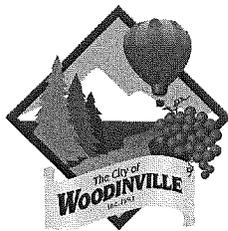


**Woodinville Emergency Preparedness  
& Public Safety Commissioners**

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**

January 23, 2012; 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. Minutes of October 24, November 14, and December 12, 2011
2. Comprehensive Emergency Management Plan Review
3. NIMS Course Outline and Information
4. Website Change Comparison
5. Survey Report from Subcommittee

**REPORT FROM EMERGENCY MANAGER**

**REPORTS FROM COMMISSION MEMBERS**

**PUBLIC COMMENT**

**ADJOURNMENT**

**NEXT REGULAR MEETINGS:** February 13, 2012 7:00 p.m.  
February 27, 2012 7:00 p.m.

# AGENDA ITEM 1

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

**Monday  
October 24, 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 Lillie Clinton (arrived 7:10 p.m.), Al Taylor (arrived 7:15 p.m.), Marc Rojas, Brian Minsk, Janine Brown (ex-officio), and Dominic Marzano (ex-officio).

**ABSENT:** Commissioner Rick Chatterton.

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

**FLAG SALUTE**

Chair Brady led the flag salute.

**APPROVAL OF AGENDA IN CONTENT AND ORDER**

It was agreed to move the Council Report to Agenda Item #2 and to reorder the remainder of the agenda.

**Commissioner Rojas moved to approve the agenda as amended. Commissioner Minsk seconded the motion.**

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

**PUBLIC COMMENT – None**

**SPECIAL PRESENTATION – The Role of a Chaplain**

Commissioner Janine Brown described the King County Sheriff's Office Chaplaincy Program and the role of a chaplain. Routine duties include station visits to get to know deputies; hospital visits to crime victims, officers or officers' families; police academy graduations; award ceremonies; funerals and memorial services; and participating in the Peer Assistant Team (PAT).

Chaplains' emergency scene duties include critical incident stress management, death notification, emotional first aid for family and bystanders/witnesses and on-scene grief counseling for officer injury/death and serious injury/death of a citizen. Chaplains are dispatched

to emergency scenes by 911 and are available 24/7. Other services chaplains offer include support for officers following a death/injury/illness of a family member, patient welfare follow-up, incident follow-up, one-on-one officer support, community relations to educate the public regarding the role of chaplains, department events, training, weddings, pastoral counseling, and the annual King County indigent burial service.

Commissioner Brown summarized chaplaincy is a ministry of presence – helping with the next steps in a crisis, incident stress management, grief and loss, and referring to social services as needed. She is also a Woodinville Fire Chaplain. She responded to questions regarding the number of King County Sheriff’s Office Chaplains (12 total, 3 in North King County) and call frequency.

## **BUSINESS ITEMS**

### **1. Minutes of September 26, 2011**

Commissioner Rojas moved to approve the minutes of September 26, 2011. Vice Chair Montgomery seconded the motion.

**Vote: All voted in favor of the motion, and the motion carried (6-0).**

### **2. Results of October 11 City Council Report**

Chair Brady reported as a result of Council input, he is drafting an article entitled, “The First 72 Hours.” Vice Chair Montgomery and Commissioners Taylor and Minsk, who were present at the Council meeting, relay the Council was very interested and staff responded to several questions regarding emergency shelters, CERT training and creating a centralized list of CERT trained volunteers, and educating the community about preparing for the first 72 hours. Assistant to the City Manager Alexandra Sheeks commented many of the Council’s questions were related to the operational aspects of emergency management.

Discussion followed regarding the ability for residents with medical needs to register with their local emergency management or King County Public Health, Block Watches learning about their neighbors’ needs via programs such as Map Your Neighborhood, the importance of residents informing others about medical needs as part of their emergency planning, and the cost of individual emergency preparedness. Commissioner Rojas offered to email Commissioners an article he is writing with a humorous twist on emergency preparedness for a zombie apocalypse.

***Action: Chair Brady draft “The First 42 Hours” article  
Invite a representative from King County Public Health to speak to the Commission about registration programs***

### **3. Recognition of Outgoing Commissioners**

Chair Brady expressed his appreciation for what each Commissioner brought to the Commission.

### **4. Planning for the Winter Safety Fair**

Ms. Sheeks displayed giveaway items she obtained from King County for distribution at the Fair, to be held at the Fire District. Commissioners identified the times slots they could staff the table at the Fair. A brief discussion followed regarding items to display including homemade emergency kits, advertisement of the Commission vacancies and applications, brochures, available training, a list of emergency preparedness websites, and the opportunity to sign up for the City newsletter.

### **REPORT FROM EMERGENCY MANAGER**

Ms. Sheeks reported the next agenda will include a review of the Work Plan which includes an introduction and familiarization with the National Incident Management System, review of the Comprehensive emergency Management Plan and the emergency notification system, how the EOC functions and resources available during disasters. She reported staff will be participating in a winter storm exercise on October 31.

Management Analyst Zach Schmitz reported installation of the radio at the Public Works facility, the City's secondary EOC, has been completed.

### **REPORTS FROM COMMISSION MEMBERS**

Vice Chair Montgomery relayed a discussion she had with a Costco representative at a Chamber of Commerce luncheon regarding the Commission's interest in emergency-preparedness freebies that can be distributed to the public. The representative explained Costco's donations are primarily for children and suggested requests be related to emergency kits for children. Vice Chair Montgomery relayed she invited Steve Yabroff to the Commission's next meeting to report on his efforts to create a list of CERT-trained volunteers.

Commissioners Minsk and Brown reported on Community Points of Distribution (CPOD) training they attended recently. Commissioner Marzano relayed a pre-identified location and trained staff is required to establish a CPOD. It was suggested the City designate a location and investigate training of community volunteers.

Mr. Minsk reported on a CERT leader meeting he attended at ESCA. Ms. Sheeks explained taking a CERT class does not require a person to join a master list of CERT-trained volunteers. Following CERT training, individuals can request to be placed on ESCA's roster.

Commissioner Marzano reported individuals can register at MyStateUSA.com to receive emergency alerts.

Commissioner Taylor expressed his thanks to staff and bid farewell to the Commission.

Commissioner Rojas reported a contact in California plans to put him in touch with the Red Cross in this area which could include a presentation and/or opportunity to tour their facility. He suggested having a report from Woodinville Fire & Rescue in the next six months.

Commissioner Clinton offered to remain on the Commission. Ms. Fava described the process for reappointment.

### **PUBLIC COMMENT – None**

## **UPCOMING AGENDA TOPICS**

- a) Steve Yabroff regarding CERT volunteer list**

## **ADJOURNMENT**

**Commissioner Clinton moved to adjourn the meeting. Commissioner Rojas seconded the motion.**

**Vote: All voted in favor of the motion, and the motion carried (6-0). The meeting was adjourned at 8:55 p.m.**

Respectfully submitted,

Linda Fava  
Staff Liaison

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

**Monday  
November 14, 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 Lillie Clinton, Brian Minsk, and Janine Brown (ex-officio).

**ABSENT:** Commissioner Marc Rojas and Dominic Marzano (ex-officio)

Also present were Executive Assistant/Deputy City Clerk Linda Fava and Management Analyst Zach Schmitz.

**FLAG SALUTE**

Chair Brady led the flag salute.

**APPROVAL OF AGENDA IN CONTENT AND ORDER**

**Vice Chair Montgomery moved to approve the agenda as printed. Commissioner Minsk seconded the motion.**

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

**PUBLIC COMMENT**

Steve Yabroff, former Emergency Preparedness Commissioner, described the database he developed of people who have taken CERT training. The database includes name, address, phone number, date the person completed the CERT courses, etc. The purpose of the database was to recruit people in areas where there are no/few CERT trained residents and to invite CERT trained individuals to continue their CERT training. The database includes people who received CERT training through ESCA, Northshore Fire Department and Woodinville Fire & Rescue. The database was given to Dave Leggett, Woodinville Fire & Rescue, in 2009. It was his understanding the education function at Woodinville Fire & Rescue has since been eliminated. Mr. Yabroff advised he had also recently provided the database to Management Analyst Zach Schmitz.

Discussion followed regarding agencies that provide CERT training in the area, number of people in the database, and training years covered by the database.

Mr. Schmitz advised staff is contacting Bothell and Kirkland Fire Departments to determine whether they have a similar database. He distributed a draft letter the City plans to mail to people who have taken CERT training to invite them to advanced/refresher training and to update their contact information. He clarified a person who has taken the CERT training is not required to volunteer.

**SPECIAL PRESENTATION – None**

**BUSINESS ITEMS**

**1. Minutes of October 10, 2011**

**Vice Chair Montgomery moved to approve the minutes of October 11, 2011. Commissioner Clinton seconded the motion.**

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

**2. Report on the October 29 Winter Safety Fair**

Commissioners reported on the Safety Fair:

- Chair Brady reported a representative of Homeward Pets, who attended the Fair, expressed their interest in being a shelter for both pets and people.
- Vice Chair Montgomery appreciated the opportunity to see Commissioner Brown's emergency kit and discover new things to include in her kit. She spoke with a Cub Scout leader and offered to attend one of their meetings to discuss creating an emergency backpack. A Costco representative also provided a contact at their corporate headquarters as well as at the Woodinville warehouse for seeking donations for children's emergency backpacks. She suggested the City sponsor an event to help children prepare an emergency backpack using donated items.
- Commissioner Minsk circulated a Target brochure he obtained at City Hall regarding children preparing for an emergency. A Target representative offered to provide more brochures as well and possibly some giveaways. He commented on the likelihood of children getting their parents involved. He also spoke with Woodinville Fire & Rescue's new Emergency Manager at the Fair.
- Commissioner Clinton suggested the City create a sticker similar to the one provided by Woodinville Fire & Rescue. She suggested investigating whether a children's version of the CERT game is available.
- Commissioner Brown commented more people came up to the table because of the emergency kits on display and the City's giveaway, a Chico bag. The ESCA representative offered to wear the "Ready Freddy" costume to Celebrate Woodinville and distribute coloring books and/or stickers.

Suggestions for next year's fair included providing an area where children could participate in an interactive activity such as filling a backpack with donated items, focusing the Commission's table on children's educational opportunities, providing a junior CERT program, obtaining the School District's list of items for a child to include in their personal emergency kit, continuing to

emphasize family preparedness, and advertising the Fair better. Discussion followed regarding appropriate activities for the Commission to be involved in.

*Action: Vice Chair Montgomery and Commissioners Clinton and Minsk offered to participate on a subcommittee to brainstorm public outreach at the Winter Fair, Celebrate Woodinville, cub scouts meetings, National Night Out, Farmers Market, etc. regarding ways to educate children and families about preparing for an emergency.*

### **3. City Hall Display Case**

Mr. Schmitz explained the theme of the January/February display is winter safety such as tire chains, specific items to include in a winter safety kit, etc. Brochures could also be made available at the adjacent Police Department counter. He invited Commissioners to identify other items to display. Suggestions included a list of emergency kit items, safe heat sources, snow information radio stations, snow plow priority routes, a bus snow schedule and a detour sign as the background.

*Action: Commissioners agreed with staff's proposal for a winter safety display in the City Hall display case in January/February.*

### **4. Commission Work Plan Review**

Commissioners reviewed and commented on tasks on the Commission's Work Plan. Chair Brady highlighted underlined tasks that have not yet been approved by the Council but may be appropriate to add to the Commission's Work Plan during the next revision.

### **4. Review of Woodinville Weekly Article Submissions**

Commissioners reviewed the seasonal article topics.

*Action: Staff to send Commissioners past winter articles. It was suggested the Commission also consider writing public safety articles.*

## **REPORT FROM EMERGENCY MANAGER**

Mr. Schmitz reported PowerPoint presentations made at Council meetings are appended to the agenda on the City's website the day after the meeting.

**Commissioner Clinton moved to extend the meeting for five minutes. Vice Chair Montgomery seconded the motion.**

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

## **REPORTS FROM COMMISSION MEMBERS**

Vice Chair Montgomery commented this had been a great meeting. Commissioners Minsk, Brown and she commended Chair Brady for his leadership.

Commissioner Minsk advised of his plans to attend monthly CERT meetings at ESCA and report to the Commission.

Commissioner Clinton reported she is scheduled to make a presentation regarding emergency preparedness at the King County Housing Authority.

Due to the two vacancies on the Commission, and occasional difficulty with a quorum for meetings, Chair Brady suggested consideration be given to reducing the number of members on the Commission to five.

#### **PUBLIC COMMENT**

Kevin Coughlin, Commissioner, Woodinville Fire & Rescue, reported 400 people attended the Winter Safety Fair.

#### **UPCOMING AGENDA TOPICS**

- a) **Report from Subcommittee**
- b) **NIMS**

#### **ADJOURNMENT**

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

**Vote: All voted in favor of the motion, and the motion carried (4-0). The meeting was adjourned at 9:08 p.m.**

Respectfully submitted,

Linda Fava  
Staff Liaison

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

**Monday  
December 12, 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 Lillie Clinton, Brian Minsk, and Dominic Marzano (ex-officio).

**ABSENT:** Commissioners Marc Rojas and Janine Brown (ex-officio).

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**

**Vice Chair Montgomery moved to approve the agenda as printed. Commissioner Minsk seconded the motion.**

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

**PUBLIC COMMENT**

Kevin Coughlin, Commissioner, Woodinville Fire & Rescue, wished the Commissioners a Merry Christmas.

**SPECIAL PRESENTATION – None**

**BUSINESS ITEMS**

**1. Website Changes**

Assistant to the City Manager Alexandra Sheeks reviewed the emergency preparedness section of the City's website, explaining suggestions and comments from the August 8, 2011 meeting were used to update the website.

Commission suggestions included the following:

- Add a link to the Comprehensive Emergency Management Plan (CEMP)
- Provide more information regarding what the Regional Public Information Network is
- Update the emergency management page

*Action: Management Analyst Zach Schmitz to provide a comparison of changes made to the emergency preparedness section of the website at the Commission's next meeting.*

## **2. Meeting Calendar for 2012**

Commissioners discussed the frequency of meetings in 2012, the Commission's workload and difficulty with a quorum due to Commission vacancies.

*Action: It was the consensus of the Commission not to change the meeting frequency in the ordinance (two meetings a month) and to cancel the second meeting when necessary.*

## **3. Work Plan First Quarter 2012**

Ms. Sheeks reviewed the Work Plan, highlighting changes as a result of the Council's October 10 review and first quarter tasks. Discussion followed regarding options for National Incident Management System (NIMS) training, a subcommittee discussing the survey prior to discussion by the full Commission, and options for conducting a survey.

Suggestions to get public feedback included the following:

- Develop an online survey and announce the availability of the online survey in the Woodinville Weekly
- Publish the survey in the Woodinville Weekly
- Partner with Woodinville Water District to include the survey with billing notices and to announce the availability of the online survey
- Determine if another agency such as ESCA has done a similar survey

*Action: Staff to provide an overview of NIMS. Staff to provide options for conducting a survey.*

## **REPORT FROM EMERGENCY MANAGER**

Ms. Sheeks reported the City has received one application for the Commission vacancies; the Council will interview the applicant at their January 10 meeting. She also reported a CERT class will be offered at City Hall beginning January 12 for 8 weeks, 7:00 – 10:00 p.m. Anyone interested may sign up through ESCA.

## **REPORTS FROM COMMISSION MEMBERS**

Commissioner Minsk reported he received and responded to the CERT volunteer survey. He reported Terri Jones, Public Information Officer, Northshore Fire Department, has been laid off and NFD will no longer offer CERT classes.

Vice Chair Montgomery reported Commissioner Clinton and she met to discuss emergency preparedness education for children such as an event where the City would help children prepare a backpack emergency kit possibly with the assistance of City businesses/sponsorships. She offered to contact the Northshore School District regarding emergency preparedness kits.

Discussion followed regarding availability of emergency preparedness information for children online, getting community groups involved with emergency preparedness education for children, outreach opportunities with community groups, whether a Commissioner can make a presentation to a community groups as a representative of the EP&PSC, the purpose of the EP&PSC as an advisory group to Council and staff, and involving youth team coaches in disseminating emergency preparedness.

Commissioner Clinton reported on upcoming changes to King County Public Education Committee meeting schedule due to funding cuts. There are also plans to combine the 3 Days 3 Ways, Who Depends on You and Take Winter by Storm campaigns. She distributed information regarding Ready.gov, Ready Freddy, and Kid Safe. She suggested contacting King County to request a presentation on Safe Kids and to include information regarding that program at EP&PSC booths at community events.

#### **PUBLIC COMMENT**

Rae Shepard, Co-Chair, Wellington PTA, relayed that PTA faces similar outreach challenges. PTA meetings and/or newsletters may be a good resource for disseminating emergency preparedness information. She offered to include information regard CERT training in their newsletter. She advised Wellington has a Helping Hands program that does community service projects.

#### **UPCOMING AGENDA TOPICS**

- a) **Comparison of website changes (Mr. Schmitz)**
- b) **Distribution of CEMP**
- c) **Survey report from subcommittee**
- d) **Overview of NIMS**

#### **ADJOURNMENT**

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

**Vote: All voted in favor of the motion, and the motion carried (4-0). The meeting was adjourned at 8:30 p.m.**

Respectfully submitted,

Linda Fava  
Staff Liaison

# AGENDA ITEM 2



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

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**To:** Honorable Emergency Preparedness and Public Safety Commission **Date:** 1/23/12  
**From:** Zach Schmitz, Management Analyst   
**Subject:** Comprehensive Emergency Management Plan Review

---

**ISSUE:** Shall the Commission review and discuss the Comprehensive Emergency Management (CEMP) Plan's Basic Plan?

**RECOMMENDATION:** Review the CEMP Basic Plan in preparation for the review of the emergency support functions (ESF's).

**BACKGROUND/DISCUSSION:** The Comprehensive Emergency Management Plan (CEMP) Basic Plan explains the various elements of the CEMP. As the review of the CEMP is a significant item in the Commission's 2012 work plan, this review will help identify the importance of the role of CEMP in regards to how the City handles emergency's.

Staff will describe the various functions of the plan, and show how the information will be used during an emergency.

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

# AGENDA ITEM 3



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

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

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**To:** Honorable Emergency Preparedness and  
Public Safety Commission  
**From:** Zach Schmitz, Management Analyst *ZS*  
**Subject:** NIMS Training Information

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**Date:** 1/9/12

**ISSUE:** Shall the Commission review and discuss the National Incident Management System (NIMS) training?

**RECOMMENDATION:** Review the NIMS courses and provide an outline of the information that is explained through the courses.

**BACKGROUND/DISCUSSION:** The National Incident Management System (NIMS) provides the template for the management of incidents, which allows local, county, state, and federal entities a standardized approach to incidents.

FEMA's National Preparedness Directorate, who develops training and credentialing as well as routine reviews and revisions of the developed policies, maintains NIMS standards.

Stakeholders in the NIMS system includes all levels of government, private sector, and nongovernmental organizations that have an active role in emergency management and incident response.

Staff will describe the courses that FEMA uses to teach incident management, and show how the information would be used during an emergency.

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

# AGENDA ITEM 4



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

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**To:** Honorable Emergency Preparedness and Public Safety Commission **Date:** 1/9/12  
**From:** Zach Schmitz, Management Analyst *ZS*  
**Subject:** Emergency Preparedness Information on the City's website

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**ISSUE:** Shall the Commission review and discuss changes to the emergency preparedness information on the City's website?

**RECOMMENDATION:** Review the updated emergency preparedness information that is currently running on the City's website, which includes suggestions and comments from the August 8, 2011 Commission meeting.

**BACKGROUND/DISCUSSION:** The City's website contains a variety of information related to emergency preparedness. Due to constantly-changing information, the website easily becomes out-of-date and needs refreshing on a regular basis. The website can be a helpful resource for citizens and businesses in Woodinville who are searching for emergency preparedness information.

On August 8, 2011, the Commission reviewed potential changes and provided suggestions and comments that were used to update the information on the website.

Staff will show the City's website to Commissioners at the meeting and provide examples of the changes.

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

# AGENDA ITEM 5

# **PROPOSAL OF SURVEY APPROACH**

**Provided by EP&PSC  
Subcommittee  
Members**