

**Town of Twisp  
Special Council Minutes  
05/19/11 – 12:00 PM**

Meeting called to order at 12:07 pm by Mayor Ing-Moody.

Council Members Present:     Clint Estes, Mayor Pro-Tem  
  Traci Day  
  Bob Lloyd

Council Members absent:     Tom Gehring  
  Hans Smith

Other Agency Personnel:     Wayne Wilson, Paramedic – Aero Methow  
  Justin Porter, Paramedic – Aero Methow  
  Otis Buzzard, Division Chief – Okanogan Cty Fire District #6

Staff Present:                    Superintendent Moss  
  Chief Budrow  
  Clerk/Treasurer Moriarty

**Emergency Management Services and Procedures**

Chief Budrow briefly reviewed the 5 major components of the National Incident Management System (NIMS), the positions within the Incident Command System (ICS) and the importance and function of the Initial Response team.

**NIMS**

1. Preparedness
2. Communications and information management
3. Resource management
4. Command and management
5. Ongoing management and maintenance

**ICS**

1. Incident Commander
2. Operations section
3. Planning section
4. Logistics section
5. Finance section

**Initial Response**

1. The incident/event
2. Notifications
3. Initial response and assessment
4. Incident briefing
5. Initial Incident Command/Unified command meeting

Each department and agency representative was asked to report on equipment they have that could be used in case of an emergency and their experience and/or training for flooding emergencies and incident command operations.

Town Superintendent Moss reported on some stats regarding the high river marks and stated the anticipated river peak has been estimated for June 9, 2011. Superintendent Moss reported he had provided Carl Timbers the owner of the Rivers Edge Trailer Park with sandbags and two loads of sand. Mr. Timbers will be holding a trailer park residents meeting to discuss possible flooding; Superintendent Moss plans to attend that meeting. Superintendent Moss reported the Town Public Works Department has a 5 yard dump truck, a smaller dump truck, a loader and a trash pumper for water removal that could aid in this type of emergency. Residents can get sandbags through the County.

Okanogan County Fire District #6 Division Chief Otis Buzzard reported on his training for this type of emergency and briefly discussed the options for incident control locations depending on where the emergency occurred and what type of services were needed. Mr. Buzzard explained that the initial response team would have to call the Fire District if they needed help and when they arrived on the scene they would aid as needed and directed by the Town incident manager. Mr. Buzzard reported the Fire District has 6 fire engines, a rescue truck, a crew hauler, 4 trash pumpers, 6 brush trucks, rescue equipment for accidents, approximately 35 volunteers and 4 paid on staff employees; staff has been trained on NIMS.

Aero Methow paramedics Wayne Wilson and Justin Porter reported the equipment that would be available to the Town for a flood emergency: 3 local ambulances, 30 volunteers, and 10 paid staff, 10 people are trained in swift water rescue, a 3-4 person boat, a mass casualty trailer, and ham radios.

It was discussed that the only available lighting would be through the use of fire trucks.

Twisp Police Department Chief Budrow reported they have 3 officers and 3 patrol cars.

Mayor Ing-Moody expressed her role in the event of an emergency; she would take the necessary steps in the Declaration of Emergency. Mayor Ing-Moody addressed the need for the establishment of an Incident Commander (IC) to take charge in the event of an emergency. Regarding current flooding potential she asked Chief Budrow and Superintendent Moss to jointly work together to ensure that the river be carefully monitored in the weeks to come and immediately report any concerns. A concern was raised regarding the need to have the electricity turned off in the case of flooding at the Trailer Park.

**Action:** Chief Budrow will contact George Howe, PUD Manager, regarding the procedure to have electricity turned off or how a flooding situation would be handled through them.

Chief Budrow provided the group a sample incident command organizational chart. Chief Budrow reviewed each of the 5 primary phases:

1. Understand the situation
2. Establish incident objectives and strategy
3. Develop the plan
4. Prepare and disseminate the plan
5. Execute, evaluate and revise the plan

Chief Budrow reviewed the 5 key operational sections and associated responsibilities:

1. Incident Commander – Develops incident objectives and approves resource orders and demobilization.
2. Operations Section – Identifies assigns and supervises the resources needed to accomplish the incident objectives.
3. Planning Section – Tracks resources and identifies resource shortages.
4. Logistics Section – Orders resources.
5. Finance/Administration Section – Procures and pays for the resources. Reports costs.

Superintendent Moss discussed the proper procedures to enter the river with equipment.

**Action:** Superintendent Moss was asked to contact local Department of Ecology representatives and the Army Corp. of Engineers for procedures regarding having equipment in the river.

The group discussed the need to have color coded ID vests to identify those in charge; Aero Methow may have these in their mass casualty trailer.

**Action:** Chief Budrow will follow up with Aero Methow to see if ID vests are available or if the Town will need to order them.

More information was needed regarding responsibility of payments for services prior to and after a Declaration of Emergency.

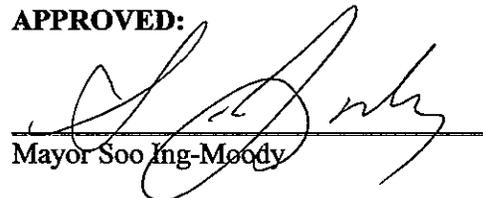
**Action:** Clerk Moriarty will contact Scott Miller, Okanogan County Emergency Management to inquire how compensation is handled in an emergency situation.

Mayor Ing-Moody expressed that this meeting, aside from the need to prepare for the event of a flood this year, is an important step to assist in the establishment of a larger Twisp Emergency Plan which needs to be in place to cover any emergency incidents specific to Twisp. Chief Budrow was asked to gather all information together and submit a draft plan as soon as possible. Mayor Ing-Moody requested that Chief Budrow meet with her, Superintendent Moss and Twisp Fire to discuss next steps.

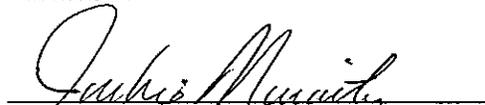
**Action:** Chief Budrow will set up a meeting and create a draft Twisp Emergency Plan.

There being no further business to come before the Council, Mayor Ing-Moody adjourned the meeting at 1:03 p.m.

**APPROVED:**

  
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Mayor Soo Ing-Moody

**ATTEST:**

  
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Clerk/Treasurer Jackie Moriarty