

**Woodinville Emergency Preparedness  
& Public Safety Commissioners**

Marc Rojas - Pos. 1  
Lillie Clinton – Pos. 2  
vacant – Pos. 3  
vacant – Pos. 4  
Mace Brady, Chair – Pos. 5  
Brian Minsk – Pos. 6  
Nancy Montgomery, V. Chair – Pos. 7  
Janine Brown – Ex officio member  
Dominic Marzano – Ex officio member



**CITY OF WOODINVILLE**  
**EMERGENCY PREPAREDNESS AND PUBLIC SAFETY**  
**COMMISSION AGENDA**

December 12, 2011; 7:00 PM

COUNCIL CHAMBERS; 17301 133<sup>rd</sup> Avenue NE Woodinville, WA 98072  
[www.ci.woodinville.wa.us](http://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. Website Changes
2. Meeting Calendar for 2012
3. Work Plan First Quarter 2012

**REPORT FROM EMERGENCY MANAGER**

**REPORTS FROM COMMISSION MEMBERS**

**PUBLIC COMMENT**

**ADJOURNMENT**

**NEXT REGULAR MEETINGS:** January 9, 2012 7:00 p.m.  
January 23, 2012 7:00 p.m.

# AGENDA ITEM 1



CITY OF WOODINVILLE, WA  
**REPORT TO THE EMERGENCY PREPAREDNESS  
AND PUBLIC SAFETY COMMISSION**  
17301 133<sup>rd</sup> Avenue NE, Woodinville, WA 98072

---

**To:** Honorable Emergency Preparedness and Public Safety Commission **Date:** 12/12/11  
**From:** Zach Schmitz, Management Analyst   
**Subject:** Website Changes

---

**ISSUE:** Shall the Emergency Preparedness and Public Safety Commission review the changes to the emergency preparedness section of the City's website.

**RECOMMENDATION:** To review comments from the City Council meeting of October 11, 2011 and make appropriate adjustments to the Work Plan.

**BACKGROUND/DISCUSSION:** On August 8, 2011, the Emergency Preparedness and Public Safety Commission reviewed possible changes to the City's website relating to emergency preparedness.

Suggestions and comments from the August 8, 2011 meeting were used to update the emergency preparedness information on the City's website

Staff will provide a review of the changes.

**RECOMMENDED MOTION:**  
*FOR DISCUSSION ONLY AT THIS TIME.*

# AGENDA ITEM 2



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

17301 133<sup>rd</sup> Avenue NE, Woodinville, WA 98072

---

**To:** Honorable Emergency Preparedness and Public Safety Commission **Date:** 12/12/11  
**From:** Zach Schmitz, Management Analyst *ZS*  
**Subject:** Meeting Calendar for 2012

---

**ISSUE:** Shall the Emergency Preparedness and Public Safety Commission discuss the meeting calendar for 2012?

**RECOMMENDATION:** To discuss the frequency of Commission meetings in 2012.

**BACKGROUND/DISCUSSION:** Traditionally the Commission alters its meeting schedule to account for its workload, absences of Commission members, and holidays. The Commission has evaluated the necessity of meetings and frequency of meetings for each new calendar year. Determining meeting frequency will help staff to plan and evaluate the years meeting support costs that will be required. These costs include transcription services, recording media, and staff time.

**RECOMMENDED MOTION:**  
*FOR DISCUSSION ONLY AT THIS TIME.*

## January

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## February

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

## March

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

## April

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

## May

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

## June

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

## July

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## August

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## September

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

## October

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

## November

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

## December

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

# AGENDA ITEM 3



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

---

**To:** Honorable Emergency Preparedness and Public Safety Commission **Date:** 12/12/11  
**From:** Zach Schmitz, Management Analyst   
**Subject:** Commission Work Plan for First Quarter 2012

---

**ISSUE:** Shall the Emergency Preparedness and Public Safety Commission discuss the work plan agenda for 1st quarter 2012?

**RECOMMENDATION:** To review the Commission work plan items for 1st quarter 2012.

**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 the 1<sup>st</sup> quarter 2012.

**RECOMMENDED MOTION:**  
*FOR DISCUSSION ONLY AT THIS TIME.*

**Attachment 1: 1<sup>st</sup> Quarter 2012 Work Plan**

**WOODINVILLE EMERGENCY PREPAREDNESS  
and PUBLIC SAFETY COMMISSION  
1<sup>st</sup> QUARTER 2012 WORK PLAN**

<b>GOAL</b>	<b>ORD. 506 REFERENCE</b> 2.25.040 Duties and Responsibilities	<b>TASKS</b>	<b>TARGET DATE(S)</b>	<b>STATUS</b>
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"> <li>• Include educational presentations @ meetings from staff and local authorities.</li> </ul>	<ul style="list-style-type: none"> <li>• Ongoing</li> </ul>	Briefings in Kenmore; presentations from WFR, Red Cross
		<ul style="list-style-type: none"> <li>• Understand how the EOC Functions and resources available during disasters.</li> </ul>	<ul style="list-style-type: none"> <li>• 2011 Q4</li> </ul>	
		<ul style="list-style-type: none"> <li>• Attend educational conferences as reviewed by the Commission.</li> </ul>	<ul style="list-style-type: none"> <li>• Ongoing</li> </ul>	
		<ul style="list-style-type: none"> <li>• Confer with ESCA regarding potential grants and educational opportunities.</li> </ul>	<ul style="list-style-type: none"> <li>• Ongoing</li> </ul>	
		<ul style="list-style-type: none"> <li>• Be acquainted with National Incident Management System (NIMS) and the Emergency Notification process.</li> </ul>	<ul style="list-style-type: none"> <li>• 2011 Q4</li> </ul>	
		<ul style="list-style-type: none"> <li>• Raise commissioners' awareness of Emergency Preparedness Planning policies and procedures.</li> </ul>	<ul style="list-style-type: none"> <li>• 2011 Q3 - <u>2012 Q1</u></li> </ul>	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 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"> <li>• Review Comprehensive Emergency Management Plan (CEMP) and update(s).</li> </ul>	<ul style="list-style-type: none"> <li>• 2011 Q3 – 2012 Q4</li> </ul>	
		<ul style="list-style-type: none"> <li>• Review Evacuation Plan (Regional).</li> </ul>	<ul style="list-style-type: none"> <li>• 2012 Q1</li> </ul>	
		<ul style="list-style-type: none"> <li>• Review ordinances pertaining to emergency preparedness and public safety and make recommendations to City Council.</li> </ul>	<ul style="list-style-type: none"> <li>• Ongoing</li> </ul>	Revised membership for EPPSC to include business, non-profit representatives

**WOODINVILLE EMERGENCY PREPAREDNESS  
and PUBLIC SAFETY COMMISSION  
1<sup>st</sup> QUARTER 2012 WORK PLAN**

<b>GOAL</b>	<b>ORD. 506 REFERENCE</b> 2.25.040 Duties and Responsibilities	<b>TASKS</b>	<b>TARGET DATE(S)</b>	<b>STATUS</b>
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.	• Develop survey and needs analysis to assess levels of community awareness and identify deficiencies.	• 2012 Q1	
		• Assess funding needs.	• 2012 Q1	
		• <u>Receive/review weekly crime reports</u>	• <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.	• Participate at National Night Out, Celebrate Woodinville, Winter Preparation Fair, and other public events.	• Ongoing	Farmers' Market Outreach held Aug, Sept, Oct; Winter Preparation Fair Oct; Display case at City Hall for Nat'l Preparedness Month
5) Communicate progress with City Council.		• Meet with City Council twice per year; target May and October.	• 2012 Q2/Q4	
		• Provide briefings through staff reports.	• 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.

**WOODINVILLE  
WEEKLY**

**ARTICLE  
SCHEDULE**

# 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 <sup>st</sup> 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