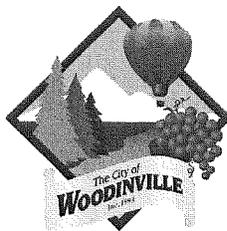


**Woodinville Emergency Preparedness
& Public Safety Commissioners**

Marc Rojas, V. Chair - 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 – Pos. 7
Janine Brown – Ex officio member
Dominic Marzano – Ex officio member



**CITY OF WOODINVILLE
EMERGENCY PREPAREDNESS AND PUBLIC SAFETY
COMMISSION AGENDA**

April 23, 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 March 12, 2012 and March 26, 2012
2. 2012 Work Plan Review (cont.)
3. Citizen Outreach Discussion (cont.)
4. Bike Safety

REPORT FROM EMERGENCY MANAGER

REPORTS FROM COMMISSION MEMBERS

PUBLIC COMMENT

ADJOURNMENT

NEXT REGULAR MEETINGS: May 14, 2012 7:00 p.m.
June 11, 2012 7:00 p.m.

AGENDA ITEM 1

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

**Monday
March 12, 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 Marc Rojas and Commissioners Nancy Montgomery, Brian Minsk (arrived 7:02 p.m.), Dennis Lone, Angelo Krakoff and Dominic Marzano (ex-officio).

ABSENT: Commissioners Lillie Clinton and Janine Brown (ex-officio).

Also present were City Clerk Jennifer Kuhn, Management Analyst Zach Schmitz, and Council Liaison to the EPPSC Councilmember Les Rubstello.

APPROVAL OF AGENDA IN CONTENT AND ORDER

Chair Brady suggested adding Commissioner introductions to the agenda.

Vice Chair Rojas moved to approve the agenda in content and order. Commissioner Montgomery seconded the motion.

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

(Commissioner Minsk arrived at 7:02 p.m.)

FLAG SALUTE

Chair Brady led the flag salute.

PUBLIC COMMENT – None

SPECIAL PRESENTATION – None

BUSINESS ITEMS

- 1. Minutes of February 13, 2012**

Vice Chair Rojas moved to approve the minutes of February 13, 2012. Commissioner Lone seconded the motion.

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

2. Emergency Shelter Generator

Management Analyst Zach Schmitz explained Emergency Support Function (ESF) 6 (Mass Care, Housing and Human Services) originally stated the City would provide sheltering in the Carol Edwards Center (CEC). The Capital Improvement Plan (CIP) identifies a generator for the emergency shelter in the CEC. The Commission previously made changes to ESF 6 when the City's Parks and Recreation Department was eliminated. He relayed staff's recommendation to revise the CIP to, 1) move the existing City Hall generator to the Public Works Facility as it has insufficient capacity for City Hall, and 2) replace the City Hall generator with a larger generator.

Discussion followed regarding surplus/trading in the existing Public Works generator, weekly generator tests, the City's surplus policy, capacity of the existing Public Works generator, daisy chain capabilities, whether a generator would be needed for the Red Cross to use the CEC for sheltering, whether to "mothball" the existing Public Works generator for future use, and budget allocation for the generator.

Action: Mr. Schmitz will research and provide further information regarding 1) daisy chain capability, 2) cost, 3) needs/desires of Public Works, and 4) deficiencies of the existing City Hall generator and additional capacity that would be provided by a larger generator

2b. Commissioner Introductions

Commissioners introduced themselves and described their backgrounds. Woodinville Fire & Rescue Commissioner Kevin Coughlin and Council Liaison Les Rubstello also introduced themselves and described their backgrounds.

3. Public Safety at the Tourist District Roundabout

Chair Brady relayed this item was scheduled on the agenda due to concerns with pedestrian safety at the roundabout. Commissioner Montgomery described her concerns.

Discussion followed regarding pedestrian traffic in the Tourist District, pedestrians that crossing in the middle of the intersection, the recent addition of flags at roundabout crosswalks, reduction in the number and severity of accidents at the intersection since the roundabout was constructed, requirement to work with WSDOT because the roundabout is on a state route, Public Works' discussions with WSDOT regarding effective signage, relocating crosswalks, function of the three roundabouts, emphasis patrols and a suggestion to install in-pavement flashing crosswalk lights or a pedestrian activated flashing sign.

Action: Future presentation by Public Works regarding pedestrian safety improvements at the roundabout.

4. Citizen Survey Discussion (con't)

Mr. Schmitz provided information available from surveys conducted by King County. He pointed out none of the surveys identify how many residents of Woodinville in a particular neighborhood have emergency kits. He suggested the Commission identify questions they wanted to ask so that he could determine whether there was a survey that had already been gathered for Woodinville, the cost of a survey to gather that data, and other ways that data could be gathered.

Discussion followed regarding areas King County has already surveyed and whether the questions provide the information the EPPSC wants to know, whether it is worth the cost to learn certain information, determining gaps in order to provide the best outreach, information the Commission wanted to solicit via a survey, forming a subcommittee to brainstorm ideas for education/outreach to the public, and what the EPPSC planned to do with the information gained a survey/questionnaire.

Action: Commissioners Montgomery and Krakoff research and report on utilizing the PTSAs to distribute a survey regarding emergency preparedness. Commissioner Minsk research King County online survey data

5. ESF #6: Mass Care, Housing and Human Services Discussion

Commissioner Montgomery moved to postpone this item to the next meeting. Commissioner Minsk seconded the motion.

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

REPORT FROM EMERGENCY MANAGER

Mr. Schmitz reported "Refuse to be a Victim" training will be provided by a Woodinville Police Officer on March 15 and the Citizens Academy starts in Kenmore on March 21. Commissioners Minsk and Brown along with staff attended Community Points of Distribution (CPOD) training. He invited Commissioners to inform staff of any upcoming emergency preparedness training opportunities.

REPORTS FROM COMMISSION MEMBERS

Vice Chair Rojas reported on his discussion with a Target manager regarding support of EPPSC events.

Commissioner Minsk reported he volunteered at the CERT final which was an earthquake event. He planned to attend a CERT leaders meeting at ESCA this week.

Commissioner Krakoff, owner of a real estate business in Bellevue, suggested including emergency preparedness information in real estate brokers' newsletters.

Commissioner Lone expressed concern with pedestrians walking near the Park & Ride where there are no sidewalks.

Chair Brady reported he completed the CERT course and commented it was a worthy curriculum. He suggested the EPPSC meet once a month.

Vice Chair Rojas moved that the EPPSC meet once a month. Commissioner Krakoff seconded the motion.

Vice Chair Rojas withdrew the motion with the agreement of the second.

It was agreed to discuss once a month meetings at the next EPPSC meeting.

PUBLIC COMMENT – None

UPCOMING AGENDA TOPICS

- a) **ESF #6: Mass Care, Housing and Human Services and CEMP**
- b) **2012 Work Plan Discussion**
- c) **Citizen Outreach Program Report**
- d) **Future Meeting Schedule**

ADJOURNMENT

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

Vote: All voted in favor of the motion, and the motion carried (6-0). The meeting was adjourned at 9:07 p.m.

Respectfully submitted,

Jennifer Kuhn
City Clerk

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

**Monday
March 26, 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 Marc Rojas and Commissioners Nancy Montgomery, Dennis Lone, Angelo Krakoff, and Dominic Marzano (ex-officio).

ABSENT: Commissioners Lillie Clinton, Brian Minsk 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

There were no changes requested in the content and order of the agenda.

PUBLIC COMMENT – None

SPECIAL PRESENTATION – None

BUSINESS ITEMS

1. Minutes of February 27, 2012

Commissioner Lone moved to approve the minutes of February 27, 2012. Commissioner Montgomery seconded the motion.

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

2. Discussion of Comprehensive Emergency Management Plan – Emergency Support Function (ESF) #6: Mass Care, Housing and Human Services

Chair Brady described the process used to review and revise ESF #6 and minor changes that were made. For the new Commissioners, Management Analyst Zach Schmitz described emergency management services that Emergency Services Coordinating Agency (ESCA)

provides to Woodinville and six other cities. Discussion followed regarding coordination of volunteers and donations.

Commissioner Rojas moved to accept Emergency Support Function #6: Mass Care, Housing and Human Services as presented. Commissioner Lone seconded the motion.

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

3. 2012 Work Plan Discussion

Chair Brady introduced this item and described how tasks on the Work Plan are organized under the Commission's five goals. Mr. Schmitz commented on consistency between the Commission's goals and the City Council's goals.

Discussion followed regarding specific Work Plan tasks, budgeting for public outreach efforts, tasks that have been added to the Work Plan since Council approval, when changes can be made to the Work Plan, purpose of the EPPSC receiving/reviewing weekly crime reports, and the role of EPPSC as an advisory board to the City Council rather than an citizen oversight committee to the Police Department. Suggestions included:

- Asking the Police Chief how the EPPSC can assist/support the Police Department
- Providing the EPPSC annual crime data

Action: 2012 Work Plan Discussion was added as a future agenda item.

4. Citizen Outreach Program – Commissioners Montgomery and Krakoff

Commissioner Montgomery reported Commissioner Krakoff and she were unable to meet last week but plan to meet this week to discuss a survey. She reported Rae Shepherd, PTSA President, Wellington Elementary, offered to send out the survey via an email blast to parents to and to report the results to City staff. Ms. Shepherd encouraged her to contact Leota Junior High and Woodinville High Schools to request they also distribute the survey.

Action: Schedule report on next agenda.

5. Future Meeting Schedule

Chair Brady raised the issue of whether the Commission needed to meet twice a month, relaying his opinion that meeting once a month would be sufficient.

Commissioner Rojas moved to have one meeting per month. Commissioner Krakoff seconded the motion.

Discussion followed regarding the procedure for cancelling regularly scheduled meetings versus scheduling a special meeting, past meeting schedules, quorum issues, having subcommittees meet and make a recommendation to the EPPSC, improved efficiency via one meeting a month,

a suggestion that Commissioners prepare before meetings, and complying with the Open Public Meeting Act.

Vote: All voted in favor of the motion with the exception of Commissioner Lone who abstained, and the motion carried (4-0-1).

Commissioner Rojas moved to hold meetings on the 2nd Monday of each month, effective May 14, 2012. Commissioner Montgomery seconded the motion.

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

REPORT FROM EMERGENCY MANAGER

As a follow-up to a question posed at a prior Commission meeting regarding the capacity of the existing Public Works shop generator, Mr. Schmitz reported it operates only the bay doors and base lighting.

REPORTS FROM COMMISSION MEMBERS

Chair Brady expressed his appreciation for Commissioner's efforts at clarifications and each Commissioner's desire to understand the topics on the agenda.

PUBLIC COMMENT – None

UPCOMING AGENDA TOPICS

- a) **2012 Work Plan**
- b) **Citizen Outreach**
- c) **Legal Advisory Training by Ogden Murphy Wallace**

ADJOURNMENT

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

Vote: All voted in favor of the motion, and the motion carried (5-0). The meeting was adjourned at 9:00 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 133rd Avenue NE, Woodinville, WA 98072

To: Honorable Emergency Preparedness and
Public Safety Commission
From: Zach Schmitz, Management Analyst *ZS*
Subject: 2012 Work Plan Review

Date: 4/23/12

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. The Work Plan consists of five (5) goals, with several tasks under each goal. The Commission approved goal one (1) tasks on April 9, 2012. The remaining four (4) goals need to be discussed to finish the 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 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. (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"> • Review Comprehensive Emergency Management Plan (CEMP) and update(s). | <ul style="list-style-type: none"> • 2011 Q3 – 2012 Q4 | Currently Reviewing |
| | | <ul style="list-style-type: none"> • Review Emergency Notification System. | <ul style="list-style-type: none"> • 2011 Q4 | |
| | | <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 3

Citizen Outreach Program

**Presented by
Commissioners
Montgomery and
Krakoff**

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 
Subject: Bicycle Safety

Date: 4/23/12

ISSUE: Shall the Emergency Preparedness and Public Safety Commission review and discuss Bicycle Safety Issues in Wilmot Gateway Park?

RECOMMENDATION: To review City Maps on park ownership and discuss safety options.

BACKGROUND/DISCUSSION: The Emergency Preparedness and Public Safety Commission discussed concern regarding bicycle speeds and etiquette on the Commissions April 9, 2012 meeting. Staff will present maps showing the City's boundaries and discuss potential options.

RECOMMENDED MOTION:
FOR DISCUSSION ONLY AT THIS TIME.