

**CITY OF LAKE STEVENS
CITY COUNCIL WORKSHOP MEETING MINUTES**

Tuesday, May 24, 2016

Lake Stevens School District Educational Service Center (Admin. Bldg.)
12309 22nd Street N.E. Lake Stevens

CALL TO ORDER: 5:00 p.m. by Council President Sam Low

ELECTED OFFICIALS PRESENT: Mayor John Spencer, Councilmembers Kim Daughtry, Sam Low, Kurt Hilt, Todd Welch, Rauchel McDaniel, Kathy Holder, Marcus Tageant

ABSENT:

STAFF MEMBERS PRESENT: Interim Police Chief Ralph Krusey, Finance Director/City Clerk Barb Stevens, Public Works Director Mick Monken, Police Sgt. Craig Valvick and Deputy City Clerk Kathy Pugh

OTHERS: Robert Mitchell, M.D., Director, Community Disaster & Preparedness Response Team; Mark Murphy, Department of Emergency Management

The meeting was called to order at 5:00 p.m. by Council President Sam Low.

Councilmember Kathy Holder arrived at 5:17 p.m. and Councilmember Todd Welch arrived at 5:27 p.m.

Mayor Spencer remarked that it is important that the City develop a plan for responding to various emergencies and disasters, and also that elected officials know what their roles are in those types of situations.

Chief Krusey introduced Mark Murphy, from the Department of Emergency Management. Mr. Murphy invited Councilmembers to tour the Mobile Emergency Operations Command Center in the parking lot, where he provided an overview of how the mobile EOC works and responded to Councilmembers' questions.

Sgt. Craig Valvick said that he has been working with Mark Murphy and others to development a disaster response plan for Lake Stevens. He then introduced Dr. Robert Mitchell, who is the Director of the Community Disaster & Preparedness Response Team.

Dr. Mitchell reviewed the components of responding to an emergency or disaster, and said that it is important for agencies to establish relationships early, prior to an emergency or disaster, for a successful response to such situations. Agencies need to develop trust in each other, share knowledge and collaborate on responses.

Dr. Mitchell reviewed and commented on the five elements of a disaster management plan: (1) Command Central Communication; (2) Situational Awareness; (3) Common Operating Plan; (4) Incident Action Plan; and (5) Battle Rhythm or Operations Cycle.

Mr. Murphy reviewed the anatomy of an Emergency Operations Center and the roll that elected officials play in an emergency situation. Elected officials provided policy and strategic direction, and leadership.

There was discussion on Council roles, setting priorities and where an EOC might be best located. Sgt. Valvick commented that the team he has been working with prefers the Lake Stevens School District Administration facility due to its central location and the adjacent Police and Fire Stations.

Mayor Spencer commented that it is important City staff and elected officials stay involved in the development of an EOC and related contingency plans.

Adjourn:

The workshop was adjourned at 6:37 p.m.



John Spencer, Mayor



Kathy Pugh, Deputy City Clerk