



Memorandum

DATE: August 16, 2023

TO: Bristol Ellington, City Manager
John Norris, Assistant City Manager

FROM: Bethany Wolbrecht-Dunn, Community Services Manager

RE: Shoreline Auxiliary Communications Service (ACS) Update

CC: Mary Reidy, Recreation, Cultural & Community Services Director
Ryan Zavala, Emergency Management Coordinator

The Shoreline Auxiliary Communications Service (ACS) team formed in 1995 to support the Shoreline Fire Department. Since that time, they expanded to also serve the City of Shoreline Emergency Operations Center and the Shoreline Police Department. In the event of a disaster that would knock out or overload the landline and/or cell phone infrastructure, the amateur radio system would be available to provide communications assistance. Shoreline ACS is a 501c3 with a dedicated group of radio operators and a board of directors. The City has a [Mutual Aid Agreement](#) with ACS and they are also mentioned as a resource in our Comprehensive Emergency Master Plan (CEMP).

ACS has provided support during Shoreline Emergency Operations Center trainings/exercises and would be available, if needed, during natural or other disasters. They also attend and support community events. We track their volunteer service; and some ACS members are also CERT (Community Emergency Response Team) members. Over the years they have requested financial support, whether than be with funding for fuel or other supplies. They are a committed group; highly trained and organized.

ACS operates a communications van outfitted for mobile communications that they take to community events and can be deployed during emergencies. To the best of my knowledge, the van was provided, owned, and insured by the Shoreline Fire Department. They have also provided minor repairs to the van within their maintenance shop. This has been a major concern for Fire from a risk management standpoint and they recently declared it a surplus vehicle with the intent to gift it to ACS.

In the spring of 2023, Shoreline staff meet with representatives from the Fire Department to discuss the support provided by both of our organizations to ACS. We agreed to work

with ACS to be able to support their services, along with formalizing the reporting of volunteers and tracking of events and trainings.

Regarding the City's potential support, we have proposed a services agreement for a still to be negotiated amount; likely under \$5,000/year. This agreement would require them to provide proof of insurance (including for the van). The agreement would provide ACS with funding to support their operations and would further formalize our relationship. To that end, representatives from Fire and the City met with representatives of ACS to discuss options. They were receptive to the general concept, and it was agreed they would provide a simple budget to us, as well as work on obtaining insurance that would meet the City's requirements. Shoreline Fire has also proposed several options for ACS to consider supporting their operations. As you know, ACS has indicated they have struggled to identify an insurance provider for general and vehicle liabilities. We do believe that is a critical component to manage risk and is standard of our contract boilerplate. Once that issue is resolved and we have their budget to review, we would be able to propose an appropriate level of financial support and finalize the agreement.

I have attached the draft scope for additional information. Please let me know if you have additional questions.