

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**

December 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 October 25, 2010
2. Minutes of November 8, 2010
3. Commission Chair Vacancy
4. Meeting Schedule for 2011
5. 2011-12 Work Plan – Continued Discussion

REPORT FROM EMERGENCY MANAGER

REPORTS FROM COMMISSION MEMBERS

PUBLIC COMMENT

ADJOURNMENT

NEXT REGULAR MEETING: January 10, 2011 7:00 p.m.

AGENDA ITEM 1

**CITY OF WOODINVILLE
EMERGENCY PREPAREDNESS AND
PUBLIC SAFETY COMMISSION
Regular Meeting**

**Monday
October 25, 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, Mace Brady, and Dominic Marzano (ex-officio).

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

Also present were Assistant to the City Manager Alexandra Miller, Executive Assistant/Deputy City Clerk Linda Fava, and Management Analyst Zach Schmitz.

FLAG SALUTE

Chair Tountas led the flag salute.

APPROVAL OF AGENDA IN CONTENT AND ORDER

It was the consensus of the Commission to postpone Business Item 4 (By-Laws Revision) until additional Commissioners were present.

Commissioners briefly discussed a process for identifying Work Plan items using the list of Work Plan Topics that Commissioners had previously identified.

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

Vote: All voted in favor of the motion, and the motion carried (4-0).

PUBLIC COMMENT – None

SPECIAL PRESENTATION – None

BUSINESS ITEMS

1. Second Reading of Home Fire Safety – *Woodinville Weekly* Article

Commissioners reviewed revisions made to the article during first reading. “For further information, contact Woodinville Fire & Rescue” was added to the end of the article.

Commissioner Brady moved to accept the Home Fire Safety article for publication. Commissioner Chatterton seconded the motion.

Vote: All voted in favor of the motion, and the motion carried (4-0).

2. First Reading of Winter Safety and Fallen Trees – *Woodinville Weekly* Article

Commissioner Chatterton offered to provide a draft article at the Commission’s next meeting.

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

Commissioners reviewed the Snow & Ice Plow/Sand Routes map and suggested the loop around Lake Leota be a Priority 2. Management Analyst Zach Schmitz advised the map will be published in the *Woodinville Wire* and is posted on the City’s website. He explained roads can be very slippery for approximately 2 hours after deicer is applied.

Commissioner suggestions/questions included the following:

- Post the *Woodinville Weekly* Articles on the City’s website
- Add a narrative to the Snow & Ice Plow/Sand Routes map on the City’s website describing the priorities and that routes will be plowed/sanded as resources and conditions allow
- Revise how the Snow & Ice Plow/Sand Routes map is accessed on the City’s website
- Why is there a disclaimer for the snow removal map?
- Will the recent paving on 156th have a negative impact on vehicle traction?
- Where can information be found regarding snow removal/sanding routes for areas outside Woodinville’s boundaries?

Mr. Schmitz distributed brochures the City will have available at the Fair. It was suggested information also be provided at the Fair regarding the danger of using a barbeque as a heat source.

4. By-Laws Revision

This item was postponed to a future meeting.

5. 2011-12 Work Plan

Commissioners reviewed the list of Work Plan topics that were previously identified and discussed the intent of those topics. Additions/clarifications to the list included:

- What resources/response capabilities does the City have/need by emergency type?
- Add personal safety
- Review status/accomplishments of 2009-2010 Work Plan items

The list of Work Plan Hot Topics was categorized as follows:

Community Communications and Outreach

- 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
- Assess Levels of Community Awareness
- Public Survey
- Community Outreach
- Personal Safety
- Winter Safety Fair

Emergency Response Capabilities/Resources

- The City
 - CEC Availability – Generator
 - Other Facilities – Churches
 - What Resources Do We Have
- Individuals
 - Assess Citizen Readiness
 - Boots on the Ground/Neighbor Helping Neighbor
 - CERT
 - Block Watch

The Commission requested Commissioner Taylor clarify the intent of the following topics: Traffic Routing – Roads Available, Better Signage on Woodinville-Duvall Road, and Roadside Citations for Abandoned Vehicles.

Prior to the next meeting, Commissioners were asked to review the 2009-2010 Work Plan to identify items to carry forward to the 2011-2012 Work Plan.

REPORT FROM EMERGENCY MANAGER

Assistant to the City Manager, Alexandra Miller, reported the City has existing agreements with Woodinville Alliance Church and United Methodist Church to provide emergency sheltering. She planned to update those agreements and confirm the City’s and the Church’s expectations. She toured the facilities available at the United Methodist Church and plans to tour the Woodinville Alliance Church in the near future. The managers of Albertson’s and Top Foods have offered their assistance during an emergency.

It was suggested staff also contact McLendon Hardware, Sir Plus, Home Depot, and Honey Bucket to establish pre-disaster agreements. Ms. Miller advised ESCA may also have agreements with businesses.

Mr. Schmitz distributed information for accessing online crime data provided by the King County Sheriff's Office for Woodinville (www.ci.woodinville.wa.us/CityHall/CrimeReports.asp)

REPORT FROM COMMISSION MEMBERS

Vice Chair Montgomery reported on the personal safety presentation regarding the use of pepper spray by One Tough Cookie at the Pony Express Business Center.

PUBLIC COMMENT

Councilmember Paulette Bauman reported City Manager Rich Leahy, Ms. Miller, and she plan to meet with Woodinville Fire & Rescue staff and two Fire Commissioners tomorrow regarding emergency preparedness.

UPCOMING AGENDA TOPICS

- a) **2011-12 Work Plan**
- b) **By-Laws**
- c) **Fallen Trees & Winter Safety *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 (4-0). The meeting was adjourned at 9:03 p.m.

Respectfully submitted,

Linda Fava
Staff Liaison

AGENDA ITEM 2

**CITY OF WOODINVILLE
EMERGENCY PREPAREDNESS AND
PUBLIC SAFETY COMMISSION
Regular Meeting**

**Monday
November 8, 2010**

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

CALL TO ORDER

The meeting was called to order at 7:00 p.m. by Vice Chair Montgomery.

ROLL CALL

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

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

Also present were Assistant to the City Manager Alexandra Miller, Executive Assistant/Deputy City Clerk Linda Fava, and Management Analyst Zach Schmitz.

FLAG SALUTE

Vice Chair Montgomery led the flag salute.

APPROVAL OF AGENDA IN CONTENT AND ORDER

Commissioner Chatterton moved to approve the agenda in content and order. Commissioner Brady seconded the motion.

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

PUBLIC COMMENT – None

SPECIAL PRESENTATION

Management Analyst Zach Schmitz presented the updated Snow & Ice Plow/Sand Routes map reflecting input from the Commission at the last meeting. He identified the website banner for the City Snow Information and the Snow category in Quick Links. The map now includes priority descriptions and the snow removal information includes a link to King County's snow routes map. An "Are you in Woodinville?" feature is being added to the website to allow people to input their address to determine whether they are within Woodinville's boundaries. He advised the disclaimer was required for all maps.

Assistant to the City Manager, Alexandra Miller, explained information regarding King County's snow removal map was included on the City's website as a courtesy because many of the people at the Winter Safety Fair lived outside the city limits.

BUSINESS ITEMS

1. Minutes of October 11, 2010

A comment attributed to Commissioner Brady on page 3 (regarding emailing staff the primary evacuation routes as determined by King County) was changed to Commissioner Marzano.

Commissioner Chatterton moved to approve the minutes of October 11, 2010 as amended. Commissioner Berkey seconded the motion.

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

2. First Reading of Winter Safety and Fallen Trees – *Woodinville Weekly* Article

Commissioners reviewed the article and a link to the City's snow removal information was added.

Commissioner Brady moved to submit the Winter Safety and Fallen Trees article to the *Woodinville Weekly* as written. Commissioner Chatterton seconded the motion.

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

3. First Reading of Flood Safety – *Woodinville Weekly* Article

Commissioners reviewed the article and minor changes were made.

Commissioner Chatterton moved to submit the Flood Safety article to the *Woodinville Weekly* as written. Commissioner Berkey seconded the motion.

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

4. By-Laws Revision

Commissioners reviewed the proposed changes to the By-Laws. Commissioner Chatterton voiced his opposition to the paragraphs added to Article IX regarding termination of a Commissioner and removal of a disruptive Commissioner from a meeting. Commissioners Brady and Berkey also did not support the language added to Article IX.

Commissioner Taylor moved to delay approval of the By-Laws until all Commissioners are present. Motion died for lack of a second.

Commissioner Berkey moved to approve the By-Laws as written with the exclusion of the two paragraphs added under Article IX. Commissioner Chatterton seconded the motion.

Vote: All voted in favor of the motion, with the exception of Commissioner Taylor and the motion carried (4-1).

5. 2011-12 Work Plan – Continued Discussion

Commissioners reviewed the 2009-2010 Work Plan and made the following changes:

- Goal 1: Raise Emergency Preparedness Commission’s awareness of emergency management legal mandate and authority
 - Retain this goal
 - Add a task regarding confer with ESCA regarding grants
- Goal 2: Review Emergency Preparedness Planning policies and procedures
 - Retain this goal or consider making it a task under Goal 1
- Goal 3: Assess compliance with all Emergency Management planning requirements
 - Delete as a goal and add as a task under Goal 1
- Goal 4: Assess levels of community preparedness
 - Retain this goal, change to “Assess and Enhance Levels of Community Preparedness”
 - Add development of survey as a task
- Goal 5: Review options relating to emergency management, public safety grants and other external funding sources
 - This is an ESCA responsibility
 - Inform ESCA the City is interested in obtaining grants for public outreach
 - Add “monitor ESCA grants” as a task under Goal 1
 - Staff provide an update at each meeting regarding grants ESCA is applying for
- Goal 6: Recommend policies, training and capital investments for the City, staff and volunteers
 - Delete this goal, predominantly ESCA responsibility
 - Add “reporting” as a task under one of the other goals
- Goal 7: Review and made recommendations concerning public safety ordinances
 - All ordinances available on City’s website under Council link
- Goals 8: Review community public safety services needs
 - Combine with Goal 4
 - Add “review emergency notification” as a task under Goal 1
- Goal 9: Review proposed community preparedness programs and events
 - Retain this goal
- Goal 10: Communicate progress with City Council
 - Retain this goal

Commissioners discussed development of community volunteers, availability of grants, ESCA’s role in seeking grants, tasks in the Work Plan that ESCA is responsible for, role of the EPPSC in community outreach, budget cuts that eliminated the City’s Volunteer Coordinator, obtaining the database of CERT trained residents, assessing citizen’s training/interest in volunteering as part of a survey, and the City’s emergency notification systems.

The Commission requested staff prepare a revised Work Plan based on the Commission’s input. The Commission also requested staff review Ordinance 506 for any additional goals.

REPORT FROM EMERGENCY MANAGER

Ms. Miller reported on NIMS training that Assistant Public Works Director Rachel Speer and she attended regarding first responders' emergency response. She planned to attend a summit this week hosted by Evergreen Hospital regarding EMS response.

Ms. Miller reported on the meeting between Councilmember Bauman, City Manager Rich Leahy, Woodinville Fire & Rescue's Chief and a Fire Commissioner to discuss emergency response, sheltering, emergency coordination between City and Fire staff, and use of ESCA as the City's emergency management agency. There were no action items as a result of the meeting.

Mr. Schmitz reported on the November 6 Winter Safety Fair. The Fair was well attended; there was a lot of interest in the snow route removal map and information regarding King County's snow removal maps was added to the City's website as a courtesy to residents outside the city limits. He reported the City's Snow & Ice Plow/Sand Routes map was updated to add the loop around Lake Leota as a Priority 2.

REPORT FROM COMMISSION MEMBERS

Commissioner Chatterton referred to an article in the *Woodinville Weekly* from Woodinville Fire & Rescue reminding people to change their smoke detector battery when the time changed last weekend.

For Commissioner Berkey, Mr. Schmitz explained many of the people at the Winter Safety Fair were interested in whether Woodinville coordinated with King County regarding snow removal.

Commissioner Berkey reported FEMA is offering the NIMS ICS (Incident Command System) 300 course at their Lynnwood office November 30 – December 2.

Vice Chair Montgomery reported she met Helen McMahon at the Winter Safety Fair. Ms. McMahon has lived in Woodinville for 85 years and has a great deal of knowledge about Woodinville's history. She has created a coloring book documenting Woodinville's history that she plans to offer to the public.

Commissioner Marzano commented Woodinville is a signatory on the Regional Disaster Plan and, although ESCA does a great deal of the City's disaster planning, the City can be on the notification list to receive email alerts. There is currently no contact listed for Woodinville.

PUBLIC COMMENT – None

UPCOMING AGENDA TOPICS

- a) 2011-12 Work Plan
- b) Woodinville Weekly Articles

ADJOURNMENT

Commissioner Chatterton moved to adjourn the meeting. Commissioner Brady seconded the motion.

Vote: All voted in favor of the motion, and the motion carried (5-0). The meeting was adjourned at 8:57 p.m.

Respectfully submitted,

Linda Fava
Staff Liaison

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:** 12/13/10
From: Alexandra Miller, Assistant to the City Manager
Subject: Commission Chair Vacancy

ISSUE: Shall the Emergency Preparedness and Public Safety Commission discuss the Chair vacancy created by the resignation of Peter Tountas?

RECOMMENDATION: To appoint V. Chair Montgomery to serve as Acting Chair until the Commission appoints a new Chair at its February meeting.

POLICY DECISION: It is the general custom that the Vice Chair serve as the Chair when that individual is unable to fulfill his/her duties.

BACKGROUND/DISCUSSION: On December 5, the City of Woodinville received the resignation of Peter Tountas (attached), creating a vacancy in the Chairmanship.

City staff will begin advertisement of the vacancy at its first opportunity.

**RECOMMENDED MOTION:
FOR DISCUSSION ONLY.**

Attachment A: Resignation of Peter Tountas

December 3, 2010

Dear Richard Leahy,

This letter is to serve as notice of my resignation from the Emergency Preparedness and Safety Commission, effective immediately. As you may recall, I have served faithfully from the very start of this commission, but like all things, situations change.

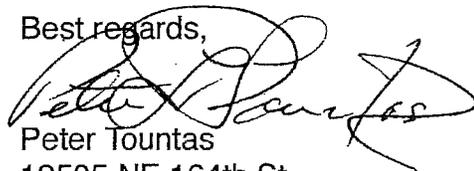
I serve on the Board of Directors of two organizations and I find I am time limited to do the things I really enjoy. Besides being on two boards, my true love is that of a political activist. Serving on the EP&SC does not allow this freedom, but in fact, if I were to exercise my desire as a political activist, there surely could be a conflict of interest.

The most important attribute, taught to me by my father, is integrity. I will never compromise that attribute, and therefore there can be no conflicts of interest. I love serving the City of Woodinville, make no mistake about that. Perhaps I can best serve in some other role.

I plan on attending more council meetings that I have been able to in the past and expressing my view on various issues. There is where my role of political activist will be realized.

Clearly you have been a great supporter of the EP&SC which I truly appreciate. I also appreciate your budgeting skills and I certainly support all of your efforts. A very special thanks to Alexandra, Zach, and Linda for their wonderful support. Without them, our progress would have been greatly diminished.

Best regards,

A handwritten signature in black ink, appearing to read "Peter Tountas", written over the typed name.

Peter Tountas
12505 NE 164th St.
Woodinville, WA. 98072

AGENDA ITEM 4



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

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

ISSUE: Shall the Emergency Preparedness and Public Safety Commission discuss the meeting schedule for the Commission for 2011?

RECOMMENDATION: To discuss the frequency of meetings in 2011.

POLICY DECISION: The Commission has solicited input from the members as to their desire and frequency of meetings during each new calendar year.

BACKGROUND/DISCUSSION: From time to time, the Commission alters its meeting schedule to account for its workload, absences of Commission members, and holidays. In summer 2010, for example, the Commission chose to meet once per month. The Commission agreed to evaluate the necessity of meetings on a periodic basis. The Commission's decision about meeting frequency will help staff plan the amount of responsibility, transcription services, and other meeting support required for the Commission throughout the year.

**RECOMMENDED MOTION:
FOR DISCUSSION ONLY.**

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:** 12/3/10
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 November, and that discussion will continue to be a primary agenda item.

**RECOMMENDED MOTION:
FOR DISCUSSION ONLY.**

Attachment A: 2009-10 Work Plan with proposed revisions from November 8, 2010

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

GOAL	ORD. 418 REFERENCE Duties and Responsibilities	TASKS	TARGET DATE(S)	STATUS
1) Raise Emergency Preparedness Commissions' awareness of emergency management legal mandates and authority.	2.25.040 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. • Confer with ESCA regarding grants • Review Emergency Notification 		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) 	Should this goal be added to Goal 1?	
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 	Add under Goal 1	

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¹ This duty appeared operational in nature and is therefore included in broader Emergency Management planning responsibilities

WOODHILLVILLE EMERGENCY PREPAREDNESS COMMISSION 2009/2010 WORK PLAN

GOAL	ORD. 418 REFERENCE	TASKS	TARGET DATE(S)	STATUS
4) Assess and Enhance Levels of Community Preparedness	2.25.040 Duties and Responsibilities (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 Develop Survey 		Deleted: Assess levels of community preparedness. Formatted: Bullets and Numbering
5) Review options relating to emergency management, public safety grants and other external funding sources.	(8B2) 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 	Delete – this is an ESCA responsibility (confer with ESCA @ grants added to Goal 1)	
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 	Delete – this is an ESCA responsibility Add "Reporting" to another Goal	

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.	2.25.040 Duties and Responsibilities (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 	<u>Combine with Goal 4</u>	
9) Review proposed community preparedness programs and events.	(8A?) 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 	<u>Keep</u>	
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 	<u>Keep</u>	

Note: Ordinance 418, section 2.25.040 Duties and Responsibilities (3) "Review and formulate recommendations on matters referred to the Commission by the City Council within the authority of the Commission" was considered an understood, on-going duty and is therefore not outlined specifically in the work plan.

**WOODINVILLE WEEKLY
ARTICLE SCHEDULE**

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	

