

**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 24, 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 April 12, 2010
2. Minutes of April 28, 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

1. Second Reading of Woodinville Weekly Articles:
Article #11 – Post Earthquake Article
Article #12 – Water Safety
2. Woodinville Weekly Article Schedule Review/Update

NEW BUSINESS

1. Discussion of By-Laws
2. Discussion of Ordinance 418

REPORT FROM EMERGENCY MANAGER

REPORTS FROM COMMISSION MEMBERS

PUBLIC COMMENT

ADJOURNMENT

NEXT REGULAR MEETING: June 14, 2010 7:00 p.m.

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

**Monday
April 12, 2010**

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

CALL TO ORDER

The meeting was called to order at 7:00 p.m. by Chair Tountas.

ROLL CALL

PRESENT: Chair Peter Tountas, Vice Chair Nancy Montgomery, Commissioners Lillie Clinton, Al Taylor, Rick Chatterton, Mace Brady, and Janine Brown (ex-officio).

ABSENT: Commissioners Johanna Berkey and Dominic Marzano (ex-officio).

Also present were City Manager Rich Leahy, Assistant to the City Manager Alexandra Miller, Executive Assistant/Deputy City Clerk Linda Fava, and Management Analyst Zach Schmitz.

FLAG SALUTE

Chair Tountas led the flag salute.

APPROVAL OF MINUTES - None

APPROVAL OF CONTENT AND ORDER

Chair Tountas requested Introduction of new staff member, Alexandra Miller, Assistant to the City Manager, be added as Item 2 under Special Presentations and a discussion regarding HAM Operators be added to New Business. There were no other changes requested in the content and order of the agenda.

PUBLIC COMMENT – None

SPECIAL PRESENTATION

1) Introduction of New Member, Mace Brady

Chair Tountas welcomed Commissioner Brady and he briefly described his background in emergency preparedness.

2) Introduction of Alexandra Miller, Assistant to the City Manager

City Manager Rich Leahy introduced Ms. Miller and briefly described her background.

NEW BUSINESS

1) Second Reading of Woodinville Weekly Articles

Article #9 – Food Rotation

Commissioners reviewed and made minor changes to Article #9. Commissioner Chatterton offered to make the requested changes and email a revised copy to Ms. Fava.

Commissioner Chatterton moved to approve Article #9 for publication as amended. Commissioner Montgomery seconded the motion.

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

Article #10 Earthquake Preparedness

Commissioners reviewed and made minor changes to Article #10. Ms. Fava advised she would make the requested changes to the article.

Commissioner Chatterton moved to approve Article #10 for publication as amended. Commissioner Montgomery seconded the motion.

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

Commissioner Chatterton distributed an article regarding post-earthquake preparations for review at the next meeting.

At Commissioner Brown's request, the first review of the article regarding water safety was moved to May 10 and second reading to May 24. She relayed an Officer with King County Sheriff Water Search and Rescue offered to provide information for the article as well as speak to the Commission regarding water safety. It was agreed Commissioner Brown would invite him to a future meeting. It was also suggested the date of the Officer's presentation be included in the article.

2) Ham Operators

Chair Tountas suggested scheduling a Ham Radio Operator to speak to the Commission. Following the speaker, he suggested a Commissioner write an article encouraging people to obtain their Ham Radio license.

Mr. Leahy explained EOC demonstrations include a Radio Amateur Civil Emergency Service (RACES) operation. On the City's behalf, ESCA has recruited volunteer ham radio operators in the area who would assist the City during an emergency.

4) Discuss Possible Tour of ESCA Facility

Mr. Leahy inquired regarding the Commission's interest in touring ESCA's facility in Brier. Commissioners agreed to tour the ESCA facility on Wednesday, April 28 at 7:00 p.m.

Commissioner Chatterton moved that the ESCA tour be in lieu of the EPC's regular meeting on April 26. Commissioner Clinton seconded the motion.

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

UNFINISHED BUSINESS

1) Verbal Status Report – Public Safety CAP Recommendations

Chair Tountas explained the PowerPoint that will be provided to the City Council at their April 13 meeting contained the information the Commission agreed to at the last meeting with the addition of a wheelchair sign in Wellington (Item 1.09). He reviewed information in the PowerPoint including the formation of the Public Safety CAP, CAP members, duration of the CAP, phasing and Phase I project recommendations:

Phase I – Immediate

- 1.01 Signs – “watch for pedestrians,” “bicycle and pedestrian community”
- 1.02 Pedestrian flags – install flags at priority intersections
- 1.03 Rumble strip/caution light on Woodinville-Duvall Road near QFC
- 1.04 Safety Awareness Program
- 1.05 Allow right turn only from 175th onto 133rd in area of Mi Tierra Restaurant
- 1.06 Public Marketing Program
- 1.07 Crime Prevention Program
- 1.08 Eliminate left turn from Woodinville-Duvall Road into gas station
- 1.09 Eliminate left turn from Woodinville-Duvall by stormwater detention pond
- 1.10 Wheelchair crossing sign at NE 201st/156th

Chair Tountas reported the Police Chief obtained four bicycles via a grant that would be used for safety awareness and patrol. Commissioner discussed other locations for wheelchair crossing signs and signage to identify senior crossings.

Vice Chair Montgomery reviewed Phase II and III project recommendations:

Phase II – Short-term

- 2.01 Streetlight illumination on pedestrian/bicycle routes
- 2.02 Flashing LED crosswalks at priority locations
- 2.03 Radar speed signs
- 2.04 Delineators and raised pavement markers on Woodinville-Duvall Road
- 2.05 Power for 156th speed radar sign
- 2.06 Review/adjust timing of traffic signal at Woodinville-Duvall Road at 156th
- 2.07 Add additional crosswalks with pedestrian flags
- 2.08 Crosswalk with raised pavement markers at 156th & 195th

Phase III – Mid-term

- 3.01 Widen Woodinville-Duvall Road and include pedestrian and bicycle facilities
- 3.02 Traffic signal synchronization
- 3.03 Add additional Police Officer for traffic enforcement and crime prevention
- 3.04 Include pedestrian and bicycle facilities on Woodinville-Duvall Road from 156th to downtown
- 3.05 Install continuous sidewalks on Woodinville-Duvall Road from 156th to downtown
- 3.06 Replace and widen railroad trestle at 131st
- 3.07 New traffic signal at Woodinville-Duvall by QFC

3.08 Regrade 156th Hill

3.09 Increase/expand crime prevention activities

Chair Tountas reviewed the EPC's recommendation: 1) to review and accept the recommended priorities from the EPC and 2) to change the Emergency Preparedness Commission to the Emergency Preparedness and Safety Commission; the Commission will draft amended charter and bylaws for further review. Vice Chair Montgomery added she would also thank the Council for forming the CAP to identify safety issues.

Chair Tountas distributed the EPC bylaws, Ordinance 418 that established the EPC, and Ordinance 479 that changed the EPC membership. He requested Commissioners provide suggested revisions to the bylaws at the next meeting to incorporate public safety into the EPC.

Commissioner Chatterton expressed concern that the recommendation to amend the EPC's charter to include public safety had not been included on the agenda and therefore the public had not been notified of this proposed change. Mr. Leahy advised the Commission was allowed to discuss any topic at a regular meeting. He cautioned for legal and professional reasons there were some public safety issues that a commission could not be involved in.

Discussion followed regarding whether the EPC had previously discussed amending the EPC's charter to include public safety, declining need for an EPC due to the City contracting with ESCA, former Police Chief Kent Baxter's recommendation that the commission also address public safety, preference for the Council to direct the EPC to change its charter to include public safety, intent of the CAP to identify public safety issues, concern the recommendation to change the EPC's charter did not come from the CAP, ability for a public safety commission to follow-up on the CAP's recommendations, importance of public safety issues, concern with the EPC revising its own charter, seeking direction from the Council regarding the EPC's role in the future, and a suggestion to schedule amending the charter as a future agenda item.

Commissioner Montgomery moved to approve the presentation to be made to the Council on April 13 as presented. Motion died for lack of a second.

Commissioner Chatterton reiterated his concern that a recommendation to amend the EPC's charter muddied the waters and diluted the CAP's recommendations. He preferred to have further discussion by the EPC and Council regarding amending the charter. He recalled a suggestion that the CAP meet again in six months and suggested the issue of amending the EPC's charter could be discussed at that time.

Following further discussion, the Commission's recommendation was revised to read: The Commission recommends the Council review and accept the recommended priorities from the EPC and moving forward, to determine if there is a need to amend the EPC charter to include public safety, and if so, have either the Council or the EPC develop the amended charter.

Commissioner Montgomery moved to approve the presentation to be made to the Council on April 13 as revised. Commissioner Brady seconded the motion.

Upon roll call, motion carried (5-1), Chair Tountas, Vice Chair Montgomery and Commissioners Clinton, Taylor, and Brady in favor; and Commissioner Chatterton opposed.

NEW BUSINESS (con't)

3) Review Emergency Operations Center (EOC) Setup

Mr. Leahy explained the City's EOC has historically been at the Fire District's headquarters and was recently moved to City Hall with a backup EOC at the Fire District headquarters. He commented on the EOC activation procedures in the City's Comprehensive Emergency Management Plan and plans for practical exercises. He advised the EOC was not a place for Emergency Preparedness Commissioners unless they were assigned to the EOC as volunteers.

Management Analyst Zach Schmitz explained the intent of the EOC was to gather and disseminate information. He described the operation of the EOC during an emergency.

Chair Tountas moved to extend the meeting 15 minutes. Commissioner Clinton seconded the motion.

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

Mr. Leahy and Mr. Schmitz responded to Commissioners' questions regarding cross training, staffing of the EOC by City employees, volunteers' duties during an emergency, generator load analysis, backup for employees unable to report to the EOC, employees of other public agencies reporting to a local EOC, staff priorities during an emergency, and EOC training exercises.

REPORT FROM EMERGENCY MANAGER

REPORTS FROM COMMISSION MEMBERS

Commissioner Montgomery reported she attended first aid training at the Fire District. She relayed there are trained medical personnel employed by private businesses that the ACity could utilize during an emergency.

Chair Tountas welcomed Commissioner Brady and Ms. Miller. He expressed his appreciation to staff for the assistance they provide the EPC.

PUBLIC COMMENT – None

ADJOURNMENT

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

Vote: All voted in favor of the motion, and the motion carried (6-0). The meeting was adjourned at 9:13 p.m.

Respectfully submitted,

Linda Fava
Staff Liaison

CITY OF WOODINVILLE
EMERGENCY PREPAREDNESS COMMISSION
Special Meeting

Wednesday
April 28, 2010

5:45 p.m.
Emergency Services Coordinating Agency

1. CALL TO ORDER

The meeting was called to order at 5:55 p.m. by Vice Chair Nancy Montgomery.

2. IN ATTENDANCE

PRESENT: Vice Chair Nancy Montgomery, Commissioners Lillie Clinton, Rick Chatterton, Johanna Berkey, Mace Brady.

ABSENT: Chair Peter Tountas, Commissioners Mace Brady, Al Taylor, Janine Brown, and Dominic Marzano.

Also present were Assistant to the City Manager Alexandra Miller, Executive Assistant/Deputy City Clerk Linda Fava, and Management Analyst Zach Schmitz.

3. BUSINESS ITEM

The Emergency Preparedness Commission (EPC) members boarded a van for a trip to the Emergency Services Coordinating Agency (ESCA), to tour their facilities in Brier, Washington. The City of Woodinville has a contractual agreement with ESCA to provide oversight of emergency management services. Upon arriving at their headquarters, the Commissioners were met by Dan Goode, CEM Manager, and Jamie Gravelle, Coordinator. Jamie spoke of the Neighbor-Helping-Neighbor program, which bears some similarities to the Map Your Neighborhood program with which the City is familiar.

She also mentioned that ESCA provides opportunities for the CERT trainees to take further classes, quarterly at their location, to maintain familiarity with the program and continue their value to the program. ESCA will tap this pool of volunteers when certain emergency situations warrant this pool of resources. Such a class is currently scheduled, and Commission members were directed to the Agency's website for registration.

Those Commissioners in attendance were introduced to the Radio Amateur Civil Emergency Service (RACES) volunteers, otherwise known as HAM operators, and had an opportunity to see the portion of the facility that was dedicated to their work. With 75 operators available for assignment, these individuals meet weekly and monthly to test equipment and ensure that it is in working order. They also conduct occasional exercises to maintain an understanding of how response will be necessary in the event of an emergency.

The meeting was adjourned at 7:14 p.m. with a motion by Commissioner Clinton and a second by Commissioner Brady.

Respectfully submitted,

Linda Fava
Staff Liaison

Post Earthquake Article

Water Safety Article

Woodinville Weekly Article #11 Post Earthquake

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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.

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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. Be certain you know where your shut-off is at the meter. 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. Check to see that your phone lines are working. 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.

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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

Woodinville Weekly Article #12

Water Safety

Here comes the sun! After months of cloudy, cool weather we are so ready for the sun here in the Pacific Northwest. There is nothing like a warm sunny summer day to get us outdoors and enjoying the beauty of the area in which we live. As the thermometer rises we often find ourselves enjoying one of the many water recreation areas available to us.

Whether it be a stream, river, or larger body of water such as a lake or even the Sound it is important to practice good water safety. Most of us know the basics; buddy-up and never swim alone. Obey posted warnings. Swim in designated or safe areas only. Know your limits; when you are tired take a break, and don't mix swimming or boating with alcohol. Children should not be left unattended.

Our northwest rivers run particularly cold and deep and even the strongest swimmer can quickly find themselves in trouble if precautions aren't taken. Young swimmers and all boaters should wear a life jacket. Cold waters can paralyze a swimmer with muscle cramps and even a strong swimmer may need the assistance of a flotation device.

Boaters should be aware that the State of Washington requires a Mandatory Boater Education Card for operators of boats having motors of 15 horsepower or greater. The card requirement is being phased in from 2008 to 2014. In 2010 all operators 30 years and younger are required to have the card. You can find more information on how to obtain your Boater Education Card online at www.parks.wa.gov/boating/boatered/

Here comes the sun, and it's alright... with so many types of water recreation available to us it is a good idea to think ahead and make sure that all your summer excursions are fun and safe.

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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

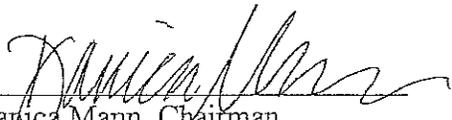
The accumulation, by any member, of three (3) consecutive unexcused absences from regular meetings and/or public hearings during a calendar year constitutes grounds for recommendation, by the Commission to the City Council, for removal of that member. An excused absence will be granted to any member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

Article X AMENDMENTS

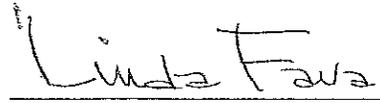
These Bylaws may be amended, from time to time, at any meeting of the Commission provided that notice of said proposed amendment, together with precise wording of such changes, shall be given each member, in writing, at least five (5) days prior to said meeting. The affirmative vote of at least four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

Ordinance 418

ORDINANCE NO. 418

AN ORDINANCE OF THE CITY OF WOODINVILLE, WASHINGTON, AMENDING TITLE 2 WMC BY ADDING A NEW CHAPTER 2.25 EMERGENCY PREPAREDNESS COMMISSION THERETO; ESTABLISHING A EMERGENCY PREPAREDNESS COMMISSION TO ADVISE THE CITY COUNCIL ON PUBLIC SAFETY MATTERS; SETTING FORTH CRITERIA AND PROCEDURES FOR THE SELECTION AND REMOVAL OF COMMISSIONERS; PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the City Council and citizens of the City of Woodinville have expressed support for the creation of an Emergency Preparedness Commission to advise the City Council on matters related to public safety; and

WHEREAS, establishment of an Emergency Preparedness Commission will serve the public interest by facilitating public involvement with public safety issues and fostering informed policy formation;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF WOODINVILLE, WASHINGTON, DOES ORDAIN AS FOLLOWS:

Section 1. Amendment of Title 2 WMC. Title 2 of the Woodinville Municipal Code is hereby amended by the addition of a new Chapter 2.25 Emergency Preparedness Commission to provide in its entirety as follows:

EMERGENCY PREPAREDNESS COMMISSION

Sections:

2.25.010 Emergency Preparedness Commission
Created.
2.25.020 Membership.
2.25.030 Meetings.
2.25.040 Duties and Responsibilities.

**2.25.010 Emergency Preparedness Commission
Created.**

There is hereby created an Emergency Preparedness Commission to provide policy guidance and recommendations in meeting the public safety needs of the City. The Emergency Preparedness Commission shall advise and provide recommendations to the City Council on matters concerning emergency medical services, emergency

preparedness, traffic safety issues, and such other matters as may be specified by the City Council.

2.25.020 Membership.

- (1) Number of Commissioners. The Emergency Preparedness Commission shall consist of seven members, each of whom shall be appointed for a term of three years. Provided, that the initial appointments to the Commission shall consist of four appointments for terms of two years and three appointments for terms of three years. Subsequent appointments shall be for three year terms. When two consecutive full terms have been served, members may be eligible to serve two three-year consecutive terms, if reappointed. There must be a one-year interval in service before reappointment can be made to the Emergency Preparedness Commission. Commissioner terms shall expire on November 1.
- (2) Appointment. Commissioners shall be appointed by the Mayor, subject to confirmation by the City Council. Commissioners shall reside within the Woodinville City limits at the time of their appointment and throughout the duration of their terms. Commissioners shall be selected without respect to political affiliation and shall serve without compensation.
- (3) Ex Officio Appointments. With the consent of the majority of the Emergency Preparedness Commission, the Chairperson may appoint up to two (2) non-voting members to the Commission with expertise in a field relevant to the Commission's work. Such *ex officio* Commissioners need not be residents of the City of Woodinville. The duration of any such *ex officio* appointments shall be established by the Commission at the time of appointment.
- (4) Removal. Members of the Emergency Preparedness Commission may be removed by a majority vote of the entire City Council for neglect of duty, conflict of interest, malfeasance in office, unexcused absences of more than three consecutive regular meetings, or other cause in the City Council's sole discretion. The

decision of the City Council regarding any such removal shall be final and not subject to appeal.

- (5) Vacancies. Vacancies occurring other than through the expiration of a Commissioner's term shall be filled for the remainder of the term in the same manner as for appointments.
- (6) Advisor. The City of Woodinville Emergency Manager or his/her designee shall serve as advisor to the Commission.

2.25.030 Meetings.

- (1) Officers. The Emergency Preparedness Commission shall elect from its membership a Chairperson who shall preside over all Commission meetings, and a Vice Chairperson who shall preside in the absence of the Chairperson. The Chairperson and Vice chairperson shall be elected annually. A majority of the Emergency Preparedness Commission members shall constitute a quorum for the transaction of business and a majority vote of those present shall be necessary to carry any motion.
- (2) Procedural Rules. The Emergency Preparedness Commission shall adopt such rules and regulations as are necessary for the conduct of its business.
- (3) Meeting Schedule; Notice and Accessibility of Meetings. The Emergency Preparedness Commission shall establish a regular meeting schedule, including the time, place and frequency of meetings. The Commission may also from time to time hold special meetings. All meetings of the Commission shall be governed by and open to the public in accordance with Chapter 42.30 RCW.

2.25.040 Duties and Responsibilities.

The Emergency Preparedness Commission shall be an advisory board to the City Council, and shall provide guidance and recommendations concerning public safety issues. The duties of the Commission shall include, but are not necessarily limited to, the following:

- (1) Analyze community needs for public safety services and provide recommendations concerning the utilization of present and future public safety facilities.
- (2) Review Emergency Preparedness planning policies and procedures as directed the City Council.
- (3) Review and formulate recommendations on matters referred to the Commission by the City Council within the authority of the Commission.
- (4) Review emergency response procedures for City sponsored community events.
- (5) Review and make recommendations concerning public safety ordinances and City options relating to public safety grants from the U.S. Department of Homeland Security and other external funding sources.
- (6) Review updates to the City's Comprehensive Emergency Preparedness Plan, future annexations and emergency support functions.
- (7) Assess levels of community preparedness and recommend policies, training and facility investments.
- (8) Review proposed community preparedness public outreach programs and events.
- (8) Coordinate with relevant community organizations for effective resource sharing, public education and grant solicitation.

Section 2. Severability. If any section, sentence, clause, or phrase of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this ordinance.

Section 3. Effective Date. This ordinance, or a summary thereof consisting of the title, shall be published in the official newspaper of the City, and shall take effect and be in full force (30) days after final passage.

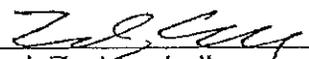
**ADOPTED BY THE CITY COUNCIL AND SIGNED IN AUTHENTICATION OF ITS
PASSAGE THIS TENTH DAY OF JULY 2006.**


Cathy VonWald, Mayor

ATTEST/AUTHENTICATED:


Sandra Parker
City Clerk\MMC

APPROVED AS TO FORM:
OFFICE OF THE CITY ATTORNEY

By: 
J. Zachary Lell
City Attorney

PASSED BY THE CITY COUNCIL: 7-10-2006
PUBLISHED: 7-17-2006
EFFECTIVE DATE: 8-9-2006
ORDINANCE NO. 418

Woodinville Weekly

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