

State of Washington Intrastate Mutual Aid System (WAMAS)

Subcommittee Charter

I. Establishment and Authority

The Intrastate Mutual Aid Subcommittee of the Emergency Management Council (EMC), established by RCW 38.52.040(3), maintains the authority to develop guidelines and procedures facilitating the implementation of WAMAS by member jurisdictions.

Pursuant to RCW 38.56.0240(2), every county, city, and town of the state is automatically a member of WAMAS (does not include special purpose districts as defined in the RCW). Any federally recognized Indian Tribe located within the boundaries of the State can become a member upon receipt by the Washington State Military Department of a tribal government resolution declaring its intention to be a member of WAMAS in compliance with RCW 38.56.

Member jurisdictions obtain release from membership in WAMAS upon receipt by the Washington State Military Department of a resolution or ordinance adopted by the member declaring that it (the member) elects not to participate in WAMAS.

II. Purpose

The Intrastate Mutual Aid Subcommittee provides guidance, oversees development of training and implementation, and facilitates educational outreach to member jurisdictions.

III. Subcommittee Members

The Intrastate Mutual Aid Subcommittee is a subcommittee of the Emergency Management Council (EMC). The Subcommittee consists of not more than five members who are appointed by the chair of the EMC from EMC membership, one of which must be a representative of the Military Department who serves as the Subcommittee chair.

IV. Subcommittee Roles and Responsibilities

The Subcommittee:

1. Develops, updates, and disseminates comprehensive guidelines and procedures that address:
 - Projected or anticipated costs of establishing and maintaining WAMAS
 - Checklists and forms for requesting and providing assistance
 - Reimbursement of expenses for a member jurisdiction that responds to a request for assistance
 - Other issues to facilitate implementation of WAMAS
2. Develops training and outreach programs supporting implementation and use of WAMAS.
3. Assists member jurisdictions in evaluating the implementation of WAMAS.
4. Reviews the progress and status of WAMAS implementation.
5. Examines issues, formulates guidance, and assists member jurisdictions in implementing WAMAS.
6. Reviews all After Action Reports for consideration in updating guidelines and procedures.
7. Holds a meeting of the subcommittee members at least once annually.
8. Prepares an annual report to the EMC on the use and effectiveness of WAMAS with recommendations for correcting deficiencies. The subcommittee shares the report with the Director of the Emergency Management Division and the President of the Washington State Emergency Management Association no later than 30 November each year.

V. Terms of membership

Subcommittee members, appointed by the EMC Chair serve a two-year term. Membership terms shall be staggered to ensure continuity of membership. Members serve voluntarily and without compensation. Terms of service begin January 1st of each year and conclude on December 31st the following year.

VI. After Action Reporting

After an exercise or an incident, requesting and assisting member jurisdictions of the Intrastate Mutual Aid System are encouraged to conduct After Action Reviews, complete After Action Reports (AAR), and create Improvement Plans, as applicable. The jurisdictions creating the AAR will be responsible to obtain input from all key players and groups involved in the response and recovery for a comprehensive report. The jurisdiction publishing the AAR provides it to the WAMAS Subcommittee Chair. The Subcommittee reviews the AAR at the next scheduled meeting.

VII. Meetings

Meetings of the Intrastate Mutual Aid Subcommittee occur at least once annually.

1. Additional meetings may be called for by the request of at least three Subcommittee members.
2. The Subcommittee Chair may call for a meeting if they feel the committee has pertinent issues that it needs to address.
3. Any member of the Subcommittee may request that a meeting be cancelled, but must provide an alternate date for the meeting with their request.
4. A simple majority of Subcommittee members shall constitute a quorum.
5. Meetings will comply with the Open Government provisions of state law.

VIII. Communication

The Subcommittee Chair provides notice of regularly scheduled meetings.

1. Email notice of the time and place of all meetings will be provided to each member, together with an agenda of the items for which action may be taken.
2. Meetings of the Subcommittee may be in person or by conference call.
3. The Subcommittee Chair provides staff support to prepare and distribute meeting notes.
4. The Subcommittee Chair distributes meeting notes to all members no more than fourteen calendar days after the meeting.

IX. Amendments

The Charter must be approved by a majority vote by the EMC. The Charter may be amended, repealed, altered, in whole or in part, or a new Charter adopted by a simple majority vote of the EMC at any EMC meeting provided that a copy of the proposed amendment be sent to each EMC member at least thirty days prior to the meeting.

Adoption Date: 2 March 2011

EMC Chair

