



# WASHINGTON STATE ANIMAL RESPONSE TEAM

## POLICY NO. 2 ADMINISTRATION POLICY

REVISION: J

Approval Date: June 5, 2019

/s/ \_\_\_\_\_  
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# Policy No. 2: Administration Policy

## TABLE OF CONTENTS

<u>SECTION</u>	<u>PAGE</u>
<b>1.0</b> <a href="#"><u>DEFINITIONS</u></a>	1
<b>2.0</b> <a href="#"><u>POLICIES, PLANS AND OPERATING PROCEDURES</u></a>	1
2.1 <a href="#"><u>Document Structure</u></a>	1
2.2 <a href="#"><u>Document Approval</u></a>	2
2.3 <a href="#"><u>Numbering and Revision Control</u></a>	2
2.4 <a href="#"><u>Document Release and Control</u></a>	2
<b>3.0</b> <a href="#"><u>MEMBERSHIP</u></a>	3
3.1 <a href="#"><u>General Membership Requirements</u></a>	3
3.2 <a href="#"><u>Types of Membership</u></a>	6
<b>4.0</b> <a href="#"><u>STANDARDS OF CONDUCT</u></a>	6
<b>5.0</b> <a href="#"><u>COMPLAINTS</u></a>	6
5.1 <a href="#"><u>Grievances</u></a>	6
14	
5.2 <a href="#"><u>Complaint Procedure</u></a>	6
5.3 <a href="#"><u>Complaint Resolution, Actions and Responsibilities</u></a>	7
<b>6.0</b> <a href="#"><u>LIMITATIONS ON MEMBERSHIP</u></a>	8
6.1 <a href="#"><u>Revocation or Cancellation of Membership</u></a>	8
6.2 <a href="#"><u>Return of Property</u></a>	8
6.3 <a href="#"><u>Removal from Leadership Position</u></a>	8
<b>7.0</b> <a href="#"><u>ADMINISTRATIVE</u></a>	9
7.1 <a href="#"><u>Tentative Calendar of Events and Tasks</u></a>	9
7.2 <a href="#"><u>Meetings</u></a>	10
7.3 <a href="#"><u>Time-Critical Board Actions</u></a>	10
7.4 <a href="#"><u>Officers' Duties</u></a>	10
7.5 <a href="#"><u>Standing Committees</u></a>	11
<b>8.0</b> <a href="#"><u>REIMBURSEMENT OF EXPENSES</u></a>	13
8.1 <a href="#"><u>Reimbursement of Operating and Other Incidental Expenses</u></a>	13
8.2 <a href="#"><u>Reimbursement of Deployment Expenses</u></a>	13



## Policy No. 2: Administration Policy

---

<b>9.0</b>	<b><u><a href="#">PUBLISHING/RELEASE OF WASART INFORMATION</a></u></b>	16
<b><u>APPENDIX A</u></b>	<b><u><a href="#">PAYEE REGISTRATION FORM INSTRUCTIONS FOR EMERGENCY WORKERS</a></u></b>	A1
<b><u>APPENDIX B</u></b>	<b><u><a href="#">POINT OF CONTACT FOR KING COUNTY OFFICE OF EMERGENCY MANAGEMENT</a></u></b>	B1



## Policy No. 2: Administration Policy

### REVISION RECORD

Revision	Release Date	Description	Affected Sections
Original	4/4/2012	Initial release	All
A	12/22/12	Reformatted; redefined allowable wearing of insignia patches; renamed Promotions Committee and clarified its role; minor corrections	3.1.3; 7.4.3; all sections revised for reformatting.
B	5/1/13	Provided for on-line revisions to WASART documents; prohibited use of I and O as document revision designators; clarified organization of Public Relations Committee; clarified Vice President's role in General Meetings; revised new member monitoring program. Added policy on dissemination of information from deployments	2.1; 2.3; 7.2; 7.4.4; 8.0. Added Section 9.0
C	9/4/13	Added exception for confidential documents; clarified issue and expiration of ID badges; aligned calendar with Bylaws changes; added descriptions of officers' duties; added Finance and Volunteer Management Committees; minor grammar corrections	2.4; 3.1.7; 6.3; 7.1; added new 7.4 & subsections; renumbered old 7.4 & subsections to new 7.5 & subsections; added new 7.5.7 & 7.5.8; deleted former Section 8.0 and renumbered old Section 9.0 to 8.0.



## Policy No. 2: Administration Policy

Revision	Release Date	Description	Affected Sections
D	2/5/14	Clarified identification badge expiration dates; added requirement for compliance with federal regulations; minor format corrections	3.1.7; 4.0
E	12/3/14	Added reimbursement protocols	Added new Section 8.0 and subsections; renumbered subsequent paragraphs accordingly.
F	10/5/16	Revised fee waiver provision to account for online training components; deleted volunteer mentoring program; clarified reimbursement procedures; minor corrections	3.1.8; 7.5.8; 8.2; 9.0; added Appendices A and B.
G	12/6/17	Revised membership age, background check & badging requirements; updated calendar of events; changed goals & reporting reqmts. for standing committees; changed Finance Committee meeting frequency; revised procedure for Snohomish County reimbursement claims; minor wording changes	3.1.2, 3.1.7, 7.1, 7.5, 7.5.2, 7.5.7, 8.2, Appendix B.
H	4/4/18	Added information on reimbursement of operating and other incidental expenses	8.0; added new Subsection 8.1; renumbered succeeding Section 8.0 subsections.



## Policy No. 2: Administration Policy

Revision	Release Date	Description	Affected Sections
J	6/15/19	Changed membership age limits; added failure to carry out orders to standards of conduct; changed name of Inventory & Equipment Committee to Supply Committee; clarified need to renew SVN	3.1.1, 4.0, 7.5.6, 8.2.2; Significant text changes are shown in underlined italics.



# Policy No. 2: Administration Policy

---

## 1.0 **DEFINITIONS**

- Deployment: a “mission” or “call-out.” Deployment means a distinct assignment of personnel and equipment to achieve a set of tasks related to an incident, emergency, evidence, disaster or search and rescue operation that occurs under the direction and control of a local authorized official or in response to a request for assistance from a private citizen.
- Training Event: a planned, non-emergency activity for the development, maintenance or upgrading of emergency worker skills.
- Activity: any deployment, training event, meeting, work party, public outreach, conference, etc.
- Activity Time: Includes reasonable transit time to and from any WASART activity.

## 2.0 **POLICIES, PLANS AND OPERATING PROCEDURES**

### 2.1 **Document Structure**

WASART’s activities shall be controlled by a system of documents.

- Administrative and operational requirements, including its By-laws, shall be established by WASART Policies.
- The means for carrying out Policy requirements shall be established by WASART Plans.
- Specific methods for carrying out the Plans shall be documented in WASART Operating Procedures. However, Operating Procedures need not always be enabled by a formal Plan.
- Information that must be documented in the course of WASART’s various activities carried out in the execution of its policies, plans and procedures shall be recorded on a series of Forms designated for their specific purposes.

WASART Documents shall be hierarchical. That is, WASART Plans may not violate WASART Policies, and WASART Operating Procedures may violate neither Policies nor Plans.

Any current WASART member may request a change to a WASART document. Proposed changes must be submitted to the Board of Directors (BOD) in writing. The Board will act upon policy change requests at the next regularly scheduled Board meeting. Requested changes to Plans and Operating Procedures will be acted on by the authorized approving parties within 60 days. Disposition of each requested change will be reported to the requestor in writing, by the WASART Secretary, within 60 days of disposition.

Changes to WASART documents may be proposed, debated and voted on electronically, during meetings held by video or audio conference, or in live meetings. However, final adoption of changes to WASART Policies shall be ratified by the Board of Directors in a



## Policy No. 2: Administration Policy

---

formal meeting prior to release of the revision.

### **2.2 Document Approval**

WASART Policies shall be reviewed and approved by the Board of Directors and carry the approval signatures of the President and Vice President.

The President and the leader(s) who are responsible for carrying out the plan shall approve WASART Plans, and the approvals shall be recorded on the cover sheet.

WASART Operating Procedures and Forms shall be approved by the individual(s) who created the document and the leaders who are responsible for performing the activities controlled by the procedures and documented on the forms. Operating Procedures shall carry the approval signatures of the approving parties. Forms need not carry approval signatures.

### **2.3 Numbering and Revision Control**

Each document of each category of Policies, Plans and Operating Procedures shall be assigned a sequential Arabic numeral beginning with 1. WASART's By-laws shall be WASART Policy No.1. Document numbers shall not be re-issued. All documents shall be revision-controlled. The original release of a document shall be identified as "Revision: Original." Subsequent revisions to the document shall be identified by sequential alpha designators: Revision A, B, C, etc., but the designators I and O shall not be used, as they may be confused with the numbers one (1) and zero (0). The cover sheet of each document shall carry the document number, revision level, approval signatures and approval date of the current revision. Subsequent pages of each document shall carry the document number in its header and its revision level and release date in the footer.

Each WASART Form shall be assigned an alpha-numeric designator. Form designators shall not be re-issued. The alpha character(s) shall be assigned based on the general activity in which the document will be used. The numeric designator will be unique to the specific form. All forms shall be revision controlled in the same manner as WASART documents. Each form shall carry its alpha-numeric designator and its revision level in its footer.

### **2.4 Document Release and Control**

WASART shall maintain a system of document release and control. It shall establish a list of individuals who are authorized to make changes to documents and forms, and a means for documenting who checks out documents for revision, and when. It shall maintain a master list identifying the current approved revision for each released document, and the current approved revision shall be the controlling document in all cases. No document revision or version shall be added to the master list until it has been properly approved in accordance with Subsection 2.2, above.

WASART documents, except those containing confidential information, shall be made available on a read-only basis for all WASART members. Confidential documents shall be





## Policy No. 2: Administration Policy

---

made available on a need-to-know basis via password access. Non-confidential documents may also be made available to the general public on a read-only basis.

### 3.0 **MEMBERSHIP**

#### 3.1 **General Membership Requirements**

These requirements apply to all WASART membership types.

##### 3.1.1 **Age Requirement**

Minimum age requirement is 16 years to join and participate in WASART training, outreach activities and deployments. Membership and participation by persons under the age of 18 shall require written parental or guardian consent and indemnification and shall be conducted under adult supervision. Situations where a single minor and a single adult are isolated together should be avoided.

##### 3.1.2 **Documentation Requirements**

All members shall complete and file all required Membership documentation with the Membership Committee upon application for membership. "Active" and "Organizational" members, as defined by Policy No. 1, By-Laws, shall submit to a criminal background check conducted by the Chair of the Membership Committee or his/her designee, through an appropriate agency.

All members shall provide a current copy of the following documents to the Membership Committee:

- A current and valid driver's and/or vehicle operator's license or other government-approved form of identification;
- A valid and current automobile liability insurance or other required vehicle insurance for members operating any/all vehicles used for deployments or attending WASART activities, classes and training sessions.

Members shall keep the above documentation current with the Membership Committee at all times. It is suggested that these materials be provided along with the dues at the beginning of the year for returning members.

Criminal background checks shall be conducted for each Active and Organizational member every two years from the date the applicant joined WASART. If convictions are revealed, the matter shall be brought to the attention of the Board of Directors for discussion and resolution. The President or his/her designee shall notify the prospective member of the Board's decision if the decision is unfavorable to the prospective members. In such an eventuality, \$15.00 of the applicant's membership fee shall be refunded. **The Board of Directors shall maintain confidentiality on any matters under this paragraph.**



## Policy No. 2: Administration Policy

---

### 3.1.3 Uniforms and Insignia

The WASART uniform must be visible and worn by WASART members when attending trainings, deployments or outreach events. The basic uniform is the long- or short-sleeved green or black t-shirt containing the WASART logo and 'ANIMAL RESCUE' on the reverse of the t-shirt. Other WASART logo clothing, such as the yellow jacket or black vest, is acceptable in addition to the green or black t-shirt. WASART members shall not wear apparel promoting other organizations when responding to a deployment.

The sale and distribution of WASART logo clothing shall be restricted to WASART members in good standing.

The WASART uniform and insignia (including magnets and vehicle decals) may not be worn or displayed when attending public demonstrations or political or religious activities unless authorized in advance by the Board of Directors.

The design and placement of any insignia, patches or stickers worn on the WASART uniform must be pre-approved by the Board of Directors.

WASART and other agencies or organizations may, from time to time, issue or authorize special insignia patches to commemorate particularly notable animal-related deployments or events. WASART members are authorized to wear one patch of their choice on the left breast pocket of their formal WASART uniform shirts, and one patch of their choice on the right sleeve of their WASART parka, above the embroidered name. Appropriate insignia designating veterinary or medical professionals may also be worn. Additional patches may be displayed on the members' backpacks, tactical vests, baseball caps, or other articles or items of the members' choosing. No displayed patch on WASART-logoed items shall be offensive to the general public. WASART may disapprove the wearing, on items carrying the WASART logo, of patches from organizations whose policies or methods are antithetical to WASART's standards of conduct. Members that wish to apply patches not issued by WASART to items carrying the WASART logo shall request authorization from the WASART Board of Directors prior to applying the patch.

### 3.1.4 Compliance

All members shall conform to WASART Bylaws, Washington Administrative Code (WAC) 118-04, Revised Code of Washington (RCW) 38.52, the WASART Code of Conduct, and Standards of Conduct, Policies and Procedures as outlined in this document, and shall timely complete any other required federal and/or state certifications. Any member failing to conform shall be subject to review by the Board of Directors. The Board may take action ranging from a discussion with the member, to a change in status to probationary member to termination of membership.



## Policy No. 2: Administration Policy

---

### 3.1.5 Probationary Member

A Probationary Member is one who has received disciplinary action resulting in restriction or suspension of certain privileges. The Board of Directors shall maintain confidentiality on any matters under this paragraph.

### 3.1.6 Financial Obligation

All members shall pay membership dues at the level currently established by the Board of Directors. Dues are payable on January 1 of each year and become delinquent after February 15. Members whose dues are delinquent shall not be eligible for deployment, regardless of their other qualifications.

### 3.1.7 Identification Badges

King County Emergency Worker identification badges and accompanying Passport or "three-up" badges will be distributed to WASART members who have successfully passed the background check, completed their Mandatory Independent Study requirements, completed at least one WASART training and are current in their financial arrangements with WASART. Possession of this badge confers Emergency Worker status on the holder but does not confer automatic deployment eligibility status.

The badges' expiration date will be three years from the date of issuance.

ID badges must be worn on all deployments.

### 3.1.8 Course Scholarships

No more than one fee-waiver scholarship will be granted for any single course occurrence.

Applicants for a fee-waiver scholarship must present a written request for the scholarship to the WASART Board of Directors by at least the last regular BOD meeting before the date of the class for which the scholarship is requested. The BOD meets on the first Wednesday of every month. Should the scheduled BOD meeting not be held for any reason, the BOD will not be obligated to act on the request. In such an eventuality, the request shall be considered to have been denied.

To ensure that such scholarships are granted only to individuals who are committed to WASART and its mission, the BOD may, at its discretion, require that the person to whom the scholarship is granted commit to a specified number of volunteer hours supporting WASART activities, or responding to WASART emergency callouts, as a condition of granting the scholarship. Fulfillment of such a commitment shall be on the "honor system," but may be subject to review and audit by the BOD at its discretion.

Only one scholarship will be granted to any one individual, for that person's lifetime.



## Policy No. 2: Administration Policy

---

In the event of multiple requests for a scholarship to any one class presentation, the BOD will consider all such requests, and decide whether to grant one, or no, scholarships based on its own judgment and understanding of the bases for the requests. The decision to grant or deny a request for a scholarship is the sole prerogative of the BOD, and not subject to appeal. In making its decision whether to grant or deny any such request, the BOD shall not discriminate on the basis of sex, race, color, national origin, religious affiliation, age or sexual orientation.

### **3.2 Types of Membership**

Types of Membership are defined in Policy No. 1, *By-Laws*.

### **4.0 STANDARDS OF CONDUCT**

Specific examples of prohibited conduct that may warrant disciplinary action include, but are not limited to:

- Violations of state or federal laws, procedures and regulations
- Actions or behavior in violation of WASART Bylaws, Code of Conduct, policies or procedures while wearing any WASART logo or apparel, or during any WASART-related event, such as a deployment, organizational activity, meeting or training session
- The willful and/or repeated failure to follow the rules, regulations, policies or procedures regarding mission call outs, or completing and submitting mission or call out reports
- *Failure to carry out direct orders of an Incident Commander, Strike Team Leader, Task Force Leader or other team leader, including a Safety Officer or rigging lead*
- Leaving a team during a deployment or training without authorization
- Wearing WASART logo gear and/or identifying insignia such as WASART ID badge or identifying oneself as a WASART member with response qualifications when self-deploying to a call-out or emergency to which WASART is not deploying

The Board of Directors shall deal with violations of these Standards on a case-by-case basis.

### **5.0 COMPLAINTS**

#### **5.1 Grievances**

A grievance is a complaint of a general nature that is not based on a specific rule or legal violation or upon a specific administrative decision or lack of decision. The Board of Directors may review a written grievance at any time.



## Policy No. 2: Administration Policy

---

### 5.2 **Complaint Procedure**

- Any member of WASART who feels that s/he is or has been the subject of prejudice, harassment or discrimination, or who observes or is aware of such action, is encouraged to contact any member of the Board of Directors. The complainant shall decide if the issue is to be officially brought to the Board of Directors' attention.
- Any member can file a complaint against another member if he or she witnesses or is the recipient of behavior which is inappropriate, unsafe, not in accordance with these Standards of Conduct, WASART's Policies or Procedures, Code of Conduct, the applicable WAC or RCW 38.52, or is illegal.

### 5.3. **Complaint Resolution, Actions and Responsibilities**

Unless in conflict with other provisions of the By-Laws, the following procedure shall serve as guidance for the Board of Directors to investigate any allegation of member misconduct, whether or not it is associated with prejudice, harassment or discrimination:

#### 5.3.1 **Receiving Complaint**

When a complaint is brought to the attention of the Board of Directors, the President shall be notified within 24 hours. The President shall advise the rest of the Board of Directors of the issue at hand within 48 hours of notification. A special closed Board of Directors meeting shall be scheduled and a resolution of the issue reached, by a majority secret vote of the Board of Directors members present, within 25 days of receipt of the complaint. All minutes and discussion at this meeting shall be confidential. Minutes of the Board of Directors' decision shall include: names of Board of Directors members, ~~OLs~~, TLs, other members or witnesses contacted, Board of Directors members in attendance, and the decision reached. The Secretary shall keep a copy of the minutes. The Board's decision shall be communicated by the President by registered mail to the complainant and the complainees within five days.

#### 5.3.2 **Inappropriate Activity**

If the Board believes any type of sexual activity or harassment involving a minor has occurred, notification shall be made to the applicable law enforcement agency that has jurisdiction.

Should the investigation of a matter involve harassment involving a member of another organization or harassment by a WASART member (while functioning in a WASART capacity and/or representing him/herself as a WASART member) of a non-WASART individual, the matter shall be brought to the attention of the WASART President or other member of the Board of Directors. If applicable, the matter shall be brought to the attention of the applicable law enforcement agency and the other organization's leadership.



## Policy No. 2: Administration Policy

---

### 5.3.3 Investigation

The complaint will be investigated by two members of the Board of Directors who shall present their findings to the Board within 15 days of receiving the complaint. The investigation may result in a Board of Directors' decision to impose penalties deemed appropriate. In all cases, the person against whom the complaint is lodged shall be afforded the opportunity to review the complaint and respond to the investigators within 10 days of receiving the complaint. In the event of a second substantiated incident, the member will be removed from membership and required to return their King County and WASART emergency worker ID badges to the BOD. The President or designee shall notify King County Office of Emergency Management (KCOEM) of the member's removal within five days.

### 5.3.4 Documentation

The Board shall document the allegations and the results of the investigation, along with any actions taken, in confidential minutes of any closed sessions held in regard to the incident. All such records and associated documents (including investigator notes or records) shall be placed in a sealed envelope and stored in a safe deposit box at WASART's banking facility. The envelope shall be marked with "Closed Board Minutes regarding "<member name>", dated and marked "CONFIDENTIAL". Any such sealed envelopes shall only be opened in a closed Board of Directors' session with a majority of the Board of Directors present, unless otherwise specified by law. No notes or other records shall be retained by the investigators once their investigation is complete.

## 6.0 LIMITATIONS ON MEMBERSHIP

### 6.1 Revocation or Cancellation of Membership

The Board of Directors may revoke or otherwise cancel an individual's WASART membership. This action usually occurs due to repeated or multiple infractions or may be implemented for any single serious offense. The Board of Directors will notify the member in writing via certified mail of its determination to revoke membership. The notice may also invite the member to attend and speak at a Board of Directors' meeting to discuss the Board of Directors' decision.

### 6.2 Return of Property

Upon revocation of membership, an individual is required to return all WASART property including WASART ID Badge and King County Emergency Worker badge to any member of the Board of Directors within 48 hours, or as otherwise instructed by the Board of Directors.

### 6.3 Removal from Leadership Position

A leadership position is defined as an officer or Advising Specialist on the Board of Directors, the Chair of a WASART committee, or a Team or Operations Leader. Removal from a



## Policy No. 2: Administration Policy

leadership position shall occur because of inactivity, failing to meet requisite position requirements, poor judgment, other inappropriate actions that compromises WASART’s reputation or integrity, or as the result of a validated complaint.

Potential removal for inactivity or failing to meet requisite position requirements shall be discussed at a regularly scheduled Board meeting, after the leader in question is afforded the opportunity to respond to the Board’s concern. If the concern is sustained by the Board, the leader in question shall be given 21 days to rectify the situation. The President shall notify the leader in question of the Board’s decision within five days of the decision. The matter shall be reviewed at the next regularly scheduled Board meeting.

Other causes shall be discussed by the Board at a Special Board Meeting, after the leader in question is afforded the opportunity to respond to the Board’s concern. The removal process shall be initiated by a Board member placing the matter on the agenda after providing the Board members with five days’ advanced notice of the matter to be discussed. If the concern is sustained by the Board, the leader in question shall be given 21 days to rectify the situation. The President shall notify the leader in question of the Board’s decision within five days of the decision. The matter shall be reviewed at the next regularly scheduled Board meeting.

If two members of the Board deem it necessary, they can convene an emergency Special Board Meeting within 24 hours by notifying Board members of the date, time, location and subject matter of the meeting. If the concern is sustained by a majority of the participating Board members, the President shall remove the leader from office immediately.

### 7.0 ADMINISTRATIVE

#### 7.1 Tentative Calendar of Events and Tasks

<b>January</b>	<ul style="list-style-type: none"> <li>• BOD Meeting</li> <li>• Financial Review Committee annual audit</li> </ul>
<b>February</b>	<ul style="list-style-type: none"> <li>• BOD Meeting, <i>including prior year P&amp;L review</i></li> <li>• Financial Review Committee’s report</li> </ul>
<b>March</b>	<ul style="list-style-type: none"> <li>• General Membership Meeting</li> <li>• BOD Meeting</li> </ul>
<b>April</b>	<ul style="list-style-type: none"> <li>• BOD Meeting</li> <li>• Finance Committee meeting</li> </ul>
<b>May</b>	<ul style="list-style-type: none"> <li>• BOD Meeting</li> <li>• Finance Committee report</li> </ul>
<b>June</b>	<ul style="list-style-type: none"> <li>• BOD Meeting</li> <li>• General Membership Meeting and Graduation</li> </ul>
<b>July</b>	<ul style="list-style-type: none"> <li>• BOD Meeting</li> <li>• Appoint Election Committee members</li> <li>• Training Committee establish curriculum, dates, location and instructors</li> </ul>
<b>August</b>	<ul style="list-style-type: none"> <li>• Appoint Bylaws Committee members</li> </ul>



## Policy No. 2: Administration Policy

<b>September</b>	<ul style="list-style-type: none"><li>• BOD Meeting</li></ul>
	<ul style="list-style-type: none"><li>• BOD Meeting</li><li>• General meeting: BOD nominations from floor, presentation of nominees, election of officers</li></ul>
<b>October</b>	<ul style="list-style-type: none"><li>• BOD Meeting</li><li>• New BOD members take office</li><li>• Identify prospective TLs and OLs</li><li>• Appoint a Policy Review Committee</li><li>• Bylaws Committee present proposed Bylaws changes to BOD</li></ul>
<b>November</b>	<ul style="list-style-type: none"><li>• Vote on Bylaw changes</li><li>• Standing Committees' Proposed Annual Goals &amp; Budget Requests</li><li>• BOD votes on Committees' proposed budgets</li><li>• Policy Review Committee advises of proposed changes</li><li>• Appoint Financial Review Committee</li><li>• Approve selection of TLs and OLs</li><li>• Appoint Chairs of Standing Committees</li></ul>
<b>December</b>	<ul style="list-style-type: none"><li>• BOD Meeting</li><li>• BOD Meeting</li><li>• General Meeting, Graduation Ceremony</li><li>• Vote on proposed Policy changes</li><li>• New Chairs of Standing Committee take office</li><li>• Announce new TLs and OLs</li></ul>

### 7.2 Meetings

- The general membership of WASART will meet quarterly on the second Wednesday of each quarter, commencing in March of each year.
- Board of Directors' meetings shall be held monthly at a time and location set by the Board of Directors.
- WASART General and Board of Directors' meetings will be held at 1900 (7:00 p.m.) unless otherwise specified, at a location announced prior to the meeting.

### 7.3 Time-Critical Board Actions

If time-critical issues arise between regularly scheduled Board meetings, such issues shall be brought to the attention of the President, who will decide whether the issue(s) warrant(s) emergency action. Should such action be called for, the President shall present the issue to the Board by telephone or email and call for a decision by majority vote, by email or text message within 24 hours. The President shall document the vote tally and report the results to the Board electronically. The emergency decision shall be placed on the agenda of the next regular Board meeting for ratification.





## Policy No. 2: Administration Policy

---

### **7.4 Officers' Duties**

In addition to the general duties described in the WASART By-laws (Policy No. 1), WASART's officers shall have the following specific responsibilities.

#### **7.4.1 President**

The President or his/her designee shall be responsible for drafting the agenda for Board of Directors' meetings, after input from members of the Board of Directors and others, and for chairing the Board meetings.

#### **7.4.2 Vice President**

The Vice President or his/her designee shall be responsible, after input from members of the Board of Directors and others, for drafting the agenda for General Meetings, for chairing the General Meetings, and for drafting the Annual Report.

#### **7.4.3 Secretary**

The Secretary shall send the minutes of each General and BOD meeting to the BOD for review within fourteen days of each meeting. Five days following publication of the original draft minutes, the Secretary shall update the minutes as required and distribute them to the Board no less than two days before the next scheduled Board meeting. Within fourteen days following approval of the BOD and General Meeting minutes, the Secretary shall provide copies of the General Meeting minutes to the webmaster for posting to the WASART website.

#### **7.4.4 Treasurer**

The Treasurer shall pay all properly authenticated bills within 30 days of receipt, or earlier to take advantage of discounts, if offered for earlier payment. The Treasurer shall ensure timely renewal of WASART credit card accounts for any auto-pay accounts into which WASART has entered. The Treasurer shall report balances and budgets to the BOD at each monthly meeting.

### **7.5 Standing Committees**

Committee chairs shall report all committee business to the Board of Directors on a monthly basis at regular or special BOD meetings, either in person or by written report via email or postal service.

#### **7.5.1 Technology & Communications Committee**

Develop procedures to standardize communications and technology. Advise the BOD on relevant equipment and software purchases or needs. In conjunction with the Supply Committee, prepare and maintain an inventory of communications and electronic equipment



## Policy No. 2: Administration Policy

---

and/or relevant computer software, and provide the inventory spreadsheet to the BOD and TLs each time the spreadsheet is revised.

### **7.5.2 Training Committee**

Assist the Training Director in developing WASART's Training Curriculum prior to submission to the BOD for approval, develop training programs, and support efforts to recruit and retain qualified individuals as members of the Training Committee. Participate in the facilitation and organization of the annual Open House, subsequent trainings, exercises/drills, and continuing education opportunities. The Training Committee shall also be responsible for organizing any hourly training sessions at the quarterly General Meetings, training other organizations or agencies, and other WASART training activities.

### **7.5.3 Merchandise Committee**

Research appropriate apparel and miscellaneous items for member use and for use in Outreach activities. Procure stock as required to maintain an adequate inventory of WASART-related merchandise. Take and fulfill orders for, and maintain an accurate inventory of, items and apparel for sale.

### **7.5.4 Public Relations Committee**

The Public Information Office (PIO) is part of the Public Relations Committee. The Chair of the committee shall be responsible for oversight of the WASART website. The committee shall establish and maintain media contacts, draft and/or revise and distribute all flyers, publicity notifications, brochures, press releases, articles, etc. The committee shall initiate and schedule presentations with appropriate agencies and organizations. The Public Information Office is responsible for media contact before, during and after deployments, trainings and exercises. A member of the public relations committee should be present at all deployments, trainings and exercises.

### **7.5.5 Membership Committee**

The committee shall manage member records, documentation and credentials. This committee shall also work to recruit new members, and to keep members involved in ongoing activities for special events, and the enlistment of volunteers for large-scale, long-term deployments.

### **7.5.6 Supply Committee**

The committee shall be responsible for inventory, cleaning, maintenance and organizing of all WASART supplies and equipment; request funds from the Board to repair or replace damaged or worn equipment and request additional needed items. Maintain the inventory master list, which shall be distributed to the Board upon request. Coordinate and document cleaning, inspection and return to duty of deployed equipment and scrapping items that are no longer usable.



## Policy No. 2: Administration Policy

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### 7.5.7 Finance Committee

The committee shall meet at least *twice annually*, in person or by videoconference, to review WASART's financial status, which the Treasurer shall report to the Board. At the *October* meeting, each member of the committee shall submit the budget request for his or her committee for the following fiscal year, for consideration and incorporation into the Treasurer's overall budget request for WASART for the year.

### 7.5.8 Volunteer Management Committee

The committee shall be responsible for ensuring that WASART's members' experience is rewarding and satisfying. It shall be responsible for volunteer enrichment and recognition.

In the event of a disaster occurrence that overwhelms WASART's membership resources, the Volunteer Management Committee shall manage the enlistment, processing and ad hoc training of emergent volunteers.

## 8.0 REIMBURSEMENT OF EXPENSES

WASART is an all-volunteer organization of limited resources. When its resources permit, the organization will endeavor to reimburse its members' actual out-of-pocket expenses when the expenses are reasonable, justified and supported by documented evidence of the expense incurred. When WASART is reimbursed by other organizations or agencies for its members' expenses, WASART will pass the reimbursement on to the member to the extent supported by the documentation provided.

### 8.1 Reimbursement of Operating and Other Incidental Expenses

Members' out-of-pocket expenditures for supplies, incidental equipment, meeting expenses, emergency repairs, postage, and similar expenses will be reimbursed when documented and reasonable. Requests for reimbursement shall be made by submitting a Reimbursement Request form, Form A-013, available on the WASART website: [www.washingtonsart.org](http://www.washingtonsart.org). The form shall be approved by the appropriate committee chair, or by any WASART Board member. Reimbursement requests for more than \$100 require two authorized signatures, neither of which shall be of the person requesting the reimbursement.

### 8.2 Reimbursement of Deployment Expenses

#### 8.2.1 General Documentation Requirements and Reimbursement Exclusions for Deployment Expenses

In general, WASART is not able to reimburse its members for ordinary expenses unless it is reimbursed by an outside agency or organization. For expenses incurred under extraordinary



## Policy No. 2: Administration Policy

circumstances, the WASART Board of Directors may authorize full or partial reimbursement due to the specific situation and potential hardship incurred by a member in the course of his or her deployment. As a general rule, when any expenses are reimbursable by WASART or another organization or agency:

- Reimbursement requests for food and lodging must be supported by itemized receipts; credit card slips or other sales receipts that do not show itemized charges are not sufficient
- Alcoholic beverages will not be reimbursed
- Gratuities may be reimbursed up to 20% of the total charge, less the cost of alcoholic beverages
- Traffic fines and/or fines for parking infractions will not be reimbursed
- Lodging expenses will be reimbursed for the price of the room only; additional charges for room service, in-room entertainment and other ancillary charges will not be reimbursed. Reimbursement will be for actual expenses as documented by receipts, based on (not to exceed) the published lodging and per diem rates available at these web sites:
  - In-state: <http://www.ofm.wa.gov/resources/travel.asp>
  - Out-of-State: <http://www.gsa.gov/portal/content/104877>

### 8.2.2 Reimbursement by Washington State

When a WASART deployment is authorized by a Mission Number (DEM No.) issued by the Washington State Emergency Management Division (EMD), members' expenses may be reimbursable under certain circumstances. Expenses for travel, property damage, personal injury or liability may be reimbursable if all the following conditions are met:

- The WASART member is a registered Washington State Emergency Worker
- The member must be qualified and authorized by WASART to deploy.
- The WASART member must be signed in on the deployment sign-in roster(s) — there may be two: WASART's own roster, and the sign-in roster maintained by the Incident Commander, usually the SAR Deputy in command of the mission.
- In order to be paid for their expenses by the State, members must be registered as a "Payee" with the State's Department of Enterprise Services (DES), and include the member's "Statewide Vendor Number" (SVN) on the claim form. Claims can't be processed without the SVN number. Members only have to do this once but should retain their SVN number for use on future claims. However, if no claim has been submitted within the past two years, the claimant will have to re-file for a new SVN number. The DES website with the necessary form and instructions is found at <http://des.wa.gov/services/ContractingPurchasing/Business/VendorPay/Pages/default.aspx>.
- There are additional instructions for registering Emergency Workers. Those instructions are included as Appendix A. WASART's EIN number, which the member must provide, is 26-0295234



## Policy No. 2: Administration Policy

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- Travel expenses for fuel, food and lodging were incurred for travel in excess of 100 miles, or outside the member's county of residence, or for deployments within the home county in excess of 24 continuous hours
- Claims for fuel expenses are documented on a properly completed Form EMD-036
- Fuel expenses are claimed by filling the vehicle fuel tank when departing for the incident, then refilling the tank within 24 hours upon returning home and submitting the refueling receipt
- Claims for injury and medical expenses are documented on a properly completed Form EMD-084
- Injuries or potential injuries for which a claim is submitted were reported to the Incident Commander of the incident in question before the DEM No. was closed
- Claims for property loss or damage are documented on a properly completed Form EMD-086
- Claims for extraordinary expenses such as food or lodging are documented on a properly completed Form EMD-089.
- Reimbursement claims must be filed on the current version of the appropriate EMD claim form. The current versions of all EMD claim forms can be found on this page: <http://mil.wa.gov/other-links/search-and-rescue-sar-program>. The forms have full sets of instructions, which must be followed completely. When applicable, photocopied receipts should be attached to letter-sized paper and submitted with the claim form. Claimants must attach a copy of WASART's sign-in roster for that deployment. Contact [membership@washingtontart.org](mailto:membership@washingtontart.org) for the roster.

Claims for reimbursement by the State must be submitted through the KCOEM. The address for the appropriate point of contact for King County OEM is provided in Appendix B.

Under some circumstances WASART may reimburse its members directly and seek reimbursement from the State through KCOEM. In other cases, individual members may seek reimbursement on their own; however, such claims must still be submitted through KCOEM. WASART will help facilitate such submittals at the member's request.

### **8.2.3 Reimbursement by Other Organizations**

When a WASART team (one or more members) is deployed at the request of another organization, and that organization will reimburse deployment expenses, WASART will pass on the reimbursement to the members incurring the expenses. All requests for reimbursement must be documented in full compliance with the regulations of the reimbursing organization. Some organizations require that WASART submit the claims for its members' expenses and disperse the reimbursement to its members. Other organizations may reimburse members' claims directly, without WASART's participation. In such circumstances, claims submittal is the responsibility of the individual members.

Should WASART be requested to deploy by an organization that does not reimburse its volunteers, WASART may decline the request, or may offer its members the opportunity to deploy at their own expense if they choose. WASART will ensure that its members



## Policy No. 2: Administration Policy

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understand that their expenses will not be reimbursed, either by the requesting organization or by WASART.

### **9.0 PUBLISHING/RELEASE OF WASART INFORMATION**

Activities during WASART deployments may conceivably entail risk of liability exposure or public relations issues, either to WASART or other involved parties. Release of information, including pictures, about WASART deployments, during or after the mission, must be through the WASART PIO or *other* Board member, or must be approved by them in advance.

“Release of information” includes posting on social media, release to the news media, or other means of dissemination.



## Policy No. 2: Administration Policy

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### APPENDIX A:

#### PAYEE REGISTRATION FORM INSTRUCTIONS FOR EMERGENCY WORKERS

Due to an IRS requirement, the State of Washington must register everyone it sends payments to as a “payee” (formerly “vendor.”) This requires the completion of a state form (“Statewide Payee Registration”) which includes registration information, payment option selection and an IRS form W-9. Copies of the form and instructions can be accessed from the Department of Enterprise Services (DES) web site:

<http://des.wa.gov/services/ContractingPurchasing/Business/VendorPay/Pages/default.aspx>.

While most of what is required is covered in the standard instructions for the form, there are a few items that are peculiar to Emergency Worker Program claimants which will be covered here.

**Individuals** Enter your social security number in the appropriate space. In Step 2, where the form asks for “Type of Business” enter “Volunteer Emergency Worker.” Under the “Select Payment Options” portion of the form (Step 3), decide how you wish to receive your Emergency Worker Program claim reimbursement payments. If you wish to continue to receive a check mailed to your home or post office box, select “Check in US mail” and proceed to Step 5. If, however, you wish to receive your Emergency Worker Program claim reimbursement payments by direct deposit to your bank or credit union account, select “Direct Deposit to bank.” If, and ONLY IF, you have checked “Direct Deposit to bank” complete the direct deposit information portion of the form (Step 4) including signature and date.

For the W-9 portion of the form (step 5) check “Volunteer” (item 3) and “If exempt from backup withholding check here” (item 5.) Enter your social security number in the appropriate spaces. Complete the rest of the form and sign.

**Units (501(c)(3))** Enter your “Employer Identification Number” (EIN) in the appropriate space. In Step 2, where the form asks for “Type of Business” enter “Volunteer Emergency Workers.” Under the “Select Payment Options” portion of the form (Step 3), decide how you wish to receive your Emergency Worker Program claim reimbursement payments. If you wish to continue to receive a check mailed to the unit, select “Check in US mail” and proceed to Step 5. If, however, you wish to receive your Emergency Worker Program claim reimbursement payments by direct deposit to your bank or credit union account, select “Direct Deposit to bank.” If, and ONLY IF, you have checked “Direct Deposit to bank” complete the direct deposit information portion of the form (Step 4) including signature and date.



## Policy No. 2: Administration Policy

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For the W-9 portion of the form (Step 5) check “Tax Exempt Organization” (item 3) and “If exempt from backup withholding check here” (item 5.) Enter your unit’s EIN in the appropriate spaces. Complete the rest of the form and sign.

As noted on the DES web page and on the form, forward the completed forms to:

Statewide Payee Desk, P.O. Box 41434, Olympia WA 98504-1434

Fax: 360-664-3363

Email: [Payeeforms@des.wa.gov](mailto:Payeeforms@des.wa.gov). Please DO NOT include completed payee registration forms with an emergency worker claim.

If you change your address, phone number, or email address or if you have not submitted an Emergency Worker claim within the last two years, you must update your registration by submitting a new registration form with “CHANGE to EXISTING REGISTRATION” checked at the top of the form.

Please note: the above instructions are intended for Emergency Workers and Units that do not receive any payments from the State of Washington except Emergency Worker Program claim reimbursements. If you do receive other types of payments you should contact DES for guidance relative to your particular situation.

For any questions, contact EMD directly at [Chris.Long@mil.wa.gov](mailto:Chris.Long@mil.wa.gov), or 253-512-7024.





# Policy No. 2: Administration Policy

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## **APPENDIX B**

### **POINT OF CONTACT FOR KING COUNTY OFFICE OF EMERGENCY MANAGEMENT**

Mr. Jason Shirron  
King County Office of Emergency Management  
3511 NE Second St.  
Renton WA 98056  
[Jason.Shirron@kingcounty.gov](mailto:Jason.Shirron@kingcounty.gov)