

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**

November 8, 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 October 11, 2010
2. First Reading of Winter Safety and Fallen Trees – Woodinville Weekly Article
3. First Reading of Flood Safety – Woodinville Weekly Article
4. By-Laws Revision
5. 2011-12 Work Plan – Continued Discussion

REPORT FROM EMERGENCY MANAGER

REPORTS FROM COMMISSION MEMBERS

PUBLIC COMMENT

ADJOURNMENT

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

AGENDA ITEM 1

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

**Monday
October 11, 2010**

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

CALL TO ORDER

The meeting was called to order at 6:58 p.m. by Chair Tountas.

ROLL CALL

PRESENT: Chair Peter Tountas, Vice Chair Nancy Montgomery and Commissioners Rick Chatterton, Johanna Berkey, Mace Brady, and Dominic Marzano (ex-officio).

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

Also present were Assistant to the City Manager Alexandra Miller and Executive Assistant/Deputy City Clerk Linda Fava.

FLAG SALUTE

Chair Tountas led the flag salute.

APPROVAL OF AGENDA IN CONTENT AND ORDER

Chair Tountas requested the addition of Item 5a, a discussion of whether to meet in December.

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

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

PUBLIC COMMENT – None

SPECIAL PRESENTATION – None

BUSINESS ITEMS

1. Minutes of September 13, 2010

Chair Tountas requested staff prepare a statement regarding Commissioner removal for review by the EPC for inclusion in the bylaws. He referred to the report from Kevin Coughlin, Woodinville Fire Commissioner, at the September 13 meeting, relaying that the Fire Chief has expressed interest in having the EOC at the Fire Department Headquarters. Assistant to the City Manager Alexandra Miller advised a joint meeting with the Council has been scheduled. Chair Tountas requested the result of the joint meeting be reported to the EPC.

Vice Chair Montgomery moved to approve the minutes of September 13, 2010 as printed. Commissioner Chatterton seconded the motion.

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

2. First Reading of Home Fire Safety – *Woodinville Weekly* Article

Commissioner Brady distributed an abbreviated version of his original article. Commissioners reviewed the article and proposed minor amendments.

Vice Chair Montgomery moved that the Home Fire Safety article be finalized for publication with the proposed changes. Commissioner Brady seconded the motion.

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

3. First Reading of Revised Safe Travel Tips – *Woodinville Weekly* Article

Commissioner Chatterton distributed an article regarding Safe Travel Tips. The fourth bullet was revised to read, “Include in your first aid kit (preferably in watertight ziplock bags): an extra supply of your medicines; a list of your current medications (prescription and over-the-counter); important medical information; copies of photo identification; and a spare pair of prescription glasses.”

Commissioner Chatterton moved to approve for publication the Safe Travel Trips article as amended. Commissioner Brady seconded the motion.

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

4. Update of *Woodinville Weekly* Article Schedule

The schedule was revised as follows:

Topic	Publication Month	Assignment
Winter Safety & Fallen Trees	October	Commissioners Chatterton & Brady
Flood Safety	November	Commissioner Brown
Home Fire Safety	December	Commissioner Brady
Public Safety	January	Commissioner Chatterton & Chair Tountas
Emergency Pet Care	February	Commissioners Chatterton & Brown
	March	
Heat Exhaustion	April	Commissioner Berkey

6. Update of Winter Safety Fair – November 6, 2010

Ms. Miller provided an update on the November 6 Winter Safety Fair that the City is hosting with Woodinville Fire and Rescue District and Woodinville Water District. The fair will include safety topics and demonstrations, children’s activities, etc. The City will have a table with

information such as emergency contacts and snow plow routes. She encouraged Commissioners to attend the Fair and interact with the public. She invited the Commission's input regarding other information the City could provide at the Fair. Commissioners' suggestions included the following:

- Offering a workshop regarding emergency evacuation, evacuation routes, downed trees, etc.
- Providing a handout at the Fair regarding primary evacuation routes as determined by King County
- Including information regarding the evacuation routes in the City View newsletter and the City's website
- Contacting CERT members in the area and recruiting people to become CERT certified
- Displaying a DVD at the Fair regarding CERT training, Map Your Neighborhood, etc.
- Providing an opportunity at the Fair for people to sign-up for a CERT class
- Providing special preparedness tips for seniors, children, disable, pets,

Discussion followed regarding concern that residents/neighborhoods were unprepared particularly if they were isolated due to a storm or other emergency event, educating the public regarding the need for training and providing the training, importance of CERT training, concern this winter will be particularly harsh, role of CERT in an emergency, status of the CERT database, and disaster preparedness presented by Evergreen Hospital.

Commissioner Brady offered to email staff the primary evacuation routes as determined by King County.

7. Emergency Shelter

This item was discussed as part of the Work Plan Agenda Item.

8. 2011-12 Work Plan

Chair Tountas explained the intent of his interviews with Councilmembers Glickman and Price and City Manager Leahy was to gather their input to assist with preparation of the EPC's Work Plan. Vice Chair Montgomery explained at the September 13 meeting Commissioners were asked to provide at tonight's meeting issues they wanted to have incorporated into the Work Plan. Commissioners discussed the following:

- Availability of the CEC as an emergency shelter – Staff's assumption is the CEC will be closed (not open to the public) but will be available as an emergency shelter
- Whether a generator will be installed at the CEC – the generator is included in the 2011 CIP
- Churches that could provide emergency shelter – the City has agreements with the Methodist Church and the Alliance Church to use their facility in an emergency
 - Install a transfer switch to allow connection to a generator
 - Determine whether either or both churches have emergency power
 - Update agreements with the churches
- Availability of staff to operate the emergency shelter
- Availability of on-call volunteers to staff the emergency shelter
- Offering the shelter operation class to volunteers

- Possibility of City staff and volunteers assisting with a church-operated shelter rather than opening a separate shelter
- Availability of emergency supplies
 - Staff research what is needed to restock existing supplies
 - Develop agreement with local grocery store(s) to requisition supplies
 - MRE's (Meals Ready to Eat)
- Cots and blankets available – 300
- Communication in preparation for an emergency

Commissioners presented their ideas for the Work Plan:

- Public education/information regarding preparedness
- ½ day seminar on how to get prepared – could include speaker
- Ways to make your home and neighborhood safer
- Evacuation readiness
- Educate the Commission regarding the availability of emergency preparedness and public safety resources
- Assess levels of community preparedness and safety awareness (survey?)
- Community outreach
- Winter safety/Winter Safety Fair
- Emergency response capabilities
- Public safety survey
- Boots on the ground
- CEC and generator availability
- Develop a facilities plan
- Traffic routing during an emergency
- Better signage such as no shoulder parking on Woodinville-Duvall Road
- Citations for people who leave their cars by the roadside
- Better understanding of the Woodinville Fire and Rescue District's charter
- What is the EPC's message?

Commissioners identified the following topics from the interviews Chair Tountas' had with Councilmembers and Mr. Leahy:

- Providing emergency preparedness information on the City's website
- Review Phases 1, 2, and 3 of the CEMP

Commissioners agreed the Police Department was outside the EPC's charter.

5. Meeting of October 25

Vice Chair Montgomery moved to hold the October 25, 2010 meeting to continue discussion regarding the 2011-12 Work Plan as well as other topics. Commissioner Chatterton seconded the motion.

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

5a. December Meeting

There was no discussion regarding this item.

REPORT FROM EMERGENCY MANAGER

Ms. Miller reported on the SoundShake 2010 exercise held in the City's EOC on October 7. The exercise went well and lessons were learned.

REPORT FROM COMMISSION MEMBERS

Vice Chair Montgomery hoped to attend the October 21 Safety Awareness workshop being held at the Pony Mailbox and Business Center.

Commissioner Berkey reported many jurisdictions are using neon green crossing flags instead of orange to prevent theft. Ms. Miller reported the new flags include a walking figure.

PUBLIC COMMENT – None

UPCOMING AGENDA TOPICS

- a) **Revise By-Laws**
- b) **Report on the Council's Joint Meeting with the Fire District**
- c) **Work Plan**
- d) *Woodinville Weekly Article*

ADJOURNMENT

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

Vote: All voted in favor of the motion, and the motion carried (5-0). The meeting was adjourned at 9:04 p.m.

Respectfully submitted,

Linda Fava
Staff Liaison

AGENDA ITEM 2

Winter Safety & Fallen Trees

Commissioners Chatterton and Brady

There is no getting around it, “Old Man Winter” is on the way, and you know what that means: heavy windstorms, extreme cold, and snow. Many of you may remember the back-to-back snowstorms that crippled the region two years ago. Or perhaps the horrific windstorm and sub-freezing cold that left many of us without power for over a week. Regardless of what the experts predict for the upcoming winter, the odds are that we will experience conditions that could jeopardize the safety of you and your family. Heavy winds, deep freezes, and crippling snows will stretch city and county resources. Emergency responders and civic employees will not be able to assist every neighborhood and family quickly. You must be personally prepared for what winter will bring.

It may be days before the city is able to remove the snow and ice from your street. That means you may not be able to get to the store, which might also be closed. The power may be out for many days and if temperatures are near freezing, you will want to make sure you have a second source of heat in your home. Today is the day that you make sure you and your family are ready for a winter disaster. Start with making sure you have at least three days of food, water, and supplies in your home for your family, as well as your pets. If you have a fireplace, make sure you have enough wood to keep warm. If you have a generator, insure you have enough fuel. To avoid possible asphyxiation, NEVER run a generator or barbeque in the house or garage.

Winter storms often hit unexpectedly while you are at work, school, or on the road. Make sure each family member has a supply of food, water, and warm clothing at school or work. Your automobile can be a good shelter in the event you get stuck on the road if – and only if – you have properly prepared. Maintain at least a half tank of gas and keep your cell phone charged. Keep an emergency kit that includes food, bottled water, flashlight and extra batteries, first aid kit, additional warm clothes, blankets, flares, and shovel in your car. Each family member should know who to contact and how in the event of an emergency. If you have not yet tested your tire chains and practiced how to put them on, today is that day!! Finally, heavy winds mean downed trees. Never attempt to move or remove trees that are in contact with power lines. Stay clear of downed power lines. They may still be live and could cause injury or death. Report downed trees to the city of Woodinville by calling 425-489-2700.

Check out <http://www.ready.gov/america/getakit/> to make a plan. Also, FEMA’s website, http://www.fema.gov/hazard/winter/wi_before.shtm, can help you prepare for a winter disaster.

AGENDA ITEM 3

Flood Safety

Commissioners Brown and Chatterton

Did you know that floods are the most common hazard in the United States? It was just three short years ago that Woodinville made national news with flood waters gushing through one of our major intersections. Within minutes, water rose to six feet deep under the railroad trestle and many of the first floor apartments on 177th Street were flooded in nine inches of water. While the city continues to work hard to expand the culverts and keep the storm drains clear of debris, the fact is that a flood can occur at any time. And, it will again here in Woodinville. Educating yourself and your family of what to do before, during and after a flood is extremely important.

Discussing the dangers of a flood with your family before one occurs is one of the most important preparatory steps you can take. Everyone should know that flood waters can rise quickly and that even a few inches of moving water could be too dangerous to walk through. Your family should have an evacuation and communication plan that is reviewed every few months. Never enter a flooded area. The water could be electrified or there could be hidden dangers (like a missing manhole cover) that could kill you. Driving through a flooded area is also dangerous as swift water can quickly sweep you and your vehicle, including SUVs, away.

If water begins to rise in your neighborhood or home then move valuables and essentials to upper floors or higher shelves. Turn off utilities at the main switches or valves. Do NOT ever touch electrical equipment if you are wet or standing in water. If the flooding is potentially bad enough, local authorities may evacuate the area. If this is the case, follow the instructions given and proceed with caution out of the area and to higher ground. Return home only when authorities indicate it is safe to do so.

After the flood, use extreme caution when reentering the building as the foundation may be damaged. Do not turn on the utilities. The local utility company will do that when it is safe. Clean up and disinfect anything that got wet since the flood waters may have contained chemicals and sewage. For more information on how to prepare for a flood, visit <http://www.fema.gov/hazard/flood/index.shtm> .

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: 11/8/10

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 has discussed prospective topics for inclusion in its work plan during its meetings through the month of October, 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 25, 2010

**WOODMYLLE 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 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 Notes
EPPSC Meeting of October 25, 2010

Community Communications and Outreach

- ❖ Public Preparedness Information
- ❖ Seminar “How to be Ready”
- ❖ Ways to Make Neighborhood Safe
- ❖ What You Need to be Ready for Evacuation
- ❖ Raise Awareness
- ❖ Assess Levels of Community Awareness
- ❖ Community Outreach
- ❖ Public Survey
- ❖ Personal Safety
- ❖ Winter Safety Fair

Emergency Response Capabilities

- ❖ City of Woodinville
 - What can the City Provide During an Emergency?
 - ✓ CEC Availability – Generator
 - ✓ Other Facilities – Churches
- ❖ Individual Citizens
 - Assess Citizen Readiness
 - Neighbor Helping Neighbor
 - CERT
 - Block Watch

(Ask Commissioner Taylor to Clarify His Three Items)

- ❖ Traffic Routing – Roads Available
- ❖ Better Signage on Wood-Duvall
- ❖ Roadside Citations for Abandoned Vehicles

Review 2009-10 Work Plan

WOODINVILLE WEEKLY ARTICLE SCHEDULE

Woodinville Weekly Article Schedule

All dates are tentative and subject to change.

Topic	Potential Month for Weekly	Assignment	Submit to Staff for Packet	1st Review	2nd review and approval
Introductory Article	July	Commissioners Yabroff, Tountas, and Marzano	Completed		
Family Preparedness	August	Commissioners Montgomery, Chatterton	Completed		
Resources for Family Preparedness	September	Commissioners Montgomery, Chatterton	Completed		
CERT Article/Map Your Neighborhood	October	Commissioners Montgomery, Brown	7/20/2009	7/27/2009	8/10/2009
Wind and Storm Safety/Power Outages	November	Commissioners Yabroff, Marzano	8/17/2009	8/24/2009	9/14/2009
Emergency Supplies for Car	December	Commissioners Tountas/Chatterton	9/21/2009	9/28/2009	10/12/2009
Generator Safety	January	Commissioners Montgomery/Tountas	9/21/2009	9/28/2009	10/12/2009
Emergency Communication	February	Commissioner Taylor	11/2/2009	11/9/2009	12/14/2009
Food Rotation Spring Cleaning	March	Commissioners Clinton/Chatterton	1/11/2010	1/25/2010	2/8/2010
Earthquake Preparedness	April	Chair Yabroff Comm. Chatterton	2/8/2010	2/22/2010	3/8/2010
Post Earthquake Preparedness	May	Comm. Chatterton Comm. Marzano	3/15/2010	3/22/2010	4/12/2010
Water Safety	June	Commissioner Brown	4/12/2010	4/26/2010	5/10/2010
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	

