

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

July 12, 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 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

BUSINESS ITEMS

1. Minutes of May 22, 2010, and June 14, 2010
2. Discussion & Adoption of Wood. Weekly Article #13 – Boating Safety
3. Ordinance 418
4. Avenues for Citizen Public Safety Comments
5. 2011-2012 Work Plan
6. Audio Broadcast of EPC Meeting on Website

REPORT FROM EMERGENCY MANAGER

REPORTS FROM COMMISSION MEMBERS

PUBLIC COMMENT

ADJOURNMENT

NEXT REGULAR MEETING: August 9, 2010 7:00 p.m.

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

**Monday
May 24, 2010**

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

CALL TO ORDER

The meeting was called to order at 7:04 p.m. by Chair Tountas.

ROLL CALL

PRESENT: Chair Peter Tountas, Vice Chair Nancy Montgomery and Commissioners Al Taylor (arrived 7:10 p.m.), Rick Chatterton, Johanna Berkey, Mace Brady, and Dominic Marzano (ex-officio).

ABSENT: Commissioners Lillie Clinton and Janine Brown (ex-officio).

Also present were 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) Minutes of April 12, 2010

Vice Chair Montgomery moved that the minutes of April 12, 2010 be approved as written. Commissioner Brady seconded the motion.

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

2) Minutes of April 28, 2010

Vice Chair Montgomery moved that the minutes of April 28, 2010 be approved as written. Commissioner Brady seconded the motion.

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

PUBLIC COMMENT

Dave Henry, Woodinville, recommended the EPC write articles for the *Woodinville Weekly* regarding public safety. He also suggested having a table with public safety information at the

Farmers Market as well as at the winter safety fair. He suggested the City clarify that the Emergency Preparedness/Public Safety Commission would not be considering any police matters.

APPROVAL OF AGENDA IN CONTENT AND ORDER

Chair Tountas suggested the Commission consider revision of the agenda format and meeting frequency during the discussion of the bylaws.

Commissioner Brady requested the addition of an agenda item to discuss a process for gathering public safety concerns from the community.

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

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

SPECIAL PRESENTATION – None

UNFINISHED BUSINESS

1) Second Reading of Woodinville Weekly Articles

Article #11 – Post Earthquake

Commissioner Berkey inquired about the availability, dispatch method and ongoing training of CERT members in the community. Commissioner Marzano explained the premise of CERT is for members to help themselves and their neighbors following an event when professional responders are not immediately available. The wording in the article was revised to read, “Community Emergency Response Team (CERT) members in your neighborhood ~~will~~ may be aiding in a damage assessment of your neighborhood.”

Commissioner Taylor moved to approve Article #11 for publication as amended. Commissioner Montgomery seconded the motion.

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

Article #12 – Water Safety

Commissioners reviewed and made minor changes to Article #12.

Commissioner Taylor moved to approve Article #12 for publication as amended. Commissioner Montgomery seconded the motion.

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

2) Woodinville Weekly Article Schedule Review/Update

Commissioner Berkey offered to write an article regarding ham radios using information provided by ESCA. Executive Assistant/Deputy City Clerk Linda Fava agreed to revise the dates for article submission and review.

NEW BUSINESS

1) Discussion of Bylaws

Commissioner Taylor moved to require a majority vote of the Commission (50% plus 1) for any changes to the bylaws. Commissioner Chatterton seconded the motion.

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

Vice Chair Montgomery moved that the Commission's title be changed to "Emergency Preparedness and Public Safety Commission." Commissioner Brady seconded the motion.

Discussion followed regarding the importance of including public safety in the Commission title to ensure there were no misconceptions regarding the Commission's responsibilities.

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

Commissioner Berkey moved that the Commission meet twice per month except during the summer months of June through September when the Commission will meet once a month. Vice Chair Montgomery seconded the motion.

Commissioner Berkey withdrew her motion with the agreement of the second.

It was the consensus of the Commissioners to meet twice per month October through May and once per month June through September.

Chair Tountas moved to add to Article IV, "A dissenting opinion may be submitted by any member of the Commission and be included in the minutes." Vice Chair Montgomery seconded the motion.

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

Vice Chair Montgomery moved to retain Item 11 (Communication from the Public) on the agenda so that there are two opportunities for public comment. Commissioner Brady seconded the motion.

Vote: All voted in favor of the motion, with the exception of Chair Tountas, and the motion carried (5-1).

Commissioner Berkey moved to combine all Business Items and place Approval of Minutes under Business Items. Commissioner Taylor seconded the motion.

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

Chair Tountas moved to add Flag Salute as Agenda Item 3 and change the sentence regarding public comment to read, "Public comment shall be limited to three (3) minutes per person and ~~five (5) minutes per organization~~. Vice Chair Montgomery seconded the motion.

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

Vice Chair Montgomery raised a question of personal privilege which was granted by Chair Tountas. Vice Chair Montgomery admonished Commissioner Chatterton for expressing his concerns with Chair Tountas and Commissioner Yabroff to the City Council and stating his intent to contact the State Attorney General regarding the Public Safety CAP's violations of the Open Public Meetings Act (OPMA). She relayed City Manager Rich Leahy's determination that the Public Safety CAP's meetings were not subject to the OPMA. She voiced her concern that Commissioner Chatterton's comments would discourage citizens from volunteering on City boards and commissions. She also objected to his April 26, 2010 letter to the editor of the Woodinville Weekly.

Commissioner Chatterton responded he stood by his letter to the editor and remained suspect of the motives of some Commissioners' recent actions. He stood by his right to address the City Council, explaining the presentation regarding the CAP's recommendation violated Article IV of the Commission's bylaws regarding voting and actions of the Commission. He did not regret his actions, did not appreciate Vice Chair Montgomery's admonishment and felt the EPC had been politicized.

2) Discussion of Ordinance 418

Chair Tountas moved to add the following to the end of Paragraph 3, Section 2.25.020, "The most desirable combination is to have one ex-officio with expertise in emergency preparedness and one ex-officio with expertise in public safety. Although not an absolute requirement, this should be the Commission's long term goal." Vice Chair Montgomery seconded the motion.

Vote: All voted in favor of the motion, with the exception of Commissioner Chatterton, and the motion carried (5-1).

Chair Tountas proposed the following amendment: add to the end of Paragraph 4, Section 2.25.020, "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 submittal 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 that 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."

It was agreed to postpone action on the above amendment to allow Commissioners an opportunity to further consider the concept before voting.

Chair Tountas moved to add the following as Paragraph 3, Section 2.25.040, "Review public safety issues and policies as directed by the City Council. Report results of these reviews on a scheduled basis." and to renumber the remaining paragraphs. Vice Chair Montgomery seconded the motion.

Vote: All voted in favor of the motion, with the exception of Commissioner Chatterton who abstained, and the motion carried (5-0-1).

It was agreed to add a final review of the bylaws and Ordinance No. 418 to the next meeting's agenda.

Commissioner Berkey referred to Section 2.25.040 of Ordinance No. 418 (Duties and Responsibilities), paragraph 5 and Article VIII of the bylaws (Conflicts of Interest), advising she would recuse herself from any action regarding grant solicitation from the Department of Homeland Security or FEMA due to a conflict of interest.

3) Process for Gathering Public Safety Concerns from the Community

This item was postponed to a future meeting.

REPORT FROM EMERGENCY MANAGER

Assistant to the City Manager Alexandra Miller reported she attended a meeting with ESCA to familiarize herself with their responsibilities. She relayed there are many resources available from ESCA for *Woodinville Weekly* articles and outreach events. She also attended a Zone 1 meeting with Emergency Managers throughout King County to discuss FEMA recovery procedures and communication.

Chair Tountas moved to extend the meeting for five minutes. Vice Chair Montgomery seconded the motion.

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

REPORT FROM COMMISSION MEMBERS

Commissioner Chatterton submitted a list of suggested community outreach goals.

Commissioner Brady inquired about the status of the EPC's request for the Woodinville Fire & Life Safety District to provide an update. Ms. Miller advised it was scheduled on the City Council's next agenda.

Commissioner Berkey suggested a future agenda include a review of the Map Your Neighborhood or Neighbor-to-Neighbor presentation.

PUBLIC COMMENT

Dave Henry, Woodinville, commented the public could provide input regarding public safety concerns via speaking at City Council meetings, Emergency Preparedness & Public Safety Commission meetings, or Concerned Neighbors of Wellington meetings. He suggested inviting representatives of bicycle & motorcycle shops, Brittany Park, senior walkers, etc. to speak to the Commission regarding their safety concerns.

UPCOMING AGENDA TOPICS

- a) **Identify Public Speakers**
- b) **Neighbor-to-Neighbor Program**
- c) **Bylaws**
- d) **Ordinance No. 418**
- e) **Mechanism for citizens to notify the Commission regarding public safety concerns**

ADJOURNMENT

Vice Chair Montgomery moved to adjourn the meeting. Commissioner Brady 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

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

**Monday
June 14, 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 Lillie Clinton, Al Taylor, Rick Chatterton, Johanna Berkey (arrived 7:10 p.m.), Mace Brady, and Janine Brown (ex-officio).

ABSENT: Dominic Marzano (ex-officio).

Vice Chair Montgomery moved to excuse Commissioners Berkey and Marzano. Commissioner Clinton seconded the motion.

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

Also present were 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) Minutes of May 10, 2010

Vice Chair Montgomery moved that the minutes of May 10, 2010 be approved as written. Commissioner Taylor seconded the motion.

Vote: All voted in favor of the motion, and the motion carried (5-0-1), Commissioner Chatterton abstained.

APPROVAL OF AGENDA IN CONTENT AND ORDER

Chair Tountas requested New Agenda Format and Meeting Frequency be added as New Business Items 3 and 4.

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

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

PUBLIC COMMENT – None

SPECIAL PRESENTATION – Water Safety, Charles Akers, King County Sheriff's Office Marine Unit

Charles Akers, King County Sheriff's Office Marine Unit, described the unit, personnel, training and responsibilities, equipment and where it is located, and their response areas. He provided several safety tips including avoiding flooded areas, avoiding rivers unless properly trained, always wear a personal floatation device when near water, use a stick or pole to check path in a flooded area, float feet down in a river, swim at a 45 degree angle in a river and avoid strainers in a river.

During his presentation, Officer Akers responded to Commission questions regarding contacting the unit via calling 911, potential for flooding if the Howard Hansen dam on the Green River were to fail, assistance provided by Fire Departments, staging/positioning for water events, and water education in schools.

UNFINISHED BUSINESS

1) Adoption of Woodinville Weekly Article #11 – Post Earthquake

No changes were made to Article #11.

Commissioner Taylor moved to approve Article #11 for publication. Vice Chair Montgomery seconded the motion.

Vote: All voted in favor of the motion, and the motion carried (7-0).

2) Adoption of Woodinville Weekly Article #12 – Water Safety

Commissioners reviewed Article #12 and made several minor changes in addition to the following:

- Change the last sentence of the fourth paragraph to read, "You can find more information on how to obtain your Boater Education Card and requirements specific to your boat online at www.parks.wa.gov/boating/boatered."

It was suggested a future article specifically address boat safety.

Vice Chair Montgomery moved to approve Article #12 for publication as amended. Commissioner Brady seconded the motion.

Vote: All voted in favor of the motion, and the motion carried (7-0).

3) Woodinville Weekly Article Schedule Review/Update

The following changes were made to the schedule:

- Chair Tountas will author an article regarding Winter Safety & Fallen Trees
- Commissioner Brady will author an article regarding Boat Safety for first reading at the July meeting
- Commissioner Brown will author an article regarding Flood Safety for first reading at the October or November meeting
- Move submittal date of articles currently on schedule, beginning with Travel Tips, forward one meeting

4) 2nd Reading and Adoption of Bylaws

Commissioner Chatterton moved to change the name of the Commission to the Emergency Preparedness and Public Safety Commission. Vice Chair Montgomery seconded the motion.

Vote: All voted in favor of the motion, and the motion carried (7-0).

Chair Tountas moved to replace Article II, Paragraph 3a with the following, "Presentations and/or Proposals to the Council may include written dissenting opinions signed and attached to the main body." Vice Chair Montgomery seconded the motion.

Chair Tountas withdrew his motion with the agreement of the second.

Chair Tountas moved to delete Article II, Paragraph 3a. Commissioner Clinton seconded the motion.

Vote: All voted in favor of the motion, and the motion carried (7-0).

Chair Tountas moved to add the following as Article IV, Paragraph 2a, "Presentations and/or Proposals to the Council may include written dissenting opinions signed and attached to the main body of the proposal." Vice Chair Montgomery seconded the motion.

Vote: Upon roll call, the motion carried (7-0), Chair Tountas, Vice Chair Montgomery, and Commissioners Clinton, Brady, Taylor, Berkey and Chatterton in favor.

Chair Tountas moved to adopt the new agenda format in Article V as the Commission's agenda format. Vice Chair Montgomery seconded the motion.

Vote: All voted in favor of the motion, and the motion carried (7-0).

Vice Chair Montgomery moved to accept Articles VII through X as written. Commissioner Brady seconded the motion.

Vote: All voted in favor of the motion, and the motion carried (7-0).

Commissioner Brady moved to accept page 12 as presented. Commissioner Clinton seconded the motion.

Vote: All voted in favor of the motion, and the motion carried (7-0).

Commissioners discussed the frequency of meetings and agreed to meet once a month for the next three months.

Assistant to the City Manager Alexandra Miller reported the pedestrian flags will be installed within the next two weeks. A press release will be issued regarding their installation. Chair Tountas requested the press release explain that the flags are one of the improvements recommended by the Public Safety CAP. Ms. Fava offered to notify Commissioners and CAP members when and where the flags will be installed.

Commissioner Chatterton moved that the Emergency Preparedness & Public Safety Commission discuss their meeting schedule on a quarterly basis and for the next three months, July, August and September 2010, meet the second Monday of the month. Commissioner Clinton seconded the motion.

Ms. Fava advised a cancellation notice will be issued for the second meeting each month. She suggested if the Commission decided to permanently meet once a month, the bylaws be revised accordingly. She also offered to revise the Woodinville Weekly article schedule.

Vote: All voted in favor of the motion, and the motion carried (7-0).

5) Continued Discussion of Ordinance 418

Commissioner Clinton moved to delay this item to the next meeting. Vice Chair Montgomery seconded the motion.

Vote: All voted in favor of the motion, and the motion carried (7-0).

NEW BUSINESS

- 1) Discussion of Public Safety Topics**
- 2) 2011-2012 Work Plan**
- 3) New Agenda Format**

The new agenda format was adopted under Unfinished Business Item 4.

4) Meeting Frequency

Meeting frequency was addressed under Unfinished Business Item 4.

REPORT FROM EMERGENCY MANAGER

Ms. Miller distributed information regarding ham radios. She informed the Commission of the Radio Amateur Civil Emergency Service (RACES) Field Day on Saturday, June 26 at Brier City Hall Park.

REPORTS FROM COMMISSION MEMBERS

Commissioner Clinton reported on a RACES field day she attended in Sammamish. She advised of the public education meeting regarding emergency preparedness at the Sheriff's Office in Renton. She announced CERT retraining will be held in Carnation on August 28.

Commissioner Taylor relayed that the City's website states minutes and audio recordings of EPC meetings are available via a public records request. He suggested the audio of EPC meetings be available online similar to the Council and other Commission meetings. Ms. Fava offered to research that option with the IT Department.

Commissioner Brady requested Public Safety Topics be added to the next agenda. He explained the intent was to discuss the process for citizens to make public safety suggestions. Ms. Miller offered to have staff describe the existing process at the next meeting.

The Commission confirmed their next meeting would be July 12.

PUBLIC COMMENT – None

UPCOMING AGENDA TOPICS

- a) **2010-2011 Work Plan**
- b) **Ordinance 418**
- c) **Public Safety Topics**
- d) **Article #13 – Boat Safety**

ADJOURNMENT

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

Vote: All voted in favor of the motion, and the motion carried (7-0). The meeting was adjourned at 9:12 p.m.

Respectfully submitted,

Linda Fava
Staff Liaison

SAFE BOATING

Summer weather brings thoughts of water recreation, and if this includes access to boats you should keep boat safety in mind. First, be mindful that a new Mandatory Boating Safety Education law went into effect in 2008. For more specific information, or classes on boating safety, you can either call: 360-902-8844 or visit <http://www.parks.wa.gov/boating>. This law requires all boaters 12 year of age and older to pass a boating safety exam before operating any powerboat of 15 horsepower or greater on Washington waterways.

FOUR TOP SAFETY CONCERNS:

- **Always wear your life jacket when underway.**
- **Make sure you file a float plan with a responsible adult so they know where you are going and when you should return.**
- **Keep a good look out for other boats. Even if you know the rules others may not, so you have to operate defensively.**
- **Always operate at a safe speed, at a safe distance from the shore and other boats, and in a responsible manner.**

Before going out on a vessel, it is always a good idea to insure you know your vessel's capacity, and file a float plan with a local marina, relative, or friend. Information on a vessel's capacity is usually found near the operator's position or on the vessel's transom (cross section of stern). It indicates the maximum weight capacity, maximum number of people the vessel can carry safely, and maximum horsepower. When filing a float plan, consider the vessel's description, your destination(s), passenger names and addresses, and a contact in case of an emergency.

Once underway, you should be aware of your surroundings, monitor the weather, and know your responsibilities as a boat operator. Never operate any vessel while under the influence of drugs or alcohol.

Don't assume *you* have the right of way when encountering another vessel—operate your boat in a defensive manner. All operators should practice good seamanship, keep a sharp lookout, and maintain a safe speed and distance to avoid a collision.

Weather can change very rapidly and create unexpected situations for boaters. Even meteorologists have trouble predicting rapid weather changes. You should always monitor weather developments.

All vessels (including canoes and kayaks) must have at least one United States Coast Guard (USCG) approved life jacket or personal floating device (PFD) for each person on board. They must be the proper size for the intended wearer. Sizing for life jackets is based on body weight and chest size.

Vessel operators towing a person(s) on the water must have someone capable of observing those being towed and reporting their progress to the operator. That observer must keep the person(s) being towed under careful watch and display a "skier down" flag whenever the person is in the water after falling or while preparing to ski.

A personal water craft (PWCs), although considered an inboard vessel, should be operated under the same rules and requirements of any other vessel. Most PWCs come equipped with an emergency ignition safety switch, which is designed to shut the engine off if the operator is thrown from the proper operating position. The ignition safety switch must be attached to the person, clothing, or life jacket of the operator. Every person on board a PWC must wear a USCG approved life jacket or PFD. You must be at least 14 years of age to operate a personal watercraft legally. As an owner of a PWC, always make sure that anyone operating your PWC understands his or her responsibilities as being the same as any other vessel owner or operator.

ORDINANCE NO. 418 (will be assigned another # when forwarded to Council)

AN ORDINANCE OF THE CITY OF WOODINVILLE, WASHINGTON, AMENDING TITLE 2 WMC BY ADDING A NEW CHAPTER 2.25 EMERGENCY PREPAREDNESS AND PUBLIC SAFETY COMMISSION THERETO; ESTABLISHING A EMERGENCY PREPAREDNESS AND PUBLIC SAFETY 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 and Public Safety Commission to advise the City Council on matters related to public safety; and

WHEREAS, establishment of an Emergency Preparedness and Public Safety 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 and Public Safety Commission to provide in its entirety as follows:

EMERGENCY PREPAREDNESS COMMISSION

Sections:

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

2.25.010 Emergency Preparedness and Public Safety Commission Created.

There is hereby created an Emergency Preparedness and Public Safety Commission to provide policy guidance and recommendations in meeting the public safety needs of the City. The Emergency Preparedness and Public Safety 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 and Public Safety 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 and Public Safety 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 and Public Safety 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 and Public Safety 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 submission 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/her 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 and Public Safety 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 and Public Safety 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 and Public Safety 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 and Public Safety 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 and Public Safety 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 _____.**

Charles E. Price, Mayor

ATTEST/AUTHENTICATED:

Jennifer Kuhn
City Clerk\MMC

APPROVED AS TO FORM:
OFFICE OF THE CITY ATTORNEY

By: _____
Greg Rubstello
City Attorney

PASSED BY THE CITY COUNCIL: _____
PUBLISHED: _____
EFFECTIVE DATE: _____
ORDINANCE NO. _____

**WOODMILLE 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

**WOODBURYVILLE 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."

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

GOAL	ORD. 418 REFERENCE 2.25.040 Duties and Responsibilities	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.

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
Boat(ing) Safety	July	Commissioner Brady	7/5/2010	7/12/2010	
Travel Tips	August	Commissioner Clinton	8/2/2010	8/9/2010	
Heat Exhaustion	September	Commissioner Chatterton	9/7/2010	9/13/2010	

