

## Briefing for City Council Candidates

**Department:** Executive Department/Emergency Management Division

**Reports to:** Kellye Mazzoli, Assistant City Manager

**Emergency Preparedness Manager:** Jennifer Wilson

**Number of Staff Members in Department:** 1 Emergency Preparedness Manager; 1 part-time Community Emergency Preparedness Coordinator; 1 Americorps Volunteer

**2021-2022 Department Budget:** \$522,637 = \$255,162 (2021) + \$267,475 (2022)

### Duties/Responsibilities of Department:

The Emergency Management Division:

~ Develops and maintains pertinent emergency plans, like the Comprehensive Emergency Management Plan, Hazard Mitigation Annex, ECC Procedure Manual and other emergency plans and policies for the City;

~ Coordinates the City's emergency preparedness and response activities;

~ Develops and coordinates educational and training programs for both city staff and the community;

~ Coordinates training, equipment and staffing for the City's Emergency Coordination Center (ECC); and

~ Responds to/assists in managing any large-scale disasters.

Disaster response includes keeping the ECC staffed (and keeping staff trained and comfortable in their roles) and response ready at any given moment. Additional responsibilities to support primary ones include:

~ Researching funding sources, preparing grant documents and managing grants;

~ Compiling and maintaining records and reports required by county, state and federal agencies; and

~ Supporting the relationship between the City, county, state, federal and other entities including non-profit organizations, businesses and the greater community.

## Major 2021-2022 initiatives:

### Ongoing initiatives:

- Continued management of the Coronavirus pandemic
- Creation of a city-wide re-entry plan
- Provide assistance with cost recovery
- Weekly staff snapshots on the current state of the city in regards to coronavirus
- Oversee the Community Emergency Response Team and Bothell Emergency Radio Team implementation
- Supervise Community Emergency Preparedness Coordinator and Americorps Volunteer
- Manage the 2020 Emergency Management Performance Grant (EMPG) and Supplemental EMPG
- Provide regular ECC Section trainings
- Ensure that procedure manuals and plans are current and accurate
- Ensure National Incident Management System (NIMS) compliance
- Manage the city's internal CodeRED system
- Provide oversight for the city's CPR and first aid training employee
- Assist with documentation for any and all public assistance related to federally declared disasters

### New initiatives:

- Continuing to secure a full-time position through the WA Service Corps, which is primarily funded through WA Service Corps
- Leading cross-county collaboration with King and Snohomish Counties
- Continuing work to further staff development and community engagement
- Building our Community Emergency Response Team and Bothell Emergency Radio Team
- Providing for community engagement opportunities in regards to disaster preparedness
- Providing staff with CPR and first aid training