

MEMO:

TO: Shoreline Fire District #4 Chief, Matt Cowan
Shoreline Fire District #4 Battalion Chief, Steve Taylor
Shoreline Mayor, Keith Scully
Shoreline City Manager, Debby Tarry
Shoreline Police Chief (interim) Ryan Abbott
Shoreline City Emergency Management Coordinator, Ryan Zavala

FM: John Slomnicki, Team Manager, Planning and Operations

FM: Alan Coburn, President, Shoreline Auxiliary Communications Service, ACS, 501(c)3

SU: Shoreline Auxiliary Communications Service, ACS, 2020-2021 Covid 'Annual' Report and 2022-2023 Plan

DATE: March 31, 2022

ACS EMERGENCY/DISASTER RESPONSE MISSION: Provide emergency/disaster incident response communications, command, coordination, and control support services to City of Shoreline, Shoreline Fire Department, Shoreline Police, and the Shoreline citizens (NIMS, ICS ISF2) (National Incident Management System, Incident Command System Support Function 2, Communications)

Summary of Shoreline ACS 2020 & 2021 Accomplishments and Plan Highlights:

- ✓ Maintained, without interruption, monthly trainings, weekly 'NET' to live test member radio equipment and proficiency throughout 2020 and 2021. ALL were accomplished within Department of Health pandemic restrictions.
- ✓ Live tested interoperability capabilities with Snohomish County Department of Emergency Management, King County Emergency Communications Center, City of Seattle, Northshore Emergency Management Coordination Organization (NEMCO), and the state, Washington Emergency Management Division (WAEMD) during each of eight statewide 5th Saturday Exercises.
- ✓ Added air and marine radio communications capabilities to the CommVan to increase interoperability capacities and capabilities with all local, state, and federal law enforcement, medical, marine, and fire agencies including agency and civil air assets responding to an incident or training for a response.
- ✓ Formalized non-profit organization by updating and adopting by-laws, electing a president, vice president, treasurer, and secretary. Initiated an ACS brand refresh including revisiting and updating product and service delivery production and delivery processes (ongoing);
- ✓ Seven team members received WEBEOC training from King County Emergency Management to improve Shoreline EOC capabilities and communications services.
- ✓ Added two 2000-watt generators to increase the Comm Van standalone capability.

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2022-2023 GOALS: Focus: Keeping Shoreline Fire, Police, and City Emergency Services and Citizens Connected to Each Other & to City, County, State, and Federal Disaster Response & Support Agencies

- ✓ Add capabilities to stay connected to King County EM, Washington State EMD, & FEMA equipment upgrades.
- ✓ Add communications and emergency management training sessions to each monthly meeting agenda.
- ✓ Reinforce membership gains made to date and continue to expand formal and informal membership in Shoreline and from adjacent organizations through routine invitations, collaborative training, exercises and mailings from Shoreline EM and Shoreline ACS via Shoreline News, etc
- ✓ Promote more active incident response planning and training relationships with Shoreline City, Fire, and Police as well as nearby first responder and emergency planning agencies and groups.
- ✓ Pursue, promote, and encourage active ongoing relationships between the 300 licensed HAMS in Shoreline and their respective neighborhood councils and organizations.
- ✓ Assist the City of Shoreline in finalizing, implementing, and training to meet the requirements and expectations in the final Comprehensive Emergency Management Plan.

Test [HAMWAN](#) technology and connectivity for use by ACS.

Evaluate HAMWAN technology, process, and infrastructure support to confirm its contribution to faster, more reliable, and clearer communications during emergency or disaster response and recovery. Prepare general guidelines and specifications for a standardized installation for ACS members, neighborhoods, and other organizations that would benefit from reliable and high-quality communications with disaster response service providers, e.g., Washington EMD, during and after a major emergency or disaster.

WHY IMPORTANT? HAMWAN provides connectivity between Amateur radios and any available Internet node. HAMWAN Puget Sound Data Ring has cells deployed at numerous wide-coverage sites. These sites are interconnected with 5 GHz modems and routed with Open Shortest Path First (known by the acronym OSPF) to the first available Internet link. The HAMWAN network capability forms a redundant, high-speed, high-quality backbone to route traffic between sites and to and through the Internet throughout the region, state, and nation.

Deploy Digital Mobile Radio, DMR, Technology:

Evaluate the potential roles of DMR technology and market acceptance, implement pilot test equipment (Comm Van, ACS members, and Shoreline EOC (if/when pandemic restrictions are removed) and evaluate during NETS and 5th Saturday exercises with the City, Counties, and State DEM.

WHY IMPORTANT? DMR is an emerging, robust, reliable, and resilient digital (clearer audio quality than conventional HAM FM transceivers) audio communication system and is being deployed widely in adjacent

jurisdictions (City of Seattle, King County, Snohomish County and Washington State Emergency Management Division.)

Encourage and provide technical support to ACS members to standup and operate home Winlink stations:

Assist members with installation, testing, and using Winlink Express/packet, wireless email using radio frequencies and amateur radio equipment and operators. This system is trained on by members using monthly, regional Winlink nets and every 5th Saturday between ACS members and among adjacent EMCOMM groups (City of Seattle Emergency Management, Snohomish County Department of Emergency Management, King County Office of Emergency Management, Regional Communications Center (RCC), Washington Emergency Management Division.

WHY IMPORTANT? This is the current radio, as opposed to Internet, technology used to send the equivalent of email and Incident Command System, ICS, forms and information, e.g., incident briefing, ICS-201; Organization Assignment List, ICS-203; Incident Radio Communications Plan, ICS-205; Incident Organization Chart, ICS-207; Resource Request Message, ICS-213-RR; etc. to regional, state, and federal incident management and resource agencies. The forms used are designed to be imported into the State's [WEBEOC](#) system. Accurate and timely reporting by local jurisdictions is critical to requesting and getting assistance AND getting reimbursed for eligible emergency services financed by local agencies.

Implement VARA upgrade:

Initiate and promote VARA implementation on member and ACS platforms (Comm Van, ACS members, and Shoreline EOC and test during Winlink exercises with sister jurisdiction NETS and 5th Saturday exercises.

WHY IMPORTANT? VARA is a high speed, robust, digital mode and protocol to transmit and receive email via radio signal vice Internet. Winlink on steroids. VARA transmits digital information at 8 times the speed and larger size than current technologies of Winlink Express (9600+ vs 1200 BAUD). This mode is very important as it increases the capability to expeditiously complete and send ICS forms necessary for emergency agencies to respond and manage disaster and emergency response with the best available information from the incident site(s).

Formalize strategic relationship between Shoreline ACS and Council of Neighborhoods (CoN)

Finalize and implement plans to reach out to the Council of Neighborhoods and individual Neighborhoods to establish formalized neighborhood by neighborhood organization to integrate neighborhood emergency and disaster response plans and neighborhood Ham volunteers into a combined neighborhood plans for disaster/emergency planning, preparation, and communication. **Update:** ACS participated in a joint exercises with the Briar Crest neighborhood in November 2021. Others are planned in 2022.

WHY IMPORTANT: Completing the connections between and among neighborhoods and the city and city's first responders is critical to keeping neighborhoods informed, understanding and supportive of first

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responders. This also completes the link from neighborhoods to the city and the city's first responders to make sure neighborhood needs and situations are reported to incident response planners and commanders in the EOC. This network enhances the accuracy and currency of the Incident Command Common Operating Picture.

Incorporate City of Shoreline Emergency Management Plan, CEMP, into Shoreline ACS operating training, staffing and practices.

Assist City in finalizing the City's CEMP. The CEMP is the city's play book to serve and protect its citizens and provide for the public safety services expected of the city. Update: This plan did not get finalized as planned and scheduled in 2020 largely due to the Covid response restrictions and priorities.

WHY IMPORTANT? ACS needs to understand the expectations of served agencies in the planning, preparation, and practicing of disaster and emergency response actions to properly resource, staff, and train to meet those expectations. There currently is no active City of Shoreline Emergency Response Plan stating the City's needs.

2021 ACCOMPLISHMENTS:

Continued weekly personal, mobile, and Comm Van radio checks despite the pandemic and associated lock downs and distancing requirements.

WHY IMPORTANT? The cadre of ACS volunteers remained relevant, ready, responsive, reliable, and resilient to provide emergency communications capabilities from personal stations at home or in private vehicles and to staff and perform the City of Shoreline Emergency Operations Center communications responsibilities using trained and licensed operators.

Continued, with NO lost time, the monthly training, planning, and coordination meetings via ZOOM

WHY IMPORTANT? Team members and their personal equipment stayed capable and connected as a team. Members also participated in several briefings and training classes detailed later in this report.

Added two 2KW generators to the Comm Van equipment inventory.

WHY IMPORTANT? The new generators provide standalone power to keep all the Comm Van's capabilities operational and providing both analog and digital (for data and submission of ICS forms) communications links with all local, regional, state, and federal emergency and disaster response service providers.

ACS purchased, configured, installed, programmed, and made fully operational two repeaters. One replaced the obsolete 440.300 repeater at Station 161. The other is programmed and made ready to back up the primary operational Shoreline ACS repeater, 442.825, at Crista.

WHY IMPORTANT? 440.300 frequency is the designated frequency for ACS coordination with adjacent emergency management agencies, e.g., Snohomish County Department of Emergency Management, City of Seattle Emergency Management, etc. 442.825 is the primary operational frequency for coordinating emergency/disaster response activities in Shoreline.

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Installed new antenna at Station 163 At the invitation of CHIEF COWAN, and in coordination with his representative, ACS members reinstalled new antenna and cabling to space set aside for ACS radio in Station 163. (Thank you, Project Manager, RICK ASHELMAN.)

WHY IMPORTANT? Station 163 in an excellent radio communications location given its relatively high elevation and clear line of sight to most of Shoreline as well as adjacent cities and Snohomish County and therefore provides great command, control, and communications capabilities and reach.

Added capabilities to the Comm Van's 100W P25 (PUBLIC SAFETY POLICE AND FIRE SERVICE FREQUENCIES)

radio based on recommendations of the King County Sheriff's office, KSO, and Snohomish County Department of Emergency Management, DEM. Added a zone specifically for Snohomish County that includes their DEM and public works channels, updated King County Sheriff and Search & Rescue in the King County Zone, Marine channel names have been updated to the new international format, multiple use radio system, MURS, short range, itinerant business channels, and Civil Air Patrol. The first three zones are Federal Interop Channels and are unchanged - more information on those are in the National Interoperability Frequencies Operations Guide, NIFOG.H. Additional frequencies can be added using the computer and software in the Comm Van.

WHY IMPORTANT? This allows Comm Van users to monitor and talk with ALL local, county, and state agencies and many federal agencies in training, planning, and incident response command, control, coordination, and communications.

Participated in the Northshore Emergency Management Collaboration, NEMCO, peer-to-peer Win link exercise 5/3/2020.

WHY IMPORTANT? Tests and establishes the equipment and personnel capability to move digital data between stations such as ICS forms and reports, resource status, resource requests, email via radio, etc.

Initiated investigation and evaluation of Digital Mobile Radio, DMR, to determine if there is a Shoreline ACS emergency management communications role for the emerging technology. Several members have purchased and are testing equipment.

WHY IMPORTANT? DMR is an emerging technology using digital vs analog formats and combination of Internet and wireless amateur radio frequencies to send and receive both voice and text data. Initial findings indicate the voice communications performance is exceptional. Supporting infrastructure is expanding rapidly. It allows for communication around the world. It also accommodates establishment of talk groups to organize incident response communications.

Participated in the Snohomish County DEM meeting/briefing on Shared Resources HF, SHARES, emergency communications network.

WHY IMPORTANT? SHARES provides National security and emergency preparedness (NS/EP) personnel with the capability to transmit critical messages to coordinate emergency operations even when traditional means

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of communicating via landlines and cellphones are damaged or destroyed. The SHARed REsources (SHARES) High Frequency (HF) Radio Program, administered by the Department of Homeland Security's (DHS) [National Coordinating Center for Communications](#) (NCC), provides an additional means for users with a NS/EP mission to communicate when landline and cellular communications are unavailable **Provided attendees with information and protocols for using SHARES in support of national security and emergency planning and response.**

Conducted a 5th Saturday drill 5/30/2020, to reestablish EOC communications IF the Shoreline EOC at Station 161 were rendered inoperable because of hazardous/flammable tanker truck accident at the 175th and Aurora intersections. The training objective was to establish Command and Control out of the hazard zone and to move digital data using Winlink. The scenario was guided by an ICS 201, Incident Briefing, ICS 202, Incident Report, ICS 205, Communications Plan, and ICS 205a, Communications Assignments and Channels.

WHY IMPORTANT? Provided an opportunity to replicate EOC communications capabilities without benefit of access/use of the primary Shoreline EOC.

In response to JASON MCMILLAN's request that ACS become more 'robust', ACS member development committee initiated a brand refresh using a logic model document detailing the authority and development and delivery process for all the products and services offered by and to ACS to members, the community, and agencies.

WHY IMPORTANT? Among many other results, the process and products of this effort documented the many services to members and the community provided by ACS and how the authorities and processes to provide those services can and are being enhanced.

Investigated Comm Van ownership insurance, operation, and maintenance issues.

WHY IMPORTANT? The Comm Van is a valuable community command, control, coordination, and communications asset, i.e., it is a standalone self-supporting communications (voice, digital email, and text) station that can communicate with and listen/hear and therefore plan and coordinate with every local, regional, state, and federal agency involved in an emergency/disaster planning, training, and incident response.

Added aviation and marine radios to the Comm Van.

WHY IMPORTANT? This capability adds even more interoperability with aviation assets to the Shoreline disaster and emergency response teams, including Life support helicopters, Civil Air Patrol, and communication with WASHINGTON STATE DISASTER AIRLIFT RESPONSE TEAM (DART) to develop resources to move people and supplies using civil aircraft. WHY IMPORTANT? Incident response commanders and teams can coordinate response activities and resources directly with air assets.

Initiated outreach to the 300+ licensed Hams in Shoreline to begin developing a disaster/emergency communications network and plan so neighborhoods can provide situation reports to the Shoreline EOC.

WHY IMPORTANT? This initiative supports the City's initiative to provide neighborhoods with the capability to hear the City's disaster/emergency response plans and actions and for the city to know the situations in

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each of the 14 city neighborhoods. Several are participating in our weekly public and private systems test nets.

Discussed and made preliminary plans to reach out to the Council of Neighborhoods to establish formalized implementation plan to integrate neighborhood Ham volunteers into each neighborhood's plan for disaster/emergency communications, neighborhood by neighborhood.

WHY IMPORTANT? Completing this link is critical to keeping neighborhoods informed about City of Shoreline, King County, Washington State, and Federal disaster/emergency response activities and plans, e.g., points of distribution for water, food, shelter, etc. This also completes the communications link from neighborhoods to the city to make sure neighborhood needs and situations can be communicated to incident response planners and commanders in the EOC thus improving the accuracy of the City's COP, Common Operating Picture.

ACS members attended two debriefings from responders to the Oregon wildfires emergency. Major lessons learned: Restoration of Internet and cell service is an extremely important aspect of response and recovery because it is very important to process financial transactions to support grocery and gas sales. Without the Internet, purchase transactions were not possible even with electrical power.

WHY IMPORTANT? Lessons learned included the need to reestablish communications, esp. Internet or equivalent linkage, for emergency commerce to happen, e.g., pump and pay for gas, buy groceries, provide welfare reports to relatives, etc. A new volunteer organization of Ham radio/network engineers emerged from this experience and are preparing for the next wildfire season...or earthquake?

Seven ACS members took the King County Introduction to WEBEOC virtual class practical lab. Used WEBEOC to identify incident location, boundaries, access, etc.

WHY IMPORTANT? This class allowed attendees to use WEBEOC as would be required during a disaster/emergency incident. Attendees were then better prepared to assist EOC operations. King County, Snohomish County, and Washington State Emergency Management Division use WEBEOC.