



Agenda Bill

AB# 23-41

Duvall City Council

Meeting Date: 7/18/2023

Small Town. Real Life.

Subject Memorandum of Understanding with the Carnation-Duvall Citizen Corps Council concerning the use of volunteers during emergencies

Document Type Other

Department Public Works

Contact Luke Eckert, Emergency Management Coordinator
Steven Leniszewski, PE, Public Works Director

Attorney Review Under Review

Planning Commission Recommendation No

Handling Normal **Deadline Date** Date

Needed from Council Direction

Recommendation

Review at this time and at a future meeting approve and authorize the Mayor to sign the Memorandum of Understanding between the City of Duvall and the Carnation-Duvall Citizen Corps Council regarding support to emergency and disaster response with volunteers.

Council Review History

- NA

Attachments

- MOU Duvall 2023 DRAFT

Routing

Director: Steve Leniszewski, PE

Approved: SJL 6/23/2023

Administrator: Cynthia McNabb

Approved: CJM 7/12/2023

Budget Impacts No Budgetary Impact

Expenditure

Fund Name & #	2023-24 Budgeted Amount	Budget Impact +/-	Future Impact
NA	\$	\$	\$
	\$	\$	\$

	\$	\$	\$
	\$	\$	\$

Revenue

Fund Name & #	2023-24 Budgeted Amount	Budget Impact +/-	Future Impact
NA	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$

Notes

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Verified by Finance: [Click here to enter text.](#) [Click here to enter a date.](#)

Key Facts and Information Summary

Emergency Operation activities of the City of Duvall rely on the use and participation of specifically trained volunteers, which in our area are known as the Carnation-Duvall Citizen Corps Council (CDCCC). The CDCCC provides support for the City in planning activities as well as actual emergencies. The City desires to formally enter into a current memorandum of understanding (MOU) with the CDCCC. The most recent MOU was from 2014.

The parties encourage and agree to participate in regular practice drills and mock operations and meet regularly to discuss improvements, directives, and new activities that need to be designated under this Agreement. Cities must plan and provide for emergency and disaster response, and partners such as the CDCCC make this possible for a small city like Duvall to achieve its emergency management goals.

The CDCCC seeks to aid the City with compliance to city, county, state, and federal emergency plans and programs, and the City of Duvall seeks to utilize the organizational resources of the CDCCC including its pillar programs of Citizen Emergency Response Team (CERT), Neighborhood Watch groups (NWP), Medical Reserve Corps (MRC), Snoqualmie Valley Amateur Radio Club (SNOVARC) and FireWise/FireCorps or other associated programs to address the needs of the City during an emergency or disaster, the parties seek to enter into a cooperative agreement as established in the attached Memorandum of Understanding.

Recommendation: At this time, staff recommends a review of the Memorandum of Understanding between the City of Duvall and the Carnation-Duvall Citizen Corps Council regarding support to emergency and disaster response with volunteers. At a future meeting and after hearing any thoughts of the City Council, we will recommend that the Mayor sign the MOU between the City and the CDCCC.

**Joint Agreement and Memorandum of Understanding Between:
The City of Duvall
and
The Carnation-Duvall Citizen Corps Council
Concerning Emergency Responses and Volunteers**

PARTIES:

The City of Duvall, a Washington municipal corporation
4621 Tolt Avenue
Duvall, WA 98014-1238

The Carnation-Duvall Citizen Corps Council, a non-profit 501(c)(3) entity, is part of the national program developed following 9/11 by Homeland Security. The mailing address of the organization is:
Carnation-Duvall Citizen Corps Council
P.O. Box 644
Duvall, WA 98014

PREAMBLE:

All parties represented herein have determined that there is a need for volunteers to assist local government and professionals in the event of a disaster or emergency. It is recognized that government, citizens, and non-governmental organizations must coordinate response and recovery efforts in an effort to make the best use of limited resources and avoid duplication of services. Finally, it is recognized that disaster events in the region may be so devastating that transportation and communication services are disrupted. By compartmentalizing resources and services for affected community members, localized regions may find it necessary to engage in sheltering and other community support activities during times of disaster. All parties represented in this document hope that through this formalized agreement, our goal to help ease suffering and save lives during or after a major disaster will be mutual and attainable.

IT IS UNDERSTOOD THAT:

The City of Duvall will:

Support: The Carnation-Duvall Citizen Corps Council (CDCCC) in their efforts to engage volunteers at the community level through CDCCC programs, including Community Emergency Response Teams (CERTs), Medical Reserve Corps (MRC) units, Neighborhood Watch groups (NWP), Snoqualmie Valley Amateur Radio Club (SNOVARC) and FireWise/FireCorps. Such support may take the form of requesting volunteers to assist in local activities such as community

emergencies, disasters, training exercises, or events/festivals, including special organizational assistance for said events. Support may also include potential insurance coverage, monetary support, storage cache areas, and use of City space for said events, including the potential need for a communications center or recognition of volunteers in an emergency response.

Disaster Response: coordinate with the local CDCCC to request volunteers to assist with communications, shelter management, health issues, supply requisitioning, research, traffic flow, signage, etc. Volunteers will be requested to assist by local officials, and volunteers will be covered by insurance under the Disaster Number insurance as issued by the State. Volunteers will also be protected by the Good Samaritan Law, which requires them to keep their actions within the bounds of their training.

The Carnation-Duvall Citizen Corps Council (CDCCC) will involve the participation of community members in the areas of:

Personal and neighborhood responsibility: Directions and resources for developing a household preparedness plan and disaster supplies kits, observing home health and safety practices, implementing, and practicing disaster mitigation measures, participating in crime prevention and reporting, and communication/organization with neighbors.

Training: Offering classes in emergency preparedness, response capabilities, first aid, CPR, AED, fire suppression, search and rescue procedures, basic triage, sandbagging, personal preparedness, and mitigation programs.

Volunteer service: Engaging individuals in volunteer activities that support first responders, disaster relief groups, and community safety organizations. Volunteers would support local law enforcement, fire, emergency medical services, community public health efforts, and the four stages of emergency management: prevention, mitigation, response, and recovery efforts.

Disaster Response: Coordinating volunteer efforts in assisting with communications (HAM radio operators in the Snoqualmie Valley Amateur Radio Club or SNOVARC), shelter operations (trained shelter workers and CERT volunteers), traffic control (CERTs and SNOVARC), and health issues (MRC). These responses would be done at the request of and under the direction of city officials or police/fire officials. Volunteers are not intended to replace professional emergency responders nor constitute the city's primary emergency response capability. Rather, they serve as an important supplement to it and complement and enhance first-response capability when at the scene of an emergency by ensuring the safety of themselves and others. Volunteers can then assist first-response personnel as directed. Volunteers must keep their safety in mind as their first priority and must know their capabilities and the limitations of their training and

equipment and work within those limitations as taught within the curriculum of the Training Programs.

Activation: Maintain a King County alert/notification tree and a computer database of volunteers. The database will include volunteer contact information, training records, logs, documents, and current credentials. All credentialed volunteers will have a completed background check per CDCCC guidelines and requirements.

It is extremely important that all participants in this agreement understand the requirements of this agreement in full. The signatory of each party is responsible for ensuring the party's performance in compliance with this agreement ("responsible person"). To avoid misunderstanding(s) regarding a party's rights and responsibilities, each signatory shall institute a method for informing their successor about the terms of this agreement. After the new responsible person has reviewed the agreement, they will send a copy of the agreement, dated and including the new responsible person's signature, to the other party and confirm receipt thereof. In this way, each party's responsible person will always know who the responsible person for the other party is.

AGREEMENT

The signatories below agree to the provisions above and will adhere to them during the course of this agreement. This agreement supersedes and replaces all previous agreements.

For the City of Duvall

_____ Date

_____ Date

For the Carnation-Duvall Citizen Corps Council

_____ Date
Kathleen Brasch, President