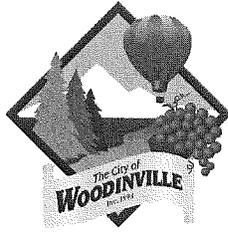


**Woodinville Emergency Preparedness
& Public Safety Commissioners**

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 26, 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 February 27, 2012
2. Discussion of Comprehensive Emergency Management Plan-
Emergency Support Function #6: Mass Care, Housing, and Human
Services
3. 2012 Work Plan Discussion
4. Citizen Outreach Program – Commissioners Montgomery and
Krakoff
5. Future Meeting Schedule – Chair Brady

REPORT FROM EMERGENCY MANAGER

REPORTS FROM COMMISSION MEMBERS

PUBLIC COMMENT

ADJOURNMENT

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

AGENDA ITEM 1

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

**Monday
February 27, 2012**

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

CALL TO ORDER

The meeting was called to order at 7:00 p.m. by Management Analyst Zach Schmitz.

Commissioner Montgomery was selected as Chair for tonight's meeting.

ROLL CALL

PRESENT: Commissioners Nancy Montgomery, Brian Minsk, Dennis Lone and Angelo Krakoff.

ABSENT: Chair Mace Brady, Vice Chair Marc Rojas, and Commissioners Lillie Clinton, and Janine Brown (ex-officio), and Dominic Marzano (ex-officio).

Also present were Executive Assistant/Deputy City Clerk Linda Fava, Management Analyst Zach Schmitz, and Council Liaison to the EPPSC Councilmember Les Rubstello.

FLAG SALUTE

Commissioner Montgomery led the flag salute.

Commissioners Krakoff and Lone introduced themselves and described their backgrounds.

APPROVAL OF AGENDA IN CONTENT AND ORDER

Commissioner Minsk suggested any items requiring action be summarized at the end of the meeting. The agenda was approved as printed.

PUBLIC COMMENT – None

SPECIAL PRESENTATION – None

BUSINESS ITEMS

1. Minutes of January 23, 2012

Correction on page 3, change Kevin Coughlin, Woodinville Water District Commissioner, to Kevin Coughlin, Woodinville Fire & Rescue Commissioner.

**Commissioner Lone moved to approve the minutes of January 23, 2012 as amended.
Commissioner Minsk seconded the motion.**

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

2. Emergency Support Functions (ESF) 4 and 5 Discussion

Mr. Schmitz provided background on the creation of ESFs, elements of a disaster addressed in the ESFs, inter-agency support provided by ESFs, incident command framework, phases of emergency management, and how the Comprehensive Emergency Management Plan (CEMP) differs from the ESFs.

Mr. Schmitz reviewed ESF 4 (Fire Suppression) and 5 (Information Analysis and Planning). He pointed out the need to change Woodinville Fire & Life Safety District to Woodinville Fire & Rescue.

Discussion followed regarding Woodinville Fire & Rescue's boundaries, Woodinville Fire & Rescue's review of the City's ESFs, overlap between ESFs, staff responsibilities in the EOC, changes in standard operating procedures, situation reports, how the ESFs work together, review process, link between ESFs and EOC binders, specificity provided in EOC binders, and coordination with other responding agencies.

Action: Commission will continue their review of ESFs at the next meeting. Commissioners will have another opportunity to propose changes following review of all the ESFs.

3. Citizen Survey Discussion (con't)

Commissioner Montgomery recalled the concept of a survey arose out of a desire to identify citizens' needs with regard to emergency preparedness so that outreach could be tailored accordingly.

Mr. Schmitz asked for input from the Commission regarding what information they were interested in gathering. He pointed out a survey is a large financial undertaking; therefore, consideration is being given to whether existing survey data would provide that information. He relayed survey questions from an Office of Emergency Management survey of King County.

Action: Further discussion at the March 12 meeting.

4. Emergency Shelter Generator

Action: Due to the late hour, this item was moved to the March 12 meeting.

5. Public Safety at the Tourist District Roundabout

Commissioner Montgomery summarized her concerns are with pedestrian safety at the roundabout. Mr. Schmitz advised the City is currently reviewing pedestrian safety issues at the roundabout with WSDOT.

Action: Due to the late hour, this item was moved to the March 12 meeting.

REPORT FROM EMERGENCY MANAGER

Commissioners provided the following in response to Mr. Schmitz's question regarding information they were seeking via a survey:

- Does the data identify the location of the respondent so it can be specific to the Woodinville area?
- What are citizens' perceptions/expectations of what others such as the City and Fire Department will do for them in an emergency/disaster?
- Percentage of residents in with the City special needs and is there a program in place to assist them?
- Develop a list of six very specific questions and then determine if answers to those questions are available in existing data or whether additional research needed.

Mr. Schmitz announced the following:

- National Passport Day: Saturday, March 10
- Refuse to be a Victim Class: March 15
- Police Citizen's Academy: March 21 – May 23 (weekly meeting)

REPORTS FROM COMMISSION MEMBERS

Commissioner Krakoff asked why the City does not have Reserve Police Officers. Mr. Schmitz commented on the cost of training, vehicle, equipment, etc. Commissioner Krakoff requested a discussion regarding the uses of Reserve Officers be scheduled on a future agenda.

PUBLIC COMMENT

Kevin Coughlin, Woodinville Fire & Rescue Commissioner, reminded of the pancake breakfast at Station 31 from 8:00 to 11:00 a.m. on March 31 as part of Celebrate Woodinville.

UPCOMING AGENDA TOPICS

- a) **Citizen Survey (continued discussion)**
- b) **Emergency Generator**
- c) **Pedestrian Safety at Roundabout Discussion**
- d) **ESF 6**

ADJOURNMENT

Commissioner Minsk moved to adjourn the meeting. Commissioner Krakoff seconded the motion.

Vote: All voted in favor of the motion, and the motion carried (4-0). The meeting was adjourned at 9:19 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:** 3/26/12
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 Function (ESF) 6; Mass Care, Housing, and Human Services?

RECOMMENDATION: Review ESF 6 from the Comprehensive Emergency Management Plan.

BACKGROUND/DISCUSSION: ESF 6 covers the following activities; responsibilities and priorities for mass care services during emergencies, National Pets Evacuation and Transportation Standards Act of 2006, and response and recovery activities for victims of a disaster.

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.
3. Amend the ESF 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: American Red Cross

SUPPORT AGENCIES:

City of Woodinville
Woodinville Police/King County Sheriff
Emergency Services Coordinating Agency (ESCA)
King County Public Health
Local Human Service Agencies, Churches and Volunteer Agencies

I. INTRODUCTION

A. Purpose

To ensure a coordinated effort between government and community service organizations to provide basic human needs support to affected people after a disaster.

B. Scope

This ESF addresses the sheltering needs in the City of Woodinville during a major emergency or disaster and the coordination of the opening of shelters through the Emergency Operations Center (EOC) in coordination with the American Red Cross, Emergency Services Coordinating Agency (ESCA), and other entities as appropriate.

II. POLICIES

A. The American Red Cross is the primary agency responsible for providing mass care services and will do so in accordance with policies and procedures governing the agency and will maintain administrative and financial control over its activities.

B. 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.

- C. Appropriate Federal, State and City, volunteer agency and private sector resources will be used as available.
- D. The Disaster Welfare Information will be gathered and disseminated only by the American Red Cross utilizing established procedures.
- E. Shelters for pets may be identified with help from local veterinary and volunteer animal care organizations. Pet shelters may be separated from shelters for citizens.
- F. 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

A. Emergency/Disaster Hazards and Conditions

Several different hazards exist that could cause the need for mass care of the population, either due to evacuation or displacement caused by damaged structures. Those conditions include, but are not limited to, wildfire, earthquake, floods and hazardous materials emergencies.

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.

B. Planning Assumptions

1. The American Red Cross has existing agreements in place for shelters and an activation and staffing plan for shelter operations.
2. Continued coordination will be necessary with the American Red Cross as long as people are in need to remain in public shelters.

3. For planning purposes, it is assumed that less than twenty percent of the population will require public shelter services in any given situation. Research indicates most people evacuated from their homes for extended periods of time will make their own arrangements for shelter in non-impacted areas.
4. The City of Woodinville may provide resources for temporary comfort centers for people in need of temporary relief from disaster or emergency situations. Such centers are not for overnight or extended periods of stay, and will be provided as resources are available.
5. The City of Woodinville and other related organizations in the community will make reasonable efforts to inform and educate citizens about the benefits of emergency preparedness and making their own provisions to stay in their homes when it is safe to do so in a disaster or emergency situation.

IV. CONCEPT OF OPERATIONS

- A. Requests for establishment of Red Cross Mass Care Centers will be coordinated through the Emergency Services Coordinating Agency.
- B. 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.
- C. The use of City facilities and parks for mass care activities will be coordinated through the City's Emergency Operations Center.
- D. Public Works will be responsible for pre-identifying parks or other locations appropriate for recreational vehicles or camping.
- 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. The Red Cross will normally take over the public information role for Red Cross activities once mass care operations are established.

- H. Volunteer needs will be coordinated through ESCA.
- I. The City will pre-identify appropriate locations and coordinate with private and volunteer animal welfare organizations or service providers for pet shelters within the city.
- J. The Woodinville/King County Police Department is responsible for providing security at shelter and mass care locations when necessary.
- K. 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. 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.
- B. Assistance for individuals with "special needs" during disasters will be coordinated with King County Public Health, ESCA and human services agencies.

IV. RESPONSIBILITIES

- A. 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.
- B. 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 human services assistance through appropriate human services agencies.
- C. City of Woodinville Public Information Officer
1. Collect and disseminate information related to mass care facilities and locations to the public through the Emergency Operations Center.
- D. City of Woodinville Development Services Department
1. In coordination with the American Red Cross, inspect facilities in the City for use as shelters or other mass care-related uses.
- E. City of Woodinville Public Works Department
1. Maintain roadways and infrastructure to ensure access to public shelters and mass care facilities.
 2. Identify City parks and other locations appropriate for camping and recreational vehicles.
- D. Woodinville/King County Police Department
1. Provide law enforcement services at public shelters as needed.
- E. City of Woodinville Administrative Services Department
1. Maintain accurate tracking, recording and documentation of all expenses incurred for mass care services.
- F. City of Woodinville Executive Department
- a. Maintain lists of local resources available to support mass care activities.
- G. King County Public Health, Human Service Agencies, Volunteer Organizations
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.

DRAFT

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
From: Zach Schmitz, Management Analyst 
Subject: 2012 Work Plan Review

Date: 3/26/12

ISSUE: Shall the Emergency Preparedness and Public Safety Commission review and discuss the 2012 work plan?

RECOMMENDATION: To review and suggest a 2012 work plan for City Council approval.

BACKGROUND/DISCUSSION: In April of 2011 the current Emergency Preparedness and Public Safety Commission work plan was approved by City Council. A review of the City Council's priorities as they relate to the Commission is in order to help develop the 2012 work plan.

RECOMMENDED MOTION:
FOR DISCUSSION ONLY AT THIS TIME.

Attachments A: 2011/2012 Work Plan

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

ATTACHMENT A

GOAL	ORD. 506 REFERENCE 2.25.040 Duties and Responsibilities	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 	Completed
		<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 	Completed
		<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.	<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 	Currently Reviewing
	(3) Review and formulate recommendations on matters referred to the Commission by the City Council within the authority of the Commission.	<ul style="list-style-type: none"> • Review Emergency Notification System. 	<ul style="list-style-type: none"> • 2011 Q4 	
	(5) Review and make recommendations concerning public safety ordinances and City options relating to	<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 2.25.040 Duties and Responsibilities	TASKS	TARGET DATE(S)	STATUS
	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
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.	<ul style="list-style-type: none"> • Develop survey and needs analysis to assess levels of community awareness and identify deficiencies. • Assess funding needs. • <u>Receive/review weekly crime reports</u> 	<ul style="list-style-type: none"> • 2012 Q1 • 2012 Q1 • <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 on June 13, 2011 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 ITEM 4

Citizen Outreach Program

**Presented by
Commissioners
Montgomery and
Krakoff**

AGENDA ITEM 5

2012

January

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