

**Woodinville Emergency Preparedness
Commissioners**

Peter Tountas- Pos. 1
Lillie Clinton – Pos. 2
Rick Chatterton – Pos. 3
Al Taylor – Pos. No. 4
Vacant – Pos. No. 5
Stephen Yabroff – Pos. No. 6
Nancy Montgomery – Pos. No. 7
Janine Brown – Ex officio member
Dominic Marzano – Ex officio member



**CITY OF WOODINVILLE
EMERGENCY PREPAREDNESS COMMISSION
AGENDA**

January 11, 2010 7:00 PM COUNCIL CHAMBERS

- | | | |
|---------|---|---|
| 7:00 PM | 1. CALL TO ORDER | |
| | 2. ROLL CALL | |
| | 3. FLAG SALUTE | |
| 7:05 PM | 4. APPROVAL OF MINUTES | |
| | a) November 9, 2009 | 1 |
| | b) December 14, 2009 | 6 |
| 7:10 PM | 5. APPROVAL OF CONTENT & ORDER | |
| 7:15 PM | 6. PUBLIC COMMENT | |
| | (You are invited to comment on items not listed on our agenda. If you wish to comment on an item listed on our agenda, please save your comments until that issue is presented for discussion. Comments should be limited to three minutes per individual and five minutes if representing a group) | |
| | 7. SPECIAL PRESENTATIONS | |
| | 8. UNFINISHED BUSINESS | |

- 7:20 PM 9. **NEW BUSINESS**
- a) Public Safety Citizen Advisory Panel Interviews
(interview packet under separate cover)
 - b) Second Reading and Adoption of Woodinville
Weekly Article #7 (Generator)
 - c) First Review of Article #8 (Emer. Communication)
(provided at meeting)
- 8:30 PM 10. **WFLSD LIAISON REPORT**
- 8:35 PM 11. **COUNCIL LIAISON REPORT**
- 8:40 PM 12. **EMERGENCY MANAGER REPORTS**
- 8:45 PM 13. **COMMISSIONER REPORTS**
- 8:55 PM 14. **PUBLIC COMMENT**
- 9:00 PM 15. **ADJOURNMENT**

9

Woodinville City Hall, Council Chambers
17301 133rd Avenue NE Woodinville, WA 98072
www.ci.woodinville.wa.us

THE COMMISSION MAY ADD AND TAKE ACTION ON
OTHER ITEMS NOT LISTED ON THIS AGENDA

NEXT MEETING:

Regular Meeting
January 25, 2010 7:00 p.m.

City Hall, Council Chambers
17301 133rd Avenue NE

**CITY OF WOODINVILLE
EMERGENCY PREPAREDNESS COMMISSION
Regular Meeting**

**Monday
November 9, 2009**

**7:00 p.m.
City Hall, Council Chambers**

1. CALL TO ORDER

The meeting was called to order at 7:03 p.m. by Chair Yabroff

2. ROLL CALL

PRESENT: Chair Stephen Yabroff, Commissioners Lillie Clinton, Al Taylor, Rick Chatterton, and Janine Brown (ex-officio).

ABSENT: Vice Chair Peter Tountas and Commissioners Nancy Montgomery and Dominic Marzano (ex-officio).

Also present were Executive Assistant/Deputy City Clerk Linda Fava, Assistant to the City Manager Justina Tate, Management Analyst Zach Schmitz, and Dave Leggett, Public Information Officer, Woodinville Fire & Life Safety District.

3. FLAG SALUTE

Chair Yabroff led the flag salute.

4. APPROVAL OF MINUTES

a) September 28, 2009

Commissioner Chatterton moved that the minutes of September 28, 2009 be approved as written. Commissioner Clinton seconded the motion.

Vote: All voted in favor of the motion, and the motion carried (4-0).

5. APPROVAL OF CONTENT AND ORDER – No Change

Chair Yabroff requested the Schedule for Woodinville Weekly Articles be added to the agenda under New Business.

Commissioner Chatterton moved to approve the agenda in content and order as amended. Commissioner Clinton seconded the motion.

Vote: All voted in favor of the motion, and the motion carried (4-0).

6. PUBLIC COMMENT - None

7. SPECIAL PRESENTATION

a) Cinema/Movie Ads

This item was postponed indefinitely.

b) Old Woodinville School Use

Management Analyst Zach Schmitz explained the Council approved a contract with SHKS for a Reuse Study in August 2009. The Reuse Study includes a current building condition report, public outreach and development of a final report with 4-6 options for rehabilitation of the building or reuse of the site. The conditions report will identify deficiencies and provide recommendations and possible upgrades depending on the use. He displayed photographs of the building exterior and a breakaway view of the interior.

He explained public input was currently being gathered via an online survey, an open house and meeting with City commissions. He reviewed public comments received via the online survey that range from demolishing the building to rehabilitating the building.

Discussion followed regarding potentially hazardous materials in the building, square footage of the building, issues encountered while City Hall occupied the building, cost to renovate the building versus cost to demolish, and charities in need of space.

Commission suggestions included the following:

- Food bank/social services
- Branch library
- Historic uses
- Welcome center for businesses/tourism
- Save the facade and incorporate some of the old materials in a new structure atop underground parking
- Develop three options that include cost estimates and hold an advisory vote
- Theater for music/plays
- A use that features Woodinville wines
- A use that reflects the City's theme
- A use that reflects Woodinville's "county living, city style"

8. UNFINISHED BUSINESS

a) Schedule for *Woodinville Weekly* Articles

Chair Yabroff referred to the *Woodinville Weekly* article schedule and article topics by season and suggested consideration be given to writing spring and summer articles. Commissioners offered to write the following articles:

| Topic | Estimated Publication Date | Assignment |
|-------------------------|----------------------------|------------------------------|
| Food/water rotation | March | Commissioner Chatterton |
| Earthquake Preparedness | April | Chair Yabroff & Commissioner |

| | | |
|-----------------------------|--------|------------------------------------|
| | | Chatterton |
| Safety in water | May | Commissioner Brown & Chair Yabroff |
| Travel tips for summer | June | Commissioner Clinton |
| Heat exhaustion/heat safety | July | Commissioner Chatterton |
| Winter safety/fallen trees | August | |

Commissioners requested staff circulate the list of articles and invite absent Commissioners to participate. A brief discussion followed regarding the timeline for advertising, interviewing and selecting a new Commissioner.

9. NEW BUSINESS

a) Commission Goals/Public Outreach Discussion

Commissioner Chatterton observed that ESCA has been assigned much of the EPC's original tasks. The EPC is still tasked with outreach and he recommended the EPC focus on educating the public by distributing information and building community spirit. He suggested utilizing people outside the Commission such as CERT members, Citizen Corp, Neighborhood Watch Program, Scout Troops, WFLSD and ESCA to execute the EPC's vision. He suggested the following Community Outreach Goals:

- Monthly articles in *Woodinville Weekly*
- Consolidate information on City's website and City Hall
- Utilize local TV access with updated slides regarding upcoming events, need to prepare and location of information
- Get 1% of the City's residents to be active CERT members by December 2014
- Utilize existing Neighborhood Watch program to implement Neighbor Helping Neighbor
- Assign at least one CERT member to each Neighborhood Watch
- Have a presence at a majority of public events
- Partner with Chamber of Commerce to distribute information to business community
- Partner with local and regional religious institutions to distributed information
- Coordinate with ESCA to execute mock disasters with the City Council, City staff and EPC at least once a year

Chair Yabroff reviewed goals submitted by Vice Chair Tountas:

- Greater role for EPC during public events such as National Night Out
- Create a plan for reaching the public

Commission suggestions included the following:

- Assign an Emergency Preparedness Commissioner as a lead on each goal
- Identify and prioritize goals the EPC will focus on
- Work with ESCA on the EPC's participation in events such as National Night Out, Winter Preparedness Fair, etc.
- Conduct an EPC meeting in the community once per quarter
- Develop a brief presentation that 1-2 Commissioners could make to community organizations and homeowners associations. Topics could include the Neighbor to

Neighbor program, emergency preparedness, creating an emergency car kit, etc. Include in a future *Woodinville Weekly* article an offer to attend meetings.

- Staff create a work plan for community preparedness and outreach
- Offer refresher and advanced CERT training

Ms. Tate cautioned that the City was responsible for outreach and the Commission was responsible for reviewing policy and for items on the work program as approved by the City Council. She requested an opportunity to discuss this topic with the City Manager. Commissioners agreed to continue discussion at the next meeting.

b) First Reading of *Woodinville Weekly* Article #7

Commissioners reviewed article #7 regarding generator safety. Commissioners suggested the article be more general and staff offered to contact Puget Sound Energy for information regarding generator safety.

c) Review of EPC History

Ms. Tate distributed information regarding the chronology and subsequent action taken by the City Council in establishing the EPC. In January 2006 the City Council agreed to form a Public Safety Commission. In March 2006 staff presented options for establishing a Public Safety Commission, a Citizen Advisory Panel (CAP) or a Council Committee and the governance structure, impact on staff, number of meetings, mission, duties, and membership for each. The Council directed staff to prepare an ordinance forming a Public Safety Commission. During Council discussion of the ordinance in June 2006, several public safety-related duties were removed and the duties revised to include emergency preparedness, medical service, traffic safety and other matters. In July 2006, the Council passed a motion establishing an Emergency Preparedness Commission.

In October 2009 the Council discussed the establishment of a Public Safety CAP to review safety for public walkways and bikeways. The scope was broadened during discussion to include public safety issues. The Council passed a motion to establish a CAP under the EPC for safety of walkways, bikeways and other public safety issues; membership to include two Councilmembers and six citizens; meetings to begin in January for two months or four meetings. Staff will return to the Council with further information on the membership, mission and possible work plan. Commissioners requested staff provide the Commission the staff report that will be presented to the Council.

10. WFLSD LIAISON REPORT

Dave Leggett, Public Information Officer, WFLSD, referred to the interest in expanding CERT training and agreed with the need for the EPC to prioritize goals.

11. COUNCIL LIAISON INPUT - None

12. EMERGENCY MANAGER REPORTS

Ms. Tate explained although the Comprehensive Emergency Management Plan is the City's Plan, ESCA is responsible for submitting it to the State. ESCA was unaware the Commission would be recommending changes to the Plan, therefore, the revisions suggested by the EPC have been documented and staff recommends they be made during the next review.

13. COMMISSIONER REPORTS

Commissioner Brown commented since ESCA had assumed some of the EPC's responsibilities, the EPC is unclear about its role. Ms. Tate offered to seek clarification from the City Manager regarding the EPC's role and responsibilities.

Commissioner Clinton reported on a Citizen Corp meeting held in Sammamish. She described a glowstick/flashlight available in various colors at Bartell. The replacement batteries are free.

14. PUBLIC COMMENT- None

15. UPCOMING AGENDA TOPICS

- a) **2nd Reading of Woodinville Weekly Article #7 regarding generator safety**
- b) **Clarification from City Manager regarding the EPC's role and responsibilities**

16. ADJOURNMENT

Commissioner Taylor moved to adjourn the meeting. Commissioner Chatterton seconded the motion.

Vote: All voted in favor of the motion, and the motion carried (4-0). The meeting was adjourned at 8:48 p.m.

Respectfully submitted,

Linda Fava
Staff Liaison

**CITY OF WOODINVILLE
EMERGENCY PREPAREDNESS COMMISSION
Regular Meeting**

**Monday
December 14, 2009**

**7:00 p.m.
City Hall, Council Chambers**

1. CALL TO ORDER

The meeting was called to order at 7:02 p.m. by Chair Yabroff

2. ROLL CALL

PRESENT: Chair Stephen Yabroff, Vice Chair Peter Tountas, Commissioners Nancy Montgomery, Al Taylor, Rick Chatterton, Janine Brown (ex-officio), and Dominic Marzano (ex-officio).

ABSENT: Commissioner Lillie Clinton.

Also present were City Manager Rich Leahy, Executive Assistant/Deputy City Clerk Linda Fava, Management Analyst Zach Schmitz, and Dave Leggett, Public Information Officer, Woodinville Fire & Life Safety District.

3. FLAG SALUTE

Chair Yabroff led the flag salute.

4. APPROVAL OF MINUTES

a) October 26, 2009

Vice Chair Tountas moved that the minutes of October 26, 2009 be approved as amended. Commissioner Chatterton seconded the motion.

Vote: All voted in favor of the motion, and the motion carried (5-0).

5. APPROVAL OF CONTENT AND ORDER

Vice Chair Tountas moved to approve the agenda in content and order. Commissioner Chatterton seconded the motion.

Vote: All voted in favor of the motion, and the motion carried (5-0).

6. PUBLIC COMMENT – None

7. SPECIAL PRESENTATION – None

8. UNFINISHED BUSINESS – None

9. NEW BUSINESS

a) First Reading of *Woodinville Weekly* Article #7 (Generator)

Commissioners reviewed article #7 and made the following revisions:

- Clarified the difference between standby (starts automatically), backup (permanently mounted, started manually) and portable (portable, started manually) generators
- Recommended the use of at least 12 awg extension cords
- Removed the paragraph regarding PSE's contractor referral service

It was agreed to review and approve the article for publication at the Commission's January meeting.

b) Commission Roles and Responsibilities

City Manager Rich Leahy recommended delaying this discussion until the Council held its policy/priority-setting workshop. He commented on the Council's interest in establishing a Public Safety Commission or changing the role of the EPC Commission.

Commissioners expressed interest in discussing the following:

- The EPC's original role and responsibilities
- Status of the EPC's goals
- Input from the Council regarding the continuing role of the EPC
- The process for forwarding issues identified by the Public Safety CAP to the Council
- Additional public safety issues

c) Public Safety Citizen Advisory Panel (CAP)

Mr. Leahy explained in October the Council directed the formation of the Public Safety CAP to advise the EPC about the safety of walkways and bikeways and all other public safety issues. The CAP's membership is two Councilmembers, six citizens and one or more Emergency Preparedness Commissioners. The duration of the CAP is no longer than two months or four meetings. Staff's recommendations for membership include a geographic balance of citizens, advertising the openings, and seeking nominations. The Council authorized the EPC to select the citizen members.

Mr. Leahy reviewed the proposed meeting schedule:

- Meeting 1: Briefing from staff on accident history and public safety issues
- Meeting 2: Identify and define main public safety issues, areas or locations
- Meeting 3: Review and evaluation possible solutions
- Meeting 4: Prioritize issues, areas or locations and solutions

Discussion followed regarding selection of a new Police Chief, crime and accident data to be provided to the CAP, and membership on the CAP. Commission suggestions included having the Police Chief attend the first CAP meeting scheduling at least one of the CAP meetings at an EPC meeting, encouraging a business representative whose business relates to pedestrian/bicycle safety to serve on the CAP, and geographic diversity of CAP members.

It was agreed Vice Chair Tountas and Commissioner Chatterton would represent the EPC on the CAP.

10. WFLSD LIAISON REPORT

Dave Leggett, Public Information Officer, WFLSD, reported the District has selected a new Fire Chief. Interim Deputy Chief Joel Kuhnenn will be reassigned within the District. The District is updating its self-assessment plan via an accreditation process. A brief discussion followed regarding updating the CERT database, utilizing ESCA to provide advanced and refresher CERT training, and involving CERT-trained individuals in outreach activities.

11. COUNCIL LIAISON INPUT – None

12. EMERGENCY MANAGER REPORTS

Mr. Leahy reported icy conditions this morning necessitated the closure of 1-2 roads in the City.

13. COMMISSIONER REPORTS

Commissioner Chatterton commented on a recent visit to “earthquake country” and the need to be prepared.

Vice Chair Tountas displayed a flight emergency pack available at aeronautic supply stores. He also demonstrated an inexpensive LED flashlight.

Commissioners discussed the status of pending *Woodinville Weekly* articles. Commissioner Taylor agreed to submit a draft an article regarding emergency communications for the next meeting.

Chair Yabroff offered to meet with the new Chamber of Commerce Director.

14. PUBLIC COMMENT – None

15. UPCOMING AGENDA TOPICS

- a) *Woodinville Weekly* Articles 7 & 8
- b) CAP Member Selection
- c) Input from Council regarding the EPC’s Role & Responsibilities
- d) Cinema/Movie Ads regarding Emergency Preparedness

16. ADJOURNMENT

Vice Chair Tountas moved to adjourn the meeting. Commissioner Montgomery seconded the motion.

Vote: All voted in favor of the motion, and the motion carried (5-0). The meeting was adjourned at 8:10 p.m.

Respectfully submitted,

Linda Fava
Staff Liaison

Formatted: Font: 12 pt

Article 7 – Emergency/Standby Generators

Formatted: Font: 12 pt

Generators can provide great benefits for residents and businesses during times of power outages, however, if not used properly they can be very dangerous to you, your family, emergency workers, or your business. Before you purchase a generator, it is important to assess your needs, research, and talk to professionals who are knowledgeable in the area of generator installation, and safety. There are three types of generators that are available, a standby generator, which starts automatically, a portable generator, or a backup model, which must be manually activated and is generally permanently mounted.

Deleted: two

Deleted: permanent (also called

Deleted:) or

The first step is to determine the size of generator you will need. To do this, calculate the wattage of items you want to power. For example, there may be several items that will be on your "must have power" list. An average refrigerator with top freezer is about 1000 watts. A counter top microwave unit will typically require about 1100 watts. You will need some sort of a heater, or your furnace, which will use at least 1500 watts. Add some lighting and you are to at least a 3500 watt generator.

If you opt for a portable generator, it must be run outdoors only (never in the garage!) and not near an open door or window. Also, never plug it into your house wiring without using an approved transfer switch and 12 awg extension cord; otherwise you could electrocute a repairman working on the downed powerlines!

Because of the many safety concerns, rules and regulations associated with purchasing, installing, and using a generator, Puget Sound Energy has developed many resources to assist citizens and businesses with this.

- PSE Energy Advisor, at 1-800-562-1482, can help you with determining the generator, type, size, installation details, or answer additional questions, prior to purchasing a generator. With permanently installed generators, all codes, regulations, and laws must be followed.
- Customer Construction Services Department, at 1-888-321-7779, can provide assistance in determining the supply available from your current meter and servicing size for a standby generator.

Deleted: PSE also has a Contractor Referral Service which can refer you to a pre-screened independent contractors who can provide "one call does it all" standby generator sales and installation services. With permanently installed generators, all codes, regulations, and laws must be followed.

Since there are many items to consider when purchasing and installing a generator, it is important to contact professionals who can assist you with your purchase. Professionals can guide you through the purchase, installation and use of your generator. For more information, visit <http://www.pse.com/solutions/foryourhome/Pages/Generators.aspx>

Formatted: Font: 12 pt

Formatted: Font: 12 pt

Field Code Changed

Woodinville Weekly

Article 7 – Emergency/Standby Generators

Generators can provide great benefits for residents and businesses during times of power outages, however, if not used properly they can be very dangerous to you, your family, emergency workers, or your business. Before you purchase a generator, it is important to assess your needs, research, and talk to professionals who are knowledgeable in the area of generator installation, and safety. There are three types of generators that are available, a standby generator, which starts automatically, a portable generator, or a backup model, which must be manually activated and is generally permanently mounted.

The first step is to determine the size of generator you will need. To do this, calculate the wattage of items you want to power. For example, there may be several items that will be on your “must have power” list. An average refrigerator with top freezer is about 1000 watts. A counter top microwave unit will typically require about 1100 watts. You will need some sort of a heater, or your furnace, which will use at least 1500 watts. Add some lighting and you are to at least a 3500 watt generator.

If you opt for a portable generator, it must be run outdoors only (never in the garage!) and not near an open door or window. Also, never plug it into your house wiring without using an approved transfer switch and 12 awg extension cord; otherwise you could electrocute a repairman working on the downed powerlines!

Because of the many safety concerns, rules and regulations associated with purchasing, installing, and using a generator, Puget Sound Energy has developed many resources to assist citizens and businesses with this.

- PSE Energy Advisor, at 1-800-562-1482, can help you with determining the generator, type, size, installation details, or answer additional questions, prior to purchasing a generator. With permanently installed generators, all codes, regulations, and laws must be followed.
- Customer Construction Services Department, at 1-888-321-7779, can provide assistance in determining the supply available from your current meter and servicing size for a standby generator.
-

Since there are many items to consider when purchasing and installing a generator, it is important to contact professionals who can assist you with your purchase. Professionals can guide you through the purchase, installation and use of your generator. For more information, visit <http://www.pse.com/solutions/foryourhome/Pages/Generators.aspx>

WOODINVILLE WEEKLY ARTICLES

SCHEDULE

Woodinville Weekly Article Schedule

All dates are tentative and subject to change.

| Topic | Potential Month for Weekly | Assignment | Submit to Staff for Packet | 1st Review | 2nd review and approval |
|-------------------------------------|-----------------------------------|---|-----------------------------------|------------------------------|---|
| Introductory Article | July | Commissioners Yarbrough, Tountas, and Marzano | Completed | | |
| Family Preparedness | August | Commissioners Montgomery, Chatterton | Completed | | |
| Resources for Family Preparedness | September | Commissioners Montgomery, Chatterton | Completed | | |
| CERT Article/Map Your Neighborhood | October | Commissioners Montgomery, Brown | 7/20/2009 | 7/27/2009 | 8/10/2009 |
| Wind and Storm Safety/Power Outages | November | Commissioners Yarbrough, Marzano | 8/17/2009 | 8/24/2009 | 9/14/2009 |
| Emergency Supplies for Car | December | Commissioners Tountas/Chatterton | 9/21/2009 | 9/28/2009 | 10/12/2009 |
| Generator Safety | January | Commissioners Montgomery/Tountas | 9/21/2009 | 9/28/2009 | 10/12/2009 |
| Emergency Communication | February | Commissioner Taylor | 11/2/2009 | 11/9/2009 | 12/14/2009 |
| Food Rotation Spring Cleaning | March | | 1/11/2010 | 1/25/2010 | 2/8/2010 |
| Earthquake Preparedness | April | Chair Yarbrough Comm. Chatterton | 2/8/2010 | 2/22/2010 | 3/8/2010 |
| Water Safety | May | Commissioner Brown | 3/8/2010 | 3/22/2010 | 4/12/2010 |
| Travel Tips | June | Commissioner Clinton | 4/12/2010 | 4/26/2010 | 5/10/2010 |
| Heat Exhaustion | July | Commissioner Chatterton | 5/10/2010 | 5/24/2010 | 6/14/2010 |
| Winter Safety & Fallen Trees | August | | 6/14/2010 | 6/28/2010 | 7/12/2010 |

Woodinville Weekly Article Topics by Season

| Spring | Summer | Fall | Winter | Year Round |
|-----------------|------------------------------|---------------------------------|--|---|
| Spring Cleaning | Heat Exhaustion | Wind Storms/Falling Trees/Wires | Snow Storms- Driving in them; what if you get stuck? | Earthquake-Getting prepared, What to do when they strike. Recovery from |
| Check your pool | Safety in Water/Cottage Lake | Flooding | Cold Weather Travel | Pet Safety |
| Check your HVAC | Safety in Heat | Power Outages | Holiday Safety- Xmas Trees, Travel, etc. | Volcanoes |
| Generators | Travel Tips for Summer | Getting Ready for Winter | Dangers of Snow Shoveling-How to Do It Safely | Basic Safety Tips |
| | West Nile Virus | Generator Safety | Holiday Safety Travel | Preparedness Tips |