

**Woodinville Emergency Preparedness
& Public Safety Commissioners**

Marc Rojas - Pos. 1
Lillie Clinton – Pos. 2
vacant – Pos. 3
vacant – Pos. No. 4
Mace Brady, Chair – Pos. No. 5
Brian Minsk – 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 14, 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. Minutes of October 10, 2011
2. Report on the Winter Safety Fair
3. City Hall Display Case
4. Commission Work Plan Review
5. Review of Woodinville Weekly Article Submissions

REPORT FROM EMERGENCY MANAGER

REPORTS FROM COMMISSION MEMBERS

PUBLIC COMMENT

ADJOURNMENT

NEXT REGULAR MEETINGS: December 12, 2011 7:00 p.m.
January 9, 2012 7:00 p.m.

AGENDA ITEM 1

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

**Monday
October 10, 2011**

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

CALL TO ORDER

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

ROLL CALL

PRESENT: Chair Mace Brady, Vice Chair Nancy Montgomery and Commissioners Rick Chatterton, Marc Rojas, Brian Minsk (arrived 7:05 p.m.), Janine Brown (ex-officio), and Dominic Marzano (ex-officio).

ABSENT: Commissioners Lillie Clinton and Al Taylor.

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

FLAG SALUTE

Chair Brady led the flag salute.

APPROVAL OF AGENDA IN CONTENT AND ORDER

Commissioner Chatterton moved to approve the agenda in content and order. Vice Chair Montgomery 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. Minutes of August 8, 2011

Vice Chair Montgomery moved to approve the minutes of August 8, 2011. Commissioner Rojas seconded the motion.

Vote: All voted in favor of the motion, with the exception of Commissioners Chatterton and Minsk who abstained, and the motion carried (3-0-2).

2. Review Work Plan Presentation to City Council

Assistant to the City Manager Alexandra Sheeks reviewed the presentation that will be given to the City Council on October 11 regarding the EP&PSC Work Plan. The presentation included a description of projects completed in 2011, City Hall display for Emergency Preparedness Month, Work Plan for fourth quarter 2011 and 2012 and an update on the Public Safety Citizens

Advisory Panel recommendations. The action requested from Council is to receive and file the report and amend the Work Plan goals and tasks as desired.

Action: Chair Brady to assist Ms. Sheeks with the presentation to the Council. Commissioners were encouraged to attend the Council meeting.

3. Emergency Support Function (ESF) 6 Emergency Shelter Policy Revisions for Final Review

Chair Brady recalled the Commission reviewed the policy revisions at the Commission's last meeting. This final review was scheduled to follow review of the policy by the City Attorney.

Ms. Sheeks relayed ESCA's indication that this is an administrative document and is not legally binding. The policy will be forwarded to the City Council for review/comment/questions, but Council adoption or review by the State is not required for minor changes. The Comprehensive Emergency Management Plan (CEMP) which contains this policy will be updated in 2013.

Discussion followed regarding legal review at the time the Council reviews the policy, previously identified concerns, and adjustments to the policy to reflect City resources.

Action: Commissioner Rojas moved that the Commission approve the document for later review by the Council. Commissioner Chatterton seconded the motion.

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

4. Future Meeting Calendar

Commissioners discussed the public outreach at the Farmers Market including poor turnout on some days due to the weather. Commissioners suggested in addition to pamphlets the booth include one or more of the following:

- A video display
- Emergency kits (homemade and purchased) and information regarding where to purchase emergency kits
- Interactive activity to draw in the public
- Information regarding ESCA training opportunities
- A give-a-way
- Emergency kit inspection
- Raffle for an emergency kit

Ms. Sheeks reported four Commissioners' terms are expiring; three of the four Commissioners have tentatively decided not to request renewal of their terms. The remaining four members must attend meetings in order to have a quorum. Staff will advertise the vacancy and have applications available at the Winter Safety Fair. Commissioners were encouraged to sign up to assist at the Winter Safety Fair.

Commissioner Chatterton announced he will not be seeking renewal of his term. He thanked Commissioners and staff for their work. Discussion followed regarding future meeting dates.

Vice Chair Montgomery moved that the Commission meet once in November on November 14 and once in December on December 12. Commissioner Chatterton seconded the motion.

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

REPORT FROM EMERGENCY MANAGER

Ms. Sheeks reported Management Analyst Zach Schmitz will be the primary staff liaison to the EP&PSC; she will be the Parks & Recreation Commission liaison.

REPORTS FROM COMMISSION MEMBERS

Commissioner Chatterton reported on his experience as a King County juror. He relayed the judge's warnings about tailgating and pulling out from a driveway/side street. He relayed that Redmond's highest priority is pedestrian safety; they have plain clothes police officers crossing the street and cars that do not stop are ticketed by another officer.

Commissioner Brown reported she will be attending a seminar regarding regional emergency management. She offered to make a presentation to the Commission regarding the role of chaplains.

Commissioner Minsk reported he will be attending ESCA's CERT leader's meeting and offered to report on it to the Commission.

Chair Brady suggested airing emergency preparedness information on Channel 21. Ms. Sheeks explained several short videos prepared by FEMA were aired during Emergency Preparedness Month (September) and will continue.

PUBLIC COMMENT – None

UPCOMING AGENDA TOPICS

- a) **Chaplain Role Presentation**
- b) **Recognition of Outgoing Members**

ADJOURNMENT

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

Vote: All voted in favor of the motion, and the motion carried (5-0). The meeting was adjourned at 8:20 p.m.

Respectfully submitted,

Linda Fava
Staff Liaison

AGENDA ITEM 2



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

To: Honorable Emergency Preparedness and
Public Safety Commission
From: Zach Schmitz, Management Analyst 
Subject: Winter Safety Fair Review

Date: 11/14/11

ISSUE: Review of the annual Winter Safety Fair.

BACKGROUND/DISCUSSION: The City's annual Winter Safety Fair and Pancake Breakfast was held on Saturday October 29. The annual event is a joint effort by Woodinville Fire & Rescue, Woodinville Water District, and the City of Woodinville. Receiving input from what worked will help develop goals for next year's participation.

FOR DISCUSSION AND INFORMATIONAL PURPOSES ONLY:

AGENDA ITEM 3



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

17301 133rd Avenue NE, Woodinville, WA 98072

To: Honorable Emergency Preparedness and
Public Safety Commission

Date: 11/14/11

From: Zach Schmitz, Management Analyst 

Subject: City Hall Display Case

ISSUE: Shall the Emergency Preparedness and Public Safety Commission discuss the future use of the Display Case inside City Hall.

RECOMMENDATION: To discuss updates to the emergency preparedness items currently on display, in the City Hall display case.

BACKGROUND/DISCUSSION: In September, the City Hall display case was used to show an example of an emergency preparedness kit that people could easily develop for home use.

The Commission has the option to continue using the display case, and may develop an alternative display that better represents winter safety preparedness.

RECOMMENDED MOTION:

FOR DISCUSSION ONLY AT THIS TIME.

AGENDA ITEM 4



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

17301 133rd Avenue NE, Woodinville, WA 98072

To: Honorable Emergency Preparedness and
Public Safety Commission

Date: 11/14/11

From: Zach Schmitz, Management Analyst 

Subject: Commission Work Plan Review

ISSUE: Shall the Emergency Preparedness and Public Safety Commission discuss the work plan agenda for 4th Quarter 2011?

RECOMMENDATION: To review the Commission work plan items for 4th quarter 2011.

BACKGROUND/DISCUSSION: The City Council reviewed the Commission's 2011-12 Work Plan on October 11, 2011. Staff is presenting the work plan with updates to provide Commissioners with an outline of work for 4th quarter 2011 and 1st quarter 2012.

RECOMMENDED MOTION:

FOR DISCUSSION ONLY AT THIS TIME.

Attachment 1: 2011-12 Work Plan

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

GOAL	ORD. 506 REFERENCE	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 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 - <u>2012 Q1</u> 	Discussion of Emergency Shelter operations and capabilities
		<ul style="list-style-type: none"> • Raise commissioners' awareness of Emergency Preparedness Planning policies and procedures. 	<ul style="list-style-type: none"> • 2011 Q3 - <u>2012 Q1</u> 	Discussion of Emergency Shelter operations and capabilities
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	<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 Q4 	
		<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

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

GOAL	ORD. 506 REFERENCE	TASKS	TARGET DATE(S)	STATUS
	2.25.040 Duties and Responsibilities			
	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 Evacuation Plan (Regional). Review ordinances pertaining to emergency preparedness and public safety and make recommendations to City Council. 	<ul style="list-style-type: none"> 2012 Q1 Ongoing 	Revised membership for EPPSC to include business, non-profit representatives
	(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"> Develop survey and needs analysis to assess levels of community awareness and identify deficiencies. 	<ul style="list-style-type: none"> 2012 Q1 	
3) Assess and evaluate levels of emergency preparedness and public safety needs.	(7) Assess levels of community preparedness and recommend policies, training and facility investments.	<ul style="list-style-type: none"> Assess funding needs. 	<ul style="list-style-type: none"> 2012 Q1 	
		<ul style="list-style-type: none"> <u>Receive/review weekly crime reports</u> 	<ul style="list-style-type: none"> <u>Ongoing, starting 2011 Q4</u> 	Began 10/31/2011
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. <u>Review coordination with Woodinville Fire & Rescue/ESCA to maintain list of Woodinville CERT volunteers and conduct outreach.</u> 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 held Aug, Sept, Oct; Winter Preparation Fair

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
				Oct; Display case at City Hall for Nat'l Preparedness Month
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"> • 2012 Q2/Q4 	
		<ul style="list-style-type: none"> • Provide briefings through staff reports. 	<ul style="list-style-type: none"> • Ongoing 	

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.

AGENDA ITEMS 5



CITY OF WOODINVILLE, WA
REPORT TO EMERGENCY PREPAREDNESS COMMISSION
17301 133rd Avenue NE, Woodinville, WA 98072
WWW.CI.WOODINVILLE.WA.US

To:	Honorable Emergency Preparedness and Public Safety Commission	Date: 11.14.2011
From:	Zachary W. Schmitz <i>ZWS</i>	
Subject:	Review of Woodinville Weekly Article Submissions	

ISSUE: Shall the Emergency Preparedness and Public Safety Commission discuss the articles for the Woodinville Weekly?

RECOMMENDATION: Review the seasonal article topics and assign articles for 2012.

BACKGROUND: In 2009, the Emergency Preparedness Commission began writing articles about emergency preparedness for inclusion in the Woodinville Weekly. Articles were written to match seasonal topics (heat exhaustion, water safety, generator safety, power outages, and preparedness tips).

DISCUSSION: Review the current article topics and determine the Commissions interests for the next calendar year in the monthly articles.

Staff Recommendation: To review and update the seasonal article topics, and to identify next year's assignments.

Attachment A-Article Assignments

Attachment B-Article Topics by Season

Woodinville Weekly Article Schedule 2011

All dates are tentative and subject to change.

Topic	Potential Month for Weekly	Assignment	Submit to Staff for Packet	1 st 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