



Policy No. 2: Administration Policy

Washington State Animal Response Team



www.washingtonsart.org

WASHINGTON STATE ANIMAL RESPONSE TEAM

POLICY NO. 2

ADMINISTRATION POLICY

REVISION: Q

Approval Date: July 2, 2025

Approved:

/s/ _____
Lynn Snow
President

/s/ _____
Angela Sorkin
Vice-President



Policy No. 2: Administration Policy

TABLE OF CONTENTS

1.0 Definitions.....	4
2.0 Policies, Plans, Operating Procedures, and Guidelines.....	4
2.1 Document Structure.....	4
2.2 Document Approval.....	4
2.3 Numbering and Revision Control.....	5
2.4 Document Release and Control.....	5
3.0 Membership Policy.....	5
3.1 General Membership Requirements.....	5
3.2 Types of Membership.....	6
4.0 Standards of Conduct.....	6
5.0 Complaints.....	7
5.1 Grievances.....	7
5.2 Complaint Procedure.....	7
5.3 Complaint Resolution.....	7
6.0 Administrative.....	8
6.1 Tentative Calendar.....	8
6.2 Meeting Procedures.....	8
6.3 Time-Critical Board Actions.....	8
7.0 Officers' Duties.....	9
7.1 President.....	9
7.2 Vice President.....	9
7.3 Secretary.....	9
7.4 Treasurer.....	9
7.5 Training Director.....	10
7.6 Public Information Officer.....	10
8.0 Committee Functions.....	10
8.1 Oversight.....	10
8.2 Standing Committees.....	10
9.0 Election of Officers.....	11
10.0 Harrassment.....	11
11.0 Publishing/Release of WASART Information.....	12
12.0 Reimbursement of Expenses.....	12
12.1 Operating and Incidental Expenses.....	12



Policy No. 2: Administration Policy

12.2 Deployment Expenses.....	12
Appendix A: Payee Registration Instructions for Emergency Workers.....	16
Appendix B: Point of Contact for King County Office of Emergency Management.....	17



Policy No. 2: Administration Policy

1.0 DEFINITIONS

- **Deployment:** A mission or call-out to complete tasks related to an incident, emergency, or rescue under official direction or citizen request.
 - **Training Event:** A non-emergency activity to develop or maintain emergency worker skills.
 - **Activity:** Any deployment, training, meeting, outreach, or conference.
 - **Activity Time:** Includes reasonable transit time to and from WASART activities.
-

2.0 POLICIES, PLANS, AND PROCEDURES

2.1 Document Structure

Policies, plans, operating procedures, guidelines, and forms shall constitute WASART's administrative and operational framework.

- **Policies:** Establish administrative and operational requirements, including By-Laws (Policy No. 1).
- **Plans:** Define methods to implement policies.
- **Operating Procedures:** Specify detailed methods for plans or standalone processes.
- **Guidelines:** Recommend methods for technical operations or personnel qualification; may be part of operating procedures.
- **Forms:** Record information for executing policies, plans, or procedures.
- Documents follow a hierarchy: Plans and procedures must align with policies; guidelines align with all.
- Members may propose changes in writing to the Board of Directors (BOD). The BOD shall act on policy changes at the next meeting and on plans or procedures within 60 days, notifying the requester in writing.

2.2 Document Approval

Policies shall require approval by a majority vote of the Board of Directors, with signatures of the President and Vice President. Plans shall be approved by the President and responsible committee chairs. Operating procedures, guidelines, and forms shall be approved by their creators and responsible leaders; forms do not require signatures.



Policy No. 2: Administration Policy

2.3 Numbering and Revision Control

- Documents (policies, plans, procedures, guidelines) shall be assigned sequential Arabic numerals (e.g., Bylaws = Policy No. 1).
- Original releases are marked “Revision: Original”; subsequent revisions shall use sequential letters (A, B, etc.), excluding I and O.
- Forms shall use unique alphanumeric designators (e.g., A-013).
- All documents and forms shall include their number, revision level, and approval date.

2.4 Document Release and Control

WASART shall maintain a document control system to track authorized editors, checkouts, and current revisions. Non-confidential documents shall be publicly accessible in read-only format. Confidential documents shall require password access.

3.0 MEMBERSHIP POLICY

3.1 General Membership Requirements

Membership shall be open to persons aged 16 or older, with parental or guardian consent required for those under 18. WASART shall not discriminate based on sex, race, color, national origin, religion, age, or sexual orientation.

- **Age:** Minimum 16 years; members under 18 require parental consent and adult supervision. Situations where a single minor and a single adult are isolated together should be avoided.
- **Documentation:**
 - Submit membership forms, valid ID, and vehicle insurance (if applicable) to the Membership Committee.
 - Active, Auxiliary, and Organizational members undergo criminal background checks every two years.
 - Members shall keep documentation current; delinquent dues disqualify deployment eligibility.
- **Uniforms and Insignia:**
 - Members should wear WASART-logoed apparel (e.g., green t-shirt) during activities.
 - Only members may purchase WASART-logoed clothing.



Policy No. 2: Administration Policy

- Non-WASART apparel or insignia requires BOD approval; offensive or conflicting patches are prohibited.
- **Compliance:** Adhere to WASART Bylaws, state/federal regulations, and standards of conduct. Non-compliance may lead to probation or termination.
- **Dues:** Set by the Board, payable January 1 annually. Dues paid after November 1 shall apply to the current and next year. Dues 45+ days overdue shall result in membership termination.
- **Identification Badges:** Issued to members who pass background checks, complete mandatory training, and are financially current. Badges expire after three years and should be worn during deployments or official business.

3.2 Types of Membership

- **Active Members:** Shall complete training per Policy No. 3 (Training Curriculum) and be classified as Emergency Workers under WAC 118-04. Eligible to vote and for deployment provided credentials are current.
- **Auxiliary Members:** May serve on committees, advise the Board, or assist with administrative tasks. No training required. Eligible to vote.
- **Organizational Members:** Government agencies, nonprofits, or animal welfare groups, with one vote per entity as determined by the Board. Up to eight members may receive 20% training discounts if deployment-eligible.

4.0 STANDARDS OF CONDUCT

WASART has a strong reputation for its integrity and professionalism among members, the community it serves, and cooperating agencies. All WASART members have the personal obligation to protect WASART's reputation according to the highest ethical, moral, and legal standards.

All members shall:

- Conduct themselves professionally and in accordance with the WASART Code of Conduct, Form A-006.
- Act in good faith and treat each other, those we help, and other organizations with whom we coordinate with respect, cooperation, openness, and kindness.
- Adhere to organizational governance and appropriate decorum.
- Comply with laws, Bylaws, and WASART policies during activities.
- Follow mission protocols and submit required reports.



Policy No. 2: Administration Policy

- Obey orders from leaders, such as the Incident Commander, Operations Chief, Rescue Supervisor, and Safety Officer.
- Refrain from unauthorized departure from deployments or trainings.
- Avoid self-deploying or misrepresenting WASART affiliation.
- Use good judgment in spending WASART funds and safeguarding WASART materials and equipment.
- Report illegal or unethical conduct to a member of the Board.

Failure to maintain this requirement may result in disciplinary action, up to and including revocation of membership.

5.0 COMPLAINTS

5.1 Grievances

General complaints not tied to specific violations may be submitted in writing to the Board of Directors for review.

5.2 Complaint Procedure

Members experiencing or witnessing harassment, discrimination, or misconduct may report to any Board member. Complainants shall decide whether to escalate issues formally.

5.3 Complaint Resolution

- Process:
 - The President shall be notified within 24 hours of a complaint and inform the Board within 48 hours.
 - A closed Board meeting shall resolve the issue within 25 days via majority secret vote.
 - Decisions shall be communicated to parties via registered mail within five days.
- Inappropriate Activity: Suspected harassment or misconduct involving minors or external parties shall be reported by the Board to law enforcement and relevant organizations.
- Investigation: Two Board members shall investigate and report findings within 15 days. The accused may respond within 10 days. Penalties may follow; a second substantiated incident results in membership termination.



Policy No. 2: Administration Policy

- Documentation: Confidential records are sealed and stored securely, accessible only in closed Board sessions.
-

6.0 ADMINISTRATIVE

6.1 Tentative Calendar

The following schedule shall guide WASART activities:

- January: Board meeting, financial audit.
- February: Board meeting, prior year financial review.
- March: General membership meeting, Board meeting.
- April: Board meeting, Finance Committee meeting.
- May: Board meeting.
- June: Board meeting.
- July: Board meeting, Summer social event, appoint Election Committee members.
- August: Board meeting, appoint By-Laws committee members
- September: Board meeting, General membership meeting, Board elections.
- October: Board meeting, new Board members take office, Finance Committee meeting.
- November: Board meeting, appoint Policy Review Committee members.
- December: Board meeting.

6.2 Meeting Details

- General membership meetings: Third Wednesday of March and September at 7:00 p.m.
- Board meetings: Monthly, time/location set by Board.
- Meetings may use videoconference.

6.3 Time-Critical Board Actions

The President may call for emergency Board votes via email/text within 24 hours for urgent issues, with results documented and ratified at the next meeting.



Policy No. 2: Administration Policy

7.0 **OFFICER 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:

7.1 **President**

- Submits After-Action Reports (AARs) to the King County Office of Emergency Management and to the Office of Emergency Management for the county in which the DEM number was obtained within 14 days and to the general WASART membership (restricted for legal cases); responsibility may be delegated to a designee by the President.
- Draft Board agendas.
- Maintains legal documents with the Treasurer.

7.2 **Vice President**

- Publish Annual Report within 60 days of IRS filing.
- Draft General Meeting agendas.

7.3 **Secretary**

- Record attendance at meetings.
- Draft minutes within 14 days, revise within 5 days, finalize for Board approval, and post to the website within 14 days of approval.
- Archive correspondence related to Board decisions.

7.4 **Treasurer**

- Oversee all financial records.
- Direct and oversee the assigned duties and responsibilities of the Account Manager, if applicable.
- Chair the Finance Committee.
- Deposit funds and pay bills (up to \$500 without co-authorization; over \$500 with the approval of the Treasurer and one other BOD member, either by signature or confirming email).
- Manage online payment transactions with documentation.
- Present monthly financial statements to the Board (Profit & Loss, Balance Sheet, Reconciliation).



Policy No. 2: Administration Policy

- If appropriate, direct the Account Manager to prepare tax filings, draft semi-annual budgets (April and October), pay bills within 30 days, and renew auto-pay accounts

7.5 **Training Director**

- Develop and implement WASART's Training Curriculum.
- Chair the Training Committee.

7.6 **Public Information Officer**

- Manage public communications.
 - Chair the Public Relations Committee.
 - Oversee website and social media.
 - Manage media contacts and presentations.
-

8.0 **COMMITTEE OPERATIONS**

8.1 **Oversight**

Standing committee chairs shall report monthly to the Board and submit budgets semi-annually in April and October.

8.2 **Standing Committees**

WASART shall maintain the following standing committees:

- **Technology & Communications:** The committee shall (a) develop procedures to standardize communications and technology; (b) advise on equipment and software; and (c) oversee website operations with the Public Information Officer.
- **Training:** The committee shall (a) develop and implement WASART's Training Curriculum; and (b) organize trainings and Open Houses.
- **Merchandise:** The committee shall (a) research and procure apparel and miscellaneous items for member use; and (b) manage inventory and sales.
- **Public Relations:** The committee shall (a) manage all public communications, media relations, and deployment publicity; (b) oversee website and social media content; and (c) oversee all WASART-branded presentation materials including, but not limited to, brochures, business cards, and digital presentations.



Policy No. 2: Administration Policy

- **Membership:** The committee shall maintain member records, recruit new members, and complete members' criminal background checks every two years.
 - **Supply:** The committee shall (a) procure supplies outside other committees' budgets; (b) maintain equipment, vehicles, and storage; and (c) update inventory lists.
 - **Finance:** The committee shall meet at least twice annually in April and October to review finances and incorporate committee budgets.
 - **Volunteer Management:** The committee shall oversee mentorship, recognition, and emergent volunteer training during emergencies.
 - **Technical Rescue:** The committee shall oversee training, safety, effectiveness, and efficiency of the Technical Rescue Team per Operating Procedure No. 6.
 - **Outreach:** The committee shall promote public awareness of WASART through events and presentations.
 - **Fundraising:** The committee shall develop and execute fundraising strategies.
 - **Credentials:** The committee shall verify and track members deployment eligibility records and issue members' identification badges when appropriate.
 - **Sheltering:** The committee shall plan and ensure WASART's readiness to operate emergency animal shelters.
-

9.0 **ELECTION OF OFFICERS**

The Board shall appoint an Elections Committee of at least two non-candidate members by August. Nominations shall be due 14 days before the September general membership meeting, with candidate statements distributed to members. Voting shall occur at the September meeting, with results emailed to members within 10 days. Each member shall have one vote, cast in person or by proxy, with a majority vote determining the winner.

10.0 **HARASSMENT**

Any type of discrimination, prejudice or harassment, including but not limited to that which is based on age, sex, race, color, creed, physical or mental handicap, and/or on any other basis protected by federal, state or local law, by or against any of its members, is unacceptable and will not be tolerated. Any member who experiences or witnesses such behavior should report their concerns to a member of the Board of Directors.



11.0 PUBLISHING/RELEASE OF WASART INFORMATION

Information related to WASART trainings and deployments, including photos and social media posts, shall be approved by the Public Information Officer or a Board member to avoid liability or public relations issues.

12.0 REIMBURSEMENT OF EXPENSES

12.1 Operating and Incidental Expenses

Reimbursable expenses (\$10 or more per item or cumulative) include supplies, fuel for WASART assets, or emergency repairs. Members shall submit Form A-013 with receipts or affidavits to the appropriate committee chair or Board member for signature/approval and forwarding to the Treasurer or Account Manager for reimbursement. Expenses over \$500 shall require two signatures, excluding the requester.

12.2 Deployment Expenses

- **General Rules:**
 - Ordinary expenses shall not be reimbursed unless covered by an external agency.
 - Extraordinary expenses may be partially or fully reimbursed with Board approval.
 - Food and lodging require itemized receipts; alcohol, fines, and ancillary lodging charges are excluded.
 - Reimbursement shall follow state and federal per diem rates.
- **Washington State Reimbursement:**
 - 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

Policy No. 2: Administration Policy

maintained by the Incident Commander, usually the SAR Deputy in command of the mission.

- To be paid for their expenses by the State, members must be registered as a “Vendor/Payee” with the State’s Office of Financial Management (OFM) and include the member’s “Statewide Vendor Number” (SVN) on the claim form. Claims can’t be processed without the SVN number. Members only need to register once, unless no claims have been submitted within the past two years, they have a legal name change or a new Tax ID number. Then the claimant will need to re-file for a new SVN number. The OFM website with the necessary forms and instructions to register for an SVN, update Vendor/Payee information, or set up Direct Deposit, is found at <https://ofm.wa.gov/it-systems/statewide-vendorpayee-services>
- Note: There are additional instructions for registering as a “Vendor/Payee” and setting up direct deposit. Those instructions are included as Appendix A.
- To be qualified to submit a claim, the following conditions must be met:
 - Travel expenses for fuel, tolls, and ferry, 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.
 - Food or lodging expenses were incurred in a deployment in excess of 24 continuous hours and pre-approved by KCOEM (Jason Shirron) Food and lodging will normally only be reimbursable for large scale deployments, then typically, arrangements would be made where we can stay/camp. If arrangements are not made, it would be up to the individual to make their own arrangements then submit for reimbursement.
 - 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.

Policy No. 2: Administration Policy

- Claims for property loss or damage are documented on a properly completed Form EMD-086. Additional information regarding limitations and procedures for filing claims for property loss and damage claims can be found at WAC 118-04-340.
- 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. Most of the forms are fillable PDFs. Completed forms must be printed out and signed.
- Receipts smaller than 8.5x11 inches need to be fastened to letter size paper and included with the claim.
- Claimants must attach a copy of WASART's sign-in roster for that deployment. Contact membership@wasart.org for the roster.
- Snohomish County Claims – The IC/SAR Coordinator/on-site deputy must sign the sign-in log before we submit it with any claims.
- To Note when filling out a claim form:
 - Claims for reimbursement by the State must be submitted through KCOEM not directly to the address listed on the forms. Submitting electronically is preferable. The address for the appropriate point of contact for King County OEM is provided in Appendix B.
 - County Registered: Note that in filling a claim form, the member must enter the "County Registered," in Part One of the form. In all cases, the correct entry is King County, the county in which WASART is registered, NOT the member's county of residence.
 - If the total claim for the incident number exceeds \$2000, a compensation board will need to review the claim. Make sure you hold on to your original receipts.
- Please DO NOT include payee registration forms with an emergency worker claim.
- 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 EMD for guidance relative to your particular situation.



Policy No. 2: Administration Policy

- For any questions, contact Amy Allbritton at amy.allbritton@mil.wa.gov.
- **Other Organizations:**
 - When a WASART team (one or more members) is deployed at the request of another organization who will reimburse deployment expenses, WASART will pass on the reimbursement information to the deploying members.
 - All reimbursement requests must be documented in full compliance with the regulations of the reimbursing organization.
 - When WASART is 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.



Policy No. 2: Administration Policy

APPENDIX A: PAYEE REGISTRATION INSTRUCTIONS FOR EMERGENCY WORKERS

Due to an IRS requirement, the State of Washington must register everyone it sends payments to as a “Vendor/Payee”. This requires the completion of the Vendor/Payee Registration form.

Individuals registering for the first time, have a legal name change, new taxpayer identification number, or who have not submitted a claim within the last two years, need to complete the Vendor/Payee Registration Form.

While most of what is required is covered in the standard instructions on the forms, there are a few items that are particular to Emergency Worker Program claimants:

- Enter your social security number in section 7 (under Tax ID#) and check the “For Individuals” box.
- In Section 3, check the “Volunteer” box.

Complete the rest of the form, per the instructions, print and sign with a blue or black pen. The completed form can be emailed, faxed, or mailed to the address or fax number listed in the instructions.

Once submitted, you will receive your Statewide Vendor/Payee Number (SVN). You will need this number for submitting claims.

Individuals with changes to their phone number, email address or mailing address or authorized contact, need to submit a Vendor/Payee Change Form.

Direct Deposit – to set up, cancel or modify direct deposit, complete, and submit the Vendor/Payee Direct Deposit Authorization Form. This can be submitted along with a new registration.

The Vendor/Payee Registration Form, Vendor Payee Change Form and Direct Deposit Form are located on the OFM website:

<https://ofm.wa.gov/it-systems/accountingsystems/statewide-vendorpayee-services>.

Additional Payee Registration instructions are found here:

<https://mil.wa.gov/asset/5f244c350cea9>

As noted on the OFM forms, forward completed forms to: payeeforms@ofm.wa.gov, or Statewide Payee Registration, P.O. Box 41450, Olympia WA 98504-1450 or Fax: 360-664-3363.



Policy No. 2: Administration Policy

Units(501(c)(3)):

There are just a couple differences when submitting a new Vendor/Payee Registration Form for a (501(c)(3)). Enter your “Employer Identification Number” (EIN) (WASART’s EIN is 260295234) in section 7 and check the box “For other entities”. In section 3 check the “Tax Exempt Organization box.”

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
Email: Jason.Shirron@kingcounty.gov



Policy No. 2: Administration Policy

REVISION HISTORY

Revision	Date	Description	Affected Sections
Original	4/4/2012	Initial release	All
A	12/22/12	Reformatted, revised insignia rules, renamed Promotions Committee	3.1.3, 7.4.3, all
B	5/1/13	Added online revisions, prohibited I/O designators, clarified PR and VP roles	2.1, 2.3, 7.2, 7.4.4, 8.0, 9.0
C	9/4/13	Added confidential document exceptions, badge rules, officer duties	2.4, 3.1.7, 6.3, 7.1, 7.4, 7.5
D	2/5/14	Clarified badge expiration, added federal compliance	3.1.7, 4.0
E	12/3/14	Added reimbursement protocols	8.0
F	10/5/16	Revised fee waivers, deleted mentoring program, clarified reimbursements	3.1.8, 7.5.8, 8.2, 9.0, Appendices A, B
G	12/6/17	Revised membership and badge rules, updated calendar	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 operating expense reimbursement	8.0, 8.1
J	6/15/19	Revised age limits, conduct standards, committee names	3.1.1, 4.0, 7.5.6, 8.2.2
K	7/1/20	Updated SVN and claim form instructions	8.2.2



Policy No. 2: Administration Policy

L	2/3/21	Changed to semiannual meetings, added social events, required electronic claims	3.1.7, 7.1, 7.2, 7.5.2, 7.5.6, 8.2.2
M	12/1/21	Made non-confidential documents public, clarified committees, added EIN	2.4, 7.1, 7.5, 7.5.1, 7.5.4, 7.5.6, 7.5.8, 7.5.9, 7.5.10, Appendix A
N	9/20/23	Revised calendar, updated reimbursement procedures	7.1, 8.1, 8.2.1, 8.2.2, Appendix A
P	3/6/24	Added Guidelines category, revised background checks, clarified financial obligations	2.0, 2.1, 2.2, 2.3, 3.1.2, 3.1.6, 7.5.10
Q	7/2/2025	Major revision of Policy 2	All