



# Gig Harbor Fire & Medic One

RESOLUTION 2020-05

April 14, 2020

## A RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS FOR PIERCE COUNTY FIRE PROTECTION DISTRICT NO. FIVE, ESTABLISHING A PLAN FOR CONTINUATION OF GOVERNMENT IN THE EVENT OF A DISASTER.

WHEREAS, the COVID-19 pandemic has created a heightened awareness of the need to provide for a plan allowing continuation of essential government services in the event of natural or man-made disasters; and

WHEREAS, the Board is aware that there are various hazards that could lead to a disaster, jeopardizing the operation of the fire district and the very continuation of the government itself;

### NOW THEREFORE, THE BOARD OF COMMISSIONERS RESOLVES:

**Section 1.** This resolution shall be deemed to be the plan of this fire district for the continuation of the fire district's governance, in the event of a disaster as defined herein. The intent of the Board is to take an "all hazards" approach to disaster planning. Thus, the cause of the disaster is irrelevant to the working of this plan.

**Section 2.** The district has adopted, or will adopt, a plan for the continuation of operations (COOP) in the event of a disaster. Therefore, this plan is limited to providing the basic elements to ensure that the fire district governing body and essential leadership staff is able to function in an administrative way, so that the operational mission is supported adequately.

### **Section 3. Definitions.**

- A. "Unavailable" means that an incumbent commissioner is unable, by reason of illness, disability, or other reason related to the disaster, to perform the duties of the office of commissioner, for at least 24 hours.
- B. "Vacancy" means that the office of a commissioner is legally unoccupied due to the incumbent's death, incapacity, resignation, or other reason set forth in state statute.
- C. "Available" means and includes the ability to perform the duties of commissioner, either by physically attending meetings or by participating in meetings conducted in part by telephone conference, video conference, or other legal means.
- D. "Disaster" means and includes natural and man-made public calamity, including but not limited to enemy attack, acts of terrorism, pandemic, epidemic, extraordinary hazardous material incident, fire, flood, storm, lahar, volcanic activity, tsunami and earthquake

**Section 4. Quorum.** In accordance with state statute, for the fire commissioners to hold a lawful meeting of the board of commissioners, a quorum is required. State law defines a quorum to be a majority of the Board. Therefore, on a three-member board, a quorum consists of two commissioners; on a five-member board, a quorum consists of three commissioners.

**Section 5. Appointment of Interim Commissioners.** Whenever, due to disaster that causes the fire district to be unable to convene a quorum of the board due to a commissioner being “unavailable” and not available to participate in a meeting (emergency meeting or regular or special meeting), the Chairperson or other available commissioner may appoint the Fire Chief or Assistant Chief to serve as an interim commissioner. Such appointment shall last only as long as the unavailable commissioner(s) remains unavailable. Only necessary or mission-critical business items will be completed during such interim appointments.

**Section 6. Interim Chief.** Whenever, due to disaster, the Fire chief is temporarily unable to perform his duties for at least 24 hours, the Assistant Chief or lower ranking Chiefs (in order of succession in the chain of command) shall be appointed by the board to act as Interim Fire Chief, only for the duration of such inability to perform.

**Section 7. Vacancy.** When a vacancy occurs in a commissioner position, the remaining board members, if available, shall fill the vacancy as soon as feasible, in accord with RCW 42.12.070. A vacancy does not automatically occur due to the temporary disability of a fire commissioner. If no quorum remains due to multiple vacancies, the Pierce County Council shall fill the vacancies in accord with state law.

**Section 8. Meetings through Telephone Conference.** In the event of a disaster declaration by the President of the United States, the Governor of the State of Washington, or the Chairperson of the Board of Commissioners, the Board may allow participation of available commissioners in Board meetings by telephone. Such participation shall only be allowed, as contrasted to personal attendance, if the disaster prevents personal participation in the duly called meeting.

ADOPTED by the Board of Fire Commissioners of Pierce County Fire Protection District No. Five, Washington, at a regular meeting this 14<sup>th</sup> day of April, 2020.

  
Thomas A Sutch (May 4, 2020)


Chairperson

  
Bryce Nelson (May 4, 2020)


Commissioner

  
Kevin Entze (May 4, 2020)

Commissioner

  
Alex Wilkie (May 9, 2020)

Commissioner

  
Joe Urquhart (May 9, 2020)

Commissioner

Attest:

  
John E. Burgess (May 17, 2020)

District Secretary