

**Woodinville Emergency Preparedness
& Public Safety Commissioners**

Vacant - Pos. 1

Lillie Clinton – Pos. 2

Rick Chatterton – Pos. 3

Al Taylor – Pos. No. 4

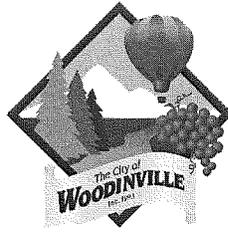
Mace Brady, Chair – Pos. No. 5

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**

July 25, 2011; 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. Shelters and Policies
2. Farmer's Market Further Discussion
3. Work Plan Status Update

REPORT FROM EMERGENCY MANAGER

REPORTS FROM COMMISSION MEMBERS

PUBLIC COMMENT

ADJOURNMENT

NEXT REGULAR MEETING: August 8, 2011 7:00 p.m.

AGENDA ITEM 1



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

To: Emergency Preparedness and Public Safety Commission **Date:** July 25, 2011
From: Alexandra Sheeks, Assistant to the City Manager AS
By: Zach Schmitz, Management Analyst
Peter Fuerbringer, City Intern
Subject: Continued Discussion on Emergency Shelter Policy

ISSUE: Shall the Emergency Preparedness and Public Safety Commission continue to review, discuss, and make recommendations regarding changes to the Woodinville emergency shelter policy?

RECOMMENDATION: To review, discuss, and provide input on staff recommendations on changes to the Woodinville emergency shelter policy.

BACKGROUND/DISCUSSION: The current emergency shelter policy was established in August of 2009. Changes in City staffing levels, and Federal civil rights laws have changed the City's ability to run an emergency shelter as outlined in the emergency shelter policy (Woodinville CEMP, ESF 6 – Mass Care, Housing, and Human Services).

The liability in the Functional Needs Support Services (FNSS) guidebook from November 2010 section 3.4 on page 10 states, "The Stafford Act and Post-Katrina Emergency Management Reform Act (PKEMRA), along with Federal civil rights laws, mandate integration and equal opportunity for people with disabilities in general population shelters." Furthermore, the document states that "no State or local government, or its contractors, may, by law, policy, or contract, provide services below those standards without violating Federal law."

This guideline shows that the City would be responsible for covering all events and circumstances that could arise in an emergency. Staff is currently exploring the legal and fiscal ramifications of these new requirements and will provide information to the Commission at a future meeting. In the meantime, staff will present examples of shelter policies that other cities in the region are using to meet mass care planning needs.

RECOMMENDED MOTION:
For discussion only at this time.

AGENDA ITEM 2



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

17301 133rd Avenue NE, Woodinville, WA 98072

To: Honorable Emergency Preparedness Commission **Date:** 7/25/11
From: Alexandra Sheeks, Assistant to the City Manager AS
Subject: Farmers' Market Outreach

ISSUE: Shall the Commission finalize plans for the Farmers' Market Outreach?

RECOMMENDATION: Finalize plans for the Farmers' Market Outreach and direct staff as necessary.

BACKGROUND/DISCUSSION: At its June 13, 2011 meeting, the Commission discussed the opportunity to host a booth at the Woodinville Farmers' Market for the purpose of passing out information about emergency preparedness. The Commissioners selected August 6, September 10, and October 1 to participate in the Farmers' Market.

The Commission still needs to determine schedules, shift assignments, and decide which brochures and information to pass out to marketgoers. A proposed schedule is attached to assist Commissioners in finalizing the details for the outreach events.

RECOMMENDED MOTION:
FOR DISCUSSION ONLY AT THIS TIME.

Attachment A: Proposed schedule for Farmers' Market Outreach

ATTACHMENT A: WOODINVILLE FARMERS' MARKET SET-UP/SHIFT SCHEDULE

August 6

<i>Time</i>	<i>Action</i>	<i>Assigned to</i>
8:30 AM	Set-up	<hr/> <hr/> <hr/>
9:00 AM	Shift 1	<hr/> <hr/> <hr/>
12:00 PM	Shift 2	<hr/> <hr/> <hr/>
3:00 PM	Tear-down	<hr/> <hr/> <hr/>

September 10

<i>Time</i>	<i>Action</i>	<i>Assigned to</i>
8:30 AM	Set-up	<hr/> <hr/> <hr/>
9:00 AM	Shift 1	<hr/> <hr/> <hr/>
12:00 PM	Shift 2	<hr/> <hr/> <hr/>
3:00 PM	Tear-down	<hr/> <hr/> <hr/>

October 1

Time *Action*

Assigned to

8:30 AM Set-up

9:00 AM Shift 1

12:00 PM Shift 2

3:00 PM Tear-down

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:** 7/25/11
From: Alexandra Sheeks, Assistant to the City Manager *AS*
Subject: 2011-12 Work Plan Update

ISSUE: Shall the Commission discuss the schedule for its 2011-12 Work Plan?

RECOMMENDATION: Receive update on the 2011-12 Work Plan.

BACKGROUND/DISCUSSION: On April 5, the City Council approved the Commission's 2011-12 Work Plan. The Commission approved a timeline for completing the work plan items on May 9, 2011. Staff has prepared an update of the work plan items for the Commission's review and discussion.

Staff is requesting that the Commission discuss the attached work plan.

RECOMMENDED MOTION:
FOR DISCUSSION ONLY AT THIS TIME.

Attachment A: 2011-12 Work Plan, Quarter 2 Update

**WOODBURYVILLE EMERGENCY PREPAREDNESS
and PUBLIC SAFETY COMMISSION
2011 / 2012 WORK PLAN**

GOAL	ORD. 506 REFERENCE 2.25.040 Duties and Responsibilities	TASKS	TARGET DATE(S)	STATUS
1) Raise Emergency Preparedness and Public Safety Commission's awareness of emergency management & public safety legal mandates and authority.	N/A	<ul style="list-style-type: none"> • Include educational presentations @ meetings from staff and local authorities. 	<ul style="list-style-type: none"> • Ongoing 	Briefings in Kenmore; presentations from WFR, Red Cross
		<ul style="list-style-type: none"> • Understand how the EOC Functions and available resources available during disasters. 	<ul style="list-style-type: none"> • 2011 Q4 	
		<ul style="list-style-type: none"> • Attend educational conferences as reviewed by the Commission. 	<ul style="list-style-type: none"> • Ongoing 	
		<ul style="list-style-type: none"> • Confer with ESCA regarding potential grants and educational opportunities. 	<ul style="list-style-type: none"> • Ongoing 	
		<ul style="list-style-type: none"> • Be acquainted with National Incident Management System (NIMS) and the Emergency Notification process. 	<ul style="list-style-type: none"> • 2011 Q4 	
		<ul style="list-style-type: none"> • Raise commissioners' awareness of City and regional emergency preparedness operations. 	<ul style="list-style-type: none"> • 2011 Q3 	
		<ul style="list-style-type: none"> • Raise commissioners' awareness of Emergency Preparedness Planning policies and procedures. 	<ul style="list-style-type: none"> • 2011 Q3 	
2) Review and make recommendations concerning emergency preparedness and public safety ordinances.	(2) Review public safety issues as directed by the City Council. (3) Review and formulate recommendations on matters referred to the Commission by the City Council within the authority of the Commission. (5) Review and make recommendations concerning public safety ordinances and City options relating to public safety grants from U.S. Department of Homeland Security and other external funding sources. (6) Review updates to the City's Comprehensive Emergency Preparedness Plan, future annexes and emergency support functions.	<ul style="list-style-type: none"> • Review Comprehensive Emergency Management Plan (CEMP) and update(s). 	<ul style="list-style-type: none"> • 2011 Q3 – 2012 Q4 	
		<ul style="list-style-type: none"> • Review Emergency Notification System. 	<ul style="list-style-type: none"> • 2011 Q3 	
		<ul style="list-style-type: none"> • Review Shelter Activation Plan. 	<ul style="list-style-type: none"> • 2011 Q3 	Began review 7/11/11; to continue through the quarter
		<ul style="list-style-type: none"> • Review Evacuation Plan (Regional). 	<ul style="list-style-type: none"> • 2012 Q1 	
		<ul style="list-style-type: none"> • Review ordinances pertaining to emergency preparedness and public safety and make recommendations to City Council. 	<ul style="list-style-type: none"> • Ongoing 	Revised membership for EPPSC to include business,

**WOODINVILLE EMERGENCY PREPAREDNESS
and PUBLIC SAFETY COMMISSION
2011 / 2012 WORK PLAN**

GOAL	ORD. 506 REFERENCE 2.25.040 Duties and Responsibilities	TASKS	TARGET DATE(S)	STATUS
				non-profit representatives
3) Assess and evaluate levels of emergency preparedness and public safety needs.	(1) Analyze community needs for public safety services and provide recommendations concerning the utilization of present and future public safety facilities. (7) Assess levels of community preparedness and recommend policies, training and facility investments.	<ul style="list-style-type: none"> • Develop survey and needs analysis to assess levels of community awareness and identify deficiencies. • Assess funding needs. 	<ul style="list-style-type: none"> • 2012 Q1 • 2012 Q1 	
4) Recommend Projects and community outreach that raises awareness of emergency preparedness and public safety.	(1) Analyze community needs for public safety services and provide recommendations concerning the utilization of present and future public safety facilities. (4) Review emergency response procedures for City sponsored community events. (8) Review proposed community preparedness public outreach programs and events. (9) Coordinate with relevant community organizations for effective resource sharing, public education and grant solicitation.	<ul style="list-style-type: none"> • Explore the possibility of utilizing Citizen Corp (Medical Reserve, Fire Reserve, VIPS, Block Watch, CERT) and other organizations for outreach and education. • Discuss Emergency Preparedness focus for Block Watch Organizations. • Participate at National Night Out, Celebrate Woodinville, Winter Preparation Fair, and other public events. 	<ul style="list-style-type: none"> • 2011 Q2 • 2011 Q2 • Ongoing 	Reviewed at June 13 mtg Presentation at June 13 mtg; wrote article for Weekly Farmers' Market Outreach planned for Aug, Sept, Oct
5) Communicate progress with City Council.		<ul style="list-style-type: none"> • Meet with City Council twice per year; target May and October. 	<ul style="list-style-type: none"> • 2011/2012 Q2/Q4 	Council presentation 4/5/11; Scheduled for Oct. 2011
		<ul style="list-style-type: none"> • Provide briefings through staff reports. 	<ul style="list-style-type: none"> • Ongoing 	

**WOODMYLLE emergency PREPAREDNESS
and PUBLIC SAFETY COMMISSION
2011 / 2012 WORK PLAN**

Note: Ordinance 506, 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 and 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	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	
Winter Safety & Fallen Trees	October	Commissioners Chatterton/Brady	10/18/2010	10/25/2010	
Winter Safety & Fallen Trees	November	Commissioner Brown	11/01/2010	11/08/2010	
Home Fire Safety	December	Commissioner Brady	12/6/2010	12/13/2010	

Woodinville Weekly Article Schedule 2011

All dates are tentative and subject to change.

Topic	Potential Month for Weekly	Assignment	Submit to Staff for Packet	1st Review & Approval	Prior Articles Reprinted
Public Safety	January	Commissioners Chatterton/Tountas	1/03/2011	1/10/2011	
Emergency Pet Care	February	Commissioners Brown/Chatterton	2/07/2011	2/14/2011	
	March				
Heat Exhaustion	April	Commissioner Berkey	4/04/2011	4/11/2011	
	May				
	June				Emergency Supplies for Car
Neighborhood Watch	July	Commissioners Chatterton/Brady	7/1/2011	7/11/2011	
Securing Your Home While Away	August	Commissioners Taylor/Montgomery	8/1/2011	8/8/2011	Travel Tips
Sheltering	September	Commissioner Taylor	9/2/2011	9/12/2011	
	October				Winter Safety & Fallen Trees
	November				Flood Safety/Wind & Storm Safety
	December				Generator Safety

Woodinville Weekly Article Topics by Season

Spring	Summer	Fall	Winter	Year Round
Spring Cleaning	Heat Exhaustion	Wind Storms/Falling Trees/Wires	Snow Storms- Driving in them; what if you get stuck?	Earthquake-Getting prepared, What to do when they strike. Recovery from
Check your pool	Safety in Water/Cottage Lake	Flooding	Cold Weather Travel	Pet Safety
Check your HVAC	Safety in Heat	Power Outages	Holiday Safety- Xmas Trees, Travel, etc.	Volcanoes
Generators	Travel Tips for Summer	Getting Ready for Winter	Dangers of Snow Shoveling-How to Do It Safely	Basic Safety Tips
	West Nile Virus	Generator Safety	Holiday Safety Travel	Preparedness Tips