

**Woodinville Emergency Preparedness  
& Public Safety Commissioners**

Marc Rojas - Pos. 1  
Lillie Clinton – Pos. 2  
Dennis Lone – Pos. 3  
Angelo Krakoff – 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**

March 12, 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 February 13, 2012
2. Emergency Shelter Generator
3. Public Safety at the Tourist District Roundabout
4. Citizen Survey Discussion (cont.)
5. ESF #6 Discussion

**REPORT FROM EMERGENCY MANAGER**

**REPORTS FROM COMMISSION MEMBERS**

**PUBLIC COMMENT**

**ADJOURNMENT**

**NEXT REGULAR MEETINGS:** March 26, 2012 7:00 p.m.  
April 9, 2012 7:00 p.m.

# AGENDA ITEM 1

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

**Monday  
February 13, 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, Marc Rojas, Brian Minsk (arrived 7:20 p.m.), Janine Brown (ex-officio), and Dominic Marzano (ex-officio).

**ABSENT:** None

Also present were Executive Assistant/Deputy City Clerk Linda Fava, Management Analyst Zach Schmitz, Public Works Director Tom Hansen and Councilmember Rubstello, Council Liaison to the EP&PSC.

**FLAG SALUTE**

Chair Brady led the flag salute.

**APPROVAL OF AGENDA IN CONTENT AND ORDER**

**Commissioner Rojas 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. Report on January Snow Event**

Public Works Director Tom Hansen provided a presentation regarding the January 2012 winter storm response. He described the City's resources, which include six maintenance workers (3 available for each 12-hour shift), 3 plows, 2 sanders, 1 deicer, 200 cubic yards sand, 2 backhoes with 1 cubic/yard bucket to load sand, 10 tons of salt, and a contract for snowplowing services. He described the City's snow and ice plow/sand routes, dates of the January 2012 storm event,

and days of 24/7 operation. He reviewed materials and resources used and preliminary cost estimates:

<u>Materials/Resources</u>	<u>Amount</u>	<u>Cost</u>
Sand	220 tons	\$ 5,000
Salt	3 tons	\$ 1,350
Anti-ice liquid	1,900 gallons	\$ 2,300
Snow plowing contract	60.5 hours	\$ 7,151
City Staff hours		
Straight time	186 hours	
OT	<u>231 hours</u>	
Total	417 hours	<u>\$20,000</u>
Total material/resources		\$35,800

Next steps include reviewing and revising the Snow and Ice Route Priority Map, reviewing and revising use of contractor snow plowing operation and coordination with City resources, revising and implementing a different lane striping method on City streets so as not to lose all markings due to plowing operations, and determining the best shift times for Public Works staff. He acknowledged the arterials were plowed well but there were not enough resources to plow some neighborhood streets.

Mr. Hansen responded to Commission questions regarding the trigger for 24 hour operations (amount of snowfall and road conditions), inability to stagger shifts with limited manpower, additional cost to replace raised lane markers removed by plows, use of deicer and salt, plowed slush covering storm drains, length of time to plow each group of priority streets, inability to plow streets to bare pavement, complaints from people living outside the City, storm debris removal, and road prioritization.

Mr. Hansen explained staff will use the experience to plan for the future and improve response. He invited Commissioners to provide input regarding road prioritization. Commissioners expressed their appreciation to the Public Works crew for their efforts during the snow.

***Action: Information only***

**2. Appointment of Chair and Vice Chair**

**Vice Chair Montgomery nominated Mace Brady as Chair of the EP&PSC.**

There were no other nominations.

**Vote: All voted in favor of the nomination of Mace Brady as Chair of the EP&PSC, and the nomination carried (5-0).**

**Vice Chair Montgomery nominated Marc Rojas as Vice Chair of the EP&PSC.**

There were no other nominations.

**Vote: All voted in favor of the nomination of Marc Rojas as Vice Chair of the EP&PSC, and the nomination carried (5-0).**

### 3. CEMP Review of Emergency Support Functions (ESF's) 1-5

Management Analyst Zach Schmitz reviewed ESF 1 - Transportation, ESF 2 -- Telecommunications, Information and Warning, and ESF 3. He explained staff's only recommended change is to update "Woodinville Fire and Life Safety" to "Woodinville Fire & Rescue."

During the review there was discussion regarding infrastructure transportation addressed in ESF 1, coordination with the King County CEMP, volunteers available to the City during an emergency, role of CERT trained volunteers, whether City staff have GETS (Government Emergency Telephone System) cards and/or wireless priority via their cell phone carrier, communication between City of Woodinville's and Woodinville Fire & Rescue Emergency Managers, what entity activates their EOC first, and legislation regarding Washington Mutual Aid Compact (WMAC).

Suggestions included:

- Address transportation for the disabled in ESF 6
- Reference the availability of the emergency warning system, Reverse 911, available through Norcom in ESF 2
- Staff to research Washington Mutual Aid Compact (WMAC)
- Staff to provide a flowchart identifying how other plans interact with the CEMP
- Provide all Commissioners a copy of the CEMP

*Action: Review ESF 4 and 5 at next meeting.*

### 4. Outreach Survey Examples and Discussion

Mr. Schmitz distributed several sample surveys and reviewed questions on each. He provided an American Red Cross and a Canadian emergency preparedness/doctor accessibility survey that highlighted how to set up a good survey with meaningful data. It was suggested the City consider surveying businesses as well as households.

*Action: Continue discussion at next meeting. Determine whether there is interest in a survey for Woodinville or if King County's survey reflects Woodinville's statistics.*

### 5. Emergency Shelter Generator

This item was moved to the February 27 meeting agenda.

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

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

## REPORT FROM EMERGENCY MANAGER

Mr. Schmitz indicated he would provide the date/time of an upcoming "Refuse to be a Victim" class, sponsored by the Police Department and developed by the National Rifle Association, at a future meeting.

### **REPORTS FROM COMMISSION MEMBERS**

Vice Chair Montgomery requested the next meeting agenda include a discussion regarding public safety at the Tourist District roundabout.

Vice Chair Montgomery welcomed Councilmember Rubstello, Council liaison to the EP&PSC, and looked forward to his conveying information from the Commission to the Council.

Commissioner Minsk relayed that he encouraged the Council to appoint a Council liaison who would attend EP&PSC meetings. He reported on the CERT leaders meeting he attended at ESCA. He may have surgery soon which would cause him to miss 1-2 meetings.

Chair Brady reported he is enjoying the CERT class held at Woodinville City Hall. He reported his neighborhood's block watch is large, vibrant and active.

**PUBLIC COMMENT – None**

### **UPCOMING AGENDA TOPICS**

- a) **ESF 4 and 5**
- b) **Survey discussion (continued)**
- c) **Emergency shelter generator discussion**
- d) **Public safety at the Tourist District roundabout**

### **ADJOURNMENT**

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

**Vote: All voted in favor of the motion, and the motion carried (5-0). The meeting was adjourned at 9:10 p.m.**

Respectfully submitted,

Linda Fava  
Staff Liaison

# AGENDA ITEM 2



CITY OF WOODINVILLE, WA  
**REPORT TO THE EMERGENCY PREPAREDNESS  
AND PUBLIC SAFETY 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   
**Subject:** Emergency Shelter Generator

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**Date:** 3/12/12

**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 ITEM 3

# PUBLIC SAFETY AT THE TOURIST DISTRICT ROUNDAABOUT

This item was suggested for  
discussion by Commissioner  
Montgomery

# AGENDA ITEM 4



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

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**To:** Honorable Emergency Preparedness and  
Public Safety Commission

**Date:** 3/12/12

**From:** Zach Schmitz, Management Analyst 

**Subject:** Citizen Outreach Survey Examples

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**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 and 27, 2012 meetings additional information was requested that would identify what information is currently available regarding Citizens of Woodinville readiness for a disaster.

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 ITEMS 5



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:** 3/12/12  
**From:** Zach Schmitz, Management Analyst   
**Subject:** Comprehensive Emergency Management Plan Review

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**ISSUE:** Shall the Commission review and discuss the Comprehensive Emergency Management (CEMP) Emergency Support Function (ESF) 6?

**RECOMMENDATION:** Review ESF 6 from the CEMP.

**BACKGROUND/DISCUSSION:** ESF's 6 cover the following activities; mass care, housing, and human services.

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 6, MASS CARE, HOUSING AND HUMAN SERVICES, OF THE CITY'S COMPREHENSIVE EMERGENCY MANAGEMENT PLAN [AS PRESENTED OR AMENDED].**

## EMERGENCY SUPPORT FUNCTION 6 MASS CARE, HOUSING AND HUMAN SERVICES

PRIMARY AGENCIES: City of Woodinville Parks and Recreation Department  
City of Woodinville Development Services Department  
Woodinville Police / King County Sheriff

SUPPORT AGENCIES: American Red Cross  
City of Woodinville Administrative Services Department  
Emergency Services Coordinating Agency (ESCA)  
Public Health Seattle/King County  
Local Human Service Agencies, Churches and Volunteer Agencies

### I. INTRODUCTION

#### A. Purpose

To provide a coordinated method of mass care activities including; shelter of people and animals, feeding and first aid following an emergency or disaster; to operate a disaster welfare information system to collect, receive and report information about the status of victims and assist with the reunification of family members; and to coordinate the distribution of emergency relief supplies. Human services may include related recovery efforts such as counseling, benefit claims assistance, identification and postal services, financial services and associated human services that can be delivered through Federal Disaster Assistance Service Centers, as needed. Long-term community recovery needs are addressed in ESF #14: Long-term Community Recovery.

#### B. Scope

This ESF addresses responsibilities and priorities for mass care services that are needed during emergencies. Mass care services are a shared responsibility between City of Woodinville, the King/Kitsap County Chapter of the American Red Cross, the Emergency Services Coordinating Agency and other community and volunteer agencies.

*The National Pets Evacuation and Transportation Standards Act of 2006 (H.R. 3858-PETS), requires local and state emergency preparedness authorities include plans for pets and service animals in disaster plans; grants FEMA the authority to assist states and local communities in developing disaster plans to accommodate people with pets and service*

animals; authorizes federal funds to help create pet-friendly emergency shelter facilities; and allows FEMA to provide assistance for individuals with pets and service animals, and the animals themselves following a major disaster. Animal care and pet sheltering issues are addressed here, and more detail can be found in the Washington State and King County *Comprehensive Emergency Management Plan(s), ESF-11: Agriculture & Natural Resources*.

Initial response activities will focus on meeting urgent needs of victims. Recovery assistance available through local agencies and temporary housing, loans and grants for victims under federal disaster assistance programs may need to be coordinated with mass care activities in order to provide the best service to the community. A collaborative response by City, private and non-profit organizations will greatly benefit and facilitate mass care services in the Woodinville area.

## II. POLICIES

- A. In circumstances where there is an immediate need for mass care services, the City of Woodinville may provide limited mass care services utilizing available facilities and resources on a temporary basis.
- B. The American Red Cross will assist in providing mass care services in accordance with policies and procedures governing the agency and will maintain administrative and financial control over its activities.
- C. All mass care and shelter services will be provided without regard to economic status or racial, religious, political, ethnic or other affiliation; and will attempt, but not guarantee, to meet current requirements for the *Americans with Disabilities Act* and the standards of the American Red Cross.
- D. Appropriate Federal, State and City, volunteer agency and private sector resources will be used as available.
- E. The Disaster Welfare Information will be gathered and disseminated only by the American Red Cross utilizing established procedures.
- F. Shelters for pets may be activated by City of Woodinville Parks and Recreation Department with help from local veterinary and volunteer animal care organizations. Pet shelters may be separated from shelters for citizens.
- G. The Washington State Departments of Agriculture (WSDA) and Fish and

Wildlife (WDFW) represent animal health concerns of the state which may involve the diagnosis, prevention and control of foreign animal diseases and diseases of public health significance, and assistance in the disposal of dead animals in accordance with Appendix B (*State Animal Response Plan*) of *Emergency Support Function 11 of the Washington State Comprehensive Emergency Management Plan*.

### III. SITUATION

Serious damage to the community will quickly overwhelm local resources which have a primary function of gathering damage information and responding to immediate life threatening situations. Damage to roads, airports, communications and structures will hamper response efforts. Emergency workers may be injured, involved with personal problems resulting from the situation or be unable to reach their designated posts.

Hundreds of victims may be forced from their homes due to damage, environmental conditions or severe weather. There may be large numbers of dead or injured. Family members may be separated immediately following a sudden impact event. Transients, such as tourists and business travelers may be stranded long distances from home and require assistance.

There may be a requirement for shelter sites for hundreds to thousands of people and pets impacted by the disaster. Many will be separated from their families due to impassable transportation routes and gridlock.

### IV. CONCEPT OF OPERATIONS

- A. The Parks and Recreation Department will be the primary City agency for establishing temporary mass care services and facilities until Red Cross and other disaster relief agencies establish operations. This may be as long as three days.
- B. Mass care activities undertaken by the City will support emergency operations by providing food, water and rest areas for City staff working during the emergency.
- C. Parks and Recreation will coordinate the use of City facilities and parks for use as mass care locations.
- D. Requests for establishment of Red Cross Mass Care Centers will be coordinated through the Emergency Services Coordinating Agency.

- E. Once the Red Cross has established mass care operations, ESCA will assist Red Cross as needed in the coordination of other local human service agencies and volunteer groups in support of mass care operations.
- F. Initial information to be released to the public regarding mass care facility services and locations will be coordinated through ESCA and the American Red Cross Public Information Officer if appointed. The Red Cross will normally take over the public information role for Red Cross activities once mass care operations are established.
- G. Parks and Recreation will be responsible for pre-identifying parks or other locations appropriate for recreational vehicles or camping and for identifying appropriate shelter locations within the city and for developing plans for shelter operation.
- H. Development Services is responsible for identifying and developing resource lists of local volunteer groups and organizations that will assist with mass care operations and assist those individuals with special needs who require special assistance.
- I. Parks and Recreation, with assistance from local animal welfare groups, is responsible for pre-identifying appropriate locations for pet shelters within the city and developing plans for shelter operation.
- J. Parks and Recreation will be the primary agency for providing food and shelter support to City employees working during emergency operations.
- K. The Woodinville/King County Police Department is responsible for providing security at shelter and mass care locations when necessary.
- L. Ongoing mass care and recovery assistance to victims after the disaster will be provided directly to the public through federal, state and county programs and through private agencies and local volunteer organizations.

## V. PROCEDURES

- A. Development Services is responsible for developing policies and procedures for the use of City property and facilities for mass care operations. This Department is also responsible for developing resource lists and procedures for use by City staff for operating shelters prior to the arrival of Red Cross personnel.
- B. The American Red Cross and other agencies providing mass care

services have established procedures in place for providing mass care services to the community. These are separately published documents that are developed and maintained by the individual agencies and organizations. Volunteers and City staff working in support of these organizations are required to operate according to these procedures.

- C. Assistance for individuals with “special needs” during disasters will be coordinated with Public Health Seattle/King County, ESCA and local human service agencies.

#### IV. RESPONSIBILITIES

##### A. City of Woodinville Parks and Recreation Department

1. Identify City property and facilities suitable for use as mass care locations.
2. Provide staff and resources for the operation of mass care centers.
3. Provide food and shelter for City staff working during emergency operations.

##### B. City of Woodinville Development Services Department

1. Develop policies and procedures for the operation of City facilities as mass care centers.
2. Develop resource lists for mass care supplies and assistance.

##### C. City of Woodinville Administrative Services Department

1. Register volunteer workers according to established procedures.

##### D. American Red Cross

1. Provide mass care operations according to established procedures and policies.
2. Provide coordination of mass care information and activities with the Emergency Operations Center.

- E. Woodinville/King County Police Department
  - 1. Provide law enforcement services at public shelters as needed.
  
- F. Emergency Services Coordinating Agency (ESCA)
  - 1. Coordinate requests for shelter and mass care assistance through the local Red Cross Chapter.
  - 2. Coordinate with outside agencies that provide mass care services to ensure the needs of the community are met.
  - 3. Coordinate assistance to "special needs" individuals through local human service agencies.
  
- G. Local Human Service Agencies, Volunteer Organizations and Disaster Assistance Council
  - 1. Provide mass care and human services according to established policies and procedures.
  - 2. Coordinate activities with the Red Cross and the Emergency Services Coordinating Agency to ensure community needs are met.
  
- H. Local Animal Service Agencies and Volunteer Organizations
  - 1. Provide animal care and sheltering assistance according to established policies and procedures.
  - 2. Coordinate activities with the Emergency Services Coordinating Agency to ensure community needs are met.