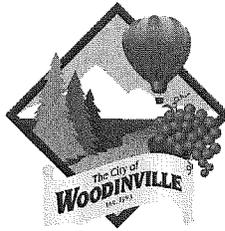


**Woodinville Emergency Preparedness
& Public Safety Commissioners**

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**

February 27, 2012; 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 January 23, 2012
2. Emergency Support Functions 4 and 5 Discussion
3. Citizen Survey Discussion (cont.)
4. Emergency Shelter Generator
5. Public Safety at the Tourist District Roundabout

REPORT FROM EMERGENCY MANAGER

REPORTS FROM COMMISSION MEMBERS

PUBLIC COMMENT

ADJOURNMENT

NEXT REGULAR MEETINGS: March 12, 2012 7:00 p.m.
 March 26, 2012 7:00 p.m.

AGENDA ITEM 1

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

**Monday
January 23, 2012**

**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 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

Chair Brady requested the addition of a Snow Report as Agenda Item 1 and to renumber the remaining agenda items.

Vice Chair Montgomery moved to approve the agenda in content and order 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 – None

BUSINESS ITEMS

1. Snow Report

Chair Brady reported the following:

- Via coordination with the City, a business that was unable to open due to the snow was able to donate unused food to the food bank
- He saw the snow plow frequently
- Suggested the City report their snow efforts in the *Woodinville Weekly*

Vice Chair Montgomery reported the following:

- In her discussions with several businesses, they felt more should have been done with the snow plowing downtown.
- The City did a good job plowing Woodinville-Duvall Road
- 156th was plowed once

Management Analyst Zach Schmitz reported the City began 24-hour operations on Saturday, January 14, applying deicer to streets. Once the snow fell, the plows operated 24-hours/day utilizing the City's six Public Works staff and three plows. On Tuesday the City also operated its grader and a contract plow. Plowing ended Saturday, January 23. He displayed the snow plow priority route map that is available on the City's website, identifying priority 1, 2, 3 and 4 routes and private streets, explaining while it is snowing, plows may only be able to plow priority 1 routes. Discussion followed regarding power outages, information available on PSE's website, and businesses' responsibility to plow private parking lots.

Action: Staff to provide follow-up on snow plow complaints at the Commission's next meeting.

2. Minutes of October 24, November 14, and December 12, 2011

Vice Chair Montgomery moved to approve the minutes of October 24, November 14, and December 12, 2011 as written. Commissioner Clinton seconded the motion.

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

3. Comprehensive Emergency Management Plan Review

Mr. Schmitz explained the Commission will be reviewing the emergency support functions (ESF) a few at a time, the first four at the Commission's next meeting.

Action: Chair Brady offered to provide a one-page summary of ESFs 1-15 at the next meeting.

4. NIMS Course Outline and Information

Mr. Schmitz explained 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. He identified NIMS coursework available free of charge online: ICS-100 (Introduction to Incident Command System) and IS-700 (National Incident Management System, an Introduction).

5. Website Change Comparison

Mr. Schmitz reviewed the EP&PSC's webpage. He identified ways for the public to interact via the website including customer service requests, citizen comments and technical comments submitted directly to IT. Discussion followed regarding the site map, Council approved website format, and suggested improvements to the City's website.

6. Survey Report from Subcommittee

Commissioners were uncertain whose responsibility this item was.

Action: Staff offered to bring sample questions and report on ways statistical information can be gathered.

REPORT FROM EMERGENCY MANAGER

Mr. Schmitz reported 34 people attended the CERT class that began on January 12. The second class was canceled due to snow. As students are allowed to miss one class, the public can still sign up for CERT training on January 26. It was suggested the CERT students be informed of vacancies on the Commission.

Mr. Schmitz reported Council committee assignments will be made in February. The Council will interview applicants for the EP&PSC at their March 6 meeting.

Ms. Fava reported the Commission will appoint Chair and Vice Chair at the first meeting in February.

REPORTS FROM COMMISSION MEMBERS

Commissioner Minsk reported he was out of town during the snow event. He looked forward to a report on snow removal.

Chair Brady reported he will be taking the CERT class beginning January 26. He also reported his neighborhood has started a block watch.

PUBLIC COMMENT

Kevin Coughlin, Woodinville Water District Commissioner, suggested holding a community meeting to solicit feedback regarding the City's response to the snow storm. The meeting could also be an opportunity to seek applicants for Commission vacancies. He invited the Commission to the CERT class' fire suppression training at Station 31 on February 9.

UPCOMING AGENDA TOPICS

- a) **Follow-up on snow removal complaints**
- b) **Comprehensive Emergency Management Plan Review**
- c) **Survey suggestions and samples**
- d) **Appointment of Chair and Vice Chair**

ADJOURNMENT

The meeting was adjourned at 8:59 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 **Date:** 2/21/12
From: Zach Schmitz, Management Analyst 
Subject: Comprehensive Emergency Management Plan Review

ISSUE: Shall the Commission review and discuss the Comprehensive Emergency Management (CEMP) Emergency Support Functions (ESF's) 4 and 5?

RECOMMENDATION: Review ESF 4 and 5 from the CEMP.

BACKGROUND/DISCUSSION: ESF's 4 and 5 cover the following activities; 4. Fire Suppression, and 5. Information Analysis and Planning.

There are eighteen (18) ESF's that are identified in the Woodinville CEMP, each will be reviewed, and an updated version will be forwarded to City Council for adoption.

Staff will describe the various functions of each ESF, and recommend changes or modifications to the existing document.

ALTERNATIVES:

1. Approve each ESF, as recommended.
2. Amend and approve the ESF's.
3. Amend the ESF's and request that staff bring back additional information.

RECOMMENDED MOTION:

I MOVE TO APPROVE ESF 4, FIRE SUPPRESSION, OF THE CITY'S COMPREHENSIVE EMERGENCY MANAGEMENT PLAN [AS PRESENTED OR AMENDED].

I MOVE TO APPROVE ESF 5, INFORMATION ANALYSIS AND PLANNING, OF THE CITY'S COMPREHENSIVE EMERGENCY MANAGEMENT PLAN [AS PRESENTED OR AMENDED].

EMERGENCY SUPPORT FUNCTION 4 FIRE SUPPRESSION

PRIMARY AGENCY: Woodinville Fire and Life Safety District

SUPPORT AGENCIES: Mutual Aid Fire Agencies
Woodinville Police / King County Sheriff
City of Woodinville Public Works
Emergency Services Coordinating Agency (ESCA)
Washington State Patrol - Fire Protection Bureau
Washington State Emergency Operations Center

I. INTRODUCTION

A. Purpose

To define agency responsibilities in fire response and establish policies for coordinating multi-agency firefighting activities.

B. Scope

This Emergency Support Function augments existing mutual aid agreements and fire response plans existing at the local, county and state levels. It provides guidance for managing and coordinating firefighting activities and resources.

II. POLICIES

A. The procedures established in local and countywide plans and mutual aid agreements shall be utilized when responding to an emergency or disaster.

B. The Washington State Fire Services Resources Mobilization Plan shall be activated through ESCA, King County and the Washington State Emergency Operations Center when mutual aid resources have been exhausted.

III. SITUATION

Fires may occur at anytime and under many circumstances within the city. Fires are most likely to occur in residential or commercial structures. However, it is also common for fires to occur in transportation accidents and in open fields or

wooded areas posing a threat to the surrounding community.

A significant natural disaster or technological event may result in many urban and rural fires. Ignition sources of little concern during normal circumstances could cause many fires following an earthquake or other natural disaster. Fire may also result from a technological event such as an airline crash or hazardous material incident.

IV. CONCEPT OF OPERATIONS

- A. The Woodinville Fire District is the lead agency for fire suppression activities within the city. Supporting agencies shall report to and operate under the direction of the Incident Commander. The Fire District may establish a unified command system with supporting agencies during large-scale incidents.
- B. The Fire District has existing mutual aid agreements with numerous agencies throughout King, Pierce and Snohomish Counties. Requests for assistance may be through existing mutual aid agreements. In situations when mutual aid is not available, requests for resources through the Washington State Fire Services Resources Mobilization Plan will be coordinated through King County and ESCA.
- C. The Police Chief or designee will allocate necessary resources to support Fire District operations and will report to the Emergency Operations Center to coordinate law enforcement field operations and resources when it is activated.
- D. On-scene management of emergencies shall follow the Incident Command System. Unified Command may be the preferred method of operations when multiple agencies are operating at an incident scene.
- E. Communications and emergency notifications will be through established channels.
- F. The notification method used to mobilize off duty personnel will normally be by dispatch.
- G. The Fire Chief or designee shall provide direction and control over department resources and shall coordinate activities with the Emergency Operations Center. District personnel shall operate according to specific directives, district policies and procedures and by exercising reasonable personal judgment when unusual or unanticipated situations arise and command guidance is not available.

- H. Command posts may be established for the coordination of field operations. The Incident Commander shall provide regular status reports to the Emergency Operations Center. The coordination of resources will normally be through the Emergency Operations Center. Co-location of command posts will be the preferred method of field operations when multiple departments/agencies have command posts established.

V. PROCEDURES

- A. Responding agencies are responsible for the development of response procedures for their agency, and for training employees involved in emergency response operations.
- B. Response plans, agency procedures and mutual aid agreements are separately published documents which should be developed in coordination with other response agencies for the jurisdiction.

VI. RESPONSIBILITIES

- A. Woodinville Fire and Life Safety District
 - 1. Provide 24-hour response to fire emergencies.
 - 2. Provide coordination of fire resources and direction and control at emergency scenes.
 - 3. Develop and maintain resource lists for equipment, personnel and supply sources.
 - 4. Develop policies and procedures for department operations during emergencies and provide training for appropriate district staff.
 - 5. Provide a representative to the City Emergency Operations Center when activated to assist in the coordination of resources and operational activities. This may also be accomplished by established remote communication methods.
- B. Mutual Aid Fire Agencies
 - 1. Provide resources including equipment, staffing and supplies to support emergency operations.

- C. Woodinville Police / King County Sheriff
 - 1. Provide incident scene security, traffic control and evacuation operation support.
- D. City of Woodinville Public Works
 - 1. Provide operational support with equipment, staffing, traffic control and coordination of utility providers during emergencies.
- E. Emergency Services Coordinating Agency
 - 1. Provide support and coordination of resource requests during major incidents.
 - 2. Provide coordination with Washington State Emergency Operations Center when activated.
 - 3. Work in coordination with the Regional Fire Mobilization Coordinator.
- F. Washington State Patrol - Fire Protection Bureau
 - 1. Coordinate resources through the Washington State Fire Services Resources Mobilization Plan when activated.
- G. Washington State Emergency Operations Center
 - 1. Coordinate requests for state and federal resources as appropriate.

EMERGENCY SUPPORT FUNCTION 5 INFORMATION ANALYSIS AND PLANNING

PRIMARY AGENCY: City of Woodinville Development Services Department

SUPPORT AGENCIES: City of Woodinville City Clerk
All City of Woodinville Departments
All Contract and Government Service Agencies and Districts
All Agencies Providing Human Services

I. INTRODUCTION

A. Purpose

1. The purpose of this Emergency Support Function is to provide a method to collect, analyze and share information about a potential or actual emergency or disaster in order to enhance the response and recovery activities of the City.
2. To provide guidance in reporting response and recovery information to local and State emergency management agencies.

B. Scope

This Emergency Support Function addresses the informational needs of the City EOC and involves all City departments, agencies which support City operations, special districts and organizations which provide support to citizens during and after emergencies and disasters.

II. POLICIES

- A. All City departments, special districts, and support agencies are responsible for providing incident information to the Woodinville Emergency Operations Center. This information will be used by assigned staff to analyze the situation and develop appropriate action plans and obtain resources for response and recovery activities.

III. SITUATION

Any emergency or disaster creates a need for information flow between first response or field operations personnel and command or supervisory staff. In any

emergency or disaster event requiring the activation of the Woodinville Emergency Operations Center it is essential that information be obtained from field personnel to assist the Emergency Operations Center in establishing response and recovery priorities and determining potential future needs.

IV. CONCEPT OF OPERATIONS

- A. Whenever any part of the city is threatened by a hazard that could lead to an emergency or disaster, or when an emergency or disaster situation exists, the Emergency Operations Center (EOC) will be activated at the appropriate level to assess the situation.

All City departments, special districts, service providers and human service organizations involved in disaster operations and represented in the Emergency Operations Center will work to meet the information requirements of the Emergency Operations Center Staff and City Leaders. This will include receiving periodic reports from their field representatives. Additionally, the Emergency Operations Center Staff may be required to request information from liaison coordinators to the local jurisdiction, surrounding jurisdictions or from ESCA to meet a specific requirement.

- B. The Development Services Department is responsible for the management of information received in the Emergency Operations Center. The assigned departmental staff will be responsible for the collection, analysis, reporting and display of the current information. Action plans will be developed from this information by Emergency Operations Center Staff to meet the needs of the situation.
- C. The Development Services Department will develop periodic situation reports and provide information to ESCA through the City Manager or designee as required by the event.
- D. Each City department is responsible for developing their own reporting procedures. Each department is responsible for ensuring that their field operations staff are aware of the reporting procedures and that they provide reliable, timely information to the Emergency Operations Center.
- E. Information will be shared by posting on boards or charts, making announcements, holding periodic briefings, routing to other members of the staff or through the development of situation reports.
- F. The City Clerk will be responsible for obtaining a log of information received at the Woodinville Emergency Operations Center for permanent

record keeping.

- G. The City Manager or designee shall provide a copy of the Local Declaration of Emergency to ESCA for distribution to appropriate county, state and federal agencies by the most expeditious means available at the time of the event.

V. PROCEDURES

- A. Each City department and agency involved in emergency and disaster operations is responsible for developing reporting formats and procedures for their department or agency. Reporting forms shall follow the approved format of the Emergency Management Committee.

VI. RESPONSIBILITIES

- A. City of Woodinville Development Services Department
 - 1. Assist City departments and supporting agencies in the development of reporting formats.
 - 2. Procure information display materials, maps and supplies.
 - 3. Collect, display and analyze information at the Emergency Operations Center. Share information with appropriate staff and develop action plans to support disaster operations.
 - 4. Request information from other local jurisdictions and outside agencies as necessary.
 - 5. Develop Situation Reports (Sitreps) and provide the reports to ESCA.
- B. City Manager
 - 1. Provide a copy of the Local Declaration of Emergency to ESCA.
- C. City Clerk
 - 1. Maintain a log of information received at the Emergency Operations Center for permanent record keeping.

D. All City of Woodinville Departments

1. Prepare reporting formats.
2. Establish departmental reporting procedures between field personnel and the Emergency Operations Center.
3. Analyze information specific to the department and prepare, or recommend action plans as appropriate.
4. Coordinate activities and share information with City departments and outside agencies as appropriate.

E. All Contract and Government Service Agencies, Special Districts and Human Service Agencies

1. Prepare reporting formats.
2. Establish reporting procedures between field personnel and the Emergency Operations Center.
3. Analyze information specific to the organization and prepare, or recommend action plans as appropriate.
4. Coordinate activities and share information with City departments and outside agencies as appropriate.

AGENDA ITEM 3



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

To: Honorable Emergency Preparedness and Public Safety Commission **Date:** 2/21/12
From: Zach Schmitz, Management Analyst 
Subject: Citizen Outreach Survey Examples

ISSUE: Shall the Emergency Preparedness and Public Safety Commission review survey examples for a citizen outreach campaign?

RECOMMENDATION: To review and discuss emergency preparedness surveys that includes the City of Woodinville in its coverage.

BACKGROUND/DISCUSSION: On January 23, 2012, the Emergency Preparedness and Public Safety Commission requested information on public outreach surveys. On the February 13, 2012 meeting additional information was requested that would identify what information is currently regarding Citizens of Woodinville.

Staff will provide a presentation on the types of surveys that are available from King County and regional Cities.

RECOMMENDED MOTION:
FOR DISCUSSION ONLY AT THIS TIME.

AGENDA ITEM 4



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

To: Honorable Emergency Preparedness and
Public Safety Commission
From: Zach Schmitz, Management Analyst *ZS*
Subject: Emergency Shelter Generator

Date: 2/21/12

ISSUE: Shall the Emergency Preparedness and Public Safety Commission review changes to the emergency shelter generator project.

RECOMMENDATION: To review and discuss alternatives to the emergency shelter generator project.

BACKGROUND/DISCUSSION: The Capital Improvement Plan (CIP) is a list of priority projects showing the estimated costs and source of revenue and funding for selected projects over a six-year period. With the development of the Biennial Budget, the City evaluates new and previously approved projects using criteria adopted by the City Council and incorporated into the City's Comprehensive Plan.

Policy changes to Emergency Support Function 6 (Emergency Sheltering), has changed the need for an emergency shelter generator.

Staff will provide a presentation on alternatives for the existing emergency shelter generator project from the CIP.

RECOMMENDED MOTION:
FOR DISCUSSION ONLY AT THIS TIME.

AGENDA ITEMS 5

PUBLIC SAFETY AT THE TOURIST DISTRICT ROUNDAABOUT

This item was suggested for
discussion by Commissioner
Montgomery