

## Washington State Emergency Management Advisory Group (EMAG)

### 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 maintains and enhances the 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 such as ESCA will nominate to the Director 1 representative to serve on the advisory committee. 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 2 members from Washington Tribes to provide a tribal perspective. It is recognized that Tribes are sovereign nations. They provide only their own perspective and do not speak for other tribes.

**Table 1: County Representation**

EASTSIDE		
Jurisdiction	Pop Estimate	
Small County Tier 1		
Garfield County	2,250	1
Columbia County	4,100	
Ferry County	7,650	
Lincoln County	10,675	
Pend Oreille County	13,150	
Small County Tier 2		
Adams County	19,200	1
Klickitat County	20,700	
Asotin County	21,800	
Douglas County	39,280	
Okanogan County	41,500	
Small County Tier 3		
Kittitas County	41,900	1
Stevens County	43,800	
Whitman County	46,000	
Walla Walla County	59,500	
Chelan County	73,600	
Medium County		
Franklin County	84,800	2
Grant County	91,800	
Benton County	183,400	
Yakima County	247,250	
Large County		
Spokane County	480,000	1
<b>Eastside County Representation</b>		<b>6</b>

WESTSIDE		
Jurisdiction	Pop Estimate	
Small County Tier 1		
Wahkiakum County	4,020	1
Skamania County	11,300	
San Juan County	16,000	
Pacific County	21,000	
Small County Tier 2		
Jefferson County	30,275	1
Mason County	61,800	
Clallam County	72,350	
Grays Harbor County	73,200	
Medium County		
Lewis County	76,200	1
Island County	79,700	
Cowlitz County	103,300	
Skagit County	118,600	
Whatcom County	205,800	
Large County		
Kitsap County	254,000	2
Thurston County	260,100	
Clark County	435,500	
Snohomish County	730,500	
Pierce County	814,500	
Very Large County		
King County	1,981,900	1
<b>Westside County Representation</b>		<b>6</b>

**Table 2: City Representation**

Small Cities	Population less than 50,000	1 Position
Medium Cities	Population 50,000 – 250,000	2 Positions
Large Cities	Population greater than 250,000	1 Position

Small Cities - 1 Position		
Skykomish	King	200
Beaux Arts Village	King	300
Hunt's Point	King	390
South Prairie	Pierce	435
Bucoda	Thurston	560
Carbonado	Pierce	610
North Bonneville	Skamania	1,000
Langley	Island	1,055
Yarrow Point	King	1,060
Republic	Ferry	1,085
Woodway	Sno/ESCA	1,310
Stevenson	Skamania	1,520
Tenino	Thurston	1,705
Carnation	King	1,785
Rainier	Thurston	1,825
Coupeville	Island	1,880
Clyde Hill	King	2,980
Medina	King	2,990
Algona	King	3,070
Forks	Clallam	3,545
Black Diamond	King	4,170
North Bend	King	5,855
Brier	Sno/ESCA	6,135
Normandy Park	King	6,350
Pacific	King	6,620
Sequim	Clallam	6,795
Duvall	King	6,900
Yelm	Thurston	7,100
Gig Harbor	Pierce	7,340
Newcastle	King	10,460
Woodinville	King/ESCA	10,960
Enumclaw	King	11,030
Snoqualmie	King	11,320
Lake Forest Park	King/ESCA	12,640
East Wenatchee	Douglas	13,280
Centralia	Lewis	16,670
Covington	King	17,760
Tumwater	Thurston	17,900
Mill Creek	Sno/ESCA	18,450

Small Cities Continued		
Tukwila	King	19,080
Port Angeles	Clallam	19,100
Mountlake Terrace	Sno/ESCA	20,090
Mukilteo	Sno/ESCA	20,360
Kenmore	King/ESCA	21,020
Oak Harbor	Island	22,200
Mercer Island	King	22,690
Maple Valley	King	23,340
SeaTac	King	27,210
Des Moines	King	29,700
Pullman	Whitman	31,000
Issaquah	King	31,150
Wenatchee	Chelan	32,400
Bothell	King	34,000
Lynnwood	Sno/ESCA	35,900
Puyallup	Pierce	37,620
Edmonds	Snohomish	39,800
Lacey	Thurston	43,600
Sammamish	King	47,420
Olympia	Thurston	47,500
Burien	King	47,730

Medium Cities - 2 Positions		
Shoreline	King	53,270
Redmond	King	55,360
Lakewood	Pierce	58,260
Auburn	King/Pierce	71,240
Bellingham	Whatcom	81,360
Kirkland	King	81,480
Federal Way	King	89,460
Renton	King	93,910
Everett	Snohomish	103,300
Kent	King	119,100
Bellevue	King	124,600
Tacoma	Pierce	199,600

Large Cities - 1 Position		
Seattle	King	616,500

- 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.

## **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**

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.