

# **Disaster Assistance Council of Thurston County**

*Bringing together humanitarian service organizations, other community organizations, and private and governmental agencies in order to coordinate assistance to victims of natural disasters.*

## **Charter**

Approved this 12<sup>th</sup> day of April 2023

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## CHARTER PURPOSE

The purpose of this charter is to: 1) Provide a project overview of the Thurston County Disaster Assistance Council; 2) Explain the objectives and responsibilities of the Disaster Recovery Council (DRC); and 3) Provide guidance to Disaster Recovery Council members on meeting norms such as communication, decision-making, and scheduling.

## MISSION STATEMENT

The Disaster Assistance Council (DAC) mission is to provide disaster survivors with information, support services and means to access and apply for disaster assistance through joint efforts between local, tribal, state, federal and private sector partners.

## APPROVAL

On, April 12, 2023, the Disaster Assistance Council of Thurston County approved the Disaster Assistance Council of Thurston County Charter.

## PROJECT OVERVIEW

The Disaster Assistance Council (DAC) of Thurston County brings together the humanitarian service organizations, other community organizations, and private and governmental agencies in order to establish policies and procedures and organize disaster assistance in the most economical and effective manner. Through the efforts of the members of the Disaster Assistance Council, there can be a cooperative effort to offer timely and expeditious assistance to victims of disaster. The Disaster Assistance Council works in conjunction with the Emergency Management Council (EMC) of Thurston County. Membership and participation in the Disaster Assistance Council is not limited to the signatory agencies of this agreement.

## Disaster Assistance Council Objectives

The Disaster Assistance Council is tasked with several objectives, which include:

1. Exchange information regarding local and regional disaster relief capabilities and limitations.
2. Utilize personnel, facilities, and equipment of members in a coordinated effort.
3. Work closely with the county and city Emergency Management agencies in maintaining the Disaster Assistance Council, and in identifying groups and individuals committed to the assistance of disaster victims in the communities.
4. Keep local and regional groups and individuals informed of the activities of the Disaster Assistance Council and to encourage their participation.
5. Improve public education and inter-jurisdictional disaster planning.
6. Develop and maintain Standard Operating Guidelines (SOGs) and the capability to provide disaster response and recovery services when the demand exceeds the capability of day-to-day operations.
7. When individuals are activated by Thurston County Emergency Management or the Emergency Management Council of Thurston County, at all times in performance under this Cooperative Agreement, participants shall operate under the Washington Administrative Code (WAC) Chapter 118-

04, Emergency Worker Programs and Thurston County Emergency Worker Program and guidelines as registered Emergency Workers.

8. Each agency shall be responsible to carry liability insurance to the extent necessary to achieve coverage for any event arising out of any action undertaken through this Cooperative Agreement. Thurston County is not responsible for and waives any and all liability arising under this Cooperative Agreement except to the extent that liability arises from the sole negligence of employees of Thurston County.

## DISASTER ASSISTANCE COUNCIL COMPOSITION AND SCHEDULE

The Disaster Assistance Council shall consist of the designated agent of each party in the Cooperative Agreement. Council members should be selected for their expertise, knowledge, or experience to represent the interests of the agencies in disaster response and recovery

### Members

NAME	ORGANIZATION	EMAIL
Ash, Gabe	Catholic Community Services	GabeA@ccsww.org
Bailey, Kathy	Joint Animal Services	kathyb@jointanimalservices.org
Beard, Justin	City of Lacey	jbeard@ci.lacey.wa.us
Belcher, Penni	211- United Way of Pierce County	pennib@uwpc.org
Bray, Cal	Chehalis Tribe	cbray@chehalis-tribe.org
Buchanan, Mike	City of Olympia	mbuchana@ci.olympia.wa.us
Bustad, Kyle	Thurston County Emergency Management	kyle.bustad@co.thurston.wa.us
Carey, Cherie	Thurston County Emergency Management	cherie.nevin@co.thurston.wa.us
Carlson, Rob	City of Yelm	robcc@Yelmwa.gov
Cheney, Brandon	Thurston County Emergency Management	brandon.cheney@co.thurston.wa.us
Choke, Jeff	Nisqually Tribe	choke.jeff@nisqually-nsn.gov
Couture, Wedny	Olympia School District	wcouture@osd.wednet.edu
Crabapple, Dean	Thurston County Food Bank	wdcmanger@thurstoncountyfoodbank.org
Davis, Clinton	Chehalis Tribe	cdavis@chehalis-tribe.org
Derout, Stephan	Tumwater School District	stephan.derout@tumwater.k12.wa.us
Devlin, Daphne	Thurston County Public Health and Social Services	daphne.devlin@co.thurston.wa.us
Fisher, Tami	Crisis Clinic	tfisher@crisis-clinic.org
Freedman, Mark	Thurston Mason Behavioral Health	mark.freedman@tmbho.org
Graff, Christine	Panorama	christine.graff@panorama.org
Gregory, Trish	Family Support Center	trishg@fscss.org
Harris, Derek	Community Youth Services	dharris@communityyouthservices.org
Heywood, Cheryl	Timberland Library	librarydirector@trl.org
Hundsnurscher, Ed	Washington State Healthcare Authority	ed.hundsnurscher@hca.wa.gov
Hurley, Brian	City of Tumwater	bhurley@ci.tumwater.wa.us
Jones, Judy	Thurston County Food Bank	development@thurstoncountyfoodbank.org
Jones, Shaun	The Salvation Army Northwest Division	shaun.jones@usw.salvationarmy.org
Kang, Jay	Thurston County Food Bank	ceo@thurstoncountyfoodbank.org
Kroese, Sonya	Thurston County Emergency Management	kroeses@co.thurston.wa.us
Larsen, Paul	United Way of Thurston County	plarsen@unitedway-thurston.org
LaVerne, Jackie	Evergreen State College	jackie.laverne@evergreen.edu
Lefevre, Marla	Panorama	marla.lefevre@panorama.org
Leitka, Mary	Nisqually Tribe	leitka.mary@nisqually-nsn.gov
Magana, Josefina	Thurston Thrives	imagana@thurstonchamber.com
Martin, Meg	InterFaith Works	Meg@iwshelter.org
McNelly, Kellie	ROOF Community Services	kmcnelly@roofcommunityservices.org
Messinger, Charlia	PIPE	Charlia@pipeolympia.org
Oliver, Troy	North Thurston Public Schools	toliver@nthurston.k12.wa.us
Poyner, Sue	Thurston County Public Health and Social Services	poyners@co.thurston.wa.us
Robbins, Karen	Union Gospel Mission	karen@ougum.org
Simmons, Richard	American Red Cross	richard.simmons@redcross.org
Smith, Larry	American Red Cross	larry.smith4@redcross.org
Soriano, Butch	Salvation Army	Butch.Soriano@usw.salvationarmy.org
Steffen, Skip	Union Gospel Mission	skipsteffen@comcast.net
Stoltz, Jody	Tenino Food Bank	jody@teninocsc.org
Taylor, Ed	City of Lacey	Etaylor@ci.lacey.wa.us
Taylor, Paul	Senior Services for South Sound	ptaylor@southsoundseniors.org
Teague, Sarah	211- United Way of Pierce County	saraht@uwpc.org
Thompson, Jeffrey	Department of Social & Health Services Region 3 /Home & Community Services	jeffrey.thompson@dshs.wa.gov
Tucker, Scott	MultiCare- Capital Medical Center	Scott.Tucker@multicare.org
Ulakovich, Haley	Department of Social & Health Services Region 3 /Home & Community Services	haley.ulakovich@dshs.wa.gov
Wells, Chris	United Way of Thurston County	cwells@unitedway-thurston.org
Williamson, Jemma	Lewis-Mason-Thurston Area Agency on Aging	Jemma.Williamson@dshs.wa.gov
Windrope, Brian	Senior Services for South Sound	bwindrope@southsoundseniors.org

### Alternate Members

It is expected that Disaster Assistance Council members may experience schedule conflicts that interfere with meeting attendance. Members are encouraged to notify the Thurston County Emergency Management Coordinator in advance if they are unable to attend. For the benefit of workgroup representation, members should identify a representative who can attend meetings on their behalf, whenever possible.

If a member and alternate can no longer participate in the project, they will recommend a replacement to the Thurston County Emergency Management Coordinator. The departing member will fully brief their replacement prior to the replacement's first meeting, if possible.

### Meeting Schedule

Generally, meetings will take place on the second Wednesday of each month from 9:00 a.m. to 10:00 a.m. Thurston County Emergency Management staff will keep Disaster Assistance Council members informed about the project schedule and any changes. Meetings may be added or cancelled as necessary.

## COUNCIL FACILITATION AND COMMUNICATION

Thurston County Emergency Management staff members will facilitate and take summary notes of all Disaster Assistance Council meetings. Agendas and meeting materials will be sent to members via email the week prior to the meeting. Email correspondence originating from or directed to Thurston County Emergency Management or any of its project partners may be subject to public disclosure. General inquiries for information about the project outside of scheduled meetings should be directed to Thurston County Emergency Management, specifically to the Emergency Management Coordinator.

### Staff

Name	Title	Email	Phone Number
<b>Bustad, Kyle</b>	Emergency Management Manager	kyle.bustad@co.thurston.wa.us	360-267-2824
<b>Cherie Carey</b>	Emergency Management Coordinator	cherie.carey@co.thurston.wa.us	360-867-2827
<b>Sarah Spearman</b>	Administrative Assistant	sarah.spearman@co.thurston.wa.us	360-867-2880

### Meeting Norms

Disaster Assistance Council members are asked to adhere to the following norms for participating and communicating inside of and outside of meetings:

- All members will review pertinent project materials on a timely basis and provide timely feedback.
- Members will come to meetings prepared to discuss items on the agenda.
- Members will honor one another by communicating honestly and respectfully; everyone will have an opportunity to speak.
- Members will resolve issues within their power to solve and re-direct those issues that cannot be solved in a timely manner. If issue resolution is necessary, team members will strive to follow the conflict resolution process identified in this Charter.
- Meetings will begin and end at the scheduled times. Participants who arrive late will catch up on what was missed during breaks or as other opportunities allow.
- Once project decisions are made, members will work to honor those decisions and avoid reopening issues that have already been resolved or decided. Decision items will be noted on agendas, and final decisions will be documented by Thurston County Emergency Management.

### Council Decision-Making and Conflict Resolution

While the bulk of the Council's work will involve providing input from a variety of perspectives, there may be some occasions where the group will need or want to decide as a body on a recommendation or path forward. At such points, the Disaster Assistance Council will use a consensus-based decision-making process. Council members are encouraged to observe the following guidance adapted from *Seeds for Change Consensus Decision Making: A Short Guide* (<https://www.seedsforchange.org.uk/shortconsensus>).

## Decision-Making

At the decision stage, members have several options to express their support or objection to a proposal or action:

- **Agreement** with the proposal.
- **Reservations:** A member is willing to let the proposal go ahead but wants to make the group aware that they aren't happy with it. A member may even put energy into implementing it once their concerns have been acknowledged.
- **Standing aside:** A member may object, but not block the proposal. This means a member won't help to implement the decision, but accepts the group proceeding with it.
- **A block** expresses a fundamental objection. A block means that a member cannot live with the proposal. The group can either start work on a new proposal or identify options to overcome the objection. This issue is resolved when one of the other decision points can be achieved. If an issue cannot be resolved, the conflicting points of view will be documented in the meeting notes.

## Conditions that Support Consensus

- **Active participation:** In consensus, all members need to actively participate. Members need to listen to what others have to say, voice their thoughts and feelings about the matter and pro-actively look for solutions that include everyone. Informed-consent decision-making is a way of reaching agreement between all members of a group. Instead of using a simple majority vote, a consensus-based group considers all viewpoints and commits to finding solutions that all members actively support — or least can live with.
- **Common Goal:** Everyone in the group needs to share a clear common goal and be willing to work together towards it.
- **Commitment to reaching consensus:** Everyone needs to be willing to really give it a go. This means being deeply honest about what it is that members want or don't want, and properly listening to what others have to say.
- **Trust and openness:** Members need to be able to trust that others share the same commitment to consensus and that everyone respects opinions and equal voices. Members should openly express both desires (what they'd like to see happening), and their needs (what must happen in order to be able to support a decision).
- **Provide Sufficient time:** Taking time to make a good decision now can save wasting time revisiting a bad one later.