



EMERGENCY ORDER
IN AND FOR THE CITY OF SEQUIM, WASHINGTON
No. 2020-29

Regarding the expedited hiring of a temporary full-time Emergency Management Coordinator to assist the City in responding to and recovering from the COVID-19 crisis.

Policy/Budget (Council) **City Clerk use only:** Presented to Council 7/13/2020
Administrative (City Manager)

On March 16, 2020, at a special meeting of the City Council of the City of Sequim, the City Council issued a Proclamation of Civil Emergency due to the novel corona virus (COVID-19) outbreak that was identified as a pandemic by the World Health Organization on March 11, 2020.

The Proclamation of Civil Emergency was issued pursuant to Sequim Municipal Code 2.60, RCW 35A.38.010, and RCW 38.52.070(2) based on the public health threat posed by COVID-19 and is consistent with concurrent emergency declarations issued by the President of the United States and the Governor of the State of Washington.

Beginning on March 23, 2020, with Governor Inslee’s issuance of Proclamation 20-25 “Stay Home Stay Healthy”, state and local governments began to issue orders designed to stop the spread of the virus. The orders established shelter-in-place and social distancing guidelines, described essential activities, and closed businesses and schools. Over the ensuing weeks, new or revised emergency proclamations and orders have been issued by state and local governments, including the City of Sequim, allowing phased reopening of some businesses and facilities, and establishing programs to ameliorate the impact of the pandemic on the public.

The rapidfire nature and complexity of the many emergency orders and proclamations, all requiring careful response to comply, have overwhelmed existing staff, whose schedules and duties are already disrupted due to physical distancing and other operational complications caused by the pandemic. The City benefits from having a highly trained individual with relevant experience on staff to coordinate the City’s response to the crisis. The job description for the position is attached.

The City foresees the need for an Emergency Management Coordinator throughout the pandemic response and initial recovery period.

NOW, THEREFORE, IT IS HEREBY DIRECTED AND ORDERED THAT:

Section 1. The City of Sequim may hire a full-time temporary Emergency Management Coordinator to support its organizational needs through the COVID-19 crisis and recovery, with the starting date of June 1, 2020. This temporary position is subject to the Declaration of Civil Emergency and will be reevaluated upon return to normal operations, or otherwise at the City’s sole discretion. The total salary and benefits costs for this position are estimated to be \$83,616 annualized.



Section 2. Presentation, Ratification, Termination. Emergency Orders issued under the March 16, 2020 Proclamation of Civil Emergency will be filed with the Legal Department and presented by the City Clerk as soon as practicable to the City Council for ratification and confirmation, modification, or rejection, if applicable.

Rejected orders will be void after the Council vote rejecting them.

Until such time as Council acts, Emergency Orders will be considered in full force and effect.

Section 3. Duration. Unless modified, extended, or terminated by the Sequim City Council or Sequim City Manager, as applicable, this Emergency Order is effective immediately and remains in effect until all applicable emergency orders and proclamations have been lifted.

SIGNED this 6th day of July , 2020, at hours.

CITY OF SEQUIM

Handwritten signature of Charles P. Bush in black ink.

Charles P. Bush, City Manager

Approved as to form:

Handwritten signature of Kristina Nelson-Gross in black ink.

Kristina Nelson-Gross, City Attorney

Attest:

Handwritten signature of Sara McMillon in black ink.

Sara McMillon, City Clerk



**City of Sequim Job Description
EMERGENCY MANAGEMENT COORDINATOR**

Classification title:	Emergency Management Coordinator	Working title:	Emergency Management Coordinator
Department:	Police	Union:	Non-uniform
FLSA status:	Non-exempt	Wage Range:	20
Hours:	Full-time during COVID emergency, then .38 FTE (15 hours per week)	Effective date:	June 2020
Reports to:	Police Chief	Civil Service	No

JOB SUMMARY

Under general supervision from the Chief of Police, assists with planning, coordinating and implementing City emergency operations and disaster services. Responsibilities include: develop, review and update emergency coordination policies and plans; serve as liaison with community agencies; develop and present training and outreach programs, assist with recovery plans and after action reviews; and assist in the organization and management of the Emergency Management Operations Center/Emergency Coordination Center.

This position is temporarily full-time designed to manage the Declared Civil Emergency regarding COVID-19. Upon return to typical operations, will transition to part-time (15 hours per week) at City discretion.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Assists in the planning and coordinating of emergency operations and disaster service; assists in the organization and management of the Emergency Operations Center/Emergency Coordination Center.
2. Develops and updates emergency coordination plans and policies; responsible for coordinating with community and volunteer groups for services to support emergency coordination plans; provides evaluation, debriefings and critiquing emergency coordination plans.
3. Assists in the development, execution and evaluation of emergency guidelines for private industry, other governmental agencies, volunteer groups and disaster volunteers.
4. Coordinates the collection of emergency preparedness information from private industry, other governmental agencies and volunteer groups in the development of emergency plans; assists in the development of plans to ensure coordinated planning and response to disasters and emergencies; ensures plans are complete.
5. Develops programs and presentations which provide emergency preparedness information and training for governmental agencies, volunteer groups, support services,



- disaster volunteers, general public and private industry; prepares both print and multi-media material for emergency management education and training.
6. Participates in community outreach; provides educational programs relevant to pre-disaster planning and preparedness; addresses citizens, civic groups, etc., to discuss emergency preparedness, to present plans and discuss related issues regarding the operation and response procedures of the City of Sequim.
 7. Participates in evaluation of local hazard mitigation planning; identify information to be collected; assist in reviewing plans for eligibility for federal mitigation funding.
 8. Prepares complex, routine and non-routine reports utilizing a variety of software; summarizes material for the preparation of reports.
 9. Develops and implements methods of collaboration and coordination with outside agencies, groups and volunteers.
 10. Interprets, develops, communicates, updates and monitors policies, procedures and emergency plans; recommends improvement when necessary; and writes/revises same.
 11. Reports administrative and/or operational problems/challenges to supervisor and provides potential solutions.
 12. Performs other related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- 1) Principles of emergency management, emergency planning, resource management, disaster recovery, basic Incident Command System (ICS), and mitigation.
- 2) State and County emergency preparedness systems and requirements.
- 3) ECC/EOC operating procedures to include multi-agency coordination protocols.
- 4) Applicable state, federal and local ordinances, laws, rules and regulations.
- 5) Project management.
- 6) Emergency and disaster exercise design and development.
- 7) Radio operations and radio licenses.
- 8) City road system and physical layout of the County.
- 9) Record keeping, report preparation, filing methods and records management techniques.
- 10) Safe practices and procedures for performing essential functions of the job.
- 11) Computer applications related to the work including word processing, data management, GIS software and data application.

Skill in:

- 1) Responding quickly to changing situations.
- 2) Operating and maintaining all assigned equipment required to perform the essential functions of the job.
- 3) Public speaking.
- 4) Preparing clear and concise reports, correspondence and other written materials.
- 5) Using tact, discretion, initiative and independent judgment within established guidelines.
- 6) Reading maps: i.e. topographic maps, GIS maps.



- 7) Researching, compiling, and summarizing a variety of informational and statistical data and materials.
- 8) Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.
- 9) Applying logical thinking to solve problems or accomplish tasks; to understand, interpret and communicate complicated policies, procedures and protocols.
- 10) Operating and routine maintenance of general office machines such as copiers, fax machines, photocopiers, color plotters, mobile radios, base stations and telephone systems.
- 11) Communicating orally with internal staff, citizens, and other departmental staff in order to give and receive information in a clear and courteous manner.

Ability to:

- 1) Ability to read and interpret documents such as safety rules, operation and maintenance instructions, procedure manuals, maps and so forth.
- 2) Ability to deal with problems and stressful situations involving several variables in changing situations.

MINIMUM REQUIREMENTS

Associate Degree in a related area or equivalent; and, two to three years of progressively responsible related experience, (experience is defined as being directly involved with decision-making, plans writing, training, exercise and active participation in response, mitigation, preparedness and recovery phases of emergency management.); or any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job. This position requires a valid Washington State driver's license within 30 days of hire. FEMA Professional Development Series (PDS) Certificate preferred.

WORKING CONDITIONS

The person in this position works primarily indoors in an open front office work area with other Police Department staff and may work out of doors. To effectively communicate; the abilities to talk, hear, read and write are required. There may be occasions where moving a box of files, paper or supplies (approximately 25-40 pounds) is required, involving the abilities to push, pull, lift or carry. Must be able to work somewhat flexible schedule as needed by relevant emergency situation. Some out of town travel, overnight seminar or meetings may be required. May occasionally need to drive on business errands. This position is at potential risk of exposure to airborne or blood borne pathogens.

ACKNOWLEDGEMENT

I have reviewed this job description and I understand all my job duties and responsibilities. I am able to perform the essential functions as outlined.

Employee Signature

Date