

**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**

June 14, 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 May 10, 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

Water Safety – Charlie Akers, K.C. Sheriff's Office Marine Unit

UNFINISHED BUSINESS

1. Adoption of Wood. Weekly Article #11 – Post Earthquake
2. Adoption of Wood. Weekly Article #12 – Water Safety
3. Woodinville Weekly Article Schedule Review/Update
4. 2nd Reading and Adoption of By-Laws
5. Continued Discussion of Ordinance 418

NEW BUSINESS

1. Discussion of Public Safety Topics
2. 2011-2012 Work Plan

REPORT FROM EMERGENCY MANAGER

REPORTS FROM COMMISSION MEMBERS

PUBLIC COMMENT

ADJOURNMENT

NEXT REGULAR MEETING: June 28, 2010 7:00 p.m.

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

**Monday
May 10, 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 and Commissioners Al Taylor, Mace Brady, Janine Brown (ex-officio), and Dominic Marzano (ex-officio).

ABSENT: Commissioners Lillie Clinton, Rick Chatterton, and Johanna Berkey.

Also present were City Manger 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

1) March 22, 2010

Commissioner Montgomery moved that the minutes of March 22, 2010 be approved as written. Commissioner Brady seconded the motion.

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

APPROVAL OF AGENDA IN CONTENT AND ORDER

Chair Tountas suggested under New Business Item 5 the Commission review the presentation made to the City Council regarding the Public Safety CAP's recommendations.

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

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

PUBLIC COMMENT – None

SPECIAL PRESENTATION – None

UNFINISHED BUSINESS – None

NEW BUSINESS

1) First Reading of Woodinville Weekly Articles – Article #11 – Post Earthquake

Commissioners reviewed and made the following changes to Article #11:

- Add a sentence that reads, “Check to see that your phone lines are working” following the eighth sentence of the second paragraph.
- Add a sentence that reads, “Be sure you know where your shutoff is at the meter following the fifth sentence of the second paragraph.

2) Report of Tour of ESCA Facilities

Vice Chair Montgomery distributed information provided at the tour. She reported ESCA offers classes on obtaining a Ham Radio License as well as Advanced CERT classes.

3) Agenda Format – Refinement of Agenda in Keeping with Council and other Commissions

City Manager Rich Leahy reviewed a revised agenda format, suggesting all business items be included under the agenda heading of Business rather than having Approval of Minutes, New Business and Unfinished Business as separate agenda headings.

4) Meeting Frequency – Rich Leahy

City Manager Rich Leahy suggested this item be discussed during the Revision of Bylaws.

5) Review of Bylaws/Review of Presentation to the City Council by the EPC

Chair Tountas suggested at the next meeting the Commission review the bylaws and take action individually on any changes. A strike through reversion of the bylaws would then be forwarded to the Council for approval.

Chair Tountas distributed an excerpt from the April 13, 2010 City Council meeting of the presentation made by the EPC. He reported the Council endorsed the presentation including all items in Phases 1, 2, and 3 except for the recommendation to hire a police officer in Phase 3. The Council indicated the EPC is free to, 1) come up with another name for the EPC, 2) review and make changes to the bylaws and submit them to Council for approval, and 3) review and make changes to Ordinances 418 and 479 and submit them to Council for approval.

Mr. Leahy clarified the bylaws are guidelines for how the Commission operates internally; the ordinance provides Council direction regarding the Commission’s charter as an advisory body. Discussion followed regarding the purpose of the Public Safety CAP, the EPC’s diminished role in emergency preparedness given the City’s contract with ESCA, and opportunity to expand the EPC’s role to include public safety issues.

Suggestions for future meetings included periodically reviewing the status/progress on the Public Safety CAP recommendations and hosting speakers/presentations that would be advertised to the public regarding topics such as water safety, obtaining a Ham radio license, etc.

Article #12 – Water Safety

Commissioners reviewed and made several additions/revisions to Article #12. Second reading and approval of the article was added to the May 24 agenda. Commissioner Brown offered to follow-up with the King County Sheriff's Water Safety Officer to schedule a presentation to the EPC regarding water safety.

Chair Tountas invited a Commissioner to write an article regarding Winter Safety/Fallen Trees and an article regarding Ham Radios. Discussion followed regarding Ham radio training offered by ESCA and RACES, and inviting the Fire District to provide an update regarding their education programs.

Chair Tountas moved that the EPC ask the Council to ask the Woodinville Fire and Life Safety District to provide the status of the CERT database prepared by Steve Yabroff, an update regarding the District's short and long term plans and the status of their training programs and how they see themselves integrating with the City during a disaster/emergency. Commissioner Brady seconded the motion.

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

REPORT FROM EMERGENCY MANAGER - None

REPORT FROM COMMISSION MEMBERS

Commissioner Marzano reported he attended the ceremony in Pensacola, Florida, where his son was commissioned a Second Lieutenant in the Air Force.

Commissioner Taylor suggested the Commission discuss during the review of the bylaws a process for presenting a minor opinion to the Council.

Commissioner Brown reported her second granddaughter was born last week.

PUBLIC COMMENT – None

ADJOURNMENT

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

Vote: All voted in favor of the motion, and the motion carried (4-0). The meeting was adjourned at 8:27 p.m.

Respectfully submitted,

Linda Fava
Staff Liaison

WOODINVILLE WEEKLY

ARTICLE #11

Woodinville Weekly Article #11

Post Earthquake

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. 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 may 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.

**WOODINVILLE
WEEKLY**

ARTICLE #12

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. **In subsequent years, the age requirement progresses.** 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.

**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	1st Review	2nd 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	7/5/2010	7/12/2010	7/26/2010
Heat Exhaustion	August	Commissioner Chatterton	7/19/2010	6/26/2010	8/9/2010
Ham Operators	September	Commissioner Berkey	8/16/2010	8/23/2010	9/13/2010
Winter Safety & Fallen Trees	October		9/20/2010	9/27/2010	10/11/2010

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.
 - a) Dissenting opinions may be submitted by a Commissioner to be included in the minutes of the Commission.
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.

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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. Flag Salute
4. Approval of content and order
5. Communications from the Public
6. Special Presentations
7. Business Items
Approval of Minutes
8. Emergency Manager/Staff Reports
9. Reports from Commission Members
10. Communications from the Public
11. Adjourn

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Public comment shall be limited to three (3) minutes per person.

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**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 _____, 2010.

Peter Tountas, 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. The most desirable combination would be to have one (1) ex-officio member with expertise in Public Safety. Although not mandatory, this would be desirable.
- (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. The membership may also submit a member for termination from the Commission to the City Council for final approval. However, a two-thirds majority vote of the members is required before approval and submitting to the City Council. Any member of the Commission can demand that a vote on this kind of decision be taken by ballot.

A member of the Commission who is disruptive and has been warned by the Chair may be removed from the meeting. The Chair will address the membership regarding the removal of the member from the meeting, but must require that the offender has the opportunity to speak on his behalf. A two-thirds approval is required by the membership to remove the offender from the meeting.

- (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 Public Safety issues and policies as directed by the City Council. Report results of these reviews on a scheduled basis.
- (4) Review and formulate recommendations on matters referred to the Commission by the City Council within the authority of the Commission.
- (5) 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

WORK PLAN

**WOODINVILLE EMERGENCY PREPAREDNESS COMMISSION
2009/2010 WORK PLAN**

GOAL	ORD. 418 REFERENCE 2.25.040 Duties and Responsibilities	TASKS	TARGET DATE(S)	STATUS
1) Raise Emergency Preparedness Commissions' awareness of emergency management legal mandates and authority.	N/A	<ul style="list-style-type: none"> • Educational presentations @ meetings • How EOC Functions • Attend King County Elected Officials conference, to acquire information regarding emergency preparedness. • Attend educational conferences as reviewed by the group. 		Shelter Activation Training
2) Review Emergency Preparedness planning policies and procedures.	(2) Review Emergency Preparedness planning policies and procedures as directed by the City Council (4) Review emergency response procedures for City sponsored community events ¹ (6) Review updates to the City's Comprehensive Emergency Preparedness Plan, future annexes and emergency support functions	<ul style="list-style-type: none"> • Review Comp. Emg. Mgt. Plan (CEMP) update(s) • Assess City's emergency response procedures and plans • Review Shelter Activation Plan • Review Evacuation Plan (Regional) 		
3) Assess compliance with all Emergency Management planning requirements.	(6) Review updates to the City's Comprehensive Emergency Preparedness Plan, future annexes and emergency support functions (5) Review and make recommendations concerning public safety ordinances and City options relating to public safety grants from the US Department of Homeland Security and other external funding sources	<ul style="list-style-type: none"> • Review training requirements • Review exercise requirements • Evaluate timelines for compliance • National Incident Management System (NIMS) compliance 		

¹ This duty appeared operational in nature and is therefore included in broader Emergency Management planning responsibilities

**WOODINVILLE EMERGENCY PREPAREDNESS COMMISSION
2009/2010 WORK PLAN**

GOAL	ORD. 418 REFERENCE 2.25.040 Duties and Responsibilities	TASKS	TARGET DATE(S)	STATUS
4) Assess levels of community preparedness.	(7) Assess levels of community preparedness and engage community. Recommend policies, training and facility investments	<ul style="list-style-type: none"> • Explore Possibility of Citizen Corp (Medical Reserve, Fire Reserve, VIPs, Block Watch, CERT) Discuss Emergency Preparedness focus for Block Watch Organizations 		
5) Review options relating to emergency management, public safety grants and other external funding sources.	(8B ²) Coordinate with relevant community organizations for effective resource sharing, public education and grant solicitation (5) Review and make recommendations concerning public safety ordinances and City options relating to public safety grants from the US Department of Homeland Security and other external funding sources	<ul style="list-style-type: none"> • Assess funding needs • Review ability to research & apply for grants • Recommend to research grant opportunities • Recommend to research and poll community organizations for real resources available during disasters 		
6) Recommend policies, training and capital investments for the City, staff and volunteers	(7) Assess levels of community preparedness and recommend policies, training and facility investments	<ul style="list-style-type: none"> • Recommend coordination with Schools regarding Training (Safe School Legislations) • Recommend NIMS training for city staff • Recommend participation in exercises • Recommend shelter training for volunteers • Review capabilities and determine needs to mitigate and respond to disasters. • Recommend tracking community volunteers • Identify "just in time" training for spontaneous volunteers • Recommend training for City Council and staff on Roles and Authorities during Emergencies. • Recommend and review a joint tabletop with staff and City Council 		

² Ordinance 418 has two #8's under Duties and Responsibilities. For clarification 8A in this work plan references "Review proposed community preparedness public outreach programs and events." And 8B in this work plan references "Coordinate with relevant community organizations for effective resource sharing, public education and grant solicitation."

**WOODMYLLE EMERGENCY PREPAREDNESS COMMISSION
2009/2010 WORK PLAN**

GOAL	ORD. 418 REFERENCE	TASKS	TARGET DATE(S)	STATUS
7) Review and make recommendations concerning public safety ordinances.	(5) Review and make recommendations concerning public safety ordinances and City options relating to public safety grants from the US Department of Homeland Security and other external funding sources	<ul style="list-style-type: none"> Review ordinances under consideration 		
8) Review community public safety services needs.	(1) Analyze community needs for public safety services and provide recommendations concerning the utilization of present and future public safety facilities	<ul style="list-style-type: none"> Recommend assessment of needs Shelter availability Review the coordination of Emergency Response with Water District Review Emergency Notification System 		
9) Review proposed community preparedness programs and events.	(8A ²) Review proposed community preparedness public outreach programs and events	<ul style="list-style-type: none"> Winter preparedness fair National Night out Other emergency information meetings Celebrate Woodinville 		
10) Communicate progress with City Council		<ul style="list-style-type: none"> Meet with City Council twice per year; Target May and October Provide briefings through staff reports 		

Note: Ordinance 418, section 2.25.040 Duties and Responsibilities (3) "Review and formulate recommendations on matters referred to the Commission by the City Council within the authority of the Commission" was considered an understood, on-going duty and is therefore not outlined specifically in the work plan.