

Washington State Emergency Management Advisory Group (EMAG)

2016 CHARTER

I. Name

The Washington State Emergency Management Advisory Group (EMAG or Advisory Group) is a committee of the Emergency Management Council (EMC).

II. Purpose

The Charter outlines the Advisory Group's responsibilities and specifies its Focus Areas, Mission, Vision, Guiding Principles and Operating Requirements and Practices.

The Emergency Management Advisory Group:

- A. Serves as a collaborative forum to advise the Director, Washington Emergency Management Division (henceforth referred to as the Director) and the EMC on emergency management issues impacting state, local and tribal emergency management.
- B. Shall advise the Director on the distribution of Emergency Management Assistance Funds.
- C. Collaboratively develops, maintains, and enhances a statewide system of Emergency Management to ensure all Washingtonians are served by an Emergency Management Program.
- D. Provides a means by which local and tribal emergency managers can communicate issues and concerns to the Director.

III. Mission

Emergency management professionals working together to minimize the impact of emergencies and disasters on the people, property, economy and environment of the State of Washington.

IV. Vision

Achieving an effective statewide system of emergency management.

V. Priorities

- A. The Advisory Group will provide broad-based, diverse representation to collaboratively address current and emerging emergency management issues.
- B. Advisory Group members should actively represent their constituent groups and take a statewide perspective on emergency management matters.

- C. To effectively accomplish their responsibilities, Advisory Group members should maintain a working knowledge of core legal, policy and operational documents. These include, but are not limited to, Homeland Security Presidential Directives (HSPD's), National Response Framework (NRF), National Incident Management Systems (NIMS), National Preparedness Goals, RCW Title 38, Related WAC's, Washington Statewide All-Hazards Emergency Preparedness Strategic Plan and the Washington State Comprehensive Emergency Management Plan (CEMP) and Core Capabilities.

VI. Membership

- A. The Advisory Group shall consist of the Director and not more than nineteen members, appointed by the Director, representing local emergency managers. The members of the Advisory Group shall represent the following constituencies:

Counties	12
Cities	4
Consortium	1
Tribes	2

- B. County representation will be assigned according to Table 1. Each group of counties will nominate to the Director a representative or, in the case of medium counties east and large counties west, 2 representatives to serve on the advisory committee.
- C. Washington cities with independent emergency management programs meeting the criteria of WAC 118-30 will nominate to the Director 4 representatives to serve on the advisory committee. City representation will be assigned according to Table 2.
- D. Emergency management consortia will nominate to the Director one (1) representative to serve on the advisory group. A consortium is defined as a standalone emergency management program consisting of individual member cities or counties. A consortium is not construed to mean an emergency management program representing a county and the cities within the county.
- E. The Director will appoint two EMAG members who are Washington Tribal Government Emergency Management employees to provide a tribal perspective. They provide only their own perspective and do not speak for other tribes.

Table 1: County Representation (April 2016-OFM)

EMAG COUNTY REPRESENTATION - GSA April 2016							
EASTSIDE			Identified Member	WESTSIDE			Identified Member
Jurisdiction Population per 4/2016 GSA				Jurisdiction Population per 4/2016 GSA			
Small County Tier 1			JoAnn Boggs	Small County Tier 1			Scott McDougall
Garfield County	2,200			Wahkiakum County	4,000		
Columbia County	4,050			Skamania County	11,500	1	
Ferry County	7,700	1		San Juan County	16,320		
Lincoln County	10,640			Pacific County	21,180		
Pend Oreille County	13,290			Small County Tier 2			Chuck Wallace
Small County Tier 2			Jay Weise	Jefferson County	31,090		
Adams County	19,510			Mason County	62,320	1	
Klickitat County	21,270			Clallam County	73,410		
Asotin County	22,150	1		Grays Harbor County	72,820		
Douglas County	40,720			Medium County			Eric Brooks
Okanogan County	41,730			Lewis County	76,890		
Small County Tier 3			Kent Sisson	Island County	82,910		
Kittitas County	43,710			Cowlitz County	104,850	1	
Stevens County	44,100			Skagit County	122,270		
Whitman County	47,940	1		Whatcom County	212,540		
Walla Walla County	60,730			Large County			Jason Biermann
Chelan County	75,910			Kitsap County	262,590		Scott Heinze
Medium County			Deanna Davis	Thurston County	272,690		
Franklin County	88,670		Sandi Duffey	Clark County	461,010	2	
Grant County	94,610	2		Snohomish County	772,860		
Benton County	190,500			Pierce County	844,490		
Yakima County	250,900			Very Large County			Walt Hubbard
Large County			Ed Lewis	King County	2,105,100	1	
Spokane County	492,530	1					
Eastside County Representation 6			Actual = 6	Westside County Representation 6			Actual = 6

Table 2: City Representation (April 2016-OFM)

City Representation by Population		
Small Cities	Less than 50,000	1 Position
Medium Cities	50,000 - 250,000	2 Positions
Large Cities	Greater than 250,000	1 Position

Small Cities		
1 Position		
Identified Member: Gary Jenkins		
Skykomish	King	200
Beaux Arts Village	King	300
Hunt's Point	King	415
South Prairie	Pierce	435
Bucoda	Thurston	570
Carbonado	Pierce	635
North Bonneville	Skamania	1,005
Langley	Island	1,135
Yarrow Point	King	1,040
Republic	Ferry	1,090
Woodway	Sno/ESCA	1,335
Stevenson	Skamania	1,540
Tenino	Thurston	1,775
Carnation	King	1,850
Rainier	Thurston	1,885
Coupeville	Island	1,905
Clyde Hill	King	3,060
Medina	King	3,165
Algona	King	3,175
Forks	Clallam	3,580
Black Diamond	King	4,305
North Bend	King	6,570
Brier	Sno/ESCA	6,555
Normandy Park	King	6,540
Pacific	King	6,835
Sequim	Clallam	7,075
Duvall	King	7,425
Yelm	Thurston	8,480
Gig Harbor	Pierce	9,065
Newcastle	King	11,090
Woodinville	King/ESCA	11,570
Enumclaw	King	11,410
Snoqualmie	King	13,110
Lake Forest Park	King/ESCA	12,940
East Wenatchee	Douglas	13,500
Centralia	Lewis	16,820
Covington	King	18,750
Tumwater	Thurston	23,040
Mill Creek	Sno/ESCA	19,900
Tukwila	King	19,540
Port Angeles	Clallam	19,270
Mountlake Terrace	Sno/ESCA	21,090
Kenmore	King/ESCA	22,320
Oak Harbor	Island	22,410
Mercer Island	King	23,660
Maple Valley	King	24,790

Small Cities, Continued		
1 Position		
Identified Member: Gary Jenkins		
Mukilteo	Snohomish	21,070
SeaTac	King	27,810
Des Moines	King	30,570
Pullman	Whitman	32,650
Issaquah	King	34,590
Wenatchee	Chelan	33,510
Bothell	King	43,980
Lynnwood	Sno/ESCA	36,590
Puyallup	Pierce	39,850
Edmonds	Snohomish	40,900
Lacey	Thurston	47,540

Medium Cities		
2 Positions		
Identified Members: PattiJean Hooper, Tory Green		
Alternate Member: Ute Weber		
Burien	King	50,000
Olympia	Thurston	51,600
Shoreline	King	54,990
Redmond	King	60,560
Sammamish	King	61,250
Lakewood	Pierce	58,800
Auburn	King/Pierce	77,060
Bellingham	Whatcom	84,850
Kirkland	King	84,860
Federal Way	King	93,670
Renton	King	101,300
Everett	Snohomish	108,300
Kent	King	124,500
Bellevue	King	139,400
Tacoma	Pierce	206,100

Large Cities		
1 Position		
Identified Member: Barb Graff		
Seattle	King	686,800

- F. Members of the Advisory Group shall be Emergency Management Directors or Deputy Directors, the equivalent being the position primarily responsible for daily emergency management activities.
- G. Appointment, Term of Office, and Compensation: Advisory Group members will be appointed for a three-year term by the Director, Washington Emergency Management Division. Terms shall be staggered so as to ensure continuity of membership. Members serve voluntarily, and without compensation, but may be reimbursed for their travel expenses incurred in the performance of their duties in accordance with RCW 43.03.050 and RCW 43.03.060.
- H. Alternates: Appointed members shall designate one alternate from their constituent group to attend functions on the member's behalf when necessary. Only that person shall have the voting privileges of the member.
- I. Vacancies: When an EMAG position becomes vacant, the constituency represented by that position will nominate a replacement to the EMAG.
- J. Participation: EMAG members will make every effort to attend meetings in person. However, a conference bridge will be offered for all meetings and attendance via telephone is considered present for any meeting. If a member or their alternate misses two consecutive meetings or more than half the meetings in one year without good cause, the Advisory Group may recommend to the Director that the position be declared vacant. Prior to coordinating a replacement, the Director shall send a letter to the member indicating such action.
- K. The population figures will be updated annually and the Charter will not need to be approved by the EMAG with the updated figures.

VII. Officers

- A. The Director, Washington Emergency Management Division, shall serve as chair of the Advisory Group.
- B. A Vice Chair shall be elected or removed by members of the Advisory Group at a regular or special meeting by a simple majority vote.
- C. Duties of Officers:
 - 1. The Chair shall:
 - a. Call Advisory Group meetings, preside at the meetings, and plan and formulate the agenda for the meetings.

- b. Make recommendations to the Advisory Group regarding establishment of Committees and Chairs.
- c. Perform other duties as may be necessary or prescribed by the Advisory Group for the effective operation of the Advisory Group and its responsibilities.

2. The Vice-Chair shall:

- a. In the absence of the Chair, perform and exercise the duties and functions of the Chair.
- b. Participate in committees.
- c. Perform such other duties as may be assigned by the Chair.

VIII. Members

A. The members of the Advisory Group shall serve without compensation, but may be reimbursed for their travel expenses incurred in the performance of their duties.

B. Members shall:

- a. Share the responsibilities of the deliberations of this group.
- b. Carry forward to the group the concerns of the constituency they represent.
- c. Share information with their constituencies.
- d. Be open-minded and not focused on their own interests

IX. Elections

Elections shall be held during the first meeting of the calendar year.

X. Meetings

- A. Schedule: The Chair shall publish an annual meeting schedule.
- B. Special Meetings: Special meetings may be called by the Chair, as deemed appropriate, or upon a special request of at least seven Advisory Group members.
- C. Meeting Notice and Requirements: The Chair will provide notice of meetings at least twenty days prior to such meetings.

- D. All meetings shall comply with the Open Public Meetings Act.
- E. Quorum: A simple majority of the Advisory Group members shall constitute a quorum at regular or special meetings.

XI. Operating Principles

- A. All meetings are open to any emergency manager.
- B. Agendas and notes will be shared with all emergency managers.
- C. The Director will use additional collaboration methods to ensure broad access such as meeting with local directors at WSEMA and the annual Partners in Preparedness Conferences.
- D. Be collaborative.
- E. Be respectful of the opinions of others.

XII. Voting

- A. Actions and commitments will be achieved through consensus where possible.
- B. Each member or designated alternate shall have one vote and must be present, either in person or via telephone, to cast his/her vote. Passage of motions shall require the simple majority of those present and voting. Informal polling for consensus shall not be considered voting.

XIII. Parliamentary Procedure

Robert's Rules of Order, Newly Revised, shall be the parliamentary authority for procedures not covered by this charter.

XIV. Amendments

- A. The Charter may be amended, repealed, altered, in whole or in part, or a new Charter adopted by a two-thirds majority vote of the entire Advisory Group at any Advisory Group meeting provided that a copy of the proposed amendment be sent to each Advisory Group member at least thirty days prior to the meeting.
- B. The Charter will be reviewed and updated, as needed, at the beginning of each State Fiscal Year (SFY), 1 July.