



CITY OF
BAINBRIDGE ISLAND

**CITY COUNCIL STUDY SESSION
TUESDAY, MAY 16, 2023**

COUNCIL CHAMBERS
280 MADISON AVENUE NORTH
BAINBRIDGE ISLAND, WA

AND

ZOOM WEBINAR

PLEASE CLICK THE LINK BELOW TO JOIN THE WEBINAR:
[HTTPS://BAINBRIDGEWA.ZOOM.US/J/92947338351](https://bainbridgewa.zoom.us/j/92947338351)
OR TELEPHONE: US: +1 253 215 8782
WEBINAR ID: 929 4733 8351

AGENDA

1. **CALL TO ORDER / ROLL CALL - 6:00 PM**
2. **APPROVAL OF AGENDA / CONFLICT OF INTEREST DISCLOSURE - 6:05 PM**
3. **REGULAR BUSINESS**
 - 3.A **(6:10 PM) Introduce Mandated Composting Procurement, Reporting, and Usage Requirement - Executive.** 20 Minutes
[Ordinance No. 2023.06 Adopting Composting Procurement, Reporting, and Usage Requirement.docx](#)
[Presentation_Composting Procurement Reporting and Usage.pptx](#)
 - 3.B **(6:30 PM) Discuss Short Term Rentals on Bainbridge Island - Executive,** 30 Minutes
[Short Term Rentals 5-16-23.pdf](#)
 - 3.C **(7:00 PM) Receive Emergency Management Update - Executive,** 30 Minutes
[EM Update to Council May 2023.pdf](#)
4. **COMMITTEE REPORTS - 7:30 PM**
5. **ADJOURNMENT - 7:40 PM**

GUIDING PRINCIPLES

Guiding Principle #1 - Preserve the special character of the Island, which includes downtown Winslow's small town atmosphere and function, historic buildings, extensive forested areas, meadows, farms, marine views and access, and scenic and winding roads supporting all forms of transportation.

Guiding Principle #2 - Manage the water resources of the Island to protect, restore and maintain their ecological and hydrological functions and to ensure clean and sufficient groundwater for future generations.

Guiding Principle #3 - Foster diversity with a holistic approach to meeting the needs of the Island and the human needs of its residents consistent with the stewardship of our finite environmental resources.

Guiding Principle #4 - Consider the costs and benefits to Island residents and property owners in making land use decisions.

Guiding Principle #5 - The use of land on the Island should be based on the principle that the Island's environmental resources are finite and must be maintained at a sustainable level.

Guiding Principle #6 - Nurture Bainbridge Island as a sustainable community by meeting the needs of the present without compromising the ability of future generations to meet their own needs.

Guiding Principle #7 - Reduce greenhouse gas emissions and increase the Island's climate resilience.

Guiding Principle #8 - Support the Island's Guiding Principles and Policies through the City's organizational and operating budget decisions.



City Council meetings are wheelchair accessible. Assisted listening devices are available in Council Chambers. If you require additional ADA accommodations, please contact the City Clerk's Office at 206-780-8604 or cityclerk@bainbridgewa.gov by noon on the day preceding the meeting.



CITY OF
BAINBRIDGE ISLAND

City Council Study Session Agenda Bill

MEETING DATE: May 16, 2023

ESTIMATED TIME: 20 Minutes

AGENDA ITEM: (6:10 PM) Introduce Mandated Composting Procurement, Reporting, and Usage Requirement - Executive.

SUMMARY: On June 9, 2022, the Governor signed House Bill (HB) 1799 into law which amended the Revised Code of Washington (RCW) to require cities and counties to implement a composting ordinance. The intent of the state to support the diversion of organic materials from landfills through a variety of interventions to support productive uses of organic material wastes including through the procurement, usage and reporting of compost.

A draft ordinance has been prepared that complies with the requirements of the state mandate.

AGENDA CATEGORY: Discussion

PROPOSED BY: Executive

RECOMMENDED MOTION: Receive presentation on draft Ordinance No. 2023-06 related to adopting a Composting Procurement, Reporting, and Usage Requirement; amending Title 16 of the Bainbridge Island Municipal Code to add Section 16.33.010 regarding Compost Usage, Procurement, and Reporting.

COMMUNITY ENGAGEMENT AND OUTREACH: Upon adoption of the ordinance, staff will develop an education outreach plan regarding the use of compost and procurement requirements of the city.

FISCAL IMPACT:

Amount:	
Ongoing Cost:	
One-Time Cost:	
Included in Current Budget?	

BACKGROUND: Since 2020 state agencies and local governments have been required to consider whether compost products can be used when planning or soliciting and reviewing bids for government-funded projects. The intent of the state to support the diversion of organic materials from landfills through a variety of interventions to support productive uses of organic material wastes including through the procurement, usage and reporting of compost.

On June 9, 2022, the Governor signed House Bill (HB) 1799 into law which amended the Revised Code of Washington (RCW) to require cities and counties to implement a composting ordinance by January 1, 2023.

The ordinance requires the City to procure, use, educate, and report compost under specific circumstances. When planning city-funded projects or soliciting and reviewing bids for such projects, city departments shall identify whether compost can be utilized in a city project. Applicable projects include landscaping; construction and postconstruction; erosion prevention; stormwater runoff; filter pollutants; among others.

City departments are not required to use compost products if they are not available within a reasonable time or distance from the project; the compost products available do not comply with City purchasing standards; compost products available do not comply with federal, state, or local health, quality and safety standards; or compost prices are not reasonable or competitive. When procuring compost, the City is required to prioritize local products; certified by nationally recognized organizations; or derived from municipal solid waste programs.

Finally, the City is required to provide technical assistance and education regarding the use of food and yard waste compost to city staff as well as residents and businesses. The City is also required to measure and report the total tons of organic material diverted throughout the year as well as the volume, cost, and source of the compost to the Washington State Department of Ecology at the end of 2024 and each even-numbered year thereafter.

ATTACHMENTS:

[Ordinance No. 2023.06 Adopting Composting Procurement, Reporting, and Usage Requirement.docx](#)

[Presentation Composting Procurement Reporting and Usage.pptx](#)

FISCAL DETAILS: Additional costs for education and composting procurement requirements may be incurred.

Fund Name(s):

Coding:

ORDINANCE NO. 2023-06

AN ORDINANCE of the City of Bainbridge Island, Washington, relating to adopting a Composting Procurement, Reporting, and Usage Requirement; amending Title 16 of the Bainbridge Island Municipal Code to add Section 16.33.010 regarding Compost Usage, Procurement, and Reporting.

WHEREAS, the Washington State Legislature recently enacted House Bill 1799, which requires that cities and counties with populations greater than 25,000 shall adopt a compost procurement ordinance to implement RCW 43.19A.120; and

WHEREAS, the purpose of the compost procurement provisions in the new organics management law is to develop and strengthen markets for compost; and

WHEREAS, the population of Bainbridge Island in 2022 was estimated by the Office of Financial Management to be 25,060; and

WHEREAS, local compost manufacturing can play an important role in Bainbridge Island’s approach to solid waste management; and

WHEREAS, composting can benefit Bainbridge Island businesses and residents by diverting organic waste from landfills, reducing solid waste costs, and lowering carbon emissions; and

WHEREAS, the City of Bainbridge Island wants to perform sustainable practices by purchasing and using local compost that meets state standards and by encouraging others to do so as well.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF BAINBRIDGE ISLAND, WASHINGTON, DOES ORDAIN AS FOLLOWS:

Section 1. Section 16.33.010 of the Bainbridge Island Municipal Code is hereby added to read as follows:

16.33.010 Compost Usage, Procurement, and Reporting

- A. Definitions. For the purposes of this section, the definitions set forth in RCW 43.19A.010 shall apply.
- B. City departments shall plan for the use of compost in all of the following categories that are applicable to their operations and project types:
 - 1. Landscaping projects;
 - 2. Construction and postconstruction soil amendments;

3. Applications to prevent erosion, filter stormwater runoff, promote vegetative growth, or improve the stability and longevity of roadways; and
 4. Low-impact development and green infrastructure to filter pollutants or to keep water onsite or both.
- C. Exemptions. City departments are not required to use compost products if:
1. Compost products are not available within a reasonable time or distance from the project;
 2. Compost products that are available do not comply with existing purchasing standards;
 3. Compost products that are available do not comply with federal, state or local health, quality and safety standards; or
 4. Compost purchase prices are not reasonable or competitive.
- D. City departments shall give priority to purchasing compost products from companies that:
1. Produce compost products locally;
 2. Are certified by nationally recognized organization like the US Composting Council; and
 3. Produce compost products that are derived from municipal solid waste compost programs and meet quality standards comparable to standards adopted by the Washington State Department of Transportation or adopted by rule by the Washington State Department of Ecology.
- E. City departments that use compost shall report the following information to the Executive department by December 15 each year:
1. The volume and cost of compost purchased by the city department in that year; and
 2. The source or sources of the compost purchased by the city department in that year.
- F. The Executive department is responsible for:
1. Providing technical assistance and education regarding the use of food and yard waste compost to city departments and staff;
 2. Conducting educational outreach to inform residents and businesses about the value of food and yard waste compost and how the city uses compost in its operations each year; and
 3. Reporting the total estimated tons of organic material diverted from the city's waste stream because of compost use under this section to the City Manager or Designee who will submit to the Washington State Department of Ecology.
- G. By December 31, 2024, and each December 31st of even-numbered years thereafter, the city shall submit a report covering the previous year's compost procurement activities to the Department of Ecology that contains the following information:
1. The total tons of organic material diverted throughout the year;
 2. The volume and cost of compost purchased throughout the year; and
 3. The source or sources of the compost.

Section 2. Severability. Should any section, paragraph, sentence, clause, or phrase of this ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this ordinance be preempted by state or federal law or regulation, such decision or preemption shall not affect the validity of the remaining portions of this ordinance or its application to other persons or circumstances.

Section 3. This ordinance shall take effect and be in force five (5) days from its passage and publication as required by law.

PASSED by the City Council this ____ day of _____, 2023.

APPROVED by the Mayor this ____ day of _____, 2023.

Brenda Fantroy-Johnson, Mayor

ATTEST/AUTHENTICATE:

Christine Brown, MMC, City Clerk

FILED WITH THE CITY CLERK: _____, 2023
PASSED BY THE CITY COUNCIL: _____, 2023
PUBLISHED: _____, 2023
EFFECTIVE DATE: _____, 2023
ORDINANCE NUMBER: 2023-



CITY OF
BAINBRIDGE ISLAND

Mandating Compost Procurement, Reporting, and Usage

May 16, 2023

Background

- It is the belief of State and local agencies to continue implement sustainable practices
- In 2022, the State Legislature passed HB 1799 – Concerning organic materials management.
- Under Washington's solid waste management laws, local governments are the primary government entity responsible for implementing solid waste management requirements
- This law required cities with a population over 25,000 to pass a composting procurement, reporting, and usage ordinance

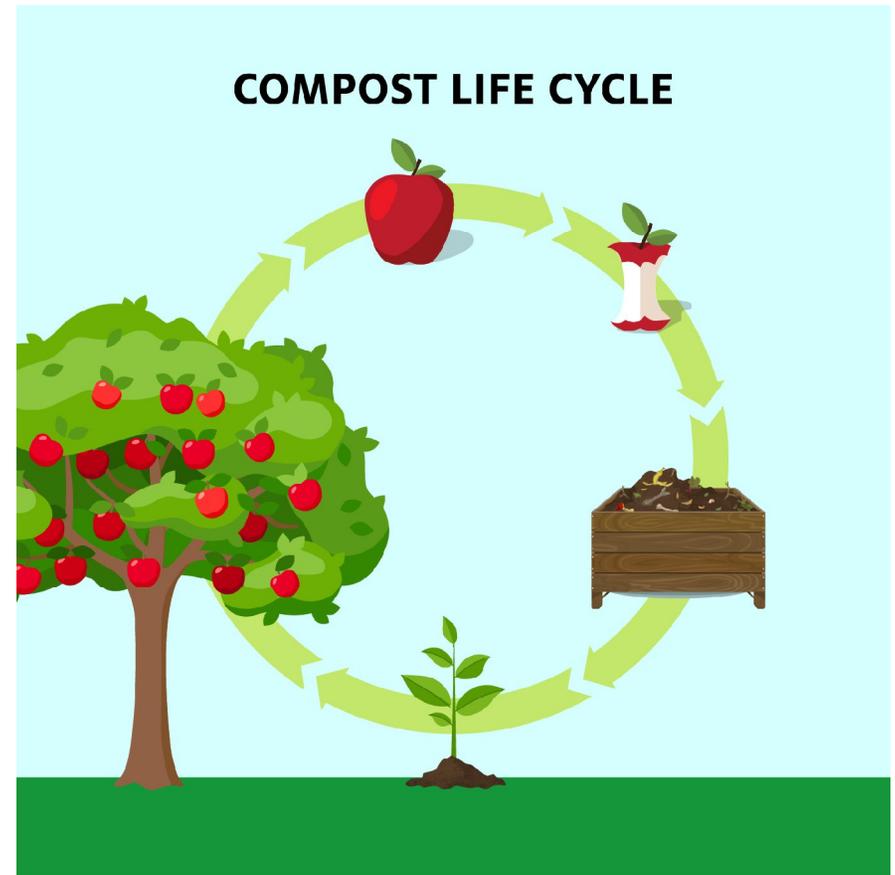


Photo Courtesy of Fast Growing Trees
<https://www.fast-growing-trees.com/pages/composting-guide>

Requirements



- Usage

- City departments will use of compost for the following types of City projects:
 - Landscaping projects
 - Construction and postconstruction soil amendments;
 - Applications to prevent erosion, filter stormwater runoff, promote vegetative growth, or improve the stability and longevity of roadways;
 - Low-impact development and green infrastructure to filter pollutants or to keep water onsite or both.

Requirements

- Usage

- Exceptions

- Compost products are not available within a reasonable time or distance from the project
 - Compost products that are available do not comply with existing purchasing standards
 - Compost products that are available do not comply with federal, state or local health, quality and safety standards
 - Compost purchase prices are not reasonable or competitive

Requirements (cont'd)

- Procurement

- Cities will give priority to purchasing compost products from companies that:
 - Produce locally
 - Are certified by nationally recognized organization like the US Composting Council
 - Produce compost products that are derived from municipal solid waste compost programs and meet quality standards comparable to standards adopted by the Washington State Department of Transportation or adopted by rule by the Washington State Department of Ecology



US Composting Council®



Washington State Department of Transportation



DEPARTMENT OF
ECOLOGY
State of Washington



CITY OF
BAINBRIDGE ISLAND

Requirements (cont'd)

- Education

- The Executive department will be responsible for providing education regarding the use of food and yard waste compost to city departments and staff
- Conducting educational outreach to inform residents and businesses about the value of food and yard waste compost and how the city uses compost in its operations each year



Photo Courtesy of Cornell Cooperative Extension

<https://csetompkins.org/gardening/composting/master-composters/become-a-master-composter>

Reporting (cont'd)

- Reporting

- By December 31, 2024, and each even year thereafter, the City shall submit a report of the previous year's composting procurement activities to the Department of Ecology containing:
 - The total tons of organic material diverted throughout the year
 - The volume and cost of compost purchased throughout the year
 - The source or sources of compost



CITY OF
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City Council Study Session Agenda Bill

MEETING DATE: May 16, 2023

ESTIMATED TIME: 30 Minutes

AGENDA ITEM: (6:30 PM) Discuss Short Term Rentals on Bainbridge Island - Executive,

SUMMARY: Short Term Rentals are defined as transient lodging in a residential dwelling for less than thirty days per stay. The City currently does not regulate short term rentals in residential units other than the standard “conducting in business” protocols.

In 2018, the Affordable Housing Task Force recommended "the adoption of an ordinance to limit the use of short term rentals on Bainbridge Island." At the February 19, 2019 Study Session, no formal action was taken, however the Council expressed support for moving forward with the recommendation for an ordinance regulating short-term vacation rentals (with no grandfathering/no grace period). In late 2021, the City of Bainbridge Island conducted a National Community Survey that included a question gauging the community's support for greater regulation of short term rentals on Bainbridge Island, in which two-thirds of respondents said they support greater regulation of short term rentals. This presentation shares the current status of short term rentals on the Island, as well as common short term policy goals as reported by the National League of Cities.

AGENDA CATEGORY: Presentation

PROPOSED BY: Executive

RECOMMENDED MOTION: Provide direction with regard to Short Term Vacation Rental Policy Goals.

COMMUNITY ENGAGEMENT AND OUTREACH:

FISCAL IMPACT:

Amount:	
Ongoing Cost:	
One-Time Cost:	
Included in Current Budget?	

BACKGROUND: Short Term Rentals are defined as transient lodging in a residential dwelling for less than thirty days per stay. The City does not currently have regulations specific to short term rentals other than the standard “conducting in business” protocols for transient lodging, in which property owners are required to:

- Obtain an annual State Business License (for est. gross income >\$12,000)
- Obtain an annual City Business License (for est. gross income >\$3,000)
- File an annual Business & Occupation (B&O) tax return with the State

- File an annual B&O tax return with the City
- File monthly Lodging Taxes with the State
- Maintain primary limited liability insurance (min. \$1M) (State requirement)
- Collect Sales Tax

On May 9, 2018, the Affordable Housing Task Force recommended the adoption of an ordinance to limit the use of short-term rentals on Bainbridge Island. At that time, the Council supported moving forward with that recommendation, particularly with limiting owners to no more than two short term rental units on the Island, but no further action was taken. While it is estimated that there are less than five owners operating three or more short term rentals in the City, there is at least one property management company/operator that provides services for more than 20 units.

In late 2021, the City of Bainbridge Island conducted a National Community Survey that included a question gauging the community's support for greater regulation of short term rentals on Bainbridge Island, in which two-thirds of respondents said they support greater regulation of short term rentals. It is noted that the question dealt specifically with "non-host occupied" units. The assumption is the concern with short term rentals is focused on non-host occupied units.

Based upon data from short-term vacation rental advertisement and rental platforms, the number of active short-term rentals operating on Bainbridge Island ranges from 180 to approximately 230 units. In contrast, the city has approximately 100 active business licenses for short term rentals.

It is noted that the 2022 Housing Needs Assessment makes reference to 2,740 "non-primary" homes. This figure includes long-term rentals, second unit vacation homes, and short-term vacation rentals. Based upon information from the American Community Survey, it estimates there are 1,945 long-term rentals and 455 are second unit vacation homes. Through the process of elimination, this produces a third estimate of approximately 340 short-term vacation rentals.

Short term rentals are scattered throughout the island with the highest concentrations in the Downtown/Winslow area, Fletcher Bay, and the Elliot Bay coastline.

The Council is asked to provide guidance concerning the policy objectives with regard to regulations of short term vacation rentals. Guidance from The National League of Cities (NLC) is to pass short term regulations early as the industry is rapidly growing, and it's best to be proactive when establishing short term regulations. Common short term rental policy goals per the NLC include:

- Prevent the loss of rental housing stock
- Preserve the residential quality of neighborhoods
- Capture tax revenue
- Allow economic gain for residents
- Support tourism in a balanced way

- Ensure health and safety for guests and residents
- Prevent competition with traditional lodging establishments
- Balance the needs and rights of property owners
- Slow or prevent the proliferation of short term rentals

While there haven't been many noise-related complaints, the City has received several trash-pickup and community degradation complaints. Competition from unregulated short term rentals could also undercut traditional lodging establishments such as Hotels, Motels, Inns, and Bed and Breakfast establishments.

ATTACHMENTS:

[Short Term Rentals 5-16-23.pdf](#)

FISCAL DETAILS: The discrepancy between the number of business licenses for short term rentals and the number of active rentals could indicate there is missing Lodging Tax Revenue

Fund Name(s):

Coding:



CITY OF
BAINBRIDGE ISLAND

Short Term Rentals on Bainbridge Island

May 16, 2023

Presentation Agenda

- Review Short Term Rental Definition
- Review Current Short Term Rental Regulations on Bainbridge Island
- Review National Community Survey Results
- Present Current Short Term Rental Information
 - Units on Island
 - Business Licenses
 - Lodging Tax
- Present Common City Policy Goals for Council Consideration

What is a Short Term Rental?

- Short Term Rental (RCW 64.37.010)
 - *Lodging use... in which a [residential dwelling unit that is owner-occupied for less than six months during the year and]... is offered to a guest...for fewer than 30 consecutive nights.*
- Bed and Breakfast (BIMC 18.36)
 - *...A single-family residence that is owner-occupied [with] (a) three or more guest rooms ...for visitors who remain no longer than two weeks,... and (b) breakfast is customarily included...*
- Hotel (BIMC 18.36)
 - *...A building(s)... containing guest rooms... for transient visitors. Short-term rental (less than 30 days at a time) of a single-family residence does not constitute a hotel.*

Current requirements to operate a Short Term Rental

1. State Business License (RCW 19.02)
2. City Business License (BIMC 5.04)
3. State Business & Occupation Tax (RCW 82.04)
4. City Business & Occupation Tax (BIMC 5.05)
5. Lodging Tax (BIMC 3.65)
6. Primary Liability Insurance (min. \$1M) (RCW 64.37.050)
7. Collect Sales Tax (WAC 458-20-166)

Affordable Housing Task Force Recommendation (2018)

5/9/2018

Appendix C.8

RE: Short Term Vacation Rentals on Bainbridge Island

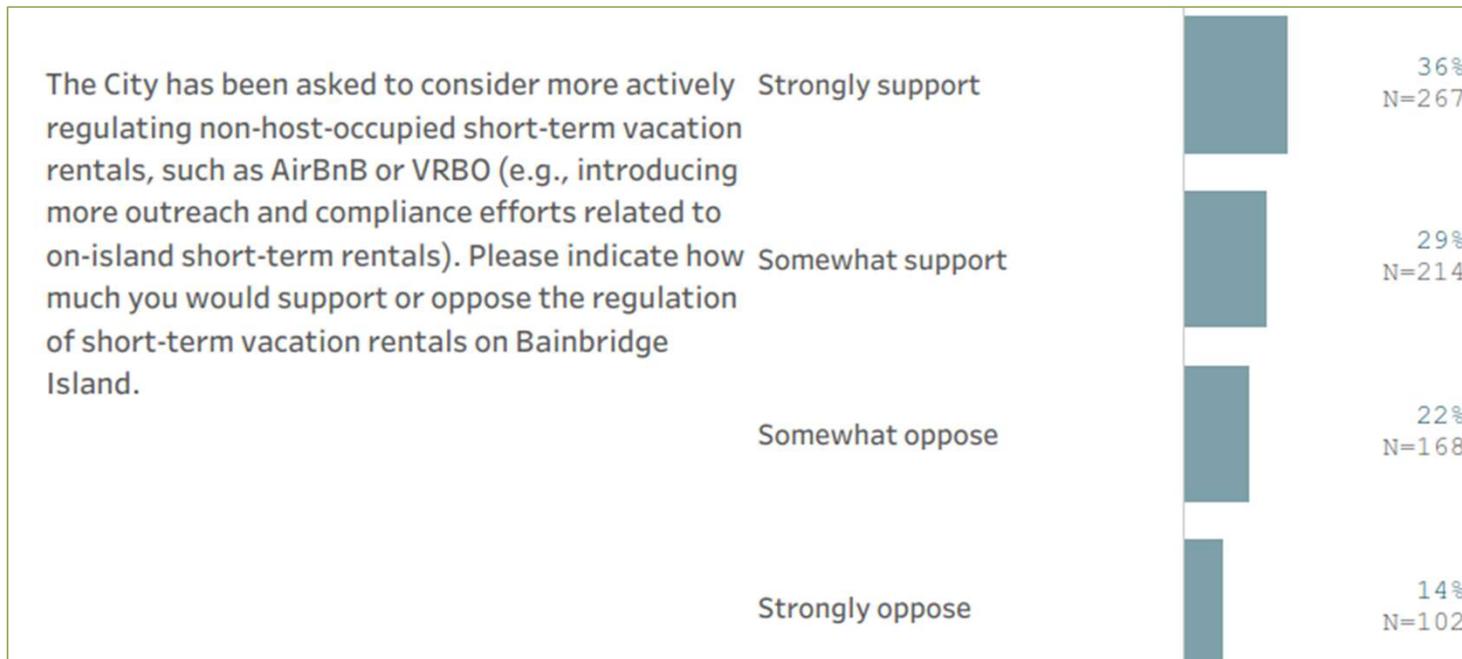
Members of the City Council,

The housing element of the Bainbridge Island Comprehensive Plan sets Goal HO-5 to “maintain the existing stock of affordable and rent-assisted housing, in partnership with community non-profit organizations and local and regional public and private entities.” **To support this goal, the Affordable Housing Task Force recommends the adoption of an ordinance to limit the use of short-term rentals on Bainbridge Island.**

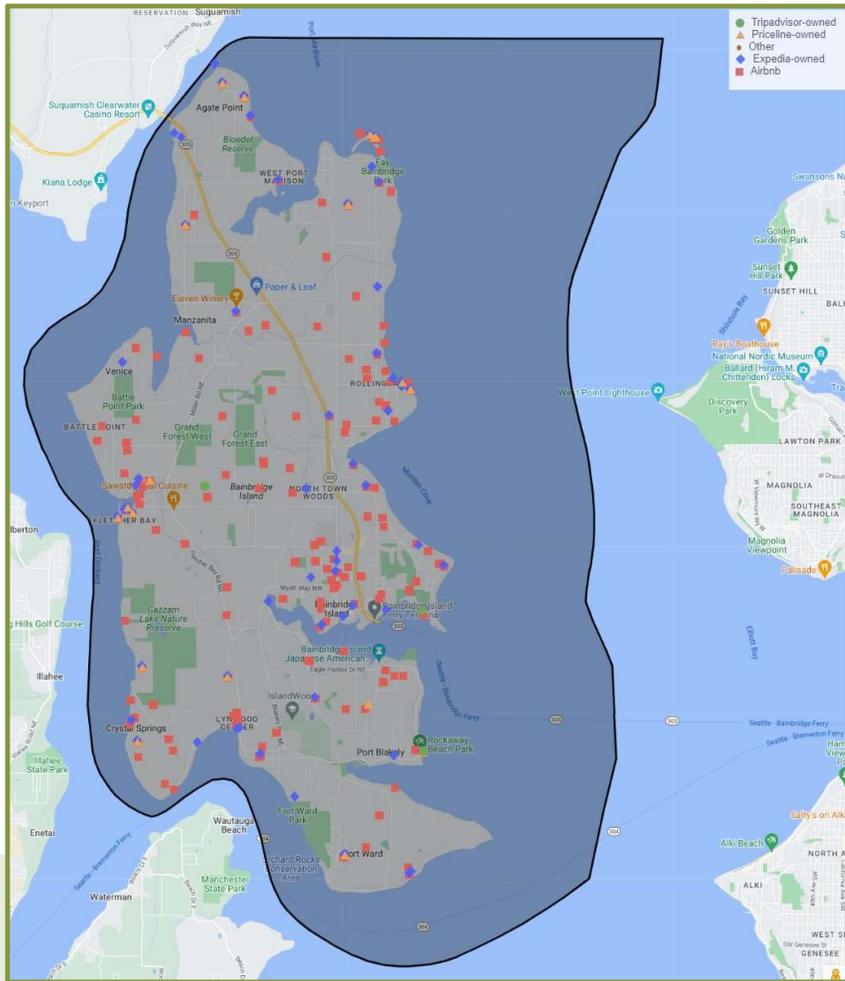
Since 2011, the third-party analytics site AirDNA (link below) has measured a 41% annual growth in the number of Airbnb rentals on Bainbridge Island, with 133 active rentals currently recorded. Of these active rentals, 114 are for the entire home, a number that represents more than three months of inventory in the current real estate market. This stranded inventory worsens the affordable housing

https://legistarweb-production.s3.amazonaws.com/uploads/attachment/pdf/300687/Affordable_Housing_Task_Force_Final_Report_and_Appendices_072018.pdf

2022 National Community Survey Results



How many Short Term Rentals do we have on Bainbridge?



- 229 Active Rentals in 2023¹
 - Average Nightly Rate \$282
- Highest listing concentration areas include
 - Downtown / Winslow
 - Fletcher Bay
 - Elliot Bay Coastline
- Rental unit count on trend to achieve pre-pandemic levels by YE 2023²

¹Granicus (email communication, 04-28-2023) [Data Set] (02-09-2023)

²AIRDNA (03-27-2023). AIRDNA MARKETMINDER (Bainbridge Island, WA; Version 14.3.3) [Data Set]. <https://www.airdna.co/vacation-rental-data/app/us/washington/bainbridge-island/overview>

Short Term Rental Business Licenses on Bainbridge Island

- Approx. 100 Active City Business Licenses for Short Term Rentals
- Business Licenses are issued through the State Department of Revenue



Lodging Tax on Bainbridge Island

- Current Lodging Tax revenue ~\$350k/year
- The Lodging Tax Advisory Committee (LTAC) can use these funds to
 - Support downtown businesses
 - Encourage tourism
 - Repay bonds issued for affordable housing within a half-mile of a transit station

Common Short Term Rental Policy Goals

- Prevent the loss of rental housing stock
- Preserve the residential quality of neighborhoods
- Capture tax revenue
- Allow economic gain for residents
- Support tourism in a balanced way
- Ensure health and safety for guests and residents
- Prevent competition with traditional lodging establishments
- Balance the needs and rights of property owners
- Slow or prevent the proliferation of short term rentals

Potential Next Steps

1. Maintain current approach regarding short term rentals on Bainbridge Island
2. Provide direction to the City Manager regarding Short Term Vacation Rental policy goals



CITY OF
BAINBRIDGE ISLAND

City Council Study Session Agenda Bill

MEETING DATE: May 16, 2023

ESTIMATED TIME: 30 Minutes

AGENDA ITEM: (7:00 PM) Receive Emergency Management Update - Executive,

SUMMARY: Receive update from Emergency Management Coordinator on the status of the City's overall emergency management organization including: comprehensive emergency management plan updates, status of the Emergency Operations Center (EOC), and community preparedness efforts.

AGENDA CATEGORY: Discussion

PROPOSED BY: Executive

RECOMMENDED MOTION: Receive presentation.

COMMUNITY ENGAGEMENT AND OUTREACH:

FISCAL IMPACT:

Amount:	
Ongoing Cost:	
One-Time Cost:	
Included in Current Budget?	

BACKGROUND: The City of Bainbridge Island is susceptible to a variety of hazards and emergency events, such as severe storms, floods, earthquake, and wildfires, just to name a few. As an island city our needs for self-reliance and recovery are different and unique. The city via its Emergency Management Coordinator maintains "all-hazards" approach to emergency preparedness and management.

The city follows the requirements of the National Incident Management System (NIMS). NIMS provides a common structure that guides the emergency response at all levels of government and is intended to provide a template for interagency cooperative response to emergencies. It is the basic framework for recovery and is essential when seeking financial assistance from the Federal Emergency Management Agency (FEMA). As Emergency Management Workers, city employees are required to take certified classes in the NIMS system. These classes range from classes designated in classification from 100 to 800. The level of the class employees are required to take depends upon the individual employees' responsibilities in the event of an emergency.

The City's Emergency Operations Center (EOC) is a critical cornerstone for emergency response and recovery operations. The City Council approved moving from a "closet EOC" to a stand-alone EOC in the new

Police and Court Building. The Police and Court Building is being developed to the most current and highest earthquake standards. The new EOC will be better able to survive and serve the community in a number of different disaster scenarios. The EOC supports the incident responders by providing continuity and communication throughout an event; provides coordination with responders, acquires regional resources, provides command and control; ensures NIMS procedures are followed; manages data and public information; provides financial resources and prepares for recovery efforts.

ATTACHMENTS:

[EM Update to Council May 2023.pdf](#)

FISCAL DETAILS: Increased cost to accommodate the EOC at the Police and Court Facility is approximately \$170,000.

Operations and consumable supply costs for Emergency Management activities is \$100,000/year.

Fund Name(s):

Coding:

Emergency Management Update to Council

Anne LeSage

Emergency Management Coordinator

May 16, 2023

Discussion

- Emergency Management Organization
- Comprehensive Emergency Management Plan (CEMP)
- Emergency Operations Center (EOC)
- All-Hazards Preparedness & Response
- Community Preparedness
- What's Next

Emergency Management Organization

- Recognized as an Emergency Management Organization by the State Emergency Management Division
- Report to the State and Kitsap County Department of Emergency Management
- Register and credential Emergency Management Volunteers
- Maintain Comprehensive Emergency Management Plan (CEMP)
- Facilitate Emergency Operations Center (EOC) activations, when needed

Why the Comprehensive Emergency Management Plan (CEMP) Matters

- Serves as the guiding document for emergency preparedness and response on Bainbridge
- Lays out specific roles and responsibilities of primary and supporting agencies
- Required for eligibility for Emergency Management Program Grant funding and other funding opportunities
- Establishes foundation for compliance with the National Incident Management System (NIMS)

Comprehensive Emergency Management Plan (CEMP) Components

- Base Plan
- Functional Annexes
 - Population Protection
 - Resource Management
 - Critical Infrastructure
 - Volunteer & Donations Management
- Hazard-specific Annexes
 - Wildfire Response and Evacuation
 - Post-Earthquake Damage Assessment

General Role of the EOC

- To support emergency operations, allowing for on-scene emergency responders to focus their efforts on providing for the safety of the affected community
- To provide support to City departments attempting to maintain or resume operations
- While the specific activities undertaken by the EOC will be dictated by the unique demands of the situation, there are five broad tasks typical of EOCs

5 Main Tasks of the EOC



Coordination – matching the capabilities of City departments and external organizations to the demands of the event



Decision making – making decisions in collaboration with City leadership pertaining to the priorities and direction of the City-wide response



Operations – managing mission assignments to directly meet the demands of the event



Information gathering – determining the nature and extent of emergency conditions

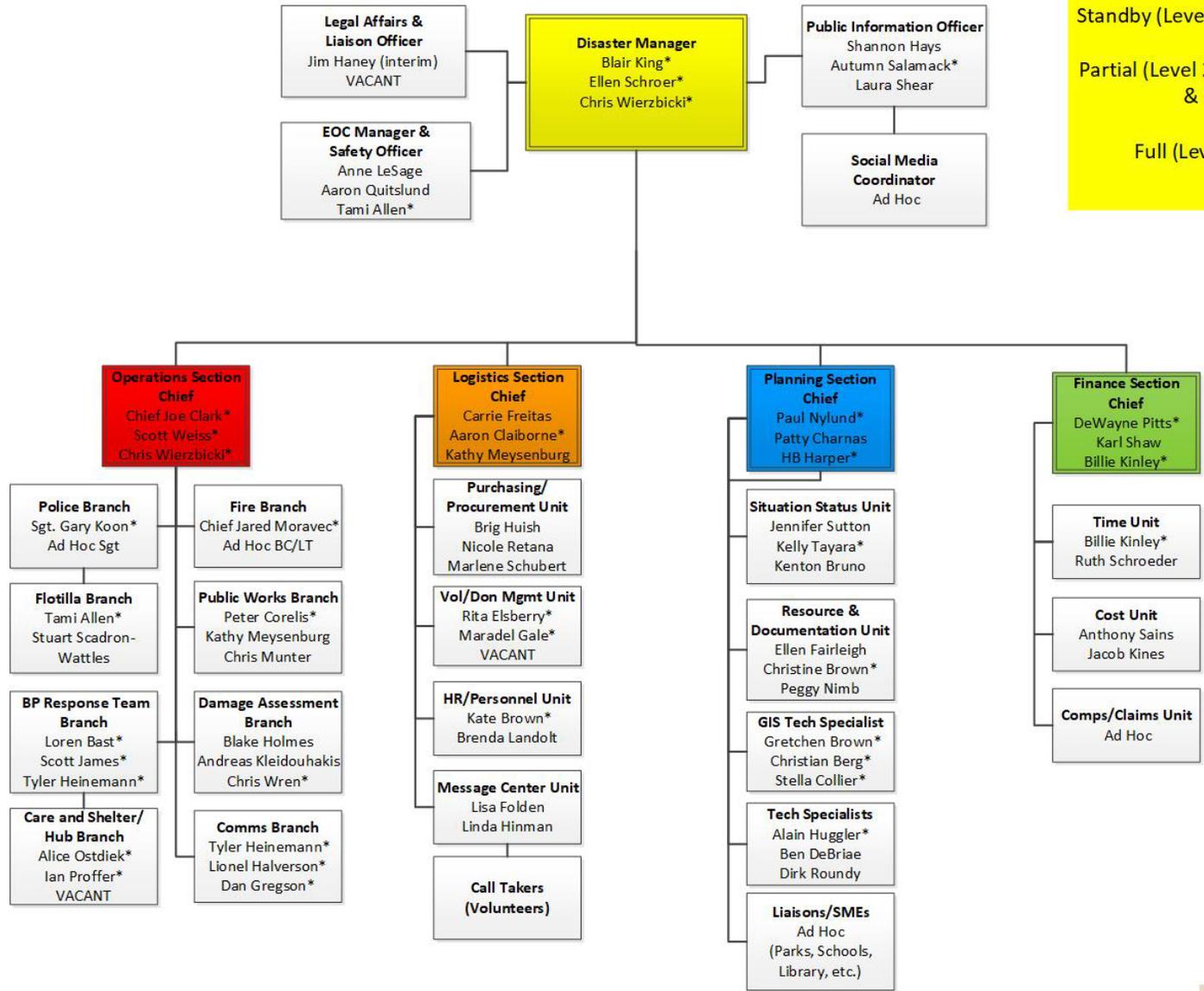


Dispersing public information – informing the community and news media

Emergency Operations Center (EOC)

- Closet EOC (City Hall – Council Conference Room & Chambers)
vs. Standalone EOC (New Police/Court Facility)
 - Set Up Time
 - Equipment & Supplies
 - Ease of Maintenance
 - Access

**Emergency Operations Center
2023**



Activation Levels

Standby (Level 3) – EOC Manager & PIO

Partial (Level 2) – Management Section & Section Chiefs

Full (Level 1) – All Positions

* Lives on Bainbridge Island*

03

Standby (Monitor) (Minor Emergency)

Minimum Staffing:

EOC Manager
Public Information Officer (PIO)

Type of Incidents:

- Severe Weather Watch
- Large incident involving 2+ departments or 2+ incidents
- Moderate fire/earthquake
- Civil disturbance
- Small to moderate SAR mission
- Amber Alert

02

Partial Activation (Major Emergency)

Minimum Staffing:

Management Section
Section Chiefs

Type of Incidents:

- Severe Weather Warning
- 2+ departments impacted with large # resource requests
- Major fire/earthquake
- Major City, County, Regional incident
- Mass Casualty/Mass Fatality Incident
- Civil disturbance
- Large SAR mission

01

Full Activation (Catastrophic Event)

Minimum Staffing:

All Positions
Liaisons/Tech Specialists, ad hoc

Type of Incidents:

- Catastrophic Incident
- Multiple departments/jurisdictions with heavy resource involvement
- Incident requires significant outside assistance (mutual aid)
- Presidential Declaration

Role of Council in EOC Activations

- Provide overall policy direction for emergency response operations
- Validate local proclamation of emergency
- Adopt and enact ordinances and resolutions, appropriate revenue to meet emergency needs, and authorize requests for county, state, and/or federal assistance
- Provide visible leadership to the community, conduct public meetings, and provide interviews to the media (as coordinated by the Public Information Officer)

Emergency Management Strategic Planning Organizational Chart

Lead Agency



Preparedness Teams
 Mitigation
 Communication
 Strategic Partnerships
 Continuity of Governance
 Volunteer Management & Credentialing
 Infrastructure, Transportation & Logistics

Emergency Response Teams
 Flotilla
 Care & Shelter Team
 Public Safety & Security
 Damage Assessment Team
 Emergency Operations Center

Partner Agency



Preparedness Teams
 FireWise Program
 Community Risk Reduction
 (CPR, Stop the Bleed, Fire Extinguisher
 Training, Community Outreach)

Emergency Response Teams
 Firefighting
 Search and Rescue
 Emergency Medical Services
 Department Operations Center
 Multi-Casualty Incident Management

Teams are staffed by 730+ trained and background-checked volunteers.

Community Nonprofit



Preparedness Teams
 Community Outreach & Training
 Access & Functional Needs
 Map Your Neighborhood
 Ready Congregations
 Business Continuity
 Food Resilience
 Tech Ops

Emergency Response Teams
 Medical Reserve Corps
 Disaster Hubs Management
 Emergency Medical Responders
 Emergency Auxiliary Radio Service
 Community Emergency Response Team
 Interpretation (LEP: Limited English Proficiency)
 BIG WEELS (Winter storm transportation)
 Child Safety & Reunification
 Psychological First Aid
 Domestic Animal Care
 Wellness
 Logistics

Community Preparedness Efforts

- Personal Preparedness
 - Community Emergency Response Team (CERT) training, Wilderness First Responder (WFR) training, Amateur radio licensing
- Map Your Neighborhood
 - 42% of households are “mapped”
- Website and Social Media Messaging
- Received StormReady designation in March 2023
- Continuing to expand Emergency Management Volunteer base

What's Next?

- Day of Preparedness – Saturday, September 23rd 10 AM – 1 PM
- Application for TsunamiReady Designation – Q3/Q4 2023
- CEMP Review and Approval – Q2/Q3 2024

Questions?

