



City of Kirkland Emergency Management

Meeting: KECT Monthly Team Meeting	Date: 1/15/20
Location: Fire Station #26	Time: 1830 - 1930

Agenda

Welcome/Introductions - All

Review of KECT Status/Updates - OEM

Review of team positions

Presentation/Training – OEM Heather Kelly

Amateur radio – KECT program where we fit in with the region, county, and state programs

Reminders/Upcoming activities - All

SAVE THE DATE! Saturday February 8th 9 – 11 am – Training at King County Emergency Coordination Center. Many of you have asked about supporting outside of Kirkland, particularly at the county level. OEM has arranged an orientation and training session at KC OEM. Attendance at this session will qualify you to be called upon to assist the County in a disaster. **Please plan to RSVP at the January meeting**, so KC Staff can plan accordingly. Details to be provided closer to the date.

Sunday night nets – 1st Sunday at fire stations, all others remote/mobile/at home. Sign up for net control will be available at the January meeting.

February Team meeting – Feb 19th Fire Station #22

Training Classes–

ACES Basic Training – February 22 & 23 at Kirkland Fire Station #22. **FULL**



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NOTES

Welcome/Introductions – All

Facilitators: Heather Kelly, Karissa Smith

Review of KECT Status/Updates – OEM

Kirkland OEM will be engaging and supporting KECT directly as the group is a City volunteer and WA State Emergency Worker program, both of which require City oversight and maintenance.

The City has expanded the KECT website and this will now be used for all official KECT business and resources as Dropbox or other online document programs do not comply with City IT or Public Records Retention requirements. Items from the KECT Dropbox will be relocated to the website for easy direct access.

NOTE – the team roster/call out list will NOT be posted on the website. This document will be shared directly with KECT members, this document contains personal information and is intended to be used for official team business. The roster should **NOT** be shared by a team member for any reason. Requests for roster information should be directed to OEM.

Marc Allen has volunteered and been selected as to replace the Leader position vacated by Mary DeFriel last month. Thank you Marc!! Marc will join Tricia Parker and Josh Saran in guiding the activities and operations of the team.

Station Leads will now be called Facility Coordinators to help clarify the role. If you are identified as a Station Lead please confirm your interest, willingness, and ability to maintain that role in 2020 by February 1. We will plan meetings following this confirmation.

As of January 1, all KECT volunteer hours will be reported directly to OEM. As of February 1 all hours will be reported through the KECT website, unless OEM approves an exception. Please review the attached “how to report KECT hours” document for details.

Presentation/Training – OEM Heather Kelly

Amateur radio – KECT program where we fit in with the region, county, and state programs

Highlights below, please see PowerPoint for details.

Organizational structure outlined in the [Admin Guide](#).

- Policy and oversight provided by the City Emergency Manager based on the WA State Emergency

Worker program, City Volunteer program, and OEM program guidance.

- Team Facilitation: 3 Team Leaders with areas of responsibility to keep the group organized and operational
- Team Support: Coordinator positions. “Station Leads” will now be called “Facility Coordinators” to avoid confusion with Team Leaders.
- KECT members interested in filling a position should notify OEM at KirklandEM@kirklandwa.gov by February 1st. Encourage partnering on a position if that makes it manageable.

KECT Member Requirements – to be considered an active member of the team participants must -

- Have a HAM radio license
 - Own or have personal access to HAM radio equipment
 - Participation
 - At least 6 monthly team meetings and participate in 15 Sunday Nets in a 9 month period
 - Participate in one additional activity per calendar year (CERT, 5th Sat, approved class/event)
- If attendance requirements are determined to not be the right fit for the team, OEM will reassess at an appropriate time.

Reminders/Upcoming activities – All

- February 8th Orientation and Training at King County Regional Communication Emergency Coordination Center (KC RCECC)
 - Time – 0900 - 1100
 - This is an opportunity to meet the requirement for KECT members to be eligible to provide KC Government onsite HAM radio support if requested
 - Please confirm your interest in attending to OEM at KirklandEM@kirklandwa.gov by 1/24.
- OEM would like team members to share training opportunities they are aware of for consideration and announcement.

Next Meeting

February 19th Fire Station 22, 6602 108th Ave NE, 18:30

Other Notes

- Distributed KECT vests.