

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

September 13, 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 August 16, 2010
2. Discussion & Adoption of Wood. Weekly Article – Safe Travel Tips
3. First Reading of Wood. Weekly Article - Ham Operators
4. New Topics for Woodinville Weekly in 2011
5. Review Ordinance 506
6. Preparing for the Upcoming Winter Season
7. Upcoming Meeting Schedule
8. 2011-2012 Work Plan

REPORT FROM EMERGENCY MANAGER

REPORTS FROM COMMISSION MEMBERS

PUBLIC COMMENT

ADJOURNMENT

NEXT REGULAR MEETING: October 11, 2010 7:00 p.m.

AGENDA ITEM 1

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

**Monday
August 16, 2010**

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

CALL TO ORDER

The meeting was called to order at 6:59 p.m. by Chair Tountas.

ROLL CALL

PRESENT: Chair Peter Tountas, Vice Chair Nancy Montgomery and Commissioners Lillie Clinton, Al Taylor, Rick Chatterton, Mace Brady, Johanna Berkey, and Janine Brown.

ABSENT: Commissioner Dominic Marzano (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 AGENDA IN CONTENT & ORDER

Chair Tountas asked that two issues be added to the agenda; 1) review of the Public Safety article in CityView, and 2) What is intended by the term “mothballing” of the CEC. Commissioner Rick Chatterton moved to approve the agenda in content and order as amended. Commissioner Clinton seconded the motion.

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

PUBLIC COMMENT – None

SPECIAL PRESENTATION – None

BUSINESS ITEMS

1. Minutes of July 12, 2010

Commissioner Chatterton asked staff to verify that the motion made by V. Chair Montgomery to accept the addition of “and Public Safety”, as well as the proposed language in Paragraph 4 of Section 2.25.020 of Ordinance 418, were a dual purpose motion. After listening to the audio recording, Ms. Fava verified that the Commission moved and accepted the pages individually, in entirety, and did not accept changes section by section. Therefore, the minutes represent what transpired, and Commissioner Chatterton entered a “no” vote due to the joint change.

A small correction was noted under Item 5 – 2011-2012 Work Plan. In the first sentence, 2011 was represented as 2001, and should be corrected. With those amendments, Ms. Fava forwards Commissioner Chatterton’s motion that the minutes be accepted as corrected, and Commissioner Clinton’s second of the motion.

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

2. Boating Safety Article for Woodinville Weekly

The Commission approved the rewrite of a reduced version of the article that was presented and supported at the prior meeting. A comment was made regarding the information contained in the text box and whether that box should be removed. It was determined that the Weekly could do so if it chose.

3. Discussion and Adoption of Woodinville Weekly Article #14 – Summer Travel Tips

Commissioners reviewed Article #14; Several comments and suggestions were made for the article, and agreed upon by those in attendance. Staff will return a marked up copy for review at the September meeting. Due to the later offering of the article, the word “Summer” will be removed, and the article will be entitled – Safe Travel Tips.

4. Ordinance 506 – A revision of Ordinance 418

Commissioners reviewed Ordinance 506 and made the following changes:

Assistant to the City Manager, Alexandra Miller, explained that the legislative markup text in Section 4 of Page 4 in the packet was determined as unnecessary by the City’s attorney. The Commission already has language in its Ordinance addressing the removal of members when necessary. As the Commission may only make a recommendation for such an action to the Council, the Attorney indicates the means to remove a member still exists with the old language. Chair Tountas expressed opposition to the City Attorney’s recommendation to strike this addition. Ms. Miller suggested that rather than place it in the Ordinance, perhaps the more appropriate location would be in the Commission’s By-Laws.

Commissioner Johanna Berkey moved to place the first paragraph “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.” And further that the following paragraph be struck. A second was offered by Commission Rick Chatterton.

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

5. 2011-2012 Work Plan

With ESCA on board, and the recent Public Safety recommendations in the hands of the City, the Commissioners were uncertain where to begin with the Work Plan. It was suggested by

Commissioner Taylor that a request be made for a roundtable discussion with the City Council to ascertain their understanding of what they desired the Commission address in the next two years. Perhaps a meeting at 6:00 p.m. on a Tuesday evening prior to a Council meeting might help. Another suggestion was that the Commission address the Council during Public Comment and stimulate a discussion through that process. Staff indicated that the second City Council meeting of the month is a less formal one, and set aside for Study Session. This may offer the Commission a better opportunity to engage the Council. Upon learning that Councilmember Jeff Glickman is the liaison to the Emergency Preparedness Commission, he volunteered to contact Mr. Glickman to suggest such a meeting and gain an understanding of whether there was support for this idea. He also offered to go a step further and speak with Mayor Chuck Price.

6. Webcasting/Broadcast of EPC Meeting on Website

Ms. Miller presented the anticipated costs of airing Commission meetings, and the time commitment from all parties that would be involved with each option. The Commission believes that in these economic times, airing these meetings would not be prudent. Commissioner Taylor suggested that the Commission might continue to meet once a month, but perhaps extend the hours from 7:00 pm-9:00 pm to 6:30 pm-9:30 pm., providing a more in-depth discussion of the agenda. The Commission expressed some interest in this suggestion, but no further discussion occurred as time was nearing an end.

7. Public Safety Article in CityView

Chair Tountas expressed his disappointment in the article found on the last page of the CityView magazine, which related the Public Safety updates as recommended by citizen groups. He felt that specific credit should have been given to the Public Safety CAP, and possibly its members, rather than a broad mention of citizen groups.

8. Mothballing of the CEC

Chair Tountas requested clarification of what the City Council intended by its desire to mothball the Community Center. Ms. Miller spoke to the staff's understanding of closing the CEC, but maintaining a minimum of heat and maintenance so that no harm would come to the structure. And, if directed by Council, to be prepared to open the building for certain functions/special events. The Commissioners wondered how this decision would impact the emergency shelter, and the staff was not certain. The building could be opened during emergencies and the shelter operational, or the City has a couple of contracts with regional churches who are prepared to house individuals during an emergency. The City Manager has been directed to produce a plan on how to close the CEC as of December 31, 2010.

REPORT FROM EMERGENCY MANAGER - None

REPORT FROM COMMISSION MEMBERS

Commissioner Clinton announced that ESCA was offering a myriad of classes at their facility for HAM Operators and CERT training. That information can be found on their website.

PUBLIC COMMENT – None

UPCOMING AGENDA TOPICS

- a) Review Ordinance 506
- b) CEC Updates
- c) Report from the Chair
- d) Review Safety Travel Article
- e) Public Safety Awareness Article
- f) New Topics for Woodinville Weekly in 2011

ADJOURNMENT

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

Vote: All voted in favor of the motion, and the motion carried (7-0). The meeting was adjourned at 9:05 p.m.

Respectfully submitted,

Linda Fava
Staff Liaison

AGENDA ITEM 2

Safe Travel Tips

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Before you pack up the car, keep these safety tips in mind.

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- Have your car safety inspected-check brakes, tires, antifreeze, wiper fluid, gasoline, lights, battery, and wipers. Have extra fluids for all needs of the car, including water for overheated engines.
- Carry basic tools such as jumper cables, wrenches, gloves, ratchet/socket set, screwdrivers, pliers or Vise-Grips, car chains and flares. Don't forget the DUCT tape.
- Increase the amount of emergency packs you learned about, prepared, and carry with you at all times, so you have one for each person and animal. Add extra gallons of water in case of a break down. Don't forget waste bags for body functions if you cannot get to a rest stop! Don't forget blankets even if going south, it can get cold.
- Take along an extra pair of glasses. Bring your medicines and written prescriptions with you, 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 with the prescriptions, med history in water tight container.
- Share arrival, departure and destination information with someone so that people know where and when you are expected. Get all addresses, phone numbers, driving instructions to where you will be going before leaving!!
- Be well rested before leaving.
- Avoid fatigue and switch drivers or take a break every couple of hours.
- Drink plenty of water....refill at every chance.
- Be nice, use your signals.
- Let faster drivers pass.
- Don't tailgate. Maintain a safe distance from the vehicle in front of you.

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<#>Switch drivers or take a break every couple of hours¶

- Never drink and drive!
- Be patient with trucks, RVs and trailers.
- Take along pre-addressed, stamped postcards for communicating with family.
- List emergency contacts under "ICE" (In Case of Emergency) in your cell phone; so First Responders have an easy way to make contact with the right people. Check out the following for getting emergency supplies: Nitro-Pak.com, beprepared.com, ready.gov, American Red Cross. Check your phone book for stores in your area.

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AGENDA ITEM 3

HAM Communications

Amateur radio, often called ham radio, is both a hobby and a community service in which participants use various types of radio communications equipment to communicate with other radio amateurs. Ham radio operators serve an important function in providing emergency backup communications for all levels of government. Locally, the Woodinville amateur radio operators could provide back up support communications for the Woodinville Emergency Operations Center. The amateur radio operators are supported by Emergency Services Coordinating Agency (ESCA). The City of Woodinville has contracted with ESCA to provide emergency management services including public meetings, training and other support as needed for the amateur radio operators.

Amateur radio operators have been around on a regular basis since 1895, except for two distinct periods of time in the United States. During World War I and II the federal government ordered all amateur radio operators to cease operation and disband the equipment. However, the US government did something a little different during World War II. It created the War emergency radio service which would remain active through 1945. After the War, the amateur radio service began operating once again with many of the amateur radio operators converting surplus military equipment into civilian use.

Today amateur radio operators have a large age range and experience. There are 3 different levels of license offered through the FCC. The different levels are progressive and each higher level requires more experience. If you are interested in finding out more about amateur radio operators and/or supporting back communications as an amateur radio operator, please contact ESCA at XXXXXXXX.

AGENDA ITEM 4

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	

AGENDA ITEM 5



CITY OF WOODINVILLE, WA
**REPORT TO THE EMERGENCY PREPAREDNESS
COMMISSION**

17301 133rd Avenue NE, Woodinville, WA 98072

To: Honorable Emergency Preparedness Commission **Date:** 09/13/10
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. Staff recommends that the Commission include desired guidelines related to meeting conduct in its bylaws.

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

Attachment 2: Bylaws, as amended June 14, 2010

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. _____

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.

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

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

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**

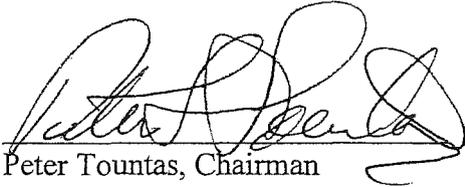
The accumulation, by any member, of three (3) consecutive unexcused absences from regular meetings and/or public hearings during a calendar year constitutes grounds for recommendation, by the Commission to the City Council, for removal of that member. An excused absence will be granted to any member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

**Article X
AMENDMENTS**

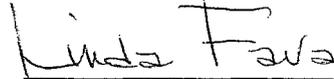
These Bylaws may be amended, from time to time, at any meeting of the Commission provided that notice of said proposed amendment, together with precise wording of such changes, shall be given each member, in writing, at least five (5) days prior to said meeting. The affirmative vote of at least four (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 June 14, 2010.



Peter Tountas, Chairman
Woodinville Emergency Preparedness
Commission



Linda Fava, Secretary
Woodinville Emergency Preparedness
Commission

AGENDA ITEM 6



CITY OF WOODINVILLE, WA

REPORT TO EMERGENCY PREPAREDNESS COMMISSION

17301 133rd Avenue NE, Woodinville, WA 98072

WWW.CI.WOODINVILLE.WA.US

To:	Emergency Preparedness Commission	Date: 9/9/2010
From:	Zach Schmitz, Management Analyst 	
Subject:	Winter Preparedness Outreach	

ISSUE: Shall the Emergency Preparedness Commission review the public outreach efforts for winter emergency preparedness?

RECOMMENDATION: For information and discussion only.

BACKGROUND: The purpose of this report is to discuss the options available for winter preparedness outreach. The Winter Safety Fair is the most recognizable outreach endeavor for winter preparedness. This year's Safety Fair is scheduled for Saturday, November 6, and will be held at the Fire District's Station 31. The Woodinville Water District, and the Woodinville Fire and Life Safety District will be joining us to put on this year's fair. Staff from the Fire and Water Districts will handle the live safety demonstrations, providing the City open options in presenting its preparedness message for the winter season.

DISCUSSION: The Winter Safety Fair has historically been an informational event covering emergency preparedness topics. The event features information booths from the Woodinville Fire and Life Safety District, Woodinville Water District, private vendors, and the City on how to prepare for the Winter Season. Private vendors have provided demonstrations on topics such as tire chain installation, proper generator use, etc. To encourage attendance, the Fire and Life Safety District has traditionally provided a pancake breakfast in conjunction with the event.

When thinking about the outreach that is desired at the Winter Safety Fair, it is a good time to discuss the seasonal outreach that will be required for winter. In the next couple of months the City will be inspecting its snow plow equipment and other resources in preparation for the fall and winter weather. This is the time to decide how to present fall/winter preparedness to the public. The three days/three ways campaign by King County is a good example of a simple marketing plan to help people prepare for an emergency. Focusing on one major topic, like the three days campaign, may be a good way to get a clear, concise message to the public.

Additionally, other topics that relate to winter emergency preparations would include:

- Emergency Shelter Concerns;
- Neighborhood use of CERT Training or the status of ESCA's CERT replacement;
- Public Outreach for Snow and Ice Hotline, and Snow Plow Route Map;
- And other topics that will help the public be prepared for the winter season.

FOR DISCUSSION AND INFORMATIONAL PURPOSES ONLY.

AGENDA ITEM 7



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

To: Honorable Emergency Preparedness Commission **Date:** 09/13/10
From: Alexandra Miller, Assistant to the City Manager *AM*
Subject: Upcoming Meeting Schedule

ISSUE: Shall the Emergency Preparedness Commission review its meeting schedule for the next three months?

RECOMMENDATION: To set meeting dates for the October – December 2010.

BACKGROUND/DISCUSSION: At its May 24, 2010 meeting, the Commission decided to meet twice per month October through May and once per month June through September. The Commission now needs to discuss and set meeting dates for the remainder of the year. The Commission may also wish to discuss meeting dates beyond 2010.

By Ordinance, the Commission is set to meet on the second and fourth Monday of each month. The Commission may, with proper noticing, amend its meeting schedule. Traditionally, the Commission has chosen to meet only once in November and once in December, due to the holidays.

RECOMMENDED MOTION: To be determined based on Commission discussion.

Attachment 1: Calendar with possible upcoming meeting dates

September

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October

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					1	2
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November

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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December

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26	27	28	29	30	31	

January

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30	31					

February

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27	28					

March

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27	28	29	30	31		

April

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May

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29	30	31				

June

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July

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24	25	26	27	28	29	30
31						

August

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September

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October

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30	31					

November

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December

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25	26	27	28	29	30	31

Legend: 000 = Possible Meeting Dates

000 = Holidays

AGENDA ITEM 8



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

To: Honorable Emergency Preparedness Commission **Date:** 09/13/10
From: Alexandra Miller, Assistant to the City Manager *AM*
Subject: 2011-12 Work Plan

ISSUE: Shall the Emergency Preparedness Commission discuss its 2011-12 Work Plan?

RECOMMENDATION: To discuss possible work plan items for the Commission's 2011-12 Work Plan.

POLICY DECISION: The 2011-12 Work Plan will provide a framework for the Commission's activities for 2011-2012.

BACKGROUND/DISCUSSION: On August 16, the Emergency Preparedness Commission discussed the need to receive feedback from the City Council about its goals for the 2011-12 Work Plan.

The Commission Chair offered to meet with City Council liaison Glickman, Mayor Price, and the City Manager to discuss possible work plan items and roles of the Commission. The Commission will have the opportunity to discuss the outcomes of these meetings.

**RECOMMENDED MOTION:
FOR DISCUSSION ONLY.**

Attachment: 2009-10 Work Plan for reference.

**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

**WOODMILLE 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	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.