

**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 AND PUBLIC SAFETY
COMMISSION AGENDA**

October 25, 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. Second Reading of Home Fire Safety – Woodinville Weekly Article
2. First Reading of Winter Safety and Fallen Trees – Woodinville Weekly Article
3. Update of Winter Safety Fair – November 6, 2010
4. By-Laws Revision
5. 2011-12 Work Plan

REPORT FROM EMERGENCY MANAGER

REPORTS FROM COMMISSION MEMBERS

PUBLIC COMMENT

ADJOURNMENT

NEXT REGULAR MEETING: November 8, 2010 7:00 p.m.

AGENDA ITEM 1

HOME FIRE SAFETY

Most parents understand that home fire safety is important, but not everyone realizes what key considerations should be communicated to the family. Posting the following is a great start to insuring family safety.

Install and Check Smoke Alarms: Install at least one smoke detector/alarm on every level of your home (include the basement). Place them outside each sleeping area—you'd be surprised what children can sleep through. Once installed, test them regularly and replace the batteries twice a year. Check them when you have to adjust your clocks to and from daylight savings.

Pick a Meeting Place: Designate a location (away from the house) where the family can meet, and make sure your kids know how to get there. In the event you're not able to be home during a disaster you may want to discuss different situations that might occur. Remember, not everyone would have a cell phone available or working.

Establish an Emergency Contact: Consider whether this person should be an out-of-town relative or a friend who's nearby. Don't forget to let that person know that he or she is your family's "go-to" person.

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Create and Practice Your Fire Escape Plan: Draw a simple floor plan of your home. Mark each exit route for each room, including windows and an assembly point outside your house. Make sure you have a formal family discussion to help ensure everyone understands how to put your plan into action. Put your "fire drill" on the calendar. Make sure you practice on a regular basis and make adjustments accordingly. You may be surprised what new information arises each time you review the plan. Post this escape plan in a central location (example: refrigerator door or wall by your phone). Write "In Case of an Emergency Call 911" clearly on the escape plan.

Deleted: Children should know emergency information: test to see whether or not your child knows their own address, phone number or parents' cell phone or work numbers. This goes beyond just having it programmed in their cell phone, and not everyone is old enough to have one. Sometimes a simple jingle or song can assist with remembering this information. ¶

All family members, especially children, should know emergency information: Test to see whether or not your child knows their own address, phone number or parents' cell phone or work numbers. This goes beyond just having it programmed in their cell phone, and not everyone is old enough to have one. Sometimes a simple jingle or song can assist with remembering this information.

AGENDA ITEM 2

This item will be provided
at the meeting

AGENDA ITEM 3



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

To: Honorable Emergency Preparedness Commission **Date:** 10/28/10
From: Zach Schmitz, Management Analyst 
Subject: Winter Safety Fair

ISSUE: Review of the annual Winter Safety Fair.

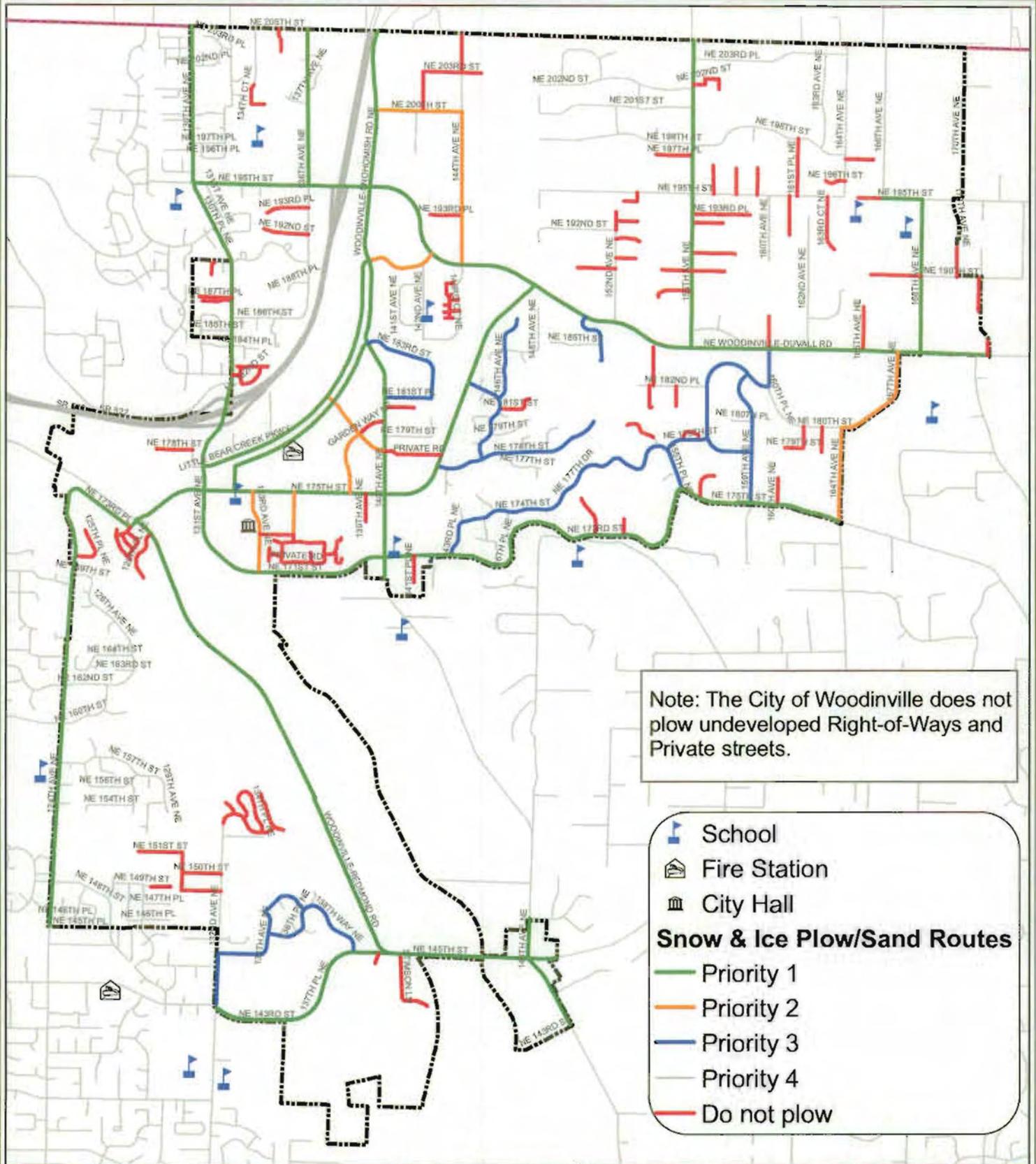
BACKGROUND/DISCUSSION: The City's annual Winter Safety Fair and Pancake Breakfast is scheduled for Saturday November 6, from 10:00 am to 2:00 pm. The event will be located in the main bay of Woodinville Fire District 31. The event is a joint effort by Woodinville Fire & Rescue, Woodinville Water District, and the City of Woodinville.

The fair features: information booths on emergency preparedness topics, tips on how to be prepared for the winter; volunteer opportunities for people interested in emergency preparedness, handouts from ESCA, and household winter preparedness tips (how to keep your pipes from freezing and other helpful hints to protect ones home from winter related hazards); demonstrations on safety topics (chainsaw safety, generator safety, how to use a fire extinguisher, etc.); interactive activities for kids (featuring a practice house that allows kids to put out fake fires); and of course a pancake breakfast which turns to a hot dog feed in the afternoon.

The City's emergency snow removal route map will also be on display, as well as information on how citizens will be able to find information pertaining to street closures, shelter operations, and other emergencies where citizens will be seeking direction from the City.

FOR DISCUSSION AND INFORMATIONAL PURPOSES ONLY:

City of Woodinville



Note: The City of Woodinville does not plow undeveloped Right-of-Ways and Private streets.

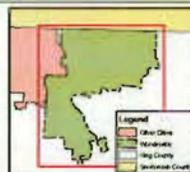
School
 Fire Station
 City Hall
Snow & Ice Plow/Sand Routes
 Priority 1
 Priority 2
 Priority 3
 Priority 4
 Do not plow

Snow & Ice Plow/Sand Routes (Draft 12/09)



1 inch = 2,200 feet

File Name: Woodinville Snow Plow Routes.mxd



NO	DESIGN/REVISION	DATE	BY
1	Revised & Updated	06/09/06	AJ
2	Revised & Updated	06/25/08	AJ
3	Revised & Updated	10/02/09	AJ
4	Revised & Updated	11/23/09	AJ
5	Revised & Updated	12/10/09	AJ



City of Woodinville
17301 - 133rd Ave NE
Woodinville, WA 98022
www.woodinville.wa.us
425-489-2700

Disclaimer:
This map or information upon this information contained in this document is at the user's sole risk. The City of Woodinville does not warrant the necessary accuracy, completeness or quality of such information. The City assumes no responsibility for any damage or liability for any use of this information. The City further assumes all responsibility for any damage, injury or loss resulting therefrom.

AGENDA ITEM 4

City of Woodinville
Emergency Preparedness and Public Safety Commission
Bylaws

Article I
DUTIES AND RESPONSIBILITIES

The members of the Emergency Preparedness and Public Safety 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 and Public Safety Commission (hereinafter "Commission") serves in an advisory capacity to the City Council by providing policy guidance recommendations in meeting the public safety needs of the City. The Commission was created via City Ordinance 418, codified as Woodinville Municipal Code, Chapter 2.25.

Article II
ORGANIZATION OF THE COMMISSION

1. A Chairman and Vice-Chairman shall be elected by the Commissioners at the first regular meeting of the Commission in January 2007. Thereafter, a Chairman and Vice-Chairman shall be elected at the first regular meeting of the Commission in February of each year, or as soon thereafter as feasible, beginning in 2008. Elected officers shall serve for a term of one year, or until a successor is elected.
2. In the absence of the Chairman and Vice-Chairman, a Chairman pro tem shall be elected informally by the members present to conduct the meeting.
3. In the event of the resignation of the Chairman or Vice-Chairman, the Commission shall expeditiously elect a new officer to fill the vacancy.
 - a) Dissenting opinions may be submitted by a Commissioner to be included in the minutes of the Commission.
4. The Chairman shall preside at all Commission meetings and have the powers generally assigned such office in conducting the meetings. It shall be the Chairman's duty to see that the transaction of Commission business is in accord with law and with these Bylaws.
5. The Chairman may appoint standing committees or special committees and assign one or more members to such committees.

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6. The City's Emergency Manager, or a designee, shall serve as Secretary to the Commission. The secretary shall keep the minutes of all regular, recessed and special meetings of the Commission; such minutes shall be approved by the Commission. The Secretary shall give notice of all regular and special meetings to Emergency Preparedness and Public Safety 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 and Public Safety 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 and Public Safety 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 and Public Safety 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 and Public Safety 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 and Public Safety 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 and Public Safety 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 and Public Safety 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 and Public Safety 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.

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.

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 and Public Safety Commission does hereby certify that the above and foregoing Bylaws have been duly adopted by the members of the Commission as the Bylaws of Said Commission, said Bylaws having been revised on _____, 2010.

Deleted: June 14

Peter Tountas, Chairman
Woodinville Emergency Preparedness
and Public Safety Commission

Linda Fava, Secretary
Woodinville Emergency Preparedness
and Public Safety Commission

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:** 10/25/10
From: Alexandra Miller, Assistant to the City Manager *AM*
Subject: 2011-12 Work Plan

ISSUE: Shall the Emergency Preparedness and Public Safety Commission continue discussion of 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 met with City Council liaison Glickman, Mayor Price, and the City Manager to discuss possible work plan items and roles of the Commission. On October 11, 2010, the Emergency Preparedness Commission initiated a preliminary discussion of the Plan, and that discussion will continue to be a primary agenda item.

**RECOMMENDED MOTION:
FOR DISCUSSION ONLY.**

Attachment A: 2009-10 Work Plan for reference.

Attachment B – Notes from Meeting of October 11, 2010

**WOODHULLVILLE 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

**WOODHURSTVILLE 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.

Work Plan Hot Topics

- ✓ Public Preparedness Information
- ✓ Seminar on "How to be Ready
- ✓ Ways to Make Your Neighborhood Safe
- ✓ What You Need to Be Ready to Evacuate
- ✓ Raise Awareness
- ✓ What Resources Do We Have?
- ✓ Assess Levels of Community Awareness
- ✓ Community Outreach
- ✓ Winter Safety Fair
- ✓ Emergency Response Capabilities
- ✓ Public Survey
- ✓ "Boots on the Ground"
- ✓ CEC Availability – Generator
- ✓ Other Facilities – Churches
- ✓ Traffic Routing – Roads available
- ✓ Better Signage on Wood-Duvall
- ✓ Roadside Citations for Abandoned Vehicles

WOODINVILLE WEEKLY
ARTICLE SCHEDULE

Woodinville Weekly Article Schedule

All dates are tentative and subject to change.

Topic	Potential Month for Weekly	Assignment	Submit to Staff for Packet	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	
Ham Operators	September	Commissioner Berkey	9/6/2010	9/13/2010	

