally declare that an emergency exists for local government to take the action necessary to protect lives, property, or the environment. This action also serves as a prerequisite for asking for state assistance and, if needed, federal assistance. If needed, the City of Anacortes EOC may be activated to provide an additional level of direction, control, support, coordination response, and recovery efforts.

Skagit County's Department of Emergency Management maintains a 24-Hour Duty Officer to provide support and assistance to local emergency response agencies. The Emergency Management Duty Officer is the primary after-hours contact for receiving alert and warning information from a variety of sources and initiate emergency management response actions, as needed, on behalf of the department.

In Anacortes, the essential services of the emergency organization will be coordinated through the EOC. Emergency operations may be conducted on a 24-hour basis, as required.

In addition, City of Anacortes departments are encouraged to develop internal plans to:

1. Ensure continuity of government operations during or immediately following emergency or disaster.
2. Support and assist city-wide response and recovery efforts and assist in staffing the EOC.
3. Communicate with the EOC regarding the status of response and recovery activities during or following any emergency or disaster. Provide situation reports to convey requests for assistance, damage assessment, and preliminary damage estimates of their operational capabilities, equipment, and facilities.
4. Coordinate the dissemination of public information to the media and citizens through the City's PIO and Skagit County Joint Information Center (JIC), if established.

3B National Incident Management System (NIMS)

Homeland Security Presidential Directive 5 (HSPD-5), Management of Domestic Incidents, called for the establishment of a single, comprehensive NIMS to improve incident response operations. NIMS provides the ability for emergency response personnel from different jurisdictions and disciplines to effectively work together to respond to natural disasters and emergencies, including acts of terrorism. NIMS is also intended to promote development of multi-jurisdictional, state-wide, and inter-state mechanisms for coordinating incident management and obtaining assistance during large or complex incidents.

The NIMS provides a standardized system that allows federal, state, and local jurisdictions to:

- Ensure common and proven incident management doctrine, practices and principles are used to plan for, protect against, respond to, and recover from emergency incidents.
- Maintain a response operation capable of expanding to meet an escalating situation and the ability to integrate a variety of resources from outside sources to meet the needs of the situation.

The benefits of the NIMS include:

- A unified approach to incident management.
- Standard command and management structures.
- An emphasis on preparedness, mutual aid, and resource management.

HSPD-5 dictated that federal departments and agencies shall make adoption of the NIMS a requirement for the provision of federal preparedness assistance funds. HSPD-5, as amended in May 2007, further established the Incident Management System Integration Division of the National Integration Center (NIC) to provide strategic direction for, and oversight of, the NIMS including the development of compliance criteria and implementation activities at federal, state, and local levels.

Local authorities have the primary responsibility in emergencies and disaster situations as most emergency incidents are handled daily by local resources.

Incident response organizations (law enforcement, fire, emergency medical services, hazardous materials, public health, public works, emergency management, and others) must work together to comply with NIMS components, policies, and procedures to establish and maintain a foundation upon which more advanced homeland security capabilities can be built. NIMS compliance must be an ongoing effort as new personnel must be trained, and plans must be revised to reflect lessons learned.

3C Emergency Management Concepts

The Mayor is responsible, by law, for emergency management operations within the City but will also function with other leaders as part of the Skagit Emergency Management Advisory Board. The Skagit County Director of Emergency Management is responsible to the Skagit Emergency Management Council for carrying out the emergency management program for Skagit County and the member municipalities. The elected and appointed county and municipal officials, departments, and offices, as well as supporting organizations, agencies, or individuals, retain their identity and autonomy but coordinate activities under this plan as an emergency organization. When an emergency or disaster is imminent or has occurred,

local governments having primary responsibility will respond to preserve life, property and the environment and to minimize the effects of the situation and to expedite recovery. Mayor and Council will implement emergency statutes and ordinances and will mobilize and commit local resources to conduct response and recovery activities to the best of their ability.

Protection of life, property, the environment, and the restoration of local government services and the economy are the primary concerns of the City. The City may also conduct such functions outside their territorial limits as may be necessary pursuant to [RCW 38.52](#) and current resolutions, ordinances, and mutual-aid agreements.

When an emergency or disaster occurs City staff shall carry out their responsibilities using their best judgment and in a coordinated manner to:

- Report to the predetermined site to manage operations.
- Account for personnel.
- Assess damages to facilities and resources.
- Assess personnel and resources available.
- Assess problems and needs.
- Report situation and status to the EOC.
- Send representatives to the Skagit County EOC, as requested.
- Carry out agency responsibilities and assigned tasks.
- Keep detailed and accurate records, document actions, costs, situations etc.

The Skagit County Department of Emergency Management will request mission numbers from the Washington State Military Department, Emergency Management Division for all response actions intended to protect life, property, and the environment during emergency incidents.

Normal, day-to-day organizational structures and chains of command will be maintained as much as possible. When mutual-aid is requested, the responsible requesting organization will be in charge unless the specific mutual-aid agreements direct otherwise. Skagit County government and member municipal governments will utilize all available resources prior to requesting assistance from state government.

During emergency incidents that do not require the activation of the EOC, public information may be disseminated to the media through the Mayor, Public Information Officer(s), and On-Scene Incident Commander(s), or their designees. Upon activation of the City's EOC, all public information disseminated to the news media and citizens should be coordinated with the Public Information Officer to ensure release of compatible and accurate information.

3D Direction and Control

Generally

The purpose of this section is to provide for the effective supervision, authority, coordination, and cooperation of emergency management activities and to ensure the continued operation of government and essential services during and after emergencies and disasters. Direction and control of emergency management functions is the responsibility of the Mayor. Depending upon the size, scope, and/or complexity of the emergency or disaster, the Mayor and appointed officials will activate and establish an EOC to provide proper direction and control and aid in overall management or coordination of response and recovery activities.

Skagit County Resolution [R20060255](#), dated August 1, 2006, establishes that the initial command structure utilized by Skagit County government for a significant incident shall be a Unified Command composed of qualified senior officials from the Skagit County Sheriff's Office, Skagit County Public Health Department, Skagit County Department of Emergency Management, and the Skagit County Public Works Department. This system provides a multi-agency command structure and organization to provide oversight, gather and disseminate incident information, and request and allocate resources to aid response and recovery activities occurring in various locations throughout the county. This structure is also useful to support multiple Incident Command Posts (ICP's) and to effectively manage response and recovery activities associated with events that are large, complex, or affect multiple jurisdictions.

3E Emergency Operations Center (EOC)

Location

The City of Anacortes' EOC is located at 1218 24th St in the Eugene Anderson Municipal Courtroom. The alternative EOCs are the Anacortes Fire Department- Station 1 at 1016 13th Street or the Anacortes Senior Activity Center at 1701 22nd Street.

The City's primary EOC is equipped with supplies, information display materials, internal communications, and support equipment to help facilitate efficient operation. Backup power generation is maintained to ensure continued operations.

Goals

Based on situational demands, the overarching strategic goals for activation of the EOC are:

1. Personal safety of emergency responders.
2. Saving and protecting the greatest number of people at risk.
3. Saving and protecting as many residential, business, and industrial properties as possible.
4. Saving and protecting as much vital government infrastructure as possible.
5. Restraining the spread of environmental damage.
6. Minimizing human hardship and economic interruptions.

EOC Activation

The EOC may be activated at the request of the Mayor, Police Chief, Fire Chief or upon direction from the Skagit County Department of Emergency Management. Depending upon the severity of the emergency or disaster, the Mayor or the Mayor's successor may request that the Skagit County EOC be activated.

(a) Thresholds for Activation

Depending upon the situation, the EOC could be activated for any of the following:

0. Proclamation of emergency.
1. Providing and coordinating emergency warning and public information.
2. Collecting and managing information in anticipation of a potential emergency.
3. Overseeing the effective use and allocation of available local resources.
4. Determining specific requirements that are vital but beyond local means to acquire and referring such needs to the state for supplemental assistance.
5. Coordinating inter-agency and/or inter-jurisdictional activities.
6. Coordinating continuity of government operations.
7. Coordinating damage assessment and recovery activities.

(b) Notifications Upon Activation

Upon activation of the Anacortes EOC, the following will be notified:

- Skagit County Department of Emergency Management
- City Department Heads
- City Councilmembers

EOC Activation Levels:

(a) Phase III Activation – Alert/Watch Operation

Phase III Activation is the lowest level of EOC activation and is typically initiated in the event of an impending or occurring incident that requires close monitoring. Level III incidents include:

- flood watch
- minor/localized small stream flooding
- winter storm watch
- high wind warning
- minor hazardous materials incidents
- multiple-casualty incidents

(b) Phase II Activation – Limited Operation

An incident has grown or is expected to grow beyond the capability of alert/watch operation staffing levels and requires additional EOC staffing and capabilities to manage the incident and provide warning and/or public information. The decision on whether an incident meets the criteria for Level II activation will be made by the Mayor and any one or a combination of the following individuals or their designees:

- Mayor
- Fire Chief
- Police Chief
- Public Works Director
- Administrative Services Director?
- Information Technology Manager

Level II incidents include:

- moderately sized hazardous materials incidents
- winter storm events.

(c) Phase I Activation – Full Operation

Phase I Activation is the highest level of EOC activation. The size and complexity of an incident requires EOC representation by all appropriate departments and community organizations to support response and/or recovery activities. The decision on whether an incident meets the criteria for Level I activation will be made by the Mayor and any one or a combination of the following individuals or their designees:

- Fire Chief
- Police Chief
- Public Works Director
- Administrative Services Director?

Level III incidents include:

- moderate to major flooding events
- moderate to major earthquakes
- large-scale evacuations
- extended periods of severe weather
- large hazardous materials incidents
- incidents that require the establishment of an Area Command
- Cybersecurity Event

(d) Phase I-Alt Activation – Alternate Operation:

If extensive damage throughout the County creates unstable and unsafe roads and bridges preventing City of Anacortes personnel from reaching the City's EOC facility, EOC personnel should login to WEB-EOC or report to the most accessible EOC: Skagit County, Burlington, Mount Vernon, or Sedro-Woolley.

Area Command

According to the NIMS, Area Command is defined as a command structure that oversees the management of multiple incidents that are each being handled by an Incident Command System organization or a very large incident that has multiple incident management teams assigned to it. The primary functions of an Area Command are:

0. Provide agency or jurisdictional authority for assigned incidents.
1. Ensure a clear understanding of agency expectations, intentions, and constraints.
2. Establish critical resource use priorities between various incidents.
3. Ensure that incident management team personnel assignments and organizations are appropriate.
4. Maintain contact with officials in charge, and other agencies and groups.
5. Coordinate the demobilization or reassignment of resources between assigned incidents.

4 Organization and Assignment of Responsibilities

4A Generally

Most departments have emergency functions in addition to their regular day-to-day duties. These emergency functions usually parallel or complement regular functions. Each department is responsible for developing and maintaining its own emergency management and continuity of government procedures.

4B Organization & Assignment of Responsibilities

The Mayor has the responsibility to:

1. Provide for jurisdictional chain of command and continuity of government.
2. Make policy decisions and other major decisions necessary to accomplish response and recovery activities within their respective jurisdictions.
3. Adopt and enact ordinances and motions; appropriate revenue and authorize expenditures as needed for disaster mitigation, preparedness, response and recovery.
4. Direct the implementation of emergency response and recovery plans and operating procedures within their respective jurisdictions.
5. Conduct public meetings and take actions to assist in reassuring and informing the public and identify public needs.
6. Assist in providing public information and the dissemination of emergency information through county and municipal departments/offices, in coordination with the EOC, JIC, and Public Information Officers.
7. Direct citizen's requests for assistance and information to appropriate agencies.
8. Provide public information officers and/or support personnel to the JIC as required.
9. Provide for the coordination of emergency operations.
10. Provide for the coordination and management of all available local resources.
11. Request support (through the Department of Emergency Management) from neighboring jurisdictions and/or the Washington State Military Department, Emergency Management Division.
12. Direct the use of activated EOC facilities under their control.
13. Re-establish municipal operations and capabilities.
14. Provide supplies, equipment, services, and personnel as requested through the appropriate EOC.

15. Support response and recovery activities as required.

The City Council has the responsibility to:

1. Make policy, adopt and enact ordinances and motions, appropriate revenue and approve expenditures to enable the City to provide necessary services to the public.
2. Provide for the continuity of City government.
3. Assist the Mayor with the implementation of policy and decision making. Provide delegates for the EOC Policy Group.
4. Provide delegates to the EOC.

Law Enforcement has the responsibility to:

1. Maintain law and order
2. Control traffic
3. Protect vital installations
4. Control and limit access to the scene of the disaster
5. Supplement communications
6. Search and rescue (with fire service)
7. Develop and maintain operational procedures for use during emergency and disaster operations.
8. Establish a Command Post (when appropriate) in cooperation with other on-scene response agencies utilizing the Incident Command System (ICS) or the Unified Command System based upon the NIMS.
9. The Anacortes Police Department participates as part of the Unified Command during emergency or disaster events occurring within Skagit County.
10. Conduct normal day-to-day law enforcement activities.
11. Assist in the conducting of alert and warning notification via the Skagit County Fan-Out Alerting System as appropriate when contacted by the Skagit Emergency Communications (E 911) Center.
12. Provide personnel and equipment to assist in the rapid dissemination of warnings and emergency information.
13. Conduct evacuation(s) of the affected area, as needed.
14. Provide crowd and traffic control and assist fire service as needed.
15. Direct and control the use of available resources required to conduct search and rescue operations.
16. Provide for the security of the disaster area and municipal facilities.
17. Provide protection of key public officials; prevent and control civil disorder.
18. Provide for the use of available personnel and equipment to support emergency communications requirements.
19. Provide representative(s) and equipment to assist in staffing appropriate EOC(s).

20. Assist in obtaining damage assessment information and reporting damage to the appropriate EOC.
21. Provide support personnel to the JIC as required.
22. Support response and recovery activities as required.
23. Return organizational activities to normal levels unless involved with recovery activities.
24. Document emergency related costs and activities and submit required reports.
25. The Washington State Patrol shall act as the Incident Command Agency for hazardous materials incidents in Skagit County.

Fire Service has the responsibility to:

1. Develop and maintain operational procedures for use during emergency and disaster operations.
2. Establish a Command Post (when appropriate) in cooperation with other on-scene response agencies utilizing the Incident Command System (ICS) or the Unified Command System based upon the NIMS.
3. Perform routine firefighting and rescue.
4. Perform Basic Life Support (BLS) care to the injured.
5. Perform Advanced Life Support (ALS) for emergency medical care.
6. Assist in hazardous materials containment and control, based upon level of training.
7. Coordinate with the Skagit County Department of Emergency Management and hazardous materials team(s) that may respond to hazardous materials and/or terrorism and weapons of mass destruction incidents within Skagit County.
8. Provide rescue services such as motor vehicle extrication, confined space extrication, water, high angle, trench and structural search and rescue based upon level of training.
9. Establish priorities for primary and/or lifesaving debris clearance.
10. Establish staging areas as needed for support personnel and equipment.
11. Assist law enforcement as needed with warning, evacuation, and traffic control.
12. Provide for the use of available personnel and equipment to support emergency communications requirements.
13. Provide representative(s) and equipment to assist in staffing appropriate EOC(s).
14. Assist in obtaining damage assessment information and reporting damage to the EOC.
15. Provide support personnel to the JIC as required.
16. Support response and recovery activities as required.
17. Return organizational activities to normal levels unless involved with recovery activities.
18. Document emergency related costs and activities and submit required reports.

Legal Department has the responsibility to:

1. Advise officials on legal matters relating to emergency management authority and responsibility.

2. Provide legal advice in the development and execution of emergency administrative plans and provide representation in all criminal and civil proceedings in which the jurisdiction may be a party, as a result of emergency planning and operations.
3. Serving as a liaison with other legal and judicial agencies and sections of the government
4. Support response and recovery activities as required.
5. Return operational activities to normal levels unless involved with recovery activities.
6. Implement emergency procurement procedures and provide instruction for their use.
7. Document emergency related costs and activities and submit required reports.

Finance Department has the responsibility to:

1. Develop and maintain operational procedures for use during emergency and disaster operations.
2. On an annual basis, maintain a list of suppliers, vendors, and items of critical emergency need (through the appropriate procurement division)
3. Provide assistance in emergency financial management.
4. Prepare municipal emergency financial reports.
5. Provide for the receipt, disbursement, and accounting of State, Federal, and other funds provided to municipal government for emergency welfare services such as reimbursement of disaster response and recovery expenses and repair/replacement of infrastructure.
6. Provide support staff to the EOC to assure proper financial documentation in accordance with state and federal requirements.
7. Support response and recovery activities as required.
8. Return department activities to normal levels unless involved with recovery activities.
9. Document emergency related costs and activities and submit required reports.

Parks and Recreation Department has the responsibility to:

1. Develop and maintain operational procedures for use during emergency and disaster operations.
2. Assist in removal and safe keeping of public records
3. Provide personnel to conduct on-site inspections of parks property and facilities; report all damage to parks property and facilities to the EOC and coordinate debris removal activities on all park's property.
4. Make municipal parks and recreation facilities, equipment and personnel available to assist the volunteer support agencies with the establishment of emergency shelters.
5. Assist in providing emergency welfare services (including, but not limited to shelter, feeding, and day care) to immediate family members of City employees if necessary.
6. Provide representatives and equipment to assist in staffing EOC.
7. Assist in obtaining damage assessment information and reporting damage to the EOC.
8. Support response and recovery activities as required.
9. Return department activities to normal levels unless involved with recovery activities.
10. Document emergency related costs and activities and submit required reports.

Planning, Community, and Economic Development/Building Department has the responsibility to:

1. Develop and maintain operational procedures for use during emergency and disaster operations.
2. Coordinate and conduct post-incident safety evaluations of structures as needed to support disaster response and recovery activities.
3. Provide an emergency permitting and inspection program for the repair and reconstruction of damaged buildings during and after an emergency or disaster event.
4. Assist in the planning/permitting of buildings for use as disaster shelters by providing International Building Code expertise and inspections.
5. Assist in collecting information and compiling data for emergency operational reports.
6. Provide representatives to the EOC and provide reports and other information to the JIC as required.
7. Support response and recovery activities as required.
8. Return department activities to normal levels unless involved with recovery activities.
9. Document emergency related costs and activities and submit required reports.

Public Works Department (Water, Wastewater, Operations, Engineering, GIS, Facilities) has the responsibility to:

1. Develop and maintain operational procedures for use during emergency and disaster operations.
2. As resources permit, assist special purpose jurisdictions (Dike Districts, Drainage Districts, and Fire Districts) and other agencies with flood-fighting efforts.

3. Open emergency routes (where possible) to enable emergency access to incident scenes. Maintaining designated major streets and avenues, highways, and other designated routes of travel.
4. Provide emergency signs, barricades and traffic control to aid in evacuation route travel as needed and within capability/capacity.
5. Coordinate and provide for the removal and disposal of debris during and after the disaster.
6. Assist in keeping water systems, water treatment systems, storm sewers and drainage structures/facilities, and sanitary sewers in operation.
7. Assist in the relocation of public records.
8. Furnishing information, including maps or materials, as needed, for the emergency management agency or emergency preparedness coordinator.
9. Maintenance of vehicles and other essential equipment of the various departments and agencies
10. Supply fuel and refueling equipment/services for response and recovery equipment.
11. Provisions for the immediate repair of emergency service vehicles and equipment, both in the field and in the shop, as the situation permits
12. Provide representatives and equipment to assist in staffing the EOC and provide support personnel to the JIC as required.
13. Assist in obtaining damage assessment information and reporting damage to the EOC.
14. Support response and recovery activities as required.
15. Return department activities to normal levels unless involved with recovery activities.
16. Document emergency related costs and activities and submit required reports.

Administrative Services (Information Systems, ACCESS Anacortes Fiber, Court, Public Defense); Human Resources, Library, and Museum Departments have the responsibility to:

1. Develop and maintain operational procedures for use during emergency and disaster operations.
2. Assist in removal and safe keeping of public records.
3. Provide representatives and equipment to assist in staffing EOC.
4. Assist in obtaining damage assessment information and reporting damage to the EOC.
5. Support response and recovery activities as required.
6. Return department activities to normal levels unless involved with recovery activities.
7. Document emergency related costs and activities and submit required reports.

Information Technology has the responsibility to:

- a. Immediately send support staff to the EOC
- b. Ensure the safe keeping of all essential computer and electronic records.

- c. Provide operation of essential computer services.
- d. Support EOC, public information, response and recovery activities as required.
- e. Develop and maintain operational procedures for use during emergency and disaster operations.
- f. Return department activities to normal levels unless involved with recovery activities.
- g. Document emergency related costs and activities and submit required reports.

Skagit County Department of Emergency Management has the responsibility to:

1. Activate and manage the Emergency Coordination Center during emergency or disaster events occurring within Skagit County.
2. Develop and coordinate the Emergency Management Program for Skagit County and the incorporated municipalities located within the county.
3. Develop a Comprehensive Emergency Management Plan for Skagit County and the incorporated municipalities located within the county that conforms to the Washington State Comprehensive Emergency Management Plan. The Emergency Management Director shall direct department personnel to review, revise, maintain, publish, and distribute the plan.
4. Help coordinate emergency preparedness activities of local agencies in preparation for response to natural, human-caused, or technological emergencies and disasters including acts of terrorism and/or incidents involving weapons of mass destruction.
5. Develop plans for coordination of resources in disasters and assist response agencies in coordinating communication resources during response and recovery activities.
6. Help coordinate warnings to the public of impending emergencies/disasters and during unforeseen emergencies/disasters. Provide instructions to the public as to where to go and what to do before, during, and after emergencies/ disasters.
7. Identify local staging areas to receive outside resources and coordinate with the Washington State Emergency Operations Center regarding the receiving of outside resources.
8. Provide public information and education as it pertains to disaster mitigation, preparedness, response, and recovery.
9. Review response capabilities by conducting drills/exercises, conducting after-action reviews, and developing improvement plans.

Prepare damage assessment, incident, and disaster analysis reports as necessary.

Skagit Emergency Communications (E-911) Center has the responsibility to:

1. Develop and maintain operational procedures for use during emergency and disaster operations.
2. Provide E 911 call receiving, dispatch services, and relay of messages for all Skagit County emergency services agencies on a 24-hour basis in order to support response and recovery activities.
3. Develop and maintain alert and warning notification procedures in cooperation with the Department of Emergency Management.
4. Provide alert and warning notifications to emergency response agencies and the citizens of Skagit County via agreed upon standard operation protocols.
5. Coordinate with vendors to assure high quality and continuous operation of the E-911 system, and timely restoration of E-911 services in the event of service disruptions.
6. Advise the Skagit County Department of Emergency Management of communication capabilities and limitations.
7. Verify that ACCESS, NAWAS, and EAS systems are operational and that messages received are distributed in a timely manner to the Department of Emergency Management and other appropriate parties.
8. Support response and recovery activities as required.
9. Return department activities to normal levels unless involved with recovery activities.
10. Document emergency related costs and activities and submit required reports.

Other Agencies/Organizations:

Other entities beyond direct City of Anacortes control may be capable of supporting and assisting with disaster response or recovery. The City of Anacortes does not have any direct authority over outside entities like the American Red Cross, Salvation Army, Skagit Transit, Island Health, Anacortes School District, etc. These and other agencies typically perform a variety of emergency tasks and may, upon request, provide support personnel and response/recovery services and equipment, as needed.

- American Red Cross is responsible for establishing emergency shelters for disaster victims in pre-selected congregate care facilities upon the request of the Department of Emergency Management; providing food and clothing to disaster victims, providing food to disaster workers; establishing a welfare inquiry service and providing medical and nursing care in American Red Cross shelters and operational facilities; and coordinating with the Skagit County Department of Emergency Management, and welfare agencies for the receiving, sorting, storage and distribution of donated items.
- Salvation Army provides assistance, upon request, to the American Red Cross in providing emergency food service to the Anacortes and Fidalgo Island area and coordinates with the Department of Emergency Management and various welfare agencies for the receiving, sorting, storage and distribution of donated items.

- Skagit Amateur Radio Emergency Communications Club provides emergency communication assistance for Skagit County, the City, Island Hospital, Anacortes School District, Port of Anacortes and other network sites.
- Churches and synagogues often give assistance with sheltering, feeding, and other issues, as necessary.
- Skagit County Search and Rescue (SAR) provides services as coordinated through and directed by the Skagit County Sheriff's Office. When it is safe for volunteers, SAR will search for, rescue, or recover by means of ground, water, or air persons who becomes lost, injured, or are killed while outdoors or as a result of a natural, human-caused, or technological emergencies and/or disasters. The Department of Emergency Management will register SAR workers and request Mission Numbers from the Washington State Military Department, Emergency Management Division.
- Island Health coordinates the organization and mobilization of medical and health personnel during a disaster or major emergency and provide continuous care to the sick and injured victims of an incident.
- Skagit Transit operates and maintains a fleet of public transportation busses and vans including specialized vehicles for the transportation of disabled persons. Skagit Transit is responsible for providing transportation of the public to mass care facilities and aiding law enforcement, fire service, and other agencies upon request. *An cooperative agreement (Skagit County Contract [#C20070501](#)) was signed by the Skagit County Board of County Commissioners on September 04, 2007. This contract specifically outlines the assistance provided by SKAT to Skagit County in the event of a Declared Emergency.*
- Anacortes School District is required by law to develop and maintain disaster plans and conduct regular drills with teachers and students. In the event of an emergency or disaster event that precludes students from being reunited with their parents, legal guardian, or other authorized caregiver, school districts are responsible to provide care for those students until they can be reunited or an appropriate and adequate alternative can be provided. School districts may provide transportation support to the local Department of Emergency Management, upon request.
- Skagit County Emergency Medical Services (EMS) Department provides, by contract, pre-hospital Basic Life Support (BLS) personnel affiliated with first response agencies such as fire service, search and rescue, law enforcement, and private ambulance companies within Skagit County. The Skagit EMS Department may provide a representative to the EOC to assist with the coordination and organization of pre-hospital emergency medical services as required.
- Tribal Nations provide services on tribal lands and will operate in accordance with tribal Emergency Management Plans. These plans are separately published documents. Coordination in mitigation, planning, response, and recovery efforts will be conducted between the City and the Samish Indian Nation and the Swinomish Indian Tribal Community.
- West Skagit CERT provide volunteers who are trained to provide immediate basic first aid, light search and rescue, immediate damage assessment and other services.

- Port of Anacortes provides staff and volunteers to assist the city in immediate response activities as well as recovery efforts.
- EVAC— Emergency Volunteer Air Corps is a volunteer airlift resource helping communities and emergency responders cope with a local disaster.
- Anacortes Yacht Club is a volunteer social organization that possesses marine resources and volunteers to facilitate the movement of people and supplies on and off Fidalgo Island.

5 Direction, Control, and Coordination

5A Authority to Initiate Actions

The Mayor and department heads should have named successors to ensure continuity of leadership and operations. They should take steps to ensure that all successors to their respective positions are aware of their emergency responsibilities and have the full authority to conduct emergency activities.

5B Direction, Control, and Coordination

Standard Procedure

- (a) The Mayor is the chief executive of the City of Anacortes and is responsible for direction of city government during an emergency.

Succession

- (b) [RCW 35A.12.065: Pro tempore appointments. \(wa.gov\)](#) and the City Council's rules of procedure provides for the City Council's ability to appoint a Mayor Pro Tem to serve as mayor in the absence or temporary disability of the mayor.
- (c) [RCW 42.14.050: City or town officers. \(wa.gov\)](#) provides: "In the event that, due to an emergency or disaster, the Mayor or Mayor Pro-Tem of any city or town is unavailable to exercise the powers and discharge the duties of the office, then those members of the city council available for duty shall by majority vote select one of their members to act as the mayor of such city or town. In the event the number of council members is reduced, then those members available for duty shall have full power to act by majority vote of those present."

State Command

- (a) The City of Anacortes when required by law agrees that the State of Washington assumes command of an incident. The City of Anacortes has personnel trained in the NIMS Incident Command System (ICS). State and Federal officials will coordinate their operations through the Mayor's office or their designated representatives.
 - (i) Incident Command System. The local incident command structures are responsible for directing on-scene emergency operations and maintaining command and control of on-scene incident operations. If a disaster affects multiple widely separated facilities, separate incident command operations and an Area Command may be set up.
 - (ii) Assistance. If the Anacortes's own resources are insufficient, exhausted, or inappropriate to respond to the emergency situation, a request shall be routed to Skagit County Emergency Operations Center where assistance from other municipalities, the State, or Federal government may be derived.

5C Information Collection and Dissemination

Disaster information managed by the City of Anacortes EOC is coordinated through agency representatives at the EOC. The goal of the EOC is to obtain the most accurate and up to date information is to ensure a comprehensive understanding of the emergency. The collection and dissemination of information is used to develop strategies and tactics to effectively manage emergency operations.

Critical Infrastructure Survey

- (a) The Anacortes Fire and Police departments will conduct windshield surveys on pre-planned routes to determine the extent and severity of damage to important and critical infrastructures facilities within the City. The City personnel will report their findings to the EOC for development of initial actions.

Immediate Damage Assessments

- (a) CERT members will begin the process of recording and reporting damage assessments of identified neighborhoods to expand the common operating picture for the EOC. Information on life safety issues, fires, road, gas and water leaks, downed wires, structural damages, etc... will be recorded on paper or electronically.
- (b) CERT members having completed a designated area will send reports to the EOC by the most effective means. This may include drop-off, ham radio, or electronic transmission.

Detailed Damage Assessments

- (a) Post-Disaster Building Safety Evaluation Procedures will be Implemented to properly assess buildings for occupancy following a major earthquake, flood, or wind event.
- (b) Members of the Building Safety Evaluation Program shall report to the Volunteer Coordination Center (VCC) to obtain assignments, safety briefing, supplies, and reporting instruments.

Reports from Sources

- (a) Staff will utilize the most dependable and consistent source of information depending on the degree of the disaster. These sources of information may include emergency software, social media, television, radio, telephone, written documents, and face to face communications. The gathered information will be used to develop a comprehensive analysis to effect decisions on how best to deploy limited resources.

6 Administration, Finance, and Logistics

6A General Policies

Appointment of Officials

The Mayor and Finance Director shall participate in the decision-making process to ensure continuity and control of the City's financial processes and laws.

Funding and Accounting

Arrangements have been made with local vendors to make purchases on account. Credit cards are also available.

Records and Reports

The Finance Department tracks the source and use of resources and expenditures. The Finance Department maintains records of expenditures and obligations in emergency operations. They should also support the collection and maintenance of narrative and long-type records of response to all declared disasters.

Agreements and Understandings

(a) Agreements with Other Government Agencies

The City of Anacortes has mutual aid agreements or emergency response and recovery contracts with:

- Automatic Aid with Fire District 11
- Automatic Aid with Fire District 13
- Mutual Aid with All Fire/EMS Jurisdictions in Skagit County
- WASPC Police Officers Powers Act
<http://www.waspc.org/police-officers-powers-act>

(b) Agreements with Private Organizations

These provide immediate aid to disaster victims and provide some types of aid that the government is unable to render. Local policies that have been established regarding the use of volunteers or accepting donated goods and services is provide through this document.

(a) Emergency Resources

During emergencies, critical resources may be in short supply including those required to support the essential functions of each of the branches of government. Anacortes should proactively establish relationships and agreements with providers of critical supplies and equipment. Preplanning to acquire and distribute these resources may require the need to work with

multiple service providers to establish Mutual Aid Agreements/Memoranda of Understanding and service contracts for:

1. Alternate locations (to include telework and virtual support);
2. Video Teleconferencing or other communications methods/technologies;
3. Personnel with specific expertise such as court reporters or security/law enforcement;
4. Additional vehicles, power generation equipment, and fuel;
5. Personal Protective Equipment) stockpiles;
6. Wifi "Hotspots"
7. Cell phone service, including portable or temporary towers;
8. Lodging;
9. Food and water; and
10. Other critical resources required to support the essential functions.

7 Authorities and References

Legal Authority Authorities and Guides Local, State and Federal Ordinances, Resolutions, Laws, Statutes and Regulations: the Anacortes Emergency Operation Plan has been developed and is maintained under the following Authorities:

Federal

1. Public Law 81-920 Federal Civil Defense Act of 1950, as amended.
2. Public Law 88-352, Civil Rights Act of 1964. Title VI of the Civil Rights Act regarding discrimination against person with Limited English Proficiency.
3. Public Law 93-288, The Disaster Relief Act of 1974, as amended by 100-707, the Robert T. Stafford Disaster Relief and Emergency Assistance Act. (August 2016)
4. Public Law 96-342, Improved Civil Defense Act of 1980.
5. Public Law 99-499, Superfund Amendments and Re-authorization Act of 1986, Title III (SARA) - related to hazardous waste.
6. Public Law 105-19, Volunteer Protection Act of 1997.
7. Public Law 107-296, Homeland Security Act of 2002.
8. Public Law 109-225, Post-Katrina Emergency Management Reform Act of 2006.
9. Public Law 109-308, Pet Evacuation and Transportation Standards Act of 2006.
10. Presidential Directive 5 (Homeland Security), Management of Domestic Incidents
11. Presidential Directive 8 (Homeland Security), National Preparedness
12. Presidential Executive Orders
 - a. Executive Order 13166 - Improving Access to Services for Person with Limited English Proficiency
 - b. Executive Order 13347 - Individuals with Disabilities in Emergency Preparedness
13. Subtitle A of the Title II of the American Disabilities Act,
14. 44 Code of Federal Regulations 201 Federal Mitigation Funds
15. 44 Code of Federal Regulations 206.16. Nondiscrimination in Disaster Assistance

State

1. RCW 35.33.081 Emergency Expenditures - Non-debatable Emergencies.
2. RCW 35.33.091 Emergency Expenditures - Other Emergencies - Hearing.
3. RCW 35.33.101 Emergency Warrants
4. RCW 38.52 Local Organizations and Joint Local Organizations Authorized - Establishment, Operation - Emergency Powers, Procedures
5. RCW 43.43.960-964 - State Fire Mobilization
6. RCW 49.60.030 Freedom of Discrimination - Declaration of Civil Rights
7. WAC Chapter 118-30- Local Emergency Management/Services Organizations, Plans and Programs

Local

1. Skagit County Ordinance #020180001 (Ordinance enacting SCC 9.28.)

2. Skagit County Code, Chapter 9.28 (Skagit County Emergency Management Code; Creates Emergency Management Organization and EMAB, etc.)
3. Skagit County Resolution #R20180137 (Appointing EMAB member for the Town of La Conner} Approved by Skagit County Board of Commissioners July 2022
4. Skagit County Resolution #R20180051 (Appointing EMAB members for all other Cities and Towns in Skagit County)
5. Skagit County Resolution #R20170172 (Directed preparation of SCC 9.28)
6. Skagit County Resolution #R20060255 Regarding the Command Structure for Significant Emergency and/or Disaster Events Occurring Within Skagit County
7. Inter-local Cooperation Agreements with the Municipalities of La Conner, Anacortes, Burlington, Mount Vernon, Concrete, Lyman, Hamilton, and Sedro Woolley (Skagit County Contract Numbers: C20180560,C20180561,C20180562,C20180563,C20180564,C20180565,C20180566,& (20180567).
8. Whatcom, Skagit, Snohomish, and San Juan Mutual Aid Agreement
9. Inter-local Cooperation Agreement (Skagit County Contract #(20070501) between Skagit County and the Skagit Transit Authority (Agreement concerning use of buses during a declared emergency)
10. Skagit County Resolution No. 11444 (Resolution designating hazardous incident command agency for Skagit County)
11. City of Burlington Ordinance No. 1116
12. Town of Concrete Resolution No. 88-01
13. Town of Hamilton Resolution No. 1-88 3.14.
14. Town of La Conner Resolution No. 134
15. Town of Lyman Resolution No. 88-3
16. City of Mount Vernon Resolution No. 257
17. City of Sedro-Woolley Resolution No. 461
18. Port of Anacortes Resolution No. 785
19. Port of Skagit County Resolution No. 88-05 4.

Related Plans and Documents:

1. National Response Framework
2. National Incident Management System
3. Washington State Comprehensive Emergency Management Plan
4. Washington State Fire Mobilization Plan
5. Mount Baker-Glacier Peak Coordination Plan
6. North Puget Sound Area Emergency Alert System, Local Area Plan
7. North Puget Sound Abducted Minor Broadcast Emergency Response (AMBER) Plan
8. Skagit County Hazard Identification and Vulnerability Analysis
9. Skagit County Natural Hazards Mitigation Plan
10. Skagit County Fire Mobilization Plan
11. Skagit County Local Emergency Planning Committee (LEPC) Hazardous Materials Contingency Plan
12. Skagit County Household Pets and Service Animals Disaster Plan

Municipal: Proclamation of Local Emergency

- The Proclamation of Local Emergency is made by the Mayor and is the legal method which authorizes the use of extraordinary measures to accomplish tasks associated with disaster response.
- The Proclamation is normally a prerequisite to state and federal disaster assistance. Upon signing, the Mayor shall notify the City Council as soon as is practical.
- In the absence of the Mayor, the proclamations may be made by the Mayor Pro Tem, and in their absence the duly selected councilmember by the remaining majority of council members.
 - The Proclamation authorizes the City to take necessary measures to combat a disaster, protect persons and property, provide emergency assistance to victims of the disaster, and exercise the powers vested in [RCW 38.52.070](#) without regard to formalities prescribed by law (with the exception of mandatory constitutional requirements). The issuing of emergency Executive Orders, proclamations, and regulation have the full force and effect of law.hese include but are not limited to:
 - Budget law limitations
 - Competitive bidding processes
 - Publication of notices
 - Provisions pertaining to the performance of public work
 - Entering into contracts
 - Incurring obligations
 - Employment of temporary workers
 - Rental of equipment
 - Purchase of supplies and materials
 - Levying of taxes
 - Expenditures of public funds
 - Proclaiming and enforcing curfews
 - Issuing stay at home or shelter in place orders
 - Permitting professional and business entities/organizations to operate without additional licenses;
 - Permitting local government personnel and property to be used outside of the jurisdiction;
 - Shutting down nonessential government operations;
 - Making use of public and private property; and
 - Invoking rationing, price controls, anti-black-marketing, and anti-hoarding regulations

7A References

Municipalities

- Skagit County municipalities shall provide jurisdictional chain of command and continuity of government.
- Make policy decisions and other major decisions necessary to accomplish response and recovery activities within their respective jurisdictions.

- Adopt and enact ordinances and motions, and appropriate revenue and authorize expenditures as needed for disaster mitigation, preparedness, response and recovery.
- Direct the implementation of emergency response and recovery plans and operating procedures within their respective jurisdictions.
- Conduct public meetings and take actions to assist in reassuring and informing the public and identify public needs.
- Assist in providing public information and the dissemination of emergency information through county and municipal departments/offices, in coordination with the ECC, JIC, and Public Information Officers of affected jurisdictions.
- Direct citizen's requests for assistance and information to appropriate agencies.
- Provide public information officers and/or support personnel to the JIC as required.
- Provide for the coordination and management of all available local resources.
- Request support (through the DEM) from neighboring jurisdictions and/or the Washington State Military Department, Emergency Management Division.
- Direct the use of activated EOC/ECC facilities under their control.
- Reestablish county and municipal operations and capabilities.
- Provide supplies, equipment, services, and personnel as requested through the appropriate EOC.
- Support response and recovery activities as required.

Skagit County Government

- Provide Emergency Management Services as defined in RCW 38.52, RCW 43.06, WAC 118, and SCC 9.28 and all applicable interlocal agreements.
- Coordinate and facilitate emergency management efforts within Skagit County
- Participate as part of the Unified Command during emergency or disaster events occurring within Skagit County.
- Develop and coordinate the Emergency Management Program for Skagit County and the incorporated municipalities located within the county.
- Develop a Comprehensive Emergency Management Plan for Skagit County and the incorporated municipalities located within the county that is consistent with to the Washington State Comprehensive Emergency Management Plan. The Emergency Management Director shall direct department personnel to review, revise, maintain, publish, and distribute the plan.
- Help coordinate emergency preparedness activities of local agencies in preparation for response to natural, human-caused, or technological emergencies and disasters including acts of terrorism and/or incidents involving weapons of mass destruction.
- Develop plans for coordination of resources in disasters and assist response agencies in coordinating communication resources during response and recovery activities.
- Act as a contact point for the request and coordination of disaster assistance from other response agencies beyond mutual aid.
- Help coordinate warnings to the public of impending emergencies/disasters and during unforeseen emergencies/disasters. Provide instructions to the public as to where to go and what to do before, during, and after emergencies/ disasters.

- Identify local staging areas to receive outside resources and coordinate with the Washington State Emergency Operations Center regarding the receiving of outside resources.
- Provide public information and education as it pertains to disaster mitigation, preparedness, response, and recovery.
- Maintain current suggested Standard Operating Guidelines (SOG's) for department disaster responsibilities.
- Conduct alert and warning notification via Skagit County's current Emergency Alert System.
- Conduct hazard identification and vulnerability analysis.
- Advise public officials of response and recovery activities.
- Review response capabilities by conducting drills/exercises, conducting after-action reviews, and developing improvement plans in accordance with Department of Homeland Security Exercise and Evaluation Program.
- Prepare damage assessment, incident, and disaster analysis reports as necessary.

State of Washington

- Through the Washington State Comprehensive Emergency Management Plan (CEMP), and Washington State Emergency Operations Center, shall coordinate all emergency management activities of the state to protect lives and property of the people and preserve the environment.
- State government will take appropriate actions to mitigate the effects of, prepare for, respond to, and recover from the impacts of emergencies or disasters.
- State government departments are responsible for providing services such as specialized skills, equipment, and resources in support of state and local government emergency operations.
- The State's Emergency Operations Plan may be accessed at:
<https://mil.wa.gov/asset/5cffcfb965217>

Federal

- [National Response Framework \(NRF\)](#)
- Homeland Security Presidential Directive Resources
 - [Executive Orders, Proclamations and Memos](#)
 - [FAS Presidential Policy Directives](#)
 - [FAS Presidential Study Directives](#)
 - [Presidential National Security Directives](#)
 - [Executive Orders on National Security](#) (1940-Current)
-

Tribal

- Recognizing the sovereign nature of tribal nations, the following responsibilities are offered as a guide for tribal governments to work alongside with Federal, State, and local governments in conducting their emergency management activities:
- Ensure the safety and welfare of their tribal members, employees, and visitors to the reservation, to include coordinating tribal resources to address the full spectrum of emergency management and response.
- Negotiate and enter into mutual aid agreements with other tribes or local jurisdictions to facilitate resource sharing as desired.
- Requests assistance through the EOC when the tribe's capabilities become overwhelmed.
- Deal directly with the Federal government by requesting a Presidential disaster declaration on behalf of the tribe.
- Responsible for establishing and operating local staging areas and Community Points of Distribution (CPOD) in support of the delivery of emergency supplies.

Annex 1. EOC Structure and Organization

Forms for reporting of EOC operations are available on the WebEOC or FEMA website.

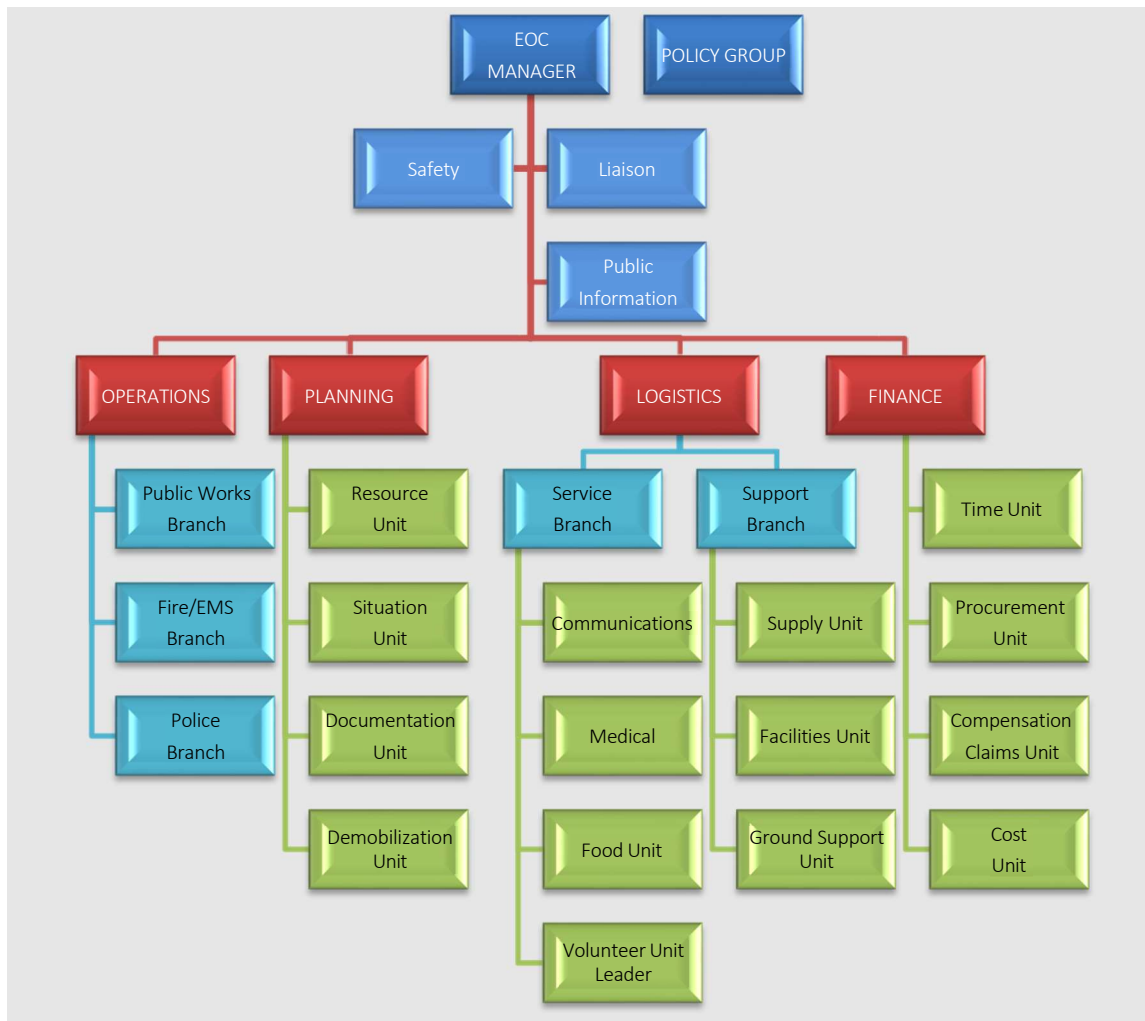
A. EOC Structure and Organization

In addition to each department's responsibilities, department heads and division managers will also be assigned roles in the Emergency Operations Center under the guidance of the Incident Command System.

The Emergency Operations Center:

- Provides overall management of City resources.
- Supports field operations and personnel.
- Establishes City policy direction for the allocation of resources.
- Determines breadth and depth of organization.
- Establishes communications with Skagit County Department of Emergency Management.

The EOC Manager or designee is responsible to provide assignments to individuals utilizing the pre-designated qualification guide. The EOC structure below represents a structure that may be utilized. The EOC manager will assign which aspects of the structure are to be used based on the size and complexity of the disaster.



B. EOC Functions

The EOC Manager is responsible to make assignments within the EOC and to notify the Skagit Department of Emergency Management that the EOC has been opened.

Policy Group

- Establish the overall incident policies that guide all field operations
- Provide policy priorities for the EOC Manager, Planning and Operations Sections
- Provide expenditure authority and limits
- Review declaration of local emergency for Mayor or designee to approve

EOC Manager

- Manage and activate all necessary EOC components.
- Provide Operational priorities for the various Section Chiefs

- Coordinate with outside agencies through the Liaison Officer
- Ensure that safety is a priority within the EOC and the IAP
- Establish regular and timely communication through the PIO

Public Information Officer

- Prepare accurate information to be disseminated to the public
- Initiate regular news briefings
- Draft news briefings for and obtain EOC Manager approval prior to distribution
- If established, coordinate press releases and briefing through the Joint Information Center (JIC)

Safety Officer

- Coordinate safety messages and issues for field crews and inclusion in the IAP
- If necessary, assign Asst. Safety Officers to field operations

Liaison Officer

- Coordinate staffing of affected agencies within the EOC
- Provide communications between affected agencies and the EOC Manager
- Ensure agencies that have a legal, financial, or jurisdictional responsibility for the incident be considered for inclusion in the Unified Command

Finance Section Chief

- Ensure cost analyses of operations are being tracked and supporting documentation is provided
- Establish an accounting of personnel time and controls
- Maintain close coordination with the planning section to anticipate costs

Operations Section Chief

- Coordinate incident strategic activities and implement the IAP
- Be aware of all situation and resource status activities
- Stay informed of initial damage assessment reports
- Assign Deputies as necessary
- Anticipate field operational needs
- Make resource requests as needed by field operations
- Assign as necessary:
 - Branch Directors
 - Division and/or Group Supervisors

Planning Section Chief

- Oversee all incident related data gathering and analyses, and assigned resources
- Develop alternative operations
- Conduct all planning meetings
- Prepare the IAP for the following operational period
- Assign as necessary:
 - Resource Unit Leader
 - Situation Unit Leader
 - Documentation Unit Leader
 - Demobilization Unit Leader
 - Technical Specialist

Logistics Section Chief

- Support the needs of the incident and personnel
- Order resources as requested from Unified Operations
- Provide facilities, transportation, supplies, maintenance, fuel, food service, communications, and medical services for assigned personnel
- Coordinate camps, bases, and staging areas
- Assign as needed:
- Support Branch Director

Supply Unit

Facilities Unit

Ground Support Unit

- Service Branch Director
 - Communications Unit
 - Medical Unit
 - Food Unit
 - Volunteer Unit Leader

C. The Planning Process

Incident Action Plan (IAP)

The IAP is the document by which senior leaders of an incident communicate their expectations and provide clear guidance to those managing an incident. The incident action planning process requires collaboration and participation among all incident management leaders and their staff.

The incident action planning process is built on the following phases:

- Understand the situation
- Establish incident objectives
- Develop the plan
- Prepare and disseminate the plan
- Execute, evaluate, and revise the plan

A well-conceived, complete IAP facilitates successful incident operations and provides a basis for evaluating performance in achieving incident objectives. The IAP identifies incident objectives and provides essential information regarding incident organization, resource allocation, work assignments, safety, and weather. The IAP is a written plan that defines the incident objectives and reflects the tactics necessary to manage an incident during an operational period. There is only one FEMA IAP for each incident, and that IAP is developed at the incident level. The IAP is developed through the incident action planning process. The IAP is a directive, “downward-looking” tool that is operational at its core; it is not primarily an assessment tool, feedback mechanism, or report. However, a well-crafted IAP helps senior leadership understand incident objectives and issues.

D. The Planning “P” Cycle

The Planning Cycle, or "Planning 'P'" as it's generally referred to, establishes a continuum for Incident Action Planning (IAP) during both emergency and non-emergency operations. The Planning "P" is an



integral and effective tool for All-Hazard disasters

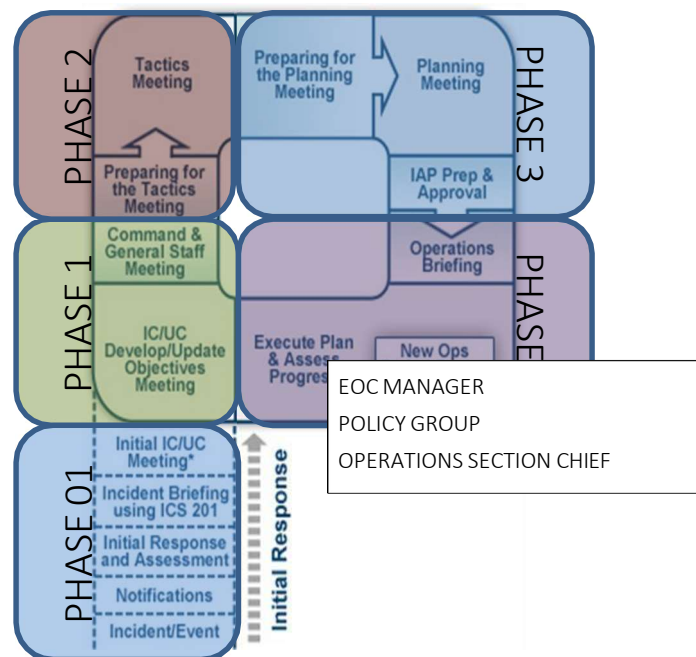
PHASE 01: INITIAL IC/UC MEETING – 0 to 3 HOURS

The first phase includes gathering, recording, analyzing, and displaying situation, resource, and incident-potential information in a manner that will facilitate:

The ICS-201 should be used to capture initial incident command objectives, resource status, and immediate actions and may be used to provide an initial briefing for additional command personnel.

ACTION STEPS

- Assign EOC Manager, Policy Group, and Operations Section.
- Recall off duty personnel
- Contact Skagit DEM
- Obtain a Common Operating Picture (COP)
- Conduct IC/UC meeting – All EOC Staff ICS 201 - EOC Manager starts



PHASE 1: IC/UC DEVELOP & UPDATED OBJECTIVES MEETING – 3 to 5 HOURS

EOC Command if Unified command is established be prepared to jointly develop the initial incident objectives OR revise the incident objectives for the next operational period. This is accomplished with initially developing SMART objectives and conducting the Command and General Staff meeting.

SMART OBJECTIVES:

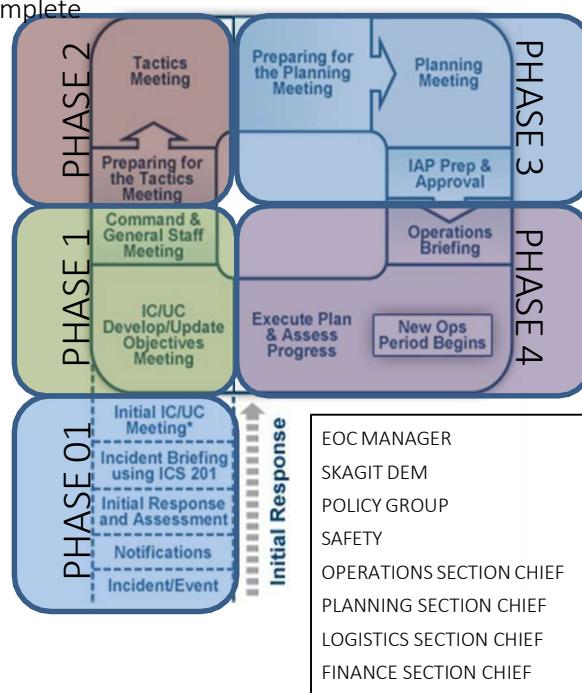
- *Specific*—what exactly are we going to do, with whom, and for whom?
- *Measurable*—is it measurable and how do WE measure it?
- *Action-Oriented*—what are the performance expectations?
- *Realistic*—can it be accomplished as proposed?
- *Time-bound* – can it be accomplished within an appropriate time period?

Command and General Staff Meeting

This phase in the Planning “P” includes a meeting of the Command and General Staff, with each position making a determination as to what they forecast, prioritizing resource needs, achieving the specific support objectives for the operational needs.

ACTION STEPS

- Assign Planning, Logistics, Finance, Liaison, PIO and Safety
- Develop Initial Strategies @ IC/UC Meeting
- Conduct Command & Gen Staff Meeting – All EOC Staff
 - ICS 201 - Operations and Planning complete
 - ICS 205 - Com Unit Leader or Logistics
 - ICS 205A - Com Unit Leader or Logistics Complete
 - ICS-202 Planning Section Chief
 - ICS-215 - Operations, Logistics, Safety
 - ICS-215A - Safety Officer



PHASE 2: Developing the Plan – 5 to 7 HOURS

This is the phase where the Planning Section Chief is primarily responsible to facilitate the activities. This phase involves determining the tactical direction of deployed resources, reserves, and ensuring there is support for implementing the selected strategies and tactics are provided for the operational period.

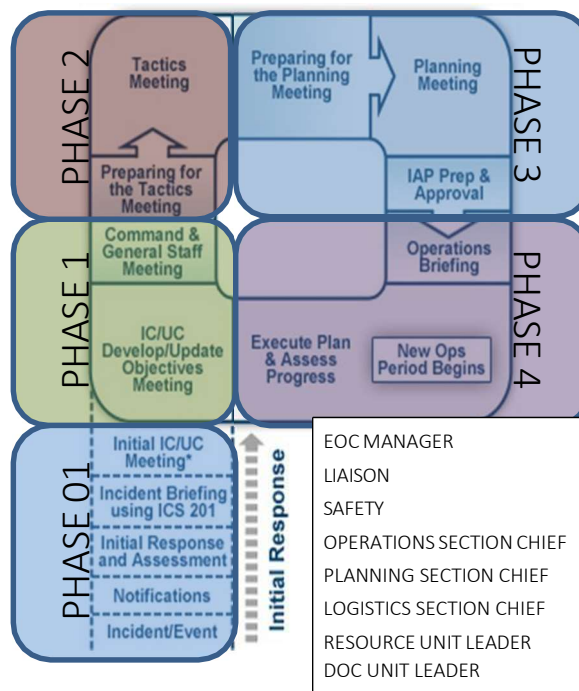
Tactics Meeting

The tactics meeting is where the Operations Section Chief (OSC) assisted by the Logistics Section Chief (LSC), Communications Unit Leader, Planning Section Chief (PSC), and Resource Unit Leader, completes the following responsibilities in the development of the IAP. Update if necessary, ICS 215 and ICS 215A Worksheets.

- Review established incident objectives
- Review, discuss, and concur on draft work assignments
- Identify resource shortfalls or excesses
- Consider the logistical needs for the assigned Crews
- Discuss and address the safety issues

ACTION STEPS

- Assign Resource, Documentation units, and ensure Branch Directors are in contact with Operations.
- Review and Finalize the ICS 215
- Conduct the Tactics Meeting – All EOC Staff
- Conduct Command & Gen Staff Meeting
 - ICS 203 – Resource Unit Leader
 - ICS 206 – Medical Unit Leader
 - ICS-215 – Operations finalizes
 - ICS-215A - Safety Officer Finalizes



PHASE 3: Prepare and Disseminate the Plan -- 7 to 10 Hours

The fourth phase involves preparing the plan to include the detail that is appropriate for the level of complexity of the incident. The Planning Section Chief will have the Documentation Unit Leader pull together all ICS forms for the Incident Action Plan, ensure completeness, and facilitate the copying of documents. The draft plans should align with the incident objectives and strategies.

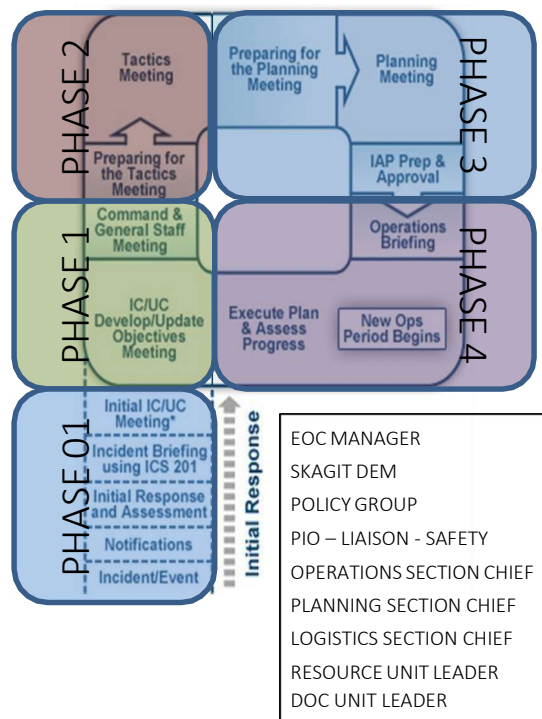
ACTION STEPS

- Assign additional ICS Positions as personnel and needs are anticipated.
- Produce draft IAP before the planning meeting
- OSC, Policy Group, and Skagit DEM review draft prior to the planning meeting
- Conduct Planning Meeting
 - ICS 207 - Resource Unit Leader
 - ICS 230CG - Resource Unit Leader
 - Incident Map by GIS Specialist

Planning Meeting

The planning meeting is conducted by the Planning Section Chief and attended by the EOC Manager, General Staff, OSC. This is the meeting for the OSC to present the tactical plan for the NEXT operational period, using ICS 215, to gain approval from the EOC IC/UC.

- Share information;
- Modify Incident Objectives, as necessary;
- Confirm availability of resources to meet the plan;
- Receive support and approval from the EOC IC.



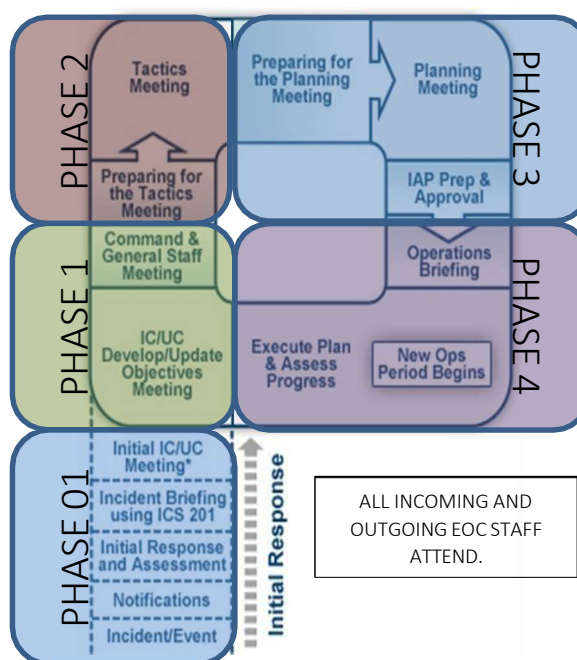
PHASE 4: Passing the Torch – 10 to 12 Hours

This is the phase where the IAP has been completed, copies made and provided, and sharing of the common operating picture, incident objectives, and strategies two the next group of assigned personnel for the EOC.

Operational Briefing

The Operational Briefing Meeting is conducted by the Planning Section Chief, and is the first meeting for the next operational period personnel who will be working in the EOC. The meeting is attended by all oncoming and outgoing EOC Staff.

- Review incident objectives
- Review weather conditions and technical forecasts
- Present the current situation
- Brief operations field personnel
- Review Communications Plan
- Discuss Logistics Issues
- Brief Safety Concerns
- Overview the Financial Status
- Other items



Execute, Evaluate, and Revise the Plan

The planning process includes the expectation to execute and evaluate planned activities and check the accuracy of information to be used in planning for subsequent operational periods. The General Staff should regularly compare planned progress with actual progress during the operational period.

Within the Planning “P”, this phase of the planning process is then repeated from Phase 1 to Phase 4.

A. 911 Outage	52
B. Tsunami	53
C. Community Notification System	56
D. Building Safety Evaluation Plan	59
E. Public Works	61
F. Fire	64
G. Police	67

E. 911 Outage

This plan will provide alternative emergency reporting procedures where citizens may notify emergency responders for Police, Fire, or EMS Services in cases of 911 or phone system failures.

Location	Address	Agency Responsible for
Main Fire Station	1016 – 13th Street	Fire Department
Police Station	1218 – 24th Street	Police Department
Norman Brown Fire Station	5209 Sunset Avenue	Fire Department
City Hall	904 – 6th Street	Police Department
March Point Station	9029 Molly Lane	Summit Park Fire Dept.

- Personnel at fire and police facilities will be staffed to receive emergency notifications. An individual equipped to radio Cascade Dispatch shall be in attendance at each site.
- Personnel and official vehicle will be used at City Hall. Vehicles will standby with four-way flashers operating to be readily identifiable.
- The community will be directed through Public Service Announcements and other means to:
 - First dial 911. If no success
 - Call the Tip Line 293-1985. If no success
 - Call the Police or Fire Stations. (293-4684) or (293-1925) If no success
 - Report the emergency at the predesignated locations.

F. Tsunami

Purpose: This plan is intended to give guidance for residents, visitors, and business owners who live and work within the designated inundation areas shown on the attached maps, as well as guide the actions of City officials. These maps are based on wave front predictions established by National Oceanic Atmospheric Association (NOAA) resulting from a significant subduction-zone earthquake off the Washington Coast.

Notification: In the event of an offshore earthquake, West Coast/Alaska Tsunami Warning Center in Palmer, Alaska will notify the Washington State Military Department, Division of Emergency Management (E.M.D.) of a potential Tsunami watch or warning. Washington State E.M.D. will then relay Tsunami watch or warning information to local communities that may be impacted. Within Skagit County, this message will be received by Skagit 9-1-1 and Skagit County Emergency Management personnel who will notify local fire and law enforcement agencies.

Tsunami Information Statement: Relax—An earthquake has occurred, but there is no threat or it was very far away and the threat has not been determined. In most cases, there is no threat of a destructive tsunami.

Tsunami Watch: Be Aware—A distant earthquake has occurred. A tsunami is possible. Stay tuned for more information. Be prepared to take action if necessary.

Tsunami Advisory: Take Action—A tsunami with potential for strong currents or waves dangerous to those in or very near the water is expected or occurring. There may be flooding of beach and harbor areas. Stay out of the water and away from beaches and waterways. Follow instructions from local officials.

Tsunami Warning: Take Action—Danger! A tsunami that may cause widespread flooding is expected or occurring. Dangerous coastal flooding and powerful currents are possible and may continue for several hours or days after initial arrival. Follow instructions from local officials.

Evacuation is recommended. Move to high ground or inland (away from the water).

Action Plan: The City of Anacortes, once notified, will determine the level of risk and type of warning given for their community, and if deemed appropriate, will utilize the community notification system to inform affected residents to seek higher ground. In addition, citizens may be alerted by the All-Hazard Alert Broadcast System (AHAB). WA EMD maintains a network of 122 state-of-the-art All-Hazard Alert Broadcast (AHAB) tsunami sirens in high-risk locations throughout the inner and outer coasts. These sirens are intended to act as an OUTDOOR alerting method for people and communities on/near the beach who may not otherwise have access to other official alerting methods. They have an audible range of approximately 1 mile, though this varies depending on environmental factors like topography, wind direction, and physical barriers (trees, buildings, etc). The City currently has four of these sirens controlled by satellite.

Further, the City's Emergency Operations Center (EOC) should be activated and other public safety resources, not already committed, may be deployed to utilize their mobile vehicle loudspeakers to warn affected residents and visitors and direct them to higher ground.

Tsunami inundation maps are developed to provide municipalities guidance on immediate evacuation zones. The prediction model for developing inundation maps are based on a magnitude (Mw) 9.1 Cascadia

Subduction Zone event (Priest et al., 1997 and Myers et al. 1999). This event's primary features are a rupture length of approximately 1050 km, average rupture width of 70 km, and slip of 17.5 m.

The inundation map illustrates predicted boundary of a potential Tsunami wave front, in yellow, in Figure 1. The secondary zone, in pink, is a ¼ mile zone to notify residents of potential evacuation or advisory. Moreover, the map shows recommended travel routes to high ground for residents to evacuate and designated evacuation locations. In the event of an actual Tsunami and evacuation, public safety resources will be dispatched to high ground to assess the number of evacuees and provide further instructions and information.

NOAA TIME Eastern Strait of Juan de Fuca - Anacortes Area

The maximum amplitudes of the first and second waves approaching Anacortes and western Fidalgo Island are similar, ranging from 5-6 feet. Fidalgo Bay and Padilla Bay experience an initial water withdrawal, as the leading depression wave comes in, followed by the tsunami elevation wave with amplitudes from 3.5 to 5 feet. The Skyline Marina at the north end of Burrows Bay experiences higher levels of inundation (above 6.5 feet).

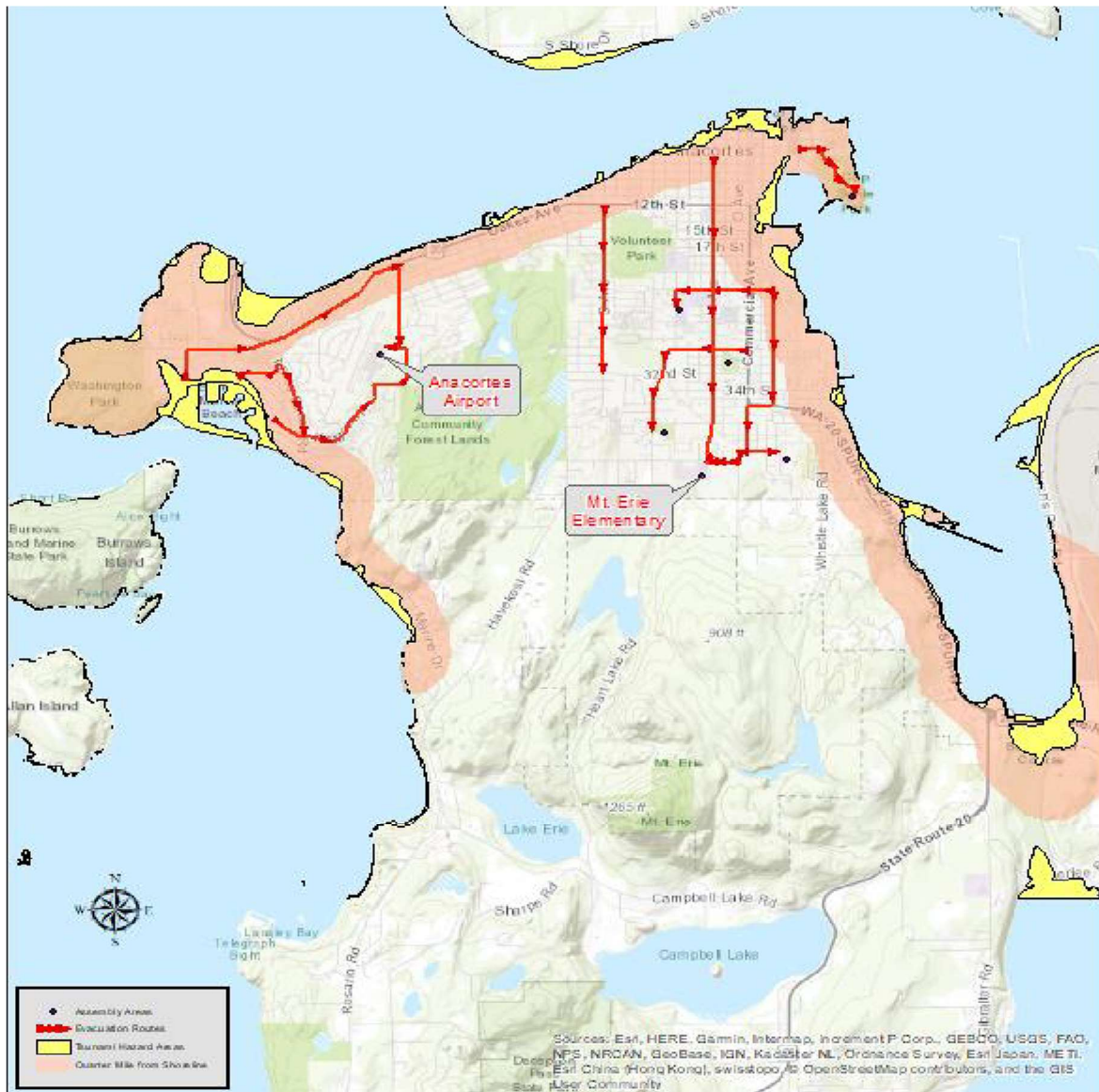
Maximum wave heights along the coastal dikes range from 5-6 feet for Samish Bay, 6.5-8.2 feet for Padilla Bay, 3.2-8.2 Feet for Swinomish Channel, and 3-5 feet for Fir Island.

Tsunami Staging Sites - Anacortes Area

The following sites are primary locations to have citizens and visitors directed to evacuate. These primary sites provide a manageable number of locations to assess needs and deliver information.

- | | |
|--|-----------------|
| • Anacortes Airport Parking Lot | 4000 Airport Rd |
| • Anacortes High School Parking Lot | 1600 20th St |
| • Mt. Erie Elementary School Parking Lot | 1313 41st St |

Figure 1. Overall Tsunami Impact Areas



G. Community Notification System

When it is necessary to provide urgent messaging to citizens within the City of Anacortes, there are two methods to notify the residents and visitors.

First, police and fire vehicles are equipped with public address systems that can effectively notify a small portion of the community in the event of an emergency. This is accomplished through PA systems and providing voice instructions as the police or fire vehicle drives through the neighborhood.

Second, a system to call each landline home telephone, and individual cell phones if registered, through the automated Community Notification System, called Code Red, that provides voice messages to large numbers of phone numbers through the 911 telephone database, and if an emergency boundary notification is implemented, the mapping system will detect all cell phones in the boundary for notification. Citizens are encouraged to register their cell phones at <https://public.coderedweb.com/CNE/en-US/BF213B7CD4E3>. The entire community can be notified or potentially affected portions.

The City of Anacortes is authorized to access and order its activation with proper clearance and authority.

The following persons are authorized to activate the CodeRed:

- Mayor
- Fire Chief or designee
- Police Chief or designee

Activation through 911

When an incident occurs with actual or potential off-site impact, members shall notify 911 and request activation of the Community Notification System. Provide detailed information to include:

- Type of incident and hazard
- Type of emergency notification (i.e., evacuation, shelter in place, test, etc.)
- Wind direction (if known)
- Geographical Zone(s) to be notified.

Shelter in Place

In the unlikely event that an accidental air release of toxic chemicals (a “release”) might occur, the following information has been prepared to assist you in planning and responding to the emergency.

Chemical Emergency

If industry has a release, a company representative will contact trained emergency agencies through the 911 system. Based on the nature of the release, and weather factors, the decision to shelter-in-place or evacuate would be made with the emergency agencies. At that point, notification to the media and the Community Notification System would be put into effect. Local television and radio stations would then

broadcast emergency messages to the listeners. In addition, industry personnel, law enforcement agencies, or the local fire departments may personally alert citizens via phone, door-to-door notification, or the vehicle public address system.

Shelter in Place

Fire Department, Health Department, and Emergency Service officials advocate going indoors instead of remaining outside in the case of a chemical accident. "Going inside" is termed "shelter-in-place". One can shelter-in-place in a building or even a car, if no building is available. By taking the steps described below, sheltering-in-place will significantly reduce the possibility of exposure.

- Shelter GO INSIDE When inside stay until you are notified by local radio, television, or other means that it is safe to go outside. This is likely to be done for only short periods of time. If your children are in school, school officials will provide their protection. Move your pets indoors if you have time.
- Shut ALL DOORS AND WINDOWS, and when possible, place blankets, sheets, towels or other such materials into air vents and cracks around doors and/or windows. Go into a small interior room and seal it.
- Secure TURN OFF HEATING, COOLING, OR VENTILATION SYSTEMS such as central units, window and attic fans. All these systems bring in air from the outside. Do not use the fireplace or wood stove. Extinguish all burning materials and close dampers. If you have trouble breathing, place a wet cloth over your nose and mouth and breath through it.
- Listen TUNE IN FOR INFORMATION - Listen to local stations KAPS 102.1 FM, KAPS 660 AM, or KBRC 1430 AM to keep informed when it is safe to leave. Do not use the telephone unless it is a life-threatening emergency. After the Shelter-in-Place period ends, ventilation systems should be turned back on and doors and windows opened.

Evacuation Procedure

Trained emergency agencies will decide if or when to conduct an evacuation and how to do it safely. The decision to evacuate may be appropriate when 1) you are not directly downwind of a large release but close enough that wind shifts could move your way; 2) you are far enough away to permit an orderly evacuation; or 3) the trained emergency officials have determined that an evacuation is required. In all cases, you should shelter until advised to evacuate by an official. Some emergencies may require you to immediately evacuate; other situations may allow more time to take additional preparation steps. You will be given orders on how quickly to evacuate.

IMMEDIATE Evacuation

If you are ordered to evacuate IMMEDIATELY, there may be potential immediate danger. For your safety, you need to evacuate immediately.

- Follow any orders given by the officials.
- Take only one car and drive safely. Keep all windows and vents closed. Turn on the radio for evacuation routes and up-to-date information. Do not deviate from evacuation routes announced by officials.

- Follow directions given by officials along evacuation routes and be prepared to provide the right-of-way to any responding emergency vehicles.
- Do not call your children's school or go to pick them up. They will be the first ones moved if any evacuation is necessary in their location. You will be notified by local radio or television where you can pick them up.

STATED TIME PERIOD Evacuation

If you are ordered to evacuate within a STATED TIME PERIOD, you should follow the same steps listed for "IMMEDIATE Evacuation." If time is available, take the following additional steps:

Gather what you and your family need. Pack only what you need most, with particular attention to items such as special medications, eye glasses, or materials required for infant care.

- Turn off heating, ventilation, cooling systems and appliances. Leave the refrigerator on.
- Lock the house or building when you leave.
- Do not use the phone unless it is urgent. Keep any emergency call very short.
- Evacuation plans will include special attention to facilities within the impacted area (i.e. schools, hospitals, nursing homes, etc.), and provisions will be made to evacuate those who need assistance in complying with evacuation orders. Precautionary evacuation of certain high-risk members of the affected population may be recommended. This may include infants, elderly, pregnant women, or people with respiratory illnesses. If needed, evacuation plans will also include efforts to feed and shelter evacuees.

Re-entry

Once an evacuation is complete, no access to the evacuated area will be allowed without the express permission of emergency management agencies. Re-entry will be coordinated through designated checkpoints in accordance with procedures.

H. Building Safety Evaluation Plan

The Building Safety Evaluation Team is composed of individuals from various jurisdictions and/or departments/offices as well as private professional engineers, architects and construction contractors. Team members are registered as emergency workers with the Skagit County Department of Emergency Management.

Purpose

The purpose of the Building Safety Evaluation Team is to inspect and evaluate all damaged structures and help to identify dangerous structures following a severe earthquake or other emergency or disaster event that could damage buildings and structures.

Scope

The Building Safety Evaluation Team will be utilized by the county and municipal governments to assist in conducting damage assessment activities after a major disaster causing significant and/or widespread structural damage and relay damage assessment information to the municipal EOC and then to the Skagit County EOC.

The primary duties of Building Safety Evaluation Team members are:

- Inspection and evaluation of damaged buildings.
- Identification, posting, and issuing necessary orders to evacuate all dangerous structures.
- Compiling accurate initial damage assessment reports to the Building Official and the Department of Emergency Management.
- Providing accurate records of disaster evaluation team personnel hours and wages and the cost of equipment and supplies used to conduct evaluations and prepare reports.

The secondary duties of Building Safety Evaluation Team members are:

- Coordinate with and assist public works inspection teams to evaluate and identify damage to roads, bridges, and other public structures.
- Assist the EOC and the Department of Emergency Management in compiling damage assessment reports and mapping damaged areas.
- Coordinate with law enforcement, fire, and emergency medical services agencies for inspections or structural analysis required to perform rescue and life-saving activities.

Concept of Operations

For building safety evaluation purposes Skagit County is divided into three geographic areas. Anacortes Building Safety Evaluation teams are assigned to Area 1.

- AREA #1: Those areas west of the Swinomish Channel including the City of Anacortes, Shelter Bay, and Guemes Island.

- AREA #2: Those areas east of the Swinomish Channel and north and west of the Skagit River including the Town of La Conner, that portion of the City of Mount Vernon lying westerly of the Skagit River, Bayview, Edison, Alger, the municipalities of Burlington, Sedro-Woolley, Lyman, Hamilton, and Concrete as well as the communities of Rockport and Marblemount.
- AREA #3: Those areas south and east of the Skagit River including Fir Island, Conway, that portion of the City of Mount Vernon lying easterly and southerly of the Skagit River, Big Lake, Lake McMurray, and Lake Cavanaugh.

Building safety evaluations will need to be conducted as soon as possible following major earthquakes or other disaster events that cause structural damage to determine the condition of critical facilities and potential shelter locations. Because a damaging event may occur at any time, team members are assigned to perform building evaluations within an area near the location of their residence. Should a damaging event occur during working hours, team assignments will be made depending upon the availability and location of team members at the time of the event.

Responsibilities

Inspect and evaluate all designated Emergency Operations Centers and provide an EOC representative to the Anacortes EOC to coordinate area building evaluation teams.

Evaluate the need for additional equipment and supplies such as vehicles, cellular telephones, and two-way radios that may be needed by area teams to conduct building safety evaluations. Mobilize and dispatch building safety evaluation teams to inspect buildings for structural integrity in the following order:

- 1. Evaluate essential buildings such as fire and police stations, city hall, hospitals, and designated emergency shelters.
- 2. Evaluate high occupancy buildings such as schools, churches, places of assembly, shopping centers, theaters, and apartment buildings.
- 3. Evaluate residential neighborhoods.

Inspectors are to report hourly with current damage assessment reports and to receive updated information. Inspectors are to immediately notify the EOC of the following:

- 1. Any apparent loss of life or immediate life-threatening situations.
- 2. Any apparent impending hazards, including but not limited to, uncontrolled fire, structural distress, or failure.
- 3. Any essential or high occupancy buildings that have been posted “unsafe to enter” or determined to be a dangerous building.

Once dangerous structures have been identified, posted, and vacated, EOC representatives shall compile a list of these structures and submit a report to the Building Official and the Department of Emergency Management for necessary actions such as barricading of hazardous areas and/or immediate demolition. The Building Official will initiate condemnation proceedings as appropriate.

I. Public Works

	Operations	Water	Wastewater
Drought	Water shortage response plan	Water shortage response plan	
Earthquake	Isolate Water Distribution; Assist with debris clean up; Maintain primary traffic routes	Assess facilities for functionality and damage; Isolate reservoirs; Continue water treatment	Assess facilities for functionality and damage; Minimize wastewater contamination; Continue wastewater treatment
Flooding		Assess facilities for functionality and damage; Continue water treatment; Coordinate flood control with Skagit County EOC	
High Winds	Assist with debris clean up; Maintain primary traffic routes; Post temporary signage	Assess facilities for functionality and damage; Maintain reservoir levels; Connect to emergency generator power; Continue water treatment	Assess facilities for functionality and damage; Provide pump station emergency power; Continue wastewater treatment
Infestation/Disease			
Landslide/Erosion	Isolate Water Distribution; Assist with debris clean up; Maintain primary traffic routes	Assess facilities for damage and functionality. Potential for abnormal hydraulics and poor source water quality.	Assess pump station and sewer line operations for infrastructure damage.
Lightning		Assess facilities for functionality and damage; Maintain reservoir levels; Connect to emergency generator power; Continue water treatment	Assess facilities for functionality and damage; Provide pump station emergency power; Continue wastewater treatment
Storm Surge	Assist with debris clean up; Maintain primary traffic routes		Assess pump station and sewer line operations for infrastructure damage.
Subsidence, expansive soils			
Urban Fire	Post temporary signage	Maintain reservoir levels and system pressure	

	Operations	Water	Wastewater
Wildfire	Post temporary signage	Maintain reservoir levels and system pressure	
Winter Storm	Follow snow removal plan; Maintain primary traffic routes; Evaluate storm water systems	Assess facilities for functionality and damage; Maintain reservoir levels; Continue water treatment	Follow peak flow policy; Continue wastewater treatment
Volcanic Activity		Follow PSE and Seattle City Light Dam failure emergency response plans; Modify operations to prevent long term damage to equipment	Modify operations to prevent long term damage to equipment
Tsunami	Isolate Water Distribution; Assist with debris clean up; Maintain primary traffic routes	Assess facilities for functionality and damage; Isolate reservoirs; Continue water treatment	Assess facilities for functionality and damage; Minimize wastewater contamination; Continue wastewater treatment
Network Cyber Attack	Follow City protocol.	Isolate control systems; assess facilities for functionality and damage; follow manual operations plan; continue water treatment	Isolate control systems, Manually operate facilities; Continue wastewater treatment
Bomb Threat	Ensure personnel safety; check infrastructure for damage; make repairs; provide temporary signage. If damage occurs assist with cleanup.	Ensure personnel safety; Assess facilities for functionality and damage; Continue water treatment	Ensure personnel safety; Assess facilities for functionality and damage; Continue wastewater treatment
Industrial Chemical Incident	Provide temporary signage.	Assess facilities for functionality and damage; modify operations to prevent long term damage to equipment; Continue water treatment	Modify operations to minimize impact treatment process
Mass Casualty	Ensure personnel safety; Assist Police and Fire with temporary signage, vehicles and equipment; Keep emergency routes clear.	Ensure personnel safety; Assess facilities for functionality and damage; Continue water treatment	Ensure personnel safety
Active Shooter	Ensure personnel safety. Assist police and fire as needed.	Ensure personnel safety; follow evacuation procedures	Ensure personnel safety

	Operations	Water	Wastewater
HazMat Train Derailment	Provide temporary signage.	Assess facilities for functionality and damage; modify operations to prevent long term damage to equipment; Continue water treatment	Isolate affected facilities; Continue wastewater treatment
Terrorism	Assist police and fire as needed.	Ensure personnel safety; Assess facilities for functionality and damage; Continue water treatment	Ensure personnel safety; Ensure security at facilities

J. Fire

	Fire	EMS	HazMat
Drought	Review burn ban requirements.		
Earthquake	Immediate damage assessment of critical infrastructure.	Triage medical needs. Coordinate with Disaster Emergency Control Center. Treat and transport patients.	Assess facilities for hazardous materials release. Isolate and deny entry into hazardous areas.
Flooding		Conduct rescues. Evacuate vulnerable populations.	Assess facilities for hazardous materials release. Isolate and deny entry into hazardous areas.
High Winds	Maintain operational readiness. Assess danger to the public of downed power lines and communicate with PSE and PW Operations.	In event of power outage, support patients who have electrical lifesaving medical equipment devices.	
Infestation/Disease		Triage medical needs. Coordinate with Skagit County Health Department. Treat and transport patients.	
Landslide/Erosion	Assess danger to the public. Control and isolate fuel leaks. Coordinate with Cascade Natural Gas and Puget Sound Energy. Isolate and deny entry into hazardous areas.	Triage medical needs. Coordinate with Disaster Emergency Control Center. Treat and transport patients.	Assess facilities for hazardous materials release. Isolate and deny entry into hazardous areas.
Lightning	Extinguish fires caused by lightning.	Triage, treat, and transport patients struck by lightning.	Assess facilities for hazardous materials release. Isolate and deny entry into hazardous areas.
Storm Surge		Conduct rescues. Evacuate vulnerable populations.	Assess facilities for hazardous materials release. Isolate and deny entry into hazardous areas.

	Fire	EMS	HazMat
Subsidence, expansive soils	Assess danger to the public. Control and isolate fuel leaks. Coordinate with Cascade Natural Gas and Puget Sound Energy. Isolate and deny entry into hazardous areas.	Triage medical needs. Coordinate with Disaster Emergency Control Center. Treat and transport patients.	Assess facilities for hazardous materials release. Isolate and deny entry into hazardous areas.
Urban Fire	Life safety. Incident stabilization. Property conservation.	Triage medical needs.	Isolate and deny entry into hazardous areas. Secure utilities.
Wildfire	Life safety. Incident stabilization. Property conservation.	Triage medical needs.	Isolate and deny entry into hazardous areas. Secure utilities.
Winter Storm	Maintain operational readiness.	In event of power outage, support patients who have electrical lifesaving medical equipment devices. Identify vulnerable populations needing shelter.	Provide community safety information.
Volcanic Activity	Maintain operational readiness. Modify operations to prevent long term damage to equipment	Identify vulnerable population with respiratory issues.	
Tsunami	Assess access to impacted areas.	Assist with evacuation of vulnerable population in and near inundation zones. Set up a triage facility.	Isolate and deny entry into hazardous areas. Secure utilities.
Network Cyber Attack	Shut Down and disconnect Network Cables to all devices connected to the City Network.	Shut Down and disconnect Network Cables to all devices connected to the City Network.	Shut Down and disconnect Network Cables to all devices connected to the City Network.
Bomb Threat	Provide standby support and stage apparatus at designated Staging area.	Provide standby support and stage apparatus at designated Staging area.	Isolate and deny entry into hazardous areas. Determine chemical release effect on population. Provide notification of shelter in place or evacuation if indicated.
Industrial Chemical Incident	Isolate and deny entry into hazardous areas. Determine chemical release, effect on population. Provide notification of shelter in place or evacuation if indicated.	Isolate and deny entry into hazardous areas. Determine chemical release, effect on population. Provide notification of shelter in place or evacuation if indicated.	Isolate and deny entry into hazardous areas. Determine chemical release, effect on population. Provide notification of shelter in place or evacuation if indicated.

	Fire	EMS	HazMat
Mass Casualty	Provide fire protection lines for flammable, combustible liquids, or hazardous chemicals. Provide extrication of entrapped victims.	Determine number of patients and severity of each category. Triage, Treat, and Transport to appropriate medical facilities. Contact Disaster Medical Control Center.	Isolate and deny entry into hazardous areas. Determine chemical release effect on population. Provide notification of shelter in place or evacuation if indicated.
Active Shooter	Stage at designated Staging or Base until scene is determined secure. Determine number of patients and severity of each category. Triage, Treat, and Transport to appropriate medical facilities. Contact Disaster Medical Control Center.	Stage at designated Staging or Base until scene is determined secure. Determine number of patients and severity of each category. Triage, Treat, and Transport to appropriate medical facilities. Contact Disaster Medical Control Center.	Stage at designated Staging or Base until scene is determined secure. Determine number of patients and severity of each category. Triage, Treat, and Transport to appropriate medical facilities. Contact Disaster Medical Control Center.
HazMat Train Derailment	Isolate and deny entry into hazardous areas. Determine chemical release effect on population. Provide notification of shelter in place or evacuation if indicated. Provide exposure protection on unaffected railcars with unmanned monitors.	Isolate and deny entry into hazardous areas. Determine chemical release effect on population. Provide notification of shelter in place or evacuation if indicated. Provide exposure protection on unaffected railcars with unmanned monitors.	Isolate and deny entry into hazardous areas. Determine chemical release effect on population. Provide notification of shelter in place or evacuation if indicated. Provide exposure protection on unaffected railcars with unmanned monitors.
Terrorism	Stage at designated Staging or Base until scene is determined secure. Determine number of patients and severity of each category. Triage, Treat, and Transport to appropriate medical facilities. Contact Disaster Medical Control Center.	Stage at designated Staging or Base until scene is determined secure. Determine number of patients and severity of each category. Triage, Treat, and Transport to appropriate medical facilities. Contact Disaster Medical Control Center.	Stage at designated Staging or Base until scene is determined secure. Determine number of patients and severity of each category. Triage, Treat, and Transport to appropriate medical facilities. Contact Disaster Medical Control Center.

K. Police

	Police
Drought	Identification and enforcement of water restrictions, i.e., lawn watering.
Earthquake	Mobilize staff. Ensure communications systems functional. Open EOC. Windshield survey of damage to transportation infrastructure and city facilities. Life safety. Incident stabilizations. Property safety. Enforce road closures and provide security of evacuated areas.
Flooding	Mobilize staff. Ensure communications systems functional. Open EOC. Windshield survey of damage to transportation infrastructure. Life safety. Incident stabilizations. Property safety. Enforce road closures and provide security of evacuated areas.
High Winds	Windshield survey. Coordinate debris removal with Public Works. Close impacted roadways. Assess danger to the public of downed power lines and communicate with PSE and PW Operations.
Infestation/Disease	Enforce quarantine at the direction of the Public Health Officer.
Landslide/Erosion	Assess danger to the public. Coordinate with Cascade Natural Gas and Puget Sound Energy. Isolate and deny entry into hazardous areas. Provide traffic control around impacted areas.
Lightning	Assist Fire/EMS in accessing victims and structures.
Storm Surge	Windshield survey. Assist with evacuation when directed. Enforce road closures and provide security of evacuated areas.
Subsidence, expansive soils	Secure impacted area.
Urban Fire	Support fire department and assist with evacuation efforts.
Wildfire	Support fire department and assist with evacuation efforts.
Winter Storm	Mobilize staff. Ensure communications systems functional. Open EOC when appropriate. Windshield survey of impacted roadways. Life safety. Incident stabilizations. Property safety. Enforce road closures.
Volcanic Activity	Maintain operational readiness. Modify operations to prevent long term damage to equipment
Tsunami	Mobilize staff. Ensure communications systems functional. Open EOC. Life safety. Incident stabilizations. Property safety. Enforce road closures and provide security of evacuated areas.
Network Cyber Attack	Shutdown Records Management System, Notify Skagit County and WSP of possible CJIS breach, Revert to H/C reporting and out of system data entry into RMS as needed.
Bomb Threat	Evacuate and secure area, conduct a preliminary search, maintain safety zone, notify WSP and NAS Whidbey EOD for assistance, investigate source of threat.

	Police
Industrial Chemical Incident	Establish perimeter with AFD, assist with evacuation and secure perimeter.
Mass Casualty	Open EOC, Assist EMS in clearing traffic routes, giving aid to victims when possible.
Active Shooter	Plan maintained internally for security purposes.
HazMat Train Derailment	Support fire department and assist with perimeter security.
Terrorism	Mobilize staff. Ensure communications systems functional. Open EOC. Partner with Federal and State agencies to coordinate response.

[End of Annex 2]

Annex 2. Natural Hazards Mitigation Plan

The countywide Natural Hazards Mitigation Plan, which the City's plan is a component of, is available at

<https://skagitcounty.net/EmergencyManagement/Documents/NHMP%20Update%202023.pdf>

[end of Annex 3]

A. Purpose:

Volunteers will be an integral resource in the event of a disaster. The County Department of Emergency Management is responsible to pre-register volunteers and has registered volunteers who can be used to support disaster operations, typically these are CERT, HAM radio, and Search and Rescue volunteers.

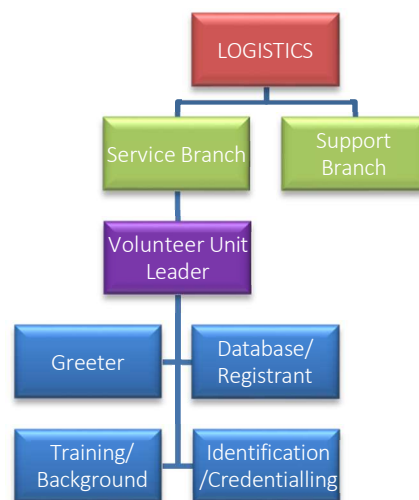
The purpose of this Annex is to guide the registration process of spontaneous volunteers during a disaster. Spontaneous volunteers shall be registered using procedures established under Chapter WAC 118.04: Emergency Worker Standards, and this Annex.

Upon registration and notification by an authorized official to report to duty at a specific time and place, registered emergency workers are entitled to the benefits and provisions under chapter [38.52 RCW](#) when acting in compliance with such notification and these rules.

In addition, staging areas and registration sites should be designated and persons wishing to volunteer may be directed there for registration and assignments.

B. Responsibilities and Structure

The Logistics Section Chief may delegate to the Service Branch Director and/or Volunteer Unit Leader (VUL) the responsibility to manage, register and track spontaneous and registered volunteers for specific tasks required by the City. The VUL shall develop a team and staff specific pre-planned sites to receive volunteers, complete paperwork, register volunteers, and provide directions to a staging area for assignment. A typical organization fully deployed may be structured as follows.



Registration Process

Volunteers may complete the EMD 024 registration form..

The registration process shall identify the class of emergency worker as defined by [WAC 118-04-100](#). A summary of classes are as follows:

EMERGENCY WORKER CLASSES		
Administration	Hazardous	Search & Rescue
Aviation	Law Enforcement	Supply
Communications	Mass Care/Feeding	Training
Engineering	Medical	Transportation
Fire Service	Public Education	Underwater Diving
General	Radiological	Utilities

Immediate Volunteer Registration

When there is a need to deploy volunteers and no time for the methodical registration, a register of the volunteer's name, assignment, date and times of work, total hours worked, and miles driven (if applicable) on an emergency worker daily activity report, [EMD-078 Form](#). This shall suffice until a methodical registration can be completed.

C. Volunteer Registration Centers (VRC)

The Logistics Section Chief shall determine the number and location of sites needed for the influx of spontaneous volunteers based on the complexity and severity of disaster, number and type of emergency worker resources needed, condition and available amenities at the registration sites, and access limitations imposed by the disaster.

Volunteer Registration Centers

1. Island View Elementary	2501 J. Ave
2. Skyline Beach Club	6041 Sands Way
3. Daniels Field House	13 th and G. Ave.
4. Anacortes City Hall	904 6 th Street

D. Responsibilities of City officials:

City officials registering volunteers have the responsibility to ensure that they meet basic qualifications. The City may require emergency workers to demonstrate proficiency in the skills required to carry out their assignments.

Authorized officials shall ensure that all emergency workers are aware of their duty to comply with the personal responsibilities contained in [WAC 118-04-200](#). This shall be accomplished at the time of registration and should be reemphasized to the emergency worker at periodic intervals.

All prudent and reasonable safety procedures, techniques, equipment, and expertise shall be used to ensure the safety of emergency workers at all times while going to, preparing for, performing, recovering from, and returning from, missions or training events.

Emergency workers are considered to be on duty when they are performing their duties during a mission, or training event authorized, and under the direction and control of an authorized official.

E. Responsibilities of emergency worker volunteers.

Volunteers shall be responsible to certify to the authorized officials registering them and using their services that they are aware of and will comply with all applicable responsibilities and requirements set forth in these rules.

Volunteers have the responsibility to notify the on-scene authorized official if they have been using any medical prescription or other drug that has the potential to render them impaired, unfit, or unable to carry out their emergency assignment; including under the influence of or while using narcotics or any controlled substance is prohibited.

Volunteers shall possess a valid operator's license and insurance if they are assigned to operate vehicles, vessels, or aircraft, including driving vehicles to or from a mission

Volunteers have the responsibility to check in with the appropriate on-scene official and to complete all required recordkeeping and reporting.

F. Mission numbers—Requests and requirements.

The local emergency manager who intends to utilize registered and spontaneous volunteers for an activity or training event shall make a request to the county emergency management Duty Officer. That request will be routed to the State Division of Emergency Management for approval and assignment. The emergency management division shall assign a mission number to approved missions or other emergency activities.

The City official shall notify emergency management division, via the county emergency management Duty Officer as soon as practical of all activities under their jurisdiction and completion of said mission.

The mission number assigned shall be a reference for the dispatch of resources to assist in the mission, recordkeeping, and reimbursement of any emergency worker compensation claims filed in connection with that mission.

G. Protections eligibility.

Protections under State law shall be authorized when (volunteer) emergency worker eligibility has been established and all appropriate regulations and statutes are complied with.

Eligibility for protections may be provided when participating in a mission, or training event authorized by the emergency management division and under the direction and control of an authorized official.

If an emergency worker sustains an injury or damage to personal property, they may complete the following claim forms for cost recovery:

- [Form EMD-084](#), medical expenses claim
- [Form EMD-086](#), property loss or damage claim
- [Form EMD-036](#), fuel, toll & ferry reimbursable expenses claim
- [Form EMD-089](#), extraordinary expense claim

[end of Annex 4]

H. Purpose

Community Emergency Response Team (CERT) members are citizens who are pre-registered volunteers with Skagit County DEM and whom are trained in disaster preparedness, basic fire suppression, first aid, light search and rescue and extrication procedures, and disaster psychology. During a local or regional disaster, formal emergency services will likely be overwhelmed and will need the assistance of volunteers.

The purpose of this Annex is to guide City staff on the effective use of these volunteers and to provide guidance to pre-registered volunteers on their initial actions.

I. Responsibilities and Structure

CERT members are trained to take protective actions for themselves and family. Once their household is secured, they will reach out to their neighborhood to assess needs and take actions to assist. After these preliminary steps are taken, CERT volunteers are expected to report to pre-planned volunteer registration centers. The Volunteer Unit Leader (VUL) shall ensure that spontaneous volunteers are registered and CERT members are signed in on an emergency worker daily activity report, [EMD-078 Form](#).

J. Volunteer Registration Centers (VRC)

The Logistics Section Chief shall determine the number and location of sites needed for the influx of CERT and spontaneous volunteers based on the complexity and severity of disaster, number and type of emergency worker resources needed, condition and available amenities at the registration sites, and access limitations imposed by the disaster.

Volunteer Registration Centers

1. Island View Elementary	2501 J. Ave
2. Skyline Beach Club	6041 Sands Way
3. Daniels Field House	13 th and G. Ave.
4. Anacortes City Hall	904 6 th Street

K. Spontaneous Response

CERT volunteers shall report to the closest center first and establish communications through the local HAM network. The VRC Unit Leader, once assigned, shall consult with the EOC to determine the highest priority needs for CERT and Volunteer members and organize members into teams of at least two or more.

L. CERT Functions

CERT Members may be utilized for staffing of critical tasks related to disaster response and recovery:

- Point Of Distribution (POD) Sites
- Damage Assessment
- Mass Care and Feeding
- Structural Analyses
- Site Security
- Emergency Operations Staffing
- Distribution of supplies to Home-bound populations
- Other Specialties

M. Mission numbers—Requests and requirements

The local emergency manager will contact the Skagit EOC to request a mission number from the State of Washington. The State Emergency Operations Officers (SEOO) will issue mission numbers to local authorized officials for approved missions or other emergency activities. The mission number provides state liability coverage and reimbursement for certain expenses of registered emergency workers involved in emergency response or training activities.

N. EVAC— Emergency Volunteer Air Corps

Since 2009, volunteer pilots in the Northwest, along with emergency services resources, have been organizing to utilize general aviation when large scale disasters occur. The organization has the capacity to mobilize private pilots via small airplanes to move people and supplies. The City may need to utilize this resource if bridges to Fidalgo Island are damaged or closed.

- The Ground Support Unit working under the Logistics Section Chief is responsible for the use of this resource.

O. Marine Resources— Anacortes Yacht Club

Anacortes Yacht Club was founded in 1891 and is the second oldest yacht club in Washington State. The club has over 50 members with maritime resources and experience. The City may need the services of these members to facilitate the movement of people and supplies on and off Fidalgo Island.

- The Ground Support Unit working under the Logistics Section Chief is responsible for the mobilization of this resource.

[end of Annex 5]

P. Purpose

The purpose of this Appendix is to develop a plan for the management of donations. In the wake of a disaster, there may be a surge of various donations and monetary funds. Accounting for these, as well as how they are stored, who will receive them, and properly tracking them is a multifaceted issue.

Q. Situation

Disaster conditions resulting from natural phenomena or manmade threats, or a combination of hazards, could result in the need for volunteers to assist the sorting and distribution of unsolicited donations.

When confronted with a disaster situation, many individuals may want to donate money, goods, or services to assist the survivors or participate in the recovery process. Unsolicited donations could be sizable, and significant management challenges could be faced in receiving, storing, securing, sorting, transporting, accounting for, and distributing the donations to the disaster survivors.

R. Organization and Assignment Responsibilities

The City of Anacortes does not have the resources to operate a system to collect, process, and distribute donations to disaster survivors. The only exception would be officially requested and received Central Points of Distribution (CPODS) for food, water and essential supplies. Spontaneous community and individual donations are best operated by community-based organizations (CBOs) and other voluntary organizations/agencies with programs for disaster relief and services that have successfully handled donations in the past.

The City will communicate through official briefings, press releases, and other means to identify bona-fide community-based organizations where the type and kind of spontaneous donations may be submitted.

Anacortes Faith Based Organizations

Church	Address	Phone
Anacortes Baptist Church	2717 J Ave	360-293-5300
Anacortes Christian Church	1211 M. Ave	360-293-2739
Anacortes Reform Church	1019 10th Street	360-293-2622
Anacortes Seventh-day Adventist Church	1419 8th St	360-299-8300
Christ Episcopal Church	1216 7th St	360-293-5790
Christ the King Community Church	814 28th St	360-588-8208
Cornerstone Baptist Church	1606 R Ave #2	360-941-9198
CTC Anacortes	2501 J Ave	360-588-8208
Family Life Assembly of God	1617 29th St	360-293-2219
Lighthouse Baptist Church	1019 12th St	360-299-2707
Living Rock Foursquare Church	2415 37th St	360-293-8044
New Hope Christian Fellowship	1319 35th St	360-293-4475
Pentecostals of Anacortes	2801 Commercial Ave.	360-299-2339
St Mary's Catholic Church	4001 St Marys Dr	360-293-2101

Church	Address	Phone
Summit Park Bible Church	12700 Thompson Rd	360-293-2731
United Methodist Church	2201 H Ave	360-293-0604
Westminster Presbyterian Church	1300 9th St	360-293-3880

Food Banks

Food Bank	Address	Phone
Salvation Army	3001 R Ave #100	360-293-6682
		3
Helping Hands Food Bank	Distribution at Anacortes Christian Church 1211 M Avenue	360-856-2211
A Simple Gesture – Red Bag Pantries	PO Box 1413	360-399-6463

[end of Annex 6]

S. Purpose

A CPOD is a location where the general public can obtain life-sustaining emergency relief supplies, such as water, ice, food, and tarps until such time as power is restored and traditional facilities (such as retail establishments) reopen or comfort stations, fixed and mobile feeding sites and routes, and relief social service programs are in place.

The number of CPODs required and their locations are based on distribution models and projections determined by City of Anacortes and supported by this and other pertinent documents. CPODs are traditionally drive-through sites with continuous flow. The public does not exit their vehicles. The public drives through the site and CPOD workers load commodities into the trunks of their cars. However, not all areas allow drive-through operations and other types of CPODs may be better suited to a specific location or population

T. Information Collection, Analysis, and Dissemination

As soon as possible following the incident, it will be necessary to conduct a damage assessment to determine the need for CPODs throughout the jurisdiction.

A rough estimate for determining the amount of population in need can be surmised from the total number of individuals without power. ANNEX C Appendix 1 contains an inventory management worksheet for calculating commodities based on the amount of the population without power. Planning should consider three days at a time, assuming two meals per person per day, and one gallon of water per person per day. Ongoing needs will be evaluated daily through the monitoring of burn rates at each operational CPOD and reporting to the ECC.

U. Planning Assumptions

This section references planning assumptions described in the jurisdiction's EOP/CEMP and lists additional assumptions related to CPODs. CPOD-specific assumptions may include the following:

- CPODs are only a temporary lifesaving measure in disaster.
- It may be impossible to travel long distances due to debris, blocked traffic routes, flooding, damaged bridges, etc. For this reason, multiple CPODs of varying types and sizes should be planned for based on the size of the populace requiring services.
- CPODs are not meant to compete with retail stores that are open for business, but to provide essential commodities to communities that are not able to access them. CPODs should not be established in close proximity to operational commercial businesses that have water, food, and ice available for sale.
- The general populace may receive the following at a CPOD:

- Two packaged meals per person per day
- One gallon of water per person per day
- Other commodities such as tarps and ice if available and necessary

V. CPOD LOGISTICS

CPOD TYPES AND CAPABILITY

CPODS are categorized according to the capability of distributing essential supplies. The following table identifies the number of meals served, semi-truck trailers required to deliver that food, and the approximate population to be served each day.

CPOD Type	Meals	Water
TYPE I	40,000 Each	20,000 gallons
Serves 20,000	2 Trailer Loads	4 Trailer Loads
TYPE II	20,000 Each	10,000 gallons
Serves 20,000	1 Trailer Loads	2 Trailer Loads
TYPE III	10,000 Each	5,000 gallons
Serves 20,000	1/2 Trailer Loads	1 Trailer Loads

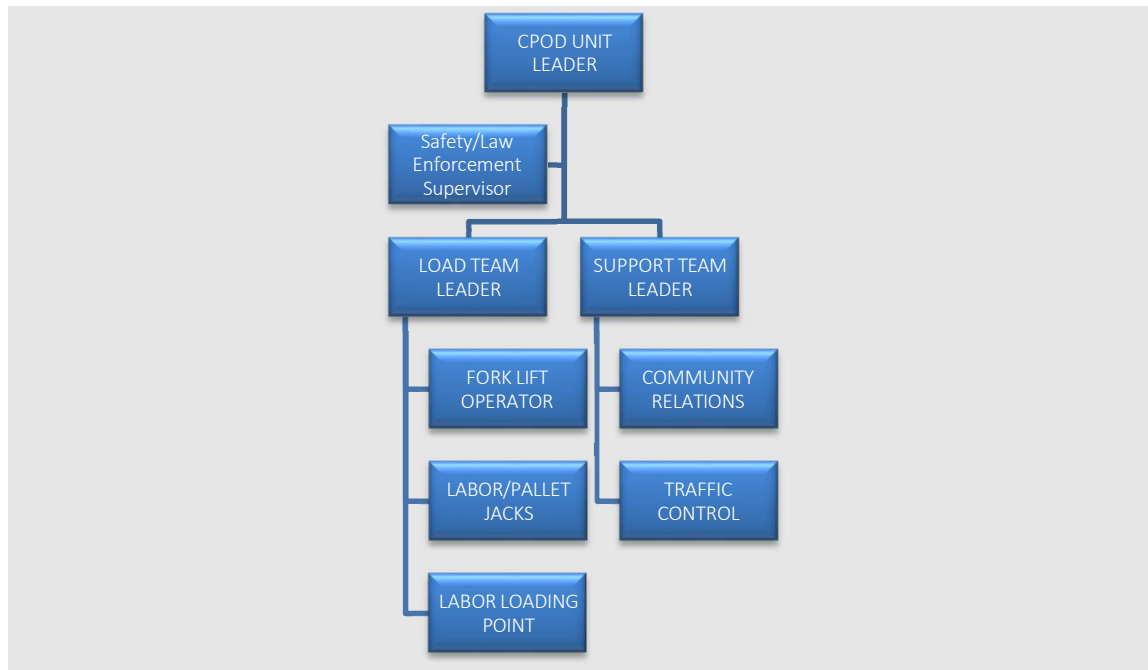
CPOD STAFFING REQUIREMENTS

Sufficient staff who are properly trained are needed to fill certain roles. The table identifies the approximate number of personnel to manage the distribution process properly.

Item	Type I		Type II		Type III	
	OPEN	CLOSED	OPEN	CLOSED	OPEN	CLOSED
<i>CPOD Unit Leader</i>	1	0	1	0	1	0
<i>Safety/Law Enforce</i>	4	1	2	1	1	1
<i>Load Team Leader</i>	4	0	2	0	1	0
<i>Forklift Operator</i>	3	3	2	2	1	1
<i>Labor - Pallet Jacks</i>	6	1	4	1	1	1
<i>Labor - Loading Point</i>	24 to 36	0	12 to 18	0	6 to 9	0
<i>Support Team Leader</i>	2	1	1	1	1	1
<i>Community Relations</i>	4	0	2	0	1	0
<i>Traffic Control</i>	4	1	2	1	2	1
TOTAL	52 to 64	7	28 to 32	6	15 to 18	5

W. CPOD Staffing Organization

Along with having the right number of people in place, there must also be an effective organizational structure to ensure timely and efficient distribution of commodities. The CPOD Unit Leader shall report to a Branch Director reporting to Operations from the EOC.



CPOD Unit Leader

- Oversee and manage all aspects of the POD operation.
- Establish and maintain proper lines of command, control, and communications.
- Manage external communications.

Safety/Law Enforcement Supervisor

- Oversee security outside and within the POD.
- Provide protection and deter criminal activity.
- Control crowds and manage traffic.
- Coordinate with law enforcement personnel.
- Develop and recommend measures for ensuring personnel safety, and assess and mitigate hazardous or unsafe situations.
- Oversee safe and efficient distribution of commodities to the public.

Load Team Leader

- Oversee and direct crew to unload commodities.
- Ensure safety measures are in place.
- Provide a Safety briefing prior to each shift.
- Ensure rest breaks are managed for crew members.

Fork Lift Operator

- Unload, position, and move commodities within the supply and distribution areas.
- Ensure that work areas are organized and free of trash and debris.

Labor/Pallet Jacks

- Oversee the unloading, positioning, and movement of commodities within the supply and distribution areas.
- Manage documentation and inventory control.

Labor - Loading Point

- Unload commodities and operate equipment.
- Secure, organize, and position commodities for distribution.
- Distribute commodities to the public.
- Perform the final check to ensure that commodities have not expired and are not otherwise unfit for consumption.

Support Team Leader

- Serve as the public face of the POD.

PREPLANNED SITES

The City has identified several sites that could be deployed for the setup of CPODS based on the impact of the disaster, community needs, and facility access and operation.

Facility Site	Address	Latitude	Longitude
Anacortes Middle School	2202 M. Ave	48°30'13.72"N	122°37'3.70"W
			

Facility Site	Address	Latitude	Longitude
Port of Anacortes Log Yard	718 4th Street	48°31'9.30"N	122°36'30.87"W
			

Facility Site	Address	Latitude	Longitude
Planer Shed Parking Lot	5960 Cabana Lane	48°29'33.77"N	122°41'8.60"W
			

Facility Site	Address	Latitude	Longitude
Anacortes Airport	4000 Airport Road	48°29'54.35"N	122°39'36.01"W
			

[end of Annex 7]

