

**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**

April 9, 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**

**Legal Advisory Training for Commissioners, Presented by  
Kristin Eick of Ogden Murphy Wallace**

**BUSINESS ITEMS**

1. 2012 Work Plan Review (cont.)
2. Citizen Outreach Discussion (cont.)
3. Revision of Commission By-Laws

**REPORT FROM EMERGENCY MANAGER**

**REPORTS FROM COMMISSION MEMBERS**

**PUBLIC COMMENT**

**ADJOURNMENT**

**NEXT REGULAR MEETINGS:** April 23, 2012 7:00 p.m.  
May 14, 2012 7:00 p.m.

# AGENDA ITEM 1



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

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

**Date:** 4/9/12

**From:** Zach Schmitz, Management Analyst 

**Subject:** 2012 Work Plan Review

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**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

GOAL	ORD. 506 REFERENCE	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"> <li>• Include educational presentations @ meetings from staff and local authorities.</li> </ul>	<ul style="list-style-type: none"> <li>• Ongoing</li> </ul>	Briefings in Kenmore; presentations from WFR, Red Cross
		<ul style="list-style-type: none"> <li>• Understand how the EOC Functions and resources available during disasters.</li> </ul>	<ul style="list-style-type: none"> <li>• 2011 Q4</li> </ul>	Completed
		<ul style="list-style-type: none"> <li>• Attend educational conferences as reviewed by the Commission.</li> </ul>	<ul style="list-style-type: none"> <li>• Ongoing</li> </ul>	
		<ul style="list-style-type: none"> <li>• Confer with ESCA regarding potential grants and educational opportunities.</li> </ul>	<ul style="list-style-type: none"> <li>• Ongoing</li> </ul>	
		<ul style="list-style-type: none"> <li>• Be acquainted with National Incident Management System (NIMS) and the Emergency Notification process.</li> </ul>	<ul style="list-style-type: none"> <li>• 2011 Q4</li> </ul>	Completed
		<ul style="list-style-type: none"> <li>• Raise commissioners' awareness of City and regional emergency preparedness operations.</li> </ul>	<ul style="list-style-type: none"> <li>• 2011 Q3 - <u>2012 Q1</u></li> </ul>	Discussion of Emergency Shelter operations and capabilities
		<ul style="list-style-type: none"> <li>• Raise commissioners' awareness of Emergency Preparedness Planning policies and procedures.</li> </ul>	<ul style="list-style-type: none"> <li>• 2011 Q3 - <u>2012 Q1</u></li> </ul>	Discussion of Emergency Shelter operations and capabilities
2) Review and make recommendations concerning emergency preparedness and public safety ordinances.	(2) Review public safety issues as directed by the City Council. (3) Review and formulate recommendations on matters referred to the Commission by the City Council within the authority of the Commission. (5) Review and make recommendations concerning public safety ordinances and City options relating to	<ul style="list-style-type: none"> <li>• Review Comprehensive Emergency Management Plan (CEMP) and update(s).</li> </ul>	<ul style="list-style-type: none"> <li>• 2011 Q3 – 2012 Q4</li> </ul>	Currently Reviewing
		<ul style="list-style-type: none"> <li>• Review Emergency Notification System.</li> </ul>	<ul style="list-style-type: none"> <li>• 2011 Q4</li> </ul>	
		<ul style="list-style-type: none"> <li>• Review Shelter Activation Plan.</li> </ul>	<ul style="list-style-type: none"> <li>• 2011 Q3</li> </ul>	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"> <li>• Review Evacuation Plan (Regional).</li> <li>• Review ordinances pertaining to emergency preparedness and public safety and make recommendations to City Council.</li> </ul>	<ul style="list-style-type: none"> <li>• 2012 Q1</li> <li>• Ongoing</li> </ul>	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"> <li>• Develop survey and needs analysis to assess levels of community awareness and identify deficiencies.</li> <li>• Assess funding needs.</li> <li>• <u>Receive/review weekly crime reports</u></li> </ul>	<ul style="list-style-type: none"> <li>• 2012 Q1</li> <li>• 2012 Q1</li> <li>• Ongoing, starting 2011 Q4</li> </ul>	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"> <li>• 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 &amp; Rescue/ESCA to maintain list of Woodinville CERT volunteers and conduct outreach.</u></li> <li>• Discuss Emergency Preparedness focus for Block Watch Organizations.</li> <li>• Participate at National Night Out, Celebrate Woodinville, Winter Preparation Fair, and other public events.</li> </ul>	<ul style="list-style-type: none"> <li>• 2011 Q2</li> <li>• 2011 Q2</li> <li>• Ongoing</li> </ul>	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"> <li>• Meet with City Council twice per year; target May and October.</li> </ul>	<ul style="list-style-type: none"> <li>• 2012 Q2/Q4</li> </ul>	
		<ul style="list-style-type: none"> <li>• Provide briefings through staff reports.</li> </ul>	<ul style="list-style-type: none"> <li>• Ongoing</li> </ul>	

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 2

# **Citizen Outreach Program**

**Presented by  
Commissioners  
Montgomery and  
Krakoff**

# **AGENDA ITEM 3**



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:** 4/9/12  
**From:** Zach Schmitz, Management Analyst   
**Subject:** Revision of Emergency Preparedness and Public Safety Commission By-Laws

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**ISSUE:** Shall the Emergency Preparedness and Public Safety Commission approve the amended Bylaws to reflect the revisions to the Commission's meeting schedule?

**RECOMMENDATION:** To approve the amended Emergency Preparedness and Public Safety Commission Bylaws.

**POLICY DECISION:** The Emergency Preparedness and Public Safety Commission is responsible for adopting the Bylaws of said Commission.

**BACKGROUND/DISCUSSION:** In March of 2007, the Emergency Preparedness Commission adopted the original bylaws. Since that time, several revisions have been adopted, and the By-Laws have been updated accordingly.

At the Emergency Preparedness and Public Safety Commission's March 2012 meeting, the Commission voted to reduce the frequency of the meeting schedule from twice monthly to once monthly. Because of this revision, the Bylaws must be amended to reflect the change.

Article III, Section 1 shall now reflect the official meeting occurrence of the Emergency Preparedness and Public Safety Commission.

**ALTERNATIVES**

1. Adopt the amended Bylaws.
2. Direct Staff to make additional revisions to the Bylaws.
3. Take no action.

**RECOMMENDED MOTION:**

**I MOVE THAT THE EMERGENCY PREPAREDNESS AND PUBLIC SAFETY COMMISSION ADOPT THE REVISED BYLAWS AS WRITTEN.**

Attachment 1: Revised Emergency Preparedness and Public Safety Commission Bylaws

**City of Woodinville**  
**Emergency Preparedness and Public Safety Commission**  
**Bylaws**

**Article I**  
**DUTIES AND RESPONSIBILITIES**

The members of the Emergency Preparedness and Public Safety Commission accept the responsibility of the office and shall perform such duties as defined under applicable State of Washington statutes and City of Woodinville ordinances. The Emergency Preparedness and Public Safety Commission (hereinafter "Commission") serves in an advisory capacity to the City Council by providing policy guidance recommendations in meeting the public safety needs of the City. The Commission was created via City Ordinance 418, codified as Woodinville Municipal Code, Chapter 2.25.

**Article II**  
**ORGANIZATION OF THE COMMISSION**

1. A Chairman and Vice-Chairman shall be elected by the Commissioners at the first regular meeting of the Commission in January 2007. Thereafter, a Chairman and Vice-Chairman shall be elected at the first regular meeting of the Commission in February of each year, or as soon thereafter as feasible, beginning in 2008. Elected officers shall serve for a term of one year, or until a successor is elected.
2. In the absence of the Chairman and Vice-Chairman, a Chairman pro tem shall be elected informally by the members present to conduct the meeting.
3. In the event of the resignation of the Chairman or Vice-Chairman, the Commission shall expeditiously elect a new officer to fill the vacancy.
  - a) Dissenting opinions may be submitted by a Commissioner to be included in the minutes of the Commission.
4. The Chairman shall preside at all Commission meetings and have the powers generally assigned such office in conducting the meetings. It shall be the Chairman's duty to see that the transaction of Commission business is in accord with law and with these Bylaws.
5. The Chairman may appoint standing committees or special committees and assign one or more members to such committees.

6. The City's Emergency Manager, or a designee, shall serve as Secretary to the Commission. The secretary shall keep the minutes of all regular, recessed and special meetings of the Commission; such minutes shall be approved by the Commission. The Secretary shall give notice of all regular and special meetings to Emergency Preparedness and Public Safety Commission members, shall prepare the agenda of regular and special meetings, and shall serve proper and legal notice of all meetings and public hearings. The Secretary shall maintain a file of all studies, plans, reports, recommendations and official records of the Emergency Preparedness and Public Safety Commission.

### **Article III MEETINGS**

1. Regular meetings shall be held on the second Monday of each month. Meetings shall be held at Woodinville City Hall, Council Chambers, located at 17301-133<sup>rd</sup> Avenue NE, Woodinville, Washington, and shall begin at 7:00 p.m. and conclude by 9:00 p.m. unless otherwise noticed.
  - a) To continue past the time of adjournment, a majority of the Commission members present must concur.
  - b) When a regularly scheduled meeting falls on a holiday, the meeting shall be held on the next business day, or may be canceled with appropriate notice to all parties and the public.
  - c) At regular meetings, the Commission may consider all matters that may be properly brought before the Commission without prior notice being given to the members. However, no action may be taken on any item not appearing on the agenda without the unanimous vote of those Commission members present.
2. Special meetings of the Commission may be called by the Chairman and must be called upon written request of any three members of the Commission. Written notice of such a meeting and its purpose shall be given to all members not less than twenty-four hours in advance thereof, and the same notice of such a meeting shall be posted in City Hall and at the United States Post Office in Woodinville. All meetings shall be held in accordance with applicable State laws and City ordinances, and in particular, the State Open Meetings Act (RCW 42.30).
3. Any regular meeting may be recessed to a definite time and place by a majority vote of the Emergency Preparedness and Public Safety Commission members present at the meeting.
4. A quorum shall consist of four (4) voting members of the Commission, and no action can be taken in the absence of a quorum except to adjourn the meeting to a subsequent date.
5. To provide a fair and efficient forum for the conduct of business at Emergency Preparedness and Public Safety Commission meetings, meetings will be conducted in accordance with Robert's Rules of Order (as amended), and shall generally include the following rules:

- a. No person shall address the Commission without first obtaining recognition from the Chairman.
- b. The order of business shall be as prescribed on the agenda; changes to the agenda order shall first be approved by a majority vote of Commissioners present.
- c. In instances where a written staff report has been prepared, the staff representative, upon recognition by the Chairman, shall present the report for the record.
- d. Following the presentation of the staff report, the Commission shall be afforded the opportunity to question the staff regarding the material in the report.
- e. After questioning of the staff is completed, the Chairman may recognize any other person wishing to speak on the matter.
- f. Once any person has spoken in regard to a specific matter before the Commission, he/she shall not be recognized to speak again until all persons wishing to speak have been given the first opportunity to do so.
- g. Following the presentation by each speaker, the Emergency Preparedness and Public Safety Commission shall be afforded the opportunity to question the speaker regarding the information presented by the speaker.

#### **Article IV VOTING AND ACTIONS OF COMMISSION**

1. At all meetings of the Commission, each member shall have one vote on each motion. The Chairman shall have one vote and shall enjoy the same opportunity to vote as afforded to all other Commission members. Voting shall be by simple majority. The affirmative vote of at least four (4) members shall be necessary for the adoption of any motion or other voting matter, unless otherwise specified in these Bylaws. There shall be no voting by proxy. No matter may be voted upon unless:
  - a. The matter has been discussed at a previous meeting of the Commission; or
  - b. The matter has been placed on the agenda prior to the meeting by any member of the Commission or the Emergency Manager; or
  - c. The matter is considered by a majority vote of the Commission to constitute an emergency and thus warrant immediate action.
2. Each formal action of the Commission shall be embodied in a formal motion which will be entered verbatim in the Minutes. The Chairman shall, at the Chairman's discretion or at the request of any Commission member, read the motion before being voted on, as provided for in Section 1 above.
3. Audio recordings of Emergency Preparedness and Public Safety Meetings shall constitute the official transcript of the EPC proceedings.
4. Ex-officio members of the Commission are non-voting members.

**Article V**  
**ORDER OF BUSINESS**

The order of business of Emergency Preparedness and Public Safety Commission meetings shall be:

1. Call to Order
2. Roll Call
3. Flag Salute
4. Approval of content and order
5. Communications from the Public
6. Special Presentations
7. Business Items  
Approval of Minutes
8. Emergency Manager/Staff Reports
9. Reports from Commission Members
10. Communications from the Public
11. Adjourn

Public comment shall be limited to three (3) minutes per person.

**Article VI**  
**PUBLIC HEARINGS**

All Public Hearings of the Commission shall be held according to the following procedure:

- a. Chairman opens the Public Hearing and reviews the topic orally. Background information may be provided by Staff. To the maximum extent possible, copies of all testimony and reports shall be submitted in writing to be made a part of the hearing record.
- b. The staff shall present technical analysis, review planning considerations and policy, cite possible alternatives and may make recommendations.
- c. Interested parties shall be given a reasonable time to comment or make inquiries.
- d. Information submitted shall be factual, relevant and not merely duplication of previous presentations. A reasonable time shall be allowed for all speakers. Each person speaking shall give his/her name, address and nature of interest in the matter before the Commission.
- e. Commissioners shall voice other significant considerations and pose any relevant questions through the Chairman. The Chairman shall interrogate the proper parties for the necessary answers.
- f. If necessary the Commission may continue the Public Hearing to such times and places as the Commission may deem appropriate.
- g. When all Public, Commission, and Staff comments have been completed, the Commission shall vote to close the hearing.

- h. The Commission shall discuss the pending application in order to ensure that all relevant points are considered. Action will then be taken following the introduction of a formal motion with appropriate discussion prior to a vote.

**Article VII  
COMMITTEES**

The Emergency Preparedness and Public Safety Commission may establish from time to time such standing or special committees as it deems advisable and assign each committee specific duties or functions. Each standing committee shall consist of a maximum of three voting members. No standing or special committee shall have the power to commit the Emergency Preparedness and Public Safety Commission to the endorsement of any plan or program without its submission to, and the consensus of, the body of the Commission.

**Article VIII  
CONFLICTS OF INTEREST**

All members of the Commission shall exercise every effort to avoid conflicts of interest, or the appearance thereof, in the actions of the Commission. Any member who in his/her judgment has an interest in any matter before the Commission that would tend to prejudice his/her actions shall so indicate publicly, shall step down and abstain from the deliberations and voting on that matter.

**Article IX  
ABSENCES**

The accumulation, by any member, of three (3) consecutive unexcused absences from regular meetings and/or public hearings during a calendar year constitutes grounds for recommendation, by the Commission to the City Council, for removal of that member. An excused absence will be granted to any member who notifies the Emergency Manager or the Commission Chairman in advance of the meeting.

**Article X  
AMENDMENTS**

These Bylaws may be amended, from time to time, at any meeting of the Commission provided that notice of said proposed amendment, together with precise wording of such changes, shall be given each member, in writing, at least five (5) days prior to said meeting. The affirmative vote of at least four (4) voting members shall be required to adopt any changes to these Bylaws.

## CERTIFICATION

The undersigned Secretary of the Woodinville Emergency Preparedness and Public Safety Commission does hereby certify that the above and foregoing Bylaws have been duly adopted by the members of the Commission as the Bylaws of Said Commission, said Bylaws having been revised on April 9, 2012.

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Mace Brady, Chair  
Woodinville Emergency Preparedness  
and Public Safety Commission

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Linda Fava, Secretary  
Woodinville Emergency Preparedness  
and Public Safety Commission