



**CITY OF KIRKLAND**  
**Fire & Building Department**  
123 Fifth Avenue, Kirkland, WA 98033 425.587.3000  
[www.ci.kirkland.wa.us](http://www.ci.kirkland.wa.us)

---

## **MEMORANDUM**

**To:** Dave Ramsay, City Manager

**From:** Helen Ahrens-Byington, Deputy Fire Chief

**Date:** June 5, 2007

**Subject:** Introduction of Stephanie Day, Emergency Preparedness Coordinator

### **RECOMMENDATION:**

N/A

### **BACKGROUND DISCUSSION:**

The Fire & Building Department has made an appointment to the new emergency preparedness position. With part time funding from City Council and part time funding from the EMPG Grant, we were able to hire someone fulltime to do emergency management for the City. I am proud to announce that Stephanie Day started filling the position of Emergency Preparedness Coordinator on June 1<sup>st</sup>. Stephanie moved to the Seattle area seven years ago from Arizona and absolutely loves the Pacific Northwest, rain and all. She has been married to husband Shane since 1995 and they have two boys, Michael is 11 and Brandon is 9. She's looking forward to working with city staff and the community on various emergency preparedness issues.



Stephanie started working for the Fire and Building Department in October, 2002 as an Administrative Clerk, and was promoted to Administrative Assistant in May, 2003. For the past four years she has been an active member of the City's Emergency Management Action Team (EMAT) and has been involved in numerous emergency management projects, such as the City Emergency Management Plan, the EOC Manual, and the Hazard Mitigation Plan. She served as the EOC Coordinator during the EOC activation in December and has been involved in city EOC exercises, drills, and trainings. She has also represented Kirkland at several regional emergency management trainings and meetings. I am confident in her ability to do the job and know she will excel in this position.

Thank you for the opportunity to introduce our newest member to the City's Emergency Preparedness Team.