

SUPPORT ANNEX B

ADMINISTRATION AND FINANCE

I. INTRODUCTION

Purpose

To provide guidance to county departments, local jurisdictions, and supporting organizations for administrative processes necessary to support emergency or disaster operations and to preserve vital records.

II. CONCEPT OF OPERATIONS

- A.** County, state agencies, and local jurisdictions or organizations with emergency management responsibilities will establish, maintain, and protect vital records under a record retention program as defined in RCW 40.10.010.

- B.** Reports are required from county departments and local jurisdictions or organizations to provide the Board of Island County Commissioners (BOICC), County officials, department heads, state agencies, and other governmental officials with information concerning the nature, magnitude and impact of an emergency or disaster, and for use in evaluating and providing the most appropriate emergency or disaster response assets and services. See Emergency Support Function (ESF) 14, Recovery. Reports required include, but are not limited to:
 - 1. Situation Reports.
 - 2. Proclamations of Emergency.
 - 3. Requests for Assistance.
 - 4. Damage Assessment Reports.

- C.** The Department of Emergency Management (DEM) will use emergency workers as outlined in state law. "Emergency Worker" is defined in RCW 38.52.010(4), and rules and regulations concerning workers are outlined in RCW 38.52.310. Volunteer members of an official emergency response team may take 15 days civil leave to assist in search and rescue efforts. Chapter 118.04 WAC covers the Emergency Worker Program in detail. As a practical matter, emergency workers will not be less than 14 years of age.

D. Liability coverage

1. The Washington State Emergency Management Division (EMD) Incident Numbers (Mission or Disaster Incident Number Series) are assigned to local jurisdictions for all actions taken that are intended to protect life, property, and the environment during the incident period of any given event. They will be used by each local jurisdiction for the duration of the incident and the recovery period.
2. Equipment and vehicles should only be used by trained, qualified personnel. Personal property not required for the mission will not be considered for compensation coverage.

E. Repair and restoration of damaged facilities, which are new facilities, or an expansion of, or addition to, an existing facility may require an environmental impact study or permit prior to final project approval. Statutes and regulations that apply include, but are not limited to, the following:

1. Chapter 75.20 RCW, Construction Projects in State Waters.
2. Chapter 76.09 RCW, Forest Practices.
3. Chapter 86.16 RCW, Flood Plain Management.
4. Chapter 173.14 WAC, Permits for Substantial Developments on Shorelines of the State.
5. Chapter 197.10 WAC, Guidelines Interpreting and Implementing the State Environmental Policy Act.

F. In instances where emergency work is performed to protect life and property, requirements for environmental review and permits may be waived or orally approved as per the following statutes and regulations:

1. Construction Projects in State Waters (Hydraulic Projects or Other Works) RCW 75.20.100.
2. Forest Practices Act (Application for Forest Practices) RCW 76.09.060.
3. Flood Plain Management (Processing of Permits and Authorizations for Emergency Water Withdrawal and Facilities to be expedited), RCW 86.16.180.

4. Shorelines Management Act (Shorelines Permit)
WAC 173.14.040.(2), (3).
 5. State Environmental Policy Act (SEPA), (Exceptions for Emergency Actions) WAC 197.10.180.
- G.** Many structures, archaeological sites, or properties of historical significance are protected by law. Non-time-critical missions and recovery actions affecting protected areas will be coordinated with the Washington State Department of Community, Trade and Economic Development, Office of Archaeology and Historic Preservation.
- H.** The county's responsibility and the state's program of non-discrimination in disaster assistance will be carried out in accordance with Title 44 CFR, Section 205.16. This program will encompass all state and local jurisdiction actions related to the Federal/State Agreement.
1. Federal financial assistance to the states or their political subdivisions is conditional on full compliance with Title 44 CFR, Part 205.
 2. All personnel carrying out federal major disaster or emergency assistance functions, including the distribution of supplies, the processing of applications, and other relief and assistance activities, shall perform their work in an equitable and impartial manner, without discrimination on the grounds of race, religion, sex, color, age, economic status, or national origin.
 3. As a condition of participation in the distribution of assistance or supplies under PL 93-288, government bodies and other organizations shall provide a written assurance of their intent to comply with regulations relating to nondiscrimination promulgated by the President or the Administrator of the Federal Emergency Management Agency (FEMA), and shall comply with such other regulations applicable to activities within an area affected by a major disaster or emergency as the FEMA Administrator deems necessary for the effective coordination of relief efforts.
 4. The provisions of Title 44 CFR, Section 205.16 concerning non-discrimination in disaster assistance shall be included in this document by reference.
 5. The provisions of Chapter 49.60 RCW, "Discrimination - Human Rights Commission," shall be included in this document by reference.

III. EMERGENCY FINANCIAL MANAGEMENT OPERATIONS

- A.** Emergency expenditures are not normally integrated into the budgeting process of county, state, and local jurisdictions. Nevertheless, events occur on a periodic basis requiring substantial and necessary unanticipated obligations and expenditures.
- B.** The following statutes cover the financing of emergency response and recovery operations.
1. State:
 - a. State agencies will follow emergency procedures outlined in RCW 43.88.250, Emergency Expenditures. Whenever an emergency necessitates an expenditure for the preservation of peace, health, or safety, or for the carrying out of the necessary work required by law of any state agency for which insufficient appropriations have not been made, the head of such agency shall submit to the Governor's designee duplicate copies of a sworn statement, setting forth the facts constituting the emergency and the estimated amount of money required. If the Governor's designee approves such estimates, in whole or in part, the designee shall endorse each copy of the statement, together with a statement of the amount approved as an allocation from any appropriation available for allocation for emergency purposes and transmit one copy to the head of the agency thereby authorizing the emergency expenditures.
 - b. Emergency purchases by state agencies shall be made in accordance with RCW 43.19.200.
 2. Local Jurisdictions:
 - a. Counties and other local jurisdictions will incur disaster-related obligations and expenditures in accordance with the provisions of RCW 38.52.070(2)

“...in carrying out the provisions of this chapter each political subdivision, in which any disaster as described in RCW 18.51.020 occurs, shall have the power to enter into contracts and incur obligations necessary to combat such disaster, protecting the health and safety of persons and property, and providing emergency assistance to the victims of such disaster. Each political subdivision is authorized to exercise the powers vested under this section in the light of the exigencies of an extreme emergency situation without regard to time-consuming procedures and formalities prescribed by law (excepting mandatory constitutional requirements), including but not limited to , budget law limitations, requirements of competitive bidding and publication of notices,

provisions pertaining to the performance of public work, entering into contracts, the incurring of obligations, the employment of temporary workers, the rental of equipment, the purchase of supplies, and materials, the levying of taxes and the appropriation and expenditures of public finds.”

b. County

- (1) The BOICC is authorized to proclaim emergencies and to make the expenditures necessary to meet such emergencies without further notice of hearing as provided by RCW 36.40.180.

"Upon the happening of any emergency caused by fire, flood, explosion, storm, earthquake, epidemic, riot, or insurrection, or for the immediate preservation of order or of public health or for the restoration to a condition of usefulness of any public property the usefulness of which has been destroyed by accident, or for the relief of a stricken community overtaken by calamity, or in settlement of approved claims for personal injuries or property damages, exclusive of claims arising from the operation of any public utility owned by the county, or to meet mandatory expenditures required by any law, the County Executive or the County Council may, upon the adoption by the unanimous vote of the Council members present at any meeting the time and place of which all of such Council members have had reasonable notice, of a resolution stating the facts constituting the emergency and entering the same upon their minutes, make the expenditures necessary to meet such emergency without further notice or hearing."

- (b) The payment of emergency warrants is covered under RCW 36.40.190.

"All emergency expenditures shall be paid for by the issuance of emergency warrants which shall be paid from any moneys on hand in the County treasury in the fund properly chargeable therewith and the county treasurer shall pay such warrants out of any moneys in the treasury in such fund. If, at any time, there are insufficient moneys on hand in the treasury to pay any of such warrants, they shall be registered, bear interest and be called in the manner provided by law for other county warrants."

- (c) The county may accept the necessary emergency funds, equipment, and other resources offered by the federal government (RCW 38.52.100). County departments will establish a means of recording emergency purchases authorized by the BOICC.

c. Towns and Cities

Under the provisions of RCW 35.33.081, town or city officials may make emergency expenditures without notice or hearing;

"upon the happening of any emergency caused by violence of nature, casualty, riot, insurrection, war, or other unanticipated occurrence requiring the immediate

preservation of order or public health, or for the restoration to a condition of usefulness of any public property which has been damaged or destroyed by accident, or for public relief from calamity, or in settlement of approved claims for personal injuries or property damagesthe city or town legislative body, upon the adoption of an ordinance, by the vote of one more than the majority of all members of the legislative body, stating the facts constituting the emergency and the estimated amount required to meet it, may make the expenditures therefore without notice or hearing."

- d. The payment of emergency warrants is covered under RCW 35.33.101:

"All expenditures for emergency purposes as provided in this Chapter shall be paid by warrants from any available money in the fund properly chargeable with such expenditures. If, at any time, there is insufficient money on hand in a fund with which to pay such warrants as presented, the warrants shall be registered, bear interest and be called in the same manner as other registered warrants as prescribed in RCW 35.33.111."

- C. Records will be kept in such a manner as to separately identify emergency event related expenditures and obligations from general programs and activities of county departments and local jurisdictions or organizations.

Complete and accurate records are necessary:

- 1. To document requests for assistance and ensure maximum eligible reimbursement.
- 2. For reimbursement under approved applications pertaining to declared emergencies or major disasters.
- 3. For audit reports, detailed records will be kept from the onset of the event. These records include, but are not limited to:
 - a. Work that is performed by force account.
 - b. Appropriate extracts from payrolls, with any cross-references needed to locate original documents.
 - c. A schedule of equipment used on the job.
 - d. Invoices, warrants, and checks issued and paid for materials and supplies used on the job.
 - e. Work that is contracted out.
 - f. Copies of requests for bids.
 - g. The contract that is let.

- h. Invoices submitted by the contractor.
 - i. Warrants authorizing check issuance.
 - j. Work done under inter-community agreements and mutual aids.
- D.** Disaster-related expenditures and obligations of county departments and local jurisdictions and organizations may be reimbursed under a number of federal programs. The federal government may authorize reimbursement of approved costs for work performed in the restoration of certain public facilities after a major disaster declaration by the President of the United States under the statutory authority of certain federal agencies.
- E.** Audits of county and local jurisdiction emergency expenditures will be conducted in the course of normal audit of county and local governments. Audits of projects approved for funding with federal disaster assistance funds are necessary to determine the eligibility of the costs claimed by the applicant.

IV. REFERENCES

See Island County CEMP References.

V. TERMS AND DEFINITIONS

Force Account: The work on a grant or loan project performed more efficiently and economically by using labor, materials, or equipment of a public body or governmental entity.

(Also See Island County CEMP References, Definitions and Acronyms.)