

AGENDA

Disaster Recovery Council – Meeting 2

Friday, February 18, 2022, 10 am – 11am

Zoom Teleconference Meeting

<https://trpc-org.zoom.us/j/84003463698?pwd=NEtRc3hjV2pWadh5cXVqL1dZclhWUT09>

In order to comply with the Governor’s guidance to “Stay Home and Stay Healthy” and in keeping with the Proclamation by the Governor Amending Proclamation 20-05 Open Public Meetings Act and Public Records Act issued on March 24th 2020, participation in the TRPC meeting will be through **remote access only**.

10:00 am	1. Welcome	INTRODUCTIONS
10:10 am	2. Washington Restoration Framework	PRESENTATION Quinn Butler
10:30 am	3. DRC Charter	ACTION
10:40 am	4. Work Plan and Priorities	DISCUSSION
11:00 am	5. Adjourn	DISCUSSION

Thurston Regional Planning Council ensures full compliance with Title VI of the Civil Rights Act of 1964 by prohibiting discrimination against any person based on race, color, national origin, or sex in the provision of benefits and services resulting from its federally assisted programs and activities. For questions regarding TRPC's Title VI Program, you may contact the Title VI Coordinator at 360.956.7575 or email info@trpc.org.

If you need special accommodations to participate in this meeting, please call us at 360.956.7575 by 10:00 am three days prior to the meeting. Ask for the ADA Coordinator.

For TDD users, please use the state’s toll-free relay service, 711 and ask the operator to dial 360.956.7575..



Disaster Recovery Council

A multijurisdictional committee to advance Pre-Disaster Recovery Planning in the Thurston Region

Charter and Project Background

Approved ____, 2022

Prepared by Thurston Regional Planning Council



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CHARTER PURPOSE

The purpose of this charter is to: 1) Provide a project overview of the Thurston Region Disaster Recovery Framework; 2) Explain the purpose 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.

APPROVAL

On ____, 2022, the Disaster Recovery Council approved the Disaster Recovery Council Charter and Project Background.

PROJECT OVERVIEW

The Thurston Region is vulnerable to many natural, technological, and human-caused hazards that lead to disasters and emergencies. Jurisdictions in the region acknowledge that it is in the best interest of the residents for all political subdivisions in Thurston County to cooperate and coordinate with each other in developing emergency management plans and programs. In February 2019, numerous partners in the region participated in an Integrated Emergency Management Course (IEMC) that involved preparation of a Thurston Region Disaster Recovery Framework (TRDRF). In June 2021, Thurston County, the Town of Bucoda, and the Cities of Tumwater, Olympia, and Yelm approved and signed the Interlocal Cooperative Agreement for the Thurston County Disaster Recovery Council, hereafter known as "the agreement". The City of Lacey stated it agrees to the principles of the agreement and will participate without signing it. This agreement established the Disaster Recovery Council to achieve the objectives below.

Disaster Recovery Council Objectives

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

- Establish the Disaster Recovery Council bylaws, charter, participation, and meeting schedule
- Create a work plan to establish the Recovery Manager's Office (RMO) and Recovery Task Force (RTF)
- Define the purpose, any necessary agreements, a pre-disaster meeting schedule, and staffing needs for the RMO and RTF
- Evaluate opportunities and develop recommendations for establishing and operationalizing the RMO and RTF
- Update the Thurston Region Disaster Recovery Framework with focused Recovery Support Functions (RSFs) and a governance structure
- Identify next steps for pre-disaster recovery planning

DISASTER RECOVERY COUNCIL COMPOSITION AND SCHEDULE

The Disaster Recovery Council shall consist of the designated agent of each party in the Interlocal Agreement. Any incorporated city, town, special purpose district within the county or any federally-recognized tribe that shares a border with Thurston County may become a participating member of the council after signing an addendum to the original agreement, pursuant to Section IX, herein. The council members should be selected for their expertise, knowledge, or experience to represent the interests of the jurisdictions in disaster response and recovery.

Members

Jurisdiction	Representative	Alternate
Town of Bucoda	Steve Purcell	
City of Lacey	Ed Taylor	
City of Olympia	Todd Carson	Patrick Knouff
City of Rainier	Mike Presswood	
City of Tenino	Mike Presswood	
Thurston County	Sandy Ecker	Jennica Machado
City of Tumwater	Brian Hurley	
City of Yelm	Todd Stancil	Sara Williams

Alternate Members

It is expected that Disaster Recovery Council members may experience schedule conflicts that interfere with meeting attendance. Members are encouraged to notify the TRPC project manager 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 TRPC project manager. The departing member will fully brief their replacement prior to the replacement’s first meeting, if possible.

Duration and Schedule

The Disaster Recovery Council is expected to convene regularly over a period of approximately six months from January 2022 through July 31, 2022. Meetings will be held virtually through Zoom. It is anticipated that the Council will attend approximately six meetings. Generally, meetings will take place on the **third Friday of each month from 10 – 11am**. TRPC staff will keep Disaster Recovery Council members informed about the project schedule and any changes. Meetings may be added or cancelled as necessary. A draft schedule is presented (subject to change) below.

January	February	March	April	May	June - July
Meeting 1	Meeting 2	Meeting 3	Meeting 4	Meeting 5	Meeting 6
Project Overview; DRC Interests and Objectives	Review Draft Charter; State Restoration Framework; Review Work Plan	Discuss Recovery Support Function (RSF) Stakeholders	Governance Structure; RMO and RTF Composition	Review Draft RSFs	Next Steps; Recommendations to Establish and Operationalize RTF and RMO

COUNCIL FACILITATION AND COMMUNICATION

TRPC staff members will facilitate and take summary notes of all Disaster Recovery Council meetings. Agendas, meeting materials, and summary notes will be posted on TRPC’s website and sent to

councilmembers via email the week prior to the meeting. TRPC will schedule meetings and send project agendas and meeting materials via email at least five days prior to the meeting. Email correspondence originating from or directed to TRPC 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 TRPC, specifically to the project manager.

Staff

Name	Title and Affiliation	Email	Phone Number
Paul Brewster	Senior Planner, TRPC; Project Manager	brewstp@trpc.org	(360) 741-2526
Casey Mauck	Assistant Planner, TRPC	mauckc@trpc.org	(360) 741-2517
Cherie Nevin	Emergency Management Coordinator, Thurston County	cherie.nevin@co.thurston.wa.us	(360) 867-2827

Meeting Norms

Disaster Recovery 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 TRPC.

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 Recovery 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 proactively 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.