

**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**

August 16, 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 July 12, 2010
2. Discussion & Adoption of Wood. Weekly Article #13 – Safe Boating Tips
3. Discussion & Adoption of Wood. Weekly Article #14 – Summer Travel Tips
4. Ordinance 506, Amending Ordinance 418
5. 2011-2012 Work Plan
6. Review Costs for Broadcast/Audio of EPC Meeting on Website

REPORT FROM EMERGENCY MANAGER

REPORTS FROM COMMISSION MEMBERS

PUBLIC COMMENT

ADJOURNMENT

NEXT REGULAR MEETING: September 13, 2010 7:00 p.m.

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

**Monday
July 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 and Commissioners Lillie Clinton, Al Taylor, and Rick Chatterton.

ABSENT: Commissioners Johanna Berkey, Mace Brady, Janine Brown (ex-officio), and Dominic Marzano (ex-officio).

Also present were Assistant to the City Manager Alexandra Miller, City Clerk Jennifer Kuhn, and Management Analyst Zach Schmitz.

FLAG SALUTE

Chair Tountas led the flag salute.

APPROVAL OF AGENDA IN CONTENT & ORDER

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

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

PUBLIC COMMENT – None

SPECIAL PRESENTATION – None

BUSINESS ITEMS

1. Minutes of May 22, 1010 and June 14, 2010

Commissioner Taylor moved to approve the minutes of May 22, 1010 and June 14, 2010. Commissioner Clinton seconded the motion.

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

2. Discussion and Adoption of Woodinville Weekly Article #13 – Boating Safety

Commissioners reviewed Article #13; a question was raised regarding the word count. Assistant to the City Manager Alexandra Miller offered to confirm the word count.

Commissioner Taylor moved to approve and submit Article #13 to the *Woodinville Weekly* as written. Vice Chair Montgomery seconded the motion.

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

3. Ordinance 418

Commissioners reviewed Ordinance 418 and made the following changes:

Commissioner Chatterton moved not to include the highlighted Section 2.25.020 Paragraph 2, "The most desirable combination would be to have one (1) ex-officio member with expertise in Public Safety. Although no mandatory, this would be desirable." Vice Chair Montgomery seconded the motion.

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

Commissioner Chatterton advised he would not support the additional language in Section 2.25.020 Paragraph 4 regarding disruption, finding it did not further the Commission's mission, would not foster community involvement on City commissions or boards and would not promote collaboration between commissioners.

Vice Chair Montgomery moved to accept the addition of "and Public Safety" throughout the document and the proposed language in Paragraph 4 of Section 2.25.020.

Commissioner Taylor seconded the motion.

Vote: All voted in favor of the motion, and the motion carried (4-1), Commissioner Chatterton opposed.

Commissioner Chatterton moved to change Paragraph 2 of Section 2.25.040 to read as follows: "Review Emergency Preparedness and Public Safety planning policies and procedures as directed by the City Council," to delete Paragraph 3, and to renumber the remaining paragraphs. Commissioner Clinton seconded the motion.

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

Chair Tountas advised staff would make the recommended changes the ordinance and forward it to the Council for consideration and adoption.

4. Avenues for Citizen Public Safety Comments

Ms. Miller displayed photographs of recent public safety improvements recommended by the Public Safety CAP that include the pedestrian crossing flags, right turn only from Old Woodinville-Duvall Road, and "Woodinville Cares About" entry signs.

In response to a request at the last meeting regarding ways for citizens to submit public safety ideas/requests/suggestions, explained citizens can call or write the City, submit a

question/complaint/comment/suggestion via the City's website, or email Public Works Director Tom Hansen at thomash@ci.woodinville.wa.us. The public can also speak at City Council, EPC meetings or other board/commission meetings.

She described the process for reviewing questions/complaints/comments/suggestions to determine whether it is an easy fix or a capital project that requires City Council approval and inclusion in the City's budget. She suggested an article in the *Woodinville Weekly* regarding how citizens can submit public safety concerns. The Commission requested they be kept apprised of issues raised by citizens.

It was the consensus of the Commission that the September article regarding heat exhaustion be replaced with an article regarding Public Safety Awareness.

Discussion followed regarding recognition of commissions/boards/advisory groups in photo opportunities for projects they may have been involved in and the opportunity the City missed by not highlighting installation of the pedestrian crossing flags.

It was suggested recognition of the public safety projects accomplished as a result of the Public Safety CAP's recommendations be highlighted on the City's website and/or in the Woodinville Wire.

5. 2011-2012 Work Plan

Vice Chair Montgomery moved to delay discussion of 2011-2012 Work Plan to the next meeting when as many Commissioners and ex-officio members as possible would be present. Commissioner Taylor seconded the motion.

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

6. Audio Broadcast of EPC Meeting on Website

Ms. Miller reported the format used to record EPC meetings was difficult to link to the agenda and it was difficult for a listener to determine who was talking an audio-only broadcast.

Discussion followed regarding broadcast of other Commission meetings, cost to broadcast EPC meetings, availability of minutes on the City's website and equipment necessary to do a pod cast. The Commission asked staff to investigate the cost to do a pod cast and to broadcast EPC meetings.

Next Meeting

Vice Chair Montgomery observed several members would be absent from the August 9 meeting.

Vice Chair Montgomery moved to cancel the August 9th meeting and add a special meeting on August 16th on the condition that all Commissioners are expected to be present. Commissioners were asked to advise staff whether they could attend the August 16th meeting and staff would inform the Chair and Vice Chair of the responses. If more than one Commissioner and one ex-officio Commissioner were not expected to be present, the

meeting would be moved to the next regular meeting date of September 13th. Commissioner Chatterton seconded the motion.

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

REPORT FROM EMERGENCY MANAGER

Ms. Miller distributed Neighbor Helping Neighbor information and advised she had a DVD available regarding Map Your Neighborhood.

She reported on the preparation of the 2011-2016 Capital Improvement Plan (projects costing \$50,000 or more and with a useful life of 10 years or more) and distributed a list of projects proposed to be included in the CIP. She invited Commissioner's input on the project list.

REPORT FROM COMMISSION MEMBERS

Commissioner Clinton announced a training and exercise event offered by Washington State Citizen Corp at the State Fire Training Academy in North Bend on August 28.

PUBLIC COMMENT – None

UPCOMING AGENDA TOPICS

- a) Minutes
- b) 2011-2012 Work Plan
- c) Woodinville Weekly Article #14 – Travel Tips
- d) Review costs for broadcast/audio on website

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 (5-0). The meeting was adjourned at 8:39 p.m.

Respectfully submitted,

Jennifer Kuhn
Staff Liaison

SAFE BOATING

TOP FOUR SAFETY TIPS:

- 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. Don't assume you have the right of way.
- Always operate at a **safe speed**, at a **safe distance** from the shore and other boats, and in a responsible manner.

All vessels (including canoes and kayaks) must have at least one US Coast Guard approved life jacket (properly sized) or personal floating device for each person on board.

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

Skiers should have a specified "watcher" from the boat. A "skier down" flag should be displayed whenever the skier is in the water after falling or while preparing to ski.

A Jet Ski (personal watercraft) should be operated under the same rules and requirements of any other vessel. You must be at least 14 years of age to operate one legally.

Mandatory Boating Safety Education law went into effect in 2008. All boaters 12 year of age and older must pass a boating safety exam before operating any powerboat of 15 horsepower or greater on Washington waterways. For more specific information, visit <http://www.parks.wa.gov/boating>.

Safe Summer Travel

Before you pack up the car, keep these safety tips in mind. Inspect, or have your car inspected. Check brakes, tires, antifreeze, wiper fluid, gasoline, lights, batter, and wipers. Have extra fluids for all needs of the car. Extra water for overheated engines. Basic tools (jumper cables, wrenches, gloves, ratchet/socket set, screwdrivers, pliers or Vise-Grips, etc.), flares. Don't forget the DUCT tape.

Increase the amount of emergency packs you learned about, prepared, and carry from the previous articles so you have one for each person and animal. If you wear glasses, take along an extra pair, and bring your prescription with you. Always include copies of prescriptions and important medical information such as lists of allergies and personal medical history forms for each traveler in your first aid kit with your medicine. Put copies of ID papers of each person in the kit.

Share arrival, departure and destination information with someone so that people know where and when you are expected. Avoid fatigue. Get plenty of rest before leaving. Switch drivers or take a break every couple of hours. Stop often

Be nice. Use your signals. Let faster drivers pass. Don't tailgate. Be patient with trucks and RV's. Put "ICE" in your cell phone: "In Case of Emergency" so Police Officers have an easy way to make contact with the right people.

Never drink and drive!



CITY OF WOODINVILLE, WA
**REPORT TO THE EMERGENCY PREPAREDNESS
COMMISSION**
17301 133rd Avenue NE, Woodinville, WA 98072

To: Honorable Emergency Preparedness Commission **Date:** 08/16/10
From: Alexandra Miller, Assistant to the City Manager *AM*
Subject: Ordinance 506: Adding Public Safety to the Emergency Preparedness Commission; Amending Ordinance No. 418

ISSUE: Shall the Emergency Preparedness Commission approve staff-recommended changes to Ordinance 506: Adding Public Safety to the Emergency Preparedness Commission; Amending Ordinance No. 418?

RECOMMENDATION: To approve recommended changes and submit Ordinance 506 to the City Council for approval.

POLICY DECISION: Ordinance No. 506 adds the term "Public Safety" to the Emergency Preparedness Commission's title and scope of review.

BACKGROUND/DISCUSSION: On July 12, the Emergency Preparedness Commission approved Ordinance 506 for submittal to the City Council for approval.

After reviewing these proposed changes, staff recommends that the Commission make changes noted in the attached ordinance in accordance with legal and practical considerations.

RECOMMENDED MOTION:

I MOVE TO APPROVE CHANGES TO ORDINANCE 506: ADDING PUBLIC SAFETY TO EMERGENCY PREPAREDNESS COMMISSION AND AMENDING ORDINANCE 418; AND SEND TO THE CITY COUNCIL FOR APPROVAL.

Attachment: Ordinance 506: Adding Public Safety to the Emergency Preparedness Commission; Amending Ordinance No. 418

ORDINANCE NO. 506

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.
- (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 and Public Safety issues and policies 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.
- (9) 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. _____

WOODINVILLE EMERGENCY PREPAREDNESS COMMISSION

2011 - 2012 — ~~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

**WOODMYLLE 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.



CITY OF WOODINVILLE, WA
REPORT TO THE EMERGENCY PREPAREDNESS COMMISSION
17301 133rd Avenue NE, Woodinville, WA 98072
WWW.CI.WOODINVILLE.WA.US

To: Honorable Emergency Preparedness Commissioners **Date:** 8/16/2010
From: Alexandra Miller, Assistant to the City Manager *AM*
Subject: Discussion about recording and webcasting/broadcasting of meetings

FINANCIAL ACTION SUMMARY		
Expenditure Required	Amount Budgeted/Approved	(Over)/Under Approved Amount
\$0	\$0	\$0

ISSUE: Shall the Commission review the costs and logistics associated with audio and/or video recording of its meetings?

POLICY ISSUE: At its July 12, 2010 meeting, the Emergency Preparedness Commission requested that staff provide cost estimates and other details related to video broadcasting, webcasting, and podcasting recordings of its meetings.

BACKGROUND/ANALYSIS:

Staff will provide further information at the Commission meeting.

RECOMMENDED MOTION:

For information only.

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	
Public Safety Awareness	September	Commissioner Chatterton	9/7/2010	9/13/2010	

