

**Woodinville Emergency Preparedness
Commissioners**

Peter Tountas, Chair- Pos. 1
Lillie Clinton – Pos. 2
Rick Chatterton – Pos. 3
Al Taylor – Pos. No. 4
Mace Brady – Pos. No. 5
Johanna Berkey – Pos. No. 6
Nancy Montgomery, V. Chair – Pos. No. 7
Janine Brown – Ex officio member
Dominic Marzano – Ex officio member



**CITY OF WOODINVILLE
EMERGENCY PREPAREDNESS COMMISSION AGENDA**

May 10, 2010; 7:00 PM

COUNCIL CHAMBERS; 17301 133rd Avenue NE Woodinville, WA 98072

www.ci.woodinville.wa.us

CALL TO ORDER

ROLL CALL

FLAG SALUTE

APPROVAL OF MINUTES

1. Minutes of March 22, 2010

APPROVAL OF AGENDA IN CONTENT & ORDER

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 3 minutes per individual.)

SPECIAL PRESENTATIONS

UNFINISHED BUSINESS

NEW BUSINESS

1. First Reading of Woodinville Weekly Articles:
Article #11 – Post Earthquake Article
2. Report of Tour of ESCA Facilities - V. Chair Montgomery
3. Agenda Format – Rich Leahy
Refinement of the agenda in keeping with Council and Other Commissions
4. Meeting Frequency – Rich Leahy
5. Revision of By-Laws - Chair Tountas

REPORT FROM EMERGENCY MANAGER

REPORTS FROM COMMISSION MEMBERS

PUBLIC COMMENT

ADJOURNMENT

NEXT REGULAR MEETING: May 24, 2010 7:00 p.m.

Emergency
Preparedness
Commission

Minutes of
March 22, 2010

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

**Monday
March 22, 2010**

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

1. CALL TO ORDER

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

2. ROLL CALL

PRESENT: Vice Chair Peter Tountas, Commissioners Nancy Montgomery, Lillie Clinton, Al Taylor, Rick Chatterton, Johanna Berkey, and Dominic Marzano (ex-officio).

ABSENT: Commissioners Mace Brady and Janine Brown (ex-officio).

Also present were Executive Assistant/Deputy City Clerk Linda Fava, Public Works Director Tom Hansen, Management Analyst Zach Schmitz, and David Daniels, Fire Chief, Woodinville Fire & Life Safety District.

3. FLAG SALUTE

Vice Chair Tountas led the flag salute.

4. APPROVAL OF MINUTES

a) January 11, 2010

Commissioner Chatterton moved that the minutes of January 11, 2009 be approved as written. Commissioner Clinton seconded the motion.

Vote: All voted in favor of the motion, and the motion carried (6-0).

5. APPROVAL OF CONTENT AND ORDER

Introduction of EPC Members was added as Agenda Item 7b and Recognition of Service by Stephen Yabroff, Past EPC Member, was added as Agenda Item 7c.

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

Vote: All voted in favor of the motion, and the motion carried (6-0).

6. PUBLIC COMMENT

Stephen Yabroff, Woodinville, past EPC member, thanked Commissioners for their time, help, support and encouragement. He recognized the EPC's accomplishments since the Commission was established including review of Tent City regulations, review and recommendation for the City to contract with ESCA, review and recommendation regarding the emergency generator, authoring *Woodinville Weekly* articles regarding emergency preparedness and public outreach efforts. He commended the Public Safety CAP and recognized staff for the support they provided.

Dave Henry, Woodinville, inquired about the availability of gasoline supplies during an emergency. He also commented on the availability of used/reconditioned portable generators for government lease. Public Works Director Tom Hansen advised the Fire Department and the City have procedures in place to obtain fuel from Pacific Price Fuel during an emergency. Pacific Pride currently provides fuel for all City vehicles.

7. SPECIAL PRESENTATION

b) Introduction of EPC Members

Commissioners introduced themselves and described their backgrounds.

a) Introduction of New Member, Johanna Berkey

Commissioner Berkey introduced herself and described her background.

c) Recognition of Service by Stephen Yabroff, Past EPC Member

The Emergency Preparedness Commissioner recognized former Commissioner Yabroff for his service. Mr. Yabroff reiterated his thanks to Commissioners and staff.

8. UNFINISHED BUSINESS

9. NEW BUSINESS

a) Appointment of Officers – Chair and Vice Chair

Commissioner Taylor nominated Peter Tountas for the position of Chair. Commissioner Montgomery seconded the nomination. There were no further nominations.

Vote: All voted in favor of the nomination, and the nomination carried (6-0).

Commissioner Taylor nominated Nancy Montgomery for the position of Vice Chair. Commissioner Chatterton seconded the nomination. There were no further nominations.

Vote: All voted in favor of the nomination, and the nomination carried (6-0).

b) First Reading of Woodinville Weekly Articles

Article #9 – Food Rotation

During the Commission's review of Article #9, a question was raised regarding retention of water. Commissioner Chatterton agreed to research rotation of water and revise the draft article for final approval at the next meeting. Commissioners agreed a future article would specifically address water storage.

Article #10 – Earthquake Preparedness

Commissioners reviewed and approved Article #10 for final review and approval at the next meeting.

Commissioner Chatterton advised Commissioner Marzano that they should draft a follow-up "After an Earthquake" article. The After an Earthquake article was inserted into the schedule following the Earthquake Preparedness article.

c) Status of Public Safety CAP Discussion

CAP members Debra Sternagel, Dave Henry and Carol Wallace joined Emergency Preparedness Commissioners at the table for this discussion.

Chair Tountas relayed his goal for the EPC to complete its review of the CAP's recommendation by April 12 and present to the Council on April 13. He provided background on the formation of the CAP and the CAP's charter to identify and prioritize safety issues in the City. The CAP envisioned the scope of the EPC would be expanded to include safety issues as well.

Commissioners reviewed the CAP's final priorities/recommendations. Discussion included how projects were prioritized by the CAP, the purpose of listing projects in phases, whether the prioritization included a risk assessment, plans to recommend the CAP review progress on the projects in six months, the format and information to include in the EPC's presentation to the Council, traffic enforcement, importance of pedestrian flags at key intersections, professional evaluation of recommendations in the future, components of the Woodinville-Duvall Road widening project, timeline for the Woodinville-Duvall Road project, and warrants required before installing a stop sign.

Commissioner suggestions included the following:

- Staff provide a cost estimates for the projects
- Lower speed limits
- Add 140th between 181st Place and 181st Street to Item 1.02 as a location for pedestrian flags
- Add "Additional crosswalks" as Item 2.07
- Revise Item 3.04 to read "Wood-Duvall Road – ~~widen and~~ include ped/bike facilities"
- Provide a map in the presentation to the Council of Items 3.01, 3.04 and 3.05
- In the presentation to the Council, describe "raised pavement markers" (Item 1.04) and "candlesticks" (Item 2.04)
- Add the name of the restaurant in Item 1.06

10. WFLSD LIAISON REPORT

Woodinville Fire & Life Safety District Chief David Daniels introduced himself.

11. COUNCIL LIAISON INPUT – None

12. EMERGENCY MANAGER REPORTS

13. COMMISSIONER REPORTS

Commissioner Clinton reported Skywarn Weather Spotter Training will be held on April 22 at the NOAA Western Regional Center in Seattle from 6:30 to 9:00 p.m. Seattle & King County Public Health is also seeking participants to discuss the H1N1 flu vaccine public outreach. She advised out-of area-contact cards are available with updated web contact information.

Commissioner Clinton announced her plans to attend the Partners in Emergency Preparedness Conference. The Commission accepted her offer to represent the City at the conference.

Commissioner Montgomery reported on a seminar she attended regarding emergency communications, particularly Ham Radios. She suggested the EPC promote having one Ham Radio operator in each major neighborhood in the city. The seminar also included CPR training. She referred to the Master Garden Clinic hosted by the Woodinville Water District on the first Saturday of the month, pointing out a garden was a method of emergency preparedness. She suggested the EPC sponsor similar seminars.

Chair Tountas reported the Fire District is holding a First Aid Class on April 7.

14. PUBLIC COMMENT – None

15. UPCOMING AGENDA TOPICS

16. ADJOURNMENT

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

Vote: All voted in favor of the motion, and the motion carried (6-0). The meeting was adjourned at 9:10 p.m.

Respectfully submitted,

Linda Fava
Staff Liaison

Emergency
Preparedness
Commission

Post-Earthquake
Article

Woodinville Weekly Article – Post Earthquake Commissioners Marzano and Chatterton

The time to prepare for a major earthquake is NOW. Once the earth starts to move, it will be too late to make a plan, take that First Aid class or put together a family communications plan. The fact is, in a major regional earthquake, we will have to depend on each other for several days following the event. Emergency responders and city services are going to be stretched to unimaginable limits. Power lines will be down and the telephone communications severely damaged. If you have not already put together a plan, today is the time to start.

In previous articles we recommended how to prepare for an earthquake and actions to take during the event, specifically - "Drop. Cover. Hold on." Now that the ground under you has stopped trembling, you will want to assess the overall situation. First, check yourself and those around you for minor injuries that can be treated following standard First Aid practices. Use the phone ONLY to call for life threatening emergencies. Next, if you smell gas or hear a constant hissing sound, then shut off the gas. You will then want to check your home for damage and make sure the area is safe; downed electrical lines, water main breaks or hazardous material spills. Do not, under any circumstances, approach downed power lines or attempt to move the lines. Once you feel that you and your family are safe, you should check on your neighbors, particularly the elderly and disabled. Community Emergency Response Team (CERT) members in your neighborhood will be aiding in a damage assessment of your neighborhood. You should convey any information regarding personal injuries and structural damage to identified CERT members. The CERT members have been trained to assist and work with first responders.

You and your family should have an out-of-state contact since local area phone lines may be jammed or damaged. Each family member should have been instructed to call the same contact who can then relay information about location, injuries and plans of the others. Your personal survival kit should include a radio and spare batteries to get up-to-the-minute information and instructions from local and regional authorities. Finally, be prepared for aftershocks, which could be equally as powerful as the original earthquake.

Emergency Preparedness Commission

By Laws

City of Woodinville
Emergency Preparedness Commission
Bylaws

Article I
DUTIES AND RESPONSIBILITIES

The members of the Emergency Preparedness Commission accept the responsibility of the office and shall perform such duties as defined under applicable State of Washington statutes and City of Woodinville ordinances. The Emergency Preparedness Commission (hereinafter "Commission") serves in an advisory capacity to the City Council by providing policy guidance recommendations in meeting the public safety needs of the City. The Commission was created via City Ordinance 418, codified as Woodinville Municipal Code, Chapter 2.25.

Article II
ORGANIZATION OF THE COMMISSION

1. A Chairman and Vice-Chairman shall be elected by the Commissioners at the first regular meeting of the Commission in January 2007. Thereafter, a Chairman and Vice-Chairman shall be elected at the first regular meeting of the Commission in February of each year, or as soon thereafter as feasible, beginning in 2008. Elected officers shall serve for a term of one year, or until a successor is elected.
2. In the absence of the Chairman and Vice-Chairman, a Chairman pro tem shall be elected informally by the members present to conduct the meeting.
3. In the event of the resignation of the Chairman or Vice-Chairman, the Commission shall expeditiously elect a new officer to fill the vacancy.
4. The Chairman shall preside at all Commission meetings and have the powers generally assigned such office in conducting the meetings. It shall be the Chairman's duty to see that the transaction of Commission business is in accord with law and with these Bylaws.
5. The Chairman may appoint standing committees or special committees and assign one or more members to such committees.

6. The City's Emergency Manager, or a designee, shall serve as Secretary to the Commission. The secretary shall keep the minutes of all regular, recessed and special meetings of the Commission; such minutes shall be approved by the Commission. The Secretary shall give notice of all regular and special meetings to Emergency Preparedness Commission members, shall prepare the agenda of regular and special meetings, and shall serve proper and legal notice of all meetings and public hearings. The Secretary shall maintain a file of all studies, plans, reports, recommendations and official records of the Emergency Preparedness Commission.

Article III MEETINGS

1. Regular meetings shall be held on the second and fourth Monday of each month. Meetings shall be held at Woodinville City Hall, Council Chambers, located at 17301-133rd Avenue NE, Woodinville, Washington, and shall begin at 7:00 p.m. and conclude by 9:00 p.m. unless otherwise noticed.
 - a) To continue past the time of adjournment, a majority of the Commission members present must concur.
 - b) When a regularly scheduled meeting falls on a holiday, the meeting shall be held on the next business day, or may be canceled with appropriate notice to all parties and the public.
 - c) At regular meetings, the Commission may consider all matters that may be properly brought before the Commission without prior notice being given to the members. ~~However, no action may be taken on any item not appearing on the agenda without the unanimous vote of those Commission members present.~~
2. Special meetings of the Commission may be called by the Chairman and must be called upon written request of any three members of the Commission. Written notice of such a meeting and its purpose shall be given to all members not less than twenty-four hours in advance thereof, and the same notice of such a meeting shall be posted in City Hall and at the United States Post Office in Woodinville. All meetings shall be held in accordance with applicable State laws and City ordinances, and in particular, the State Open Meetings Act (RCW 42.30).
3. Any regular meeting may be recessed to a definite time and place by a majority vote of the Emergency Preparedness Commission members present at the meeting.
4. A quorum shall consist of four (4) voting members of the Commission, and no action can be taken in the absence of a quorum except to adjourn the meeting to a subsequent date.
5. To provide a fair and efficient forum for the conduct of business at Emergency Preparedness Commission meetings, meetings will be conducted in accordance with Robert's Rules of Order (as amended), and shall generally include the following rules:

- a. No person shall address the Commission without first obtaining recognition from the Chairman.
- b. The order of business shall be as prescribed on the agenda; changes to the agenda order shall first be approved by a majority vote of Commissioners present.
- c. In instances where a written staff report has been prepared, the staff representative, upon recognition by the Chairman, shall present the report for the record.
- d. Following the presentation of the staff report, the Commission shall be afforded the opportunity to question the staff regarding the material in the report.
- e. After questioning of the staff is completed, the Chairman may recognize any other person wishing to speak on the matter.
- f. Once any person has spoken in regard to a specific matter before the Commission, he/she shall not be recognized to speak again until all persons wishing to speak have been given the first opportunity to do so.
- g. Following the presentation by each speaker, the Emergency Preparedness Commission shall be afforded the opportunity to question the speaker regarding the information presented by the speaker.

Article IV VOTING AND ACTIONS OF COMMISSION

1. At all meetings of the Commission, each member shall have one vote on each motion. The Chairman shall have one vote and shall enjoy the same opportunity to vote as afforded to all other Commission members. Voting shall be by simple majority. The affirmative vote of at least four (4) members shall be necessary for the adoption of any motion or other voting matter, unless otherwise specified in these Bylaws. There shall be no voting by proxy. No matter may be voted upon unless:
 - a. The matter has been discussed at a previous meeting of the Commission; or
 - b. The matter has been placed on the agenda prior to the meeting by any member of the Commission or the Emergency Manager; or
 - c. The matter is considered by a majority vote of the Commission to constitute an emergency and thus warrant immediate action.
2. Each formal action of the Commission shall be embodied in a formal motion which will be entered verbatim in the Minutes. The Chairman shall, at the Chairman's discretion or at the request of any Commission member, read the motion before being voted on, as provided for in Section 1 above.
3. Audio recordings of Emergency Preparedness Meetings shall constitute the official transcript of the EPC proceedings.
4. Ex-officio members of the Commission are non-voting members.

Article V
ORDER OF BUSINESS

The order of business of Emergency Preparedness Commission meetings shall be:

1. Call to Order
2. Roll Call
3. Approval of Minutes
4. Approval of content and order
5. Communications from the Public
6. Special Presentations
7. Unfinished Business
8. New Business
9. Emergency Manager/Staff Reports
10. Reports from Commission Members
11. Communications from the Public
12. Adjourn

Public comment shall be limited to three (3) minutes per person and five (5) minutes per organization.

Article VI
PUBLIC HEARINGS

All Public Hearings of the Commission shall be held according to the following procedure:

- a. ~~Chairman opens the Public Hearing and reviews the topic orally. Background information may be provided by Staff. To the maximum extent possible, copies of all testimony and reports shall be submitted in writing to be made a part of the hearing record.~~
- b. The staff shall present technical analysis, review planning considerations and policy, cite possible alternatives and may make recommendations.
- c. Interested parties shall be given a reasonable time to comment or make inquiries.
- d. Information submitted shall be factual, relevant and not merely duplication of previous presentations. A reasonable time shall be allowed for all speakers. Each person speaking shall give his/her name, address and nature of interest in the matter before the Commission.
- e. Commissioners shall voice other significant considerations and pose any relevant questions through the Chairman. The Chairman shall interrogate the proper parties for the necessary answers.
- f. If necessary the Commission may continue the Public Hearing to such times and places as the Commission may deem appropriate.
- g. When all Public, Commission, and Staff comments have been completed, the Commission shall vote to close the hearing.

- h. The Commission shall discuss the pending application in order to ensure that all relevant points are considered. Action will then be taken following the introduction of a formal motion with appropriate discussion prior to a vote.

**Article VII
COMMITTEES**

The Emergency Preparedness Commission may establish from time to time such standing or special committees as it deems advisable and assign each committee specific duties or functions. Each standing committee shall consist of a maximum of three voting members. No standing or special committee shall have the power to commit the Emergency Preparedness Commission to the endorsement of any plan or program without its submission to, and the consensus of, the body of the Commission.

**Article VIII
CONFLICTS OF INTEREST**

All members of the Commission shall exercise every effort to avoid conflicts of interest, or the appearance thereof, in the actions of the Commission. Any member who in his/her judgment has an interest in any matter before the Commission that would tend to prejudice his/her actions shall so indicate publicly, shall step down and abstain from the deliberations and voting on that matter.

**Article IX
ABSENCES**

The accumulation, by any member, of three (3) consecutive unexcused absences from regular meetings and/or public hearings during a calendar year constitutes grounds for recommendation, by the Commission to the City Council, for removal of that member. An excused absence will be granted to any member who notifies the Emergency Manager or the Commission Chairman in advance of the meeting.

**Article X
AMENDMENTS**

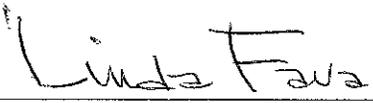
These Bylaws may be amended, from time to time, at any meeting of the Commission provided that notice of said proposed amendment, together with precise wording of such changes, shall be given each member, in writing, at least five (5) days prior to said meeting. The affirmative vote of at least four (4) voting members shall be required to adopt any changes to these Bylaws.

CERTIFICATION

The undersigned Secretary of the Woodinville Emergency Preparedness Commission does hereby certify that the above and foregoing Bylaws have been duly adopted by the members of the Commission as the Bylaws of Said Commission, said Bylaws having been revised on September 11, 2008.



Danica Mann, Chairman
Woodinville Emergency Preparedness
Commission



Linda Fava, Secretary
Woodinville Emergency Preparedness
Commission

Emergency
Preparedness
Commission

Woodinville Weekly
Article Schedule

Woodinville Weekly Article Schedule

All dates are tentative and subject to change.

Topic	Potential Month for Weekly	Assignment	Submit to Staff for Packet	1 st Review	2 nd review and approval
Introductory Article	July	Commissioners Yabroff, 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 Yabroff, 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	Commissioners Clinton/Chatterton	1/11/2010	1/25/2010	2/8/2010
Earthquake Preparedness	April	Chair Yabroff Comm. Chatterton	2/8/2010	2/22/2010	3/8/2010
Post Earthquake Preparedness	May	Comm. Chatterton Comm. Marzano	3/15/2010	3/22/2010	4/12/2010
Water Safety	June	Commissioner Brown	4/12/2010	4/26/2010	5/10/2010
Travel Tips	July	Commissioner Clinton	5/10/2010	5/24/2010	6/14/2010
Heat Exhaustion	August	Commissioner Chatterton	6/14/2010	6/28/2010	7/12/2010
Winter Safety & Fallen Trees	September		6/28/2010	7/12/2010	7/26/2010

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