

APPENDIX THREE ADMINISTRATION

INTRODUCTION

Purpose

To provide guidance to County agencies, local jurisdictions, and organizations on administrative matters necessary to support operations during emergencies or disasters, and to preserve vital records.

CONCEPTS OF OPERATIONS

- A. County agencies and local jurisdictions or organizations with emergency management responsibilities will establish, maintain, and protect vital records under a record retention program as defined in RCW 40.10.010. Department heads are responsible to ensure the preservation of vital records. Methods to preserve vital records include, but are not limited to:

1. Computer backups, kept off-site.
2. Fire proof file cabinets/vaults.

- B. Reports are required from county agencies and local jurisdictions or organizations to provide the legislative authorities, Sheriff/ Director of Emergency Management, and other officials with information concerning the nature, magnitude, and impact of an emergency or disaster, and for use in evaluating and providing the most efficient and appropriate emergency or disaster response assets and services. Reports required include, but are not limited to:

1. Situation Reports.
2. Request for assistance.
3. Damage Assessment Reports.

Reports will be supplied to the County's Emergency Operations Center (EOC), or other location determined by Emergency Management. It is the responsibility of the Emergency Management Specialists to administer this information and ensure that it is appropriately disseminated.

- C. Kittitas County Emergency Management will use emergency workers as outlined in state law. "Emergency Worker" is defined in RCW 38.52.010(4), and rules and regulations concerning workers are outlined in RCW 38.52.310. Chapter 118.04 WAC covers the Emergency Worker Program in detail.

- D. Liability coverage
1. Kittitas County Emergency Management will obtain a state EMD Incident Number. State EMD incident numbers are assigned to local jurisdictions for all actions taken that are intended to protect life, property, and the environment during the incident period of any given event. They will be used for the duration of the incident and the recovery period.
 2. Equipment and vehicles should only be used by trained, qualified personnel. Personal property not relevant to the mission will not be considered for compensation coverage.
 3. Claims under a state EMD incident number will be coordinate through the Sheriff/Director of Kittitas County Emergency Management.
- E. In instances where emergency work is performed to protect life and property, requirements for environmental review and permits may be waived or orally approved as per the following statutes and regulations:
1. Construction Projects in State Waters (Hydraulic Projects or Other Works), RCW 75.20.100.
 2. Forest Practices Act (Application for Forest Practices, RCW 76.09.060.
 3. Flood Plain Management (Processing of Permits and Authorizations for Emergency Water Withdrawal and Facilities to be Expedited), RCW 86.16.180.
 4. Shorelines Management Act (Shoreline Permits), WAC 173.14.040.(2).(3).
 5. State Environmental Policy Act (SEPA), (Exceptions for Emergency Actions), WAC 197.10.180.
- F. Many structures, archaeological sites, or properties of historically significance are protected by law. Non-time-critical missions and recovery actions affecting such protected areas should be coordinated with the Department of Community, Trade and Economic Development, Office of Archaeology and Historic Preservation.

EMERGENCY FINANCIAL MANAGEMENT OPERATIONS

- A. Emergency expenditures are not normally integrated into the budgeting process of local jurisdictions. Nevertheless, events occur on a periodic basis requiring substantial and necessary unanticipated obligations and expenditures.
- B. Local jurisdictions will incur disaster-related obligations and expenditures in accordance with the provisions of RCW 38.52.070(2) and appropriate state statutes as follows:
 - 1. Cities (under 300,000 pop.) Chapter 35.33 RCW.
 - 2. Counties Chapter 36.40 RCW.
- C. Records will be kept in such a manner to separately identify event related expenditures and obligations from general programs and activities of county agencies and local jurisdictions or organizations.

Complete and accurate records are necessary:

- 1. To document request for assistance.
- 2. For reimbursement under approved applications pertaining to declared emergencies or disasters.
- 3. For audit reports, detailed records will be kept from the onset of the event which include, but are not limited to:
 - a. Work which is performed by force account.
 - (1) Appropriate extracts from payrolls, with any cross-references needed to locate original documents.
 - (2) A schedule of equipment used on the job.
 - (3) Invoices, warrants, and checks issued and paid for materials and supplies used on the job.
 - b. Work which is contracted out.
 - (1) Copies of request for bids.
 - (2) The contract which is let.
 - (3) Invoices submitted by the contractor.
 - (4) Warrants authorizing check issuance.
 - c. Work done under inter-community agreements and mutual aid.
- D. Disaster-related expenditures and obligations of county agencies and local jurisdictions and organizations may be reimbursed under a number of federal programs. Reimbursement of approved costs for work performed in the restoration of certain public facilities may be authorized by the federal government after a major disaster declaration by the President of the United States under the statutory authority of certain federal agencies.

- F. Audits of emergency expenditures will be conducted in the course of normal audit of local governments. Audits of projects approved for funding with federal disaster assistance funds are necessary to determine the eligibility of the costs claimed by the applicant.

CEMP CHANGES, MAINTENANCE, AND REVIEW PROCESS

- A. Plan changes will be published annually either using an entire new publications, by subsection, or by publishing only those pages that have changed on a Record of Revisions form.
- B. The normal review period will be every four years. It is the intent of Kittitas County Emergency Management, to conduct a formal review of 25 percent of the plan each year and publish the appropriate changes annually.