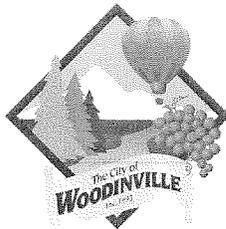


**Woodinville Emergency Preparedness
& Public Safety Commissioners**

Marc Rojas, V. Chair - Pos. 1
Lillie Clinton – Pos. 2
Dennis Lone – Pos. 3
Angelo Krakoff – Pos. 4
Mace Brady, Chair – Pos. 5
vacant – 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**

June 11, 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

Presentation on Red Cross Readiness Rating Program and King
County's New Approach to the 3 Days/3 Ways Campaign – Z. Schmitz

BUSINESS ITEMS

1. Minutes of April 9 and April 23, 2012
2. Pedestrian and Bike Safety
3. Discussion of Comprehensive Emergency Management Plan-
Emergency Support Function #7: Resource Support

REPORT FROM EMERGENCY MANAGER

REPORTS FROM COMMISSION MEMBERS

PUBLIC COMMENT

ADJOURNMENT

NEXT REGULAR MEETINGS: July 9, 2012 7:00 p.m.
August 13, 2012 7:00 p.m.

AGENDA ITEM 1

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

**Monday
April 23, 2012**

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

CALL TO ORDER

The meeting was called to order at 7:00 p.m. by Chair Brady.

ROLL CALL

PRESENT: Chair Mace Brady, Vice Chair Marc Rojas and Commissioners Nancy Montgomery, Brian Minsk, Angelo Krakoff, and Dennis Lone.

ABSENT: Commissioners Lillie Clinton, Janine Brown (ex-officio), and Dominic Marzano (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

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

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

PUBLIC COMMENT – None

SPECIAL PRESENTATION – None

BUSINESS ITEMS

1. Minutes of March 12, 2012 and March 26, 2012

Vice Chair Rojas moved to approve the minutes of March 12, 2012. Commissioner Lone seconded the motion.

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

Vice Chair Rojas moved to approve the minutes of March 26, 2012. Commissioner Montgomery seconded the motion.

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

2. 2012 Work Plan Review (Cont.)

Commissioners continued their review of the goals, tasks, target dates and statuses in the 2011-2012 Work Plan, beginning with Goal 2. Discussion followed regarding removing tasks related to the shelter activation plan and the activation plan and removing tasks that relate to plans included in the Comprehensive Emergency Management Plan (CEMP) as those plans are reviewed when the CEMP is reviewed.

Commissioner Lone moved to remove the 2nd, 3rd and 4th bullets under Goal 2 if the CEMP is adopted by ordinance. Commissioner Krakoff seconded the motion.

Management Analyst Zach Schmitz suggested verifying whether the CEMP is adopted by ordinance and whether the Emergency Notification System is addressed in the CEMP.

Commissioner Lone withdrew his motion with the agreement of the second.

Commissioner Montgomery moved to remove bullet items C, Review Shelter Activation Plan, and D, Review Activation Plan (Regional) from the list of tasks under Goal 2. Vice Chair Rojas seconded the motion.

Vote: All voted in favor of the motion, with the exception of Commissioner Lone who abstained, and the motion carried (5-0-1).

Commissioners discussed Goal 3 and tasks.

Vice Chair Rojas moved to revise Goal 3 to read, Assess and evaluate levels the community's awareness of emergency preparedness and public safety needs." and revise Task 3a to read, "Develop survey and needs analysis to assess levels of community awareness and identify deficiencies." Commissioner Krakoff seconded the motion.

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

Commissioners discussed what was meant by Task 3b, "Assess funding needs." Mr. Schmitz recommended deleting that task, suggesting once a project is identified the Commission can request funding.

Vice Chair Rojas moved to delete Task 3b, "Assess funding needs" under Goal 3. Commissioner Krakoff seconded the motion.

Vote: All voted in favor of the motion, with the exception of Commissioner Montgomery who voted no and Chair Brady who abstained, and the motion carried (4-1-1).

With regard to Goal 2, Mr. Schmitz explained the ordinance that enacts the Emergency Preparedness & Public Safety Commission states the Commission will review emergency management matters. The CEMP is required by state law. The CEMP is part of the City's Comprehensive Plan which is approved by the City Council.

Commissioners reviewed tasks under Goal 4.

Commissioner Krakoff moved to not include the proposed additional language in Task 4a, “Review coordination with Woodinville Fire & Rescue/ESCA to maintain list of Woodinville CERT volunteers and conduct outreach.” Vice Chair Rojas seconded the motion.

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

Discussion continued regarding Block Watch Associations in Woodinville, Map Your Neighborhood and similar programs, and Red Cross’ Preparedness Test.

Commissioner Lone moved to add as a task under Goal 4 “Develop outreach programs based on survey results.” Commissioner Krakoff seconded the motion.

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

Discussion continued regarding King County’s revisions to the 3 Days 3 Ways program, emergency shelters, and the Commission pursuing opportunities that are not on the Work Plan.

Commissioner Lone moved that the Commission affirms it has completed the review of the 2012 Work Plan and has made any and all changes it wishes at this time. Vice Chair Rojas seconded the motion.

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

3. Citizen Outreach Discussion (Cont.)

Commissioner Krakoff reported when Commissioner Montgomery and he met, their focus was a survey to be distributed in Woodinville schools. He is developing a draft survey that will be presented at the next Commission meeting. Once the Commission approves the survey, Commissioner Montgomery requested an opportunity to present the survey to her contacts at Northshore School District. Her intent was for NSD to distribute the survey to the three schools in Woodinville and for the results to be shared with NSD and the City.

Action: Schedule review of survey for schools at next Commission meeting.

4. Bike Safety at Wilmot Park

To improve bicycle/pedestrian safety on the trail through Wilmot Park, Chair Brady suggested posting signs on the Sammamish River Trail at both ends entering Wilmot Park that contain a graphic of a bicyclist and state “high pedestrian activity.”

Mr. Schmitz explained any proposal would need to be reviewed by Public Works. Additionally, the trail is owned by King County and, therefore, the speed on the trail cannot be modified.

Commissioner Krakoff moved to extend the meeting for 10 minutes. Commissioner Minsk seconded the motion.

Vote: All voted in favor of the motion, with the exception of Commissioner Minsk who abstained, and the motion carried (5-0-1).

Chair Brady observed NE Woodinville-Duvall Road leaving downtown is used extensively by bicycles. He suggested a sign stating "Caution: high bicycle use route" and post on NE Woodinville-Duvall Road at/near 152nd Avenue NE to separate bicycles from vehicles.

Action: Mr. Schmitz review with Public Works Director.

REPORT FROM EMERGENCY MANAGER - None

REPORTS FROM COMMISSION MEMBERS

Commissioner Lone thanked Mr. Schmitz for following up on his request regarding the street in front of the Park & Ride.

Commissioner Minsk reported the next ESCA CERT leader meeting is Wednesday, May 9; the topic is animals in disaster.

Commissioner Montgomery relayed a citizen's concern with cars on 131st Avenue NE turning onto 175th not stopping at the red light before making a right turn. She suggested a sign stating "full stop on red required."

Chair Brady reported the Council discussed pedestrian safety at the Tourist District roundabout.

PUBLIC COMMENT – None

UPCOMING AGENDA TOPICS

- a) **Special Presentation by Mr. Schmitz regarding King County's Update of 3 Days/3 Ways and Red Cross Assessment Survey**
- b) **Review Community Outreach Survey for Schools**
- c) **Pedestrian and Bicycle Safety**

ADJOURNMENT

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

Vote: All voted in favor of the motion, and the motion carried (6-0). The meeting was adjourned at 9:10 p.m.

Respectfully submitted,

Linda Fava
Staff Liaison

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

**Monday
April 9, 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 and Commissioners Nancy Montgomery, Brian Minsk, Dennis Lone, Janine Brown (ex-officio), and Dominic Marzano (ex-officio).

ABSENT: Vice Chair Marc Rojas and Commissioners Lillie Clinton and Angelo Krakoff.

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

Chair Brady led the flag salute.

APPROVAL OF AGENDA IN CONTENT AND ORDER

**Commissioner Montgomery moved to approve the agenda in content and order.
Commissioner Lone seconded the motion.**

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

PUBLIC COMMENT – None

SPECIAL PRESENTATION

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

Kristin Eick, Ogden Murphy Wallace, described Commissioners' responsibilities under WMC. She reviewed the Open Public Meeting Act (OPMA) including the definition of a meeting, procedural meeting requirements, email and telephone calls, executive session procedures, exemptions to the OPMA, and penalties for an OPMA violation.

Ms. Eick provided background on the Public Records Act (PRA) including statutory disclosure requirements, what constitutes a public record, exemptions from the PRA, and penalties for a PRA violation. Ms. Eick reviewed the City's Code of Ethics (WMC 2.36) including violations, penalties, and State law. She also reviewed Robert's Rules of Order.

During and following Ms. Eick's presentation, discussion ensued regarding the inability to cure a violation of the OPMA by disclosure, the difference between transacting City business and passively receiving information via email, whether notes are a public record, ex-officio members, the use of Robert's Rules, and the process for Commissioners to obtain the City Attorney's advice.

BUSINESS ITEMS

1. 2012 Work Plan Review (con't)

Commissioners reviewed tasks, target dates and the status of the goals in the 2011-2012 Work Plan. Discussion included new Commissioners completing online NIMS training, the purpose of the EPPSC receiving/reviewing crime reports, educational opportunities offered at the Emergency Management Institute in Maryland, and scheduling a field trip to new Public Works facility.

Commissioner Montgomery moved that the task "Receive/Review Crime Reports" be moved to Goal #1, of the Emergency Preparedness & Public Safety Commission Work Plan as Task H. Commissioner Lone seconded the motion.

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

Action: Continued review of the Work Plan was added to the next meeting agenda.

2. Citizen Outreach Discussion (con't)

Commissioner Montgomery reported Commissioner Krakoff identified a school-focused survey that could be used to survey parents at Woodinville schools. He will research it further and present information to the Commission at a future meeting. Commissioner Montgomery reported on her meeting with Northshore School District Security. NSD recently received a grant for a trailer at Wellington Elementary to store emergency supplies. NSD Security encouraged her to contact the Communications Coordinator to distribute the survey. She also plans to contact Leota Junior High PTSA.

Action: Commissioner Krakoff will present the survey to the Commission at a future meeting.

3. Revision of Commission Bylaws

Chair Brady reviewed the proposed revision to the Bylaws to change from two meetings per month to one meeting.

Commissioner Lone moved that the Emergency Preparedness and Public Safety Commission's Bylaws be amended to strike "and fourth" in Item #1 under Article III, reducing meeting occurrences to once monthly.

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

REPORT FROM EMERGENCY MANAGER

In preparation for a field trip to the Public Works facility, Mr. Schmitz requested Commissioners identify what information they are interested in so he can have answers to their questions. He begins a 3-day NIMS ICS 300 class tomorrow at ESCA.

REPORTS FROM COMMISSION MEMBERS

Commissioner Montgomery suggested Chair Brady contact Commissioner Clinton regarding her ability to attend meetings particularly with the change in the meeting schedule. A brief discussion followed regarding Commissioner absences.

Commissioner Minsk submitted his resignation effective April 23 due to concern with his ability to attend meetings.

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

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

Commissioner Marzano reported King County and Washington State Offices of Emergency Manager offer numerous classes throughout the year; he encouraged Commissioners to visit their website for further information. He also reported on the availability of NIMS ICS 300 and 400 classes.

Commissioner Brown referred to an article in the *Woodinville Weekly* regarding bicycle safety on the Sammamish River Trail through Wilmot Park. It was agreed to add bicycle safety to a future agenda.

PUBLIC COMMENT – None

UPCOMING AGENDA TOPICS

- a) **Work Plan (con't)**
- b) **Outreach (Commissioner Krakoff)**
- c) **Bicycle Safety**

ADJOURNMENT

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

Vote: All voted in favor of the motion, and the motion carried (4-0). The meeting was adjourned at 9:17 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 
Subject: Bicycle Safety

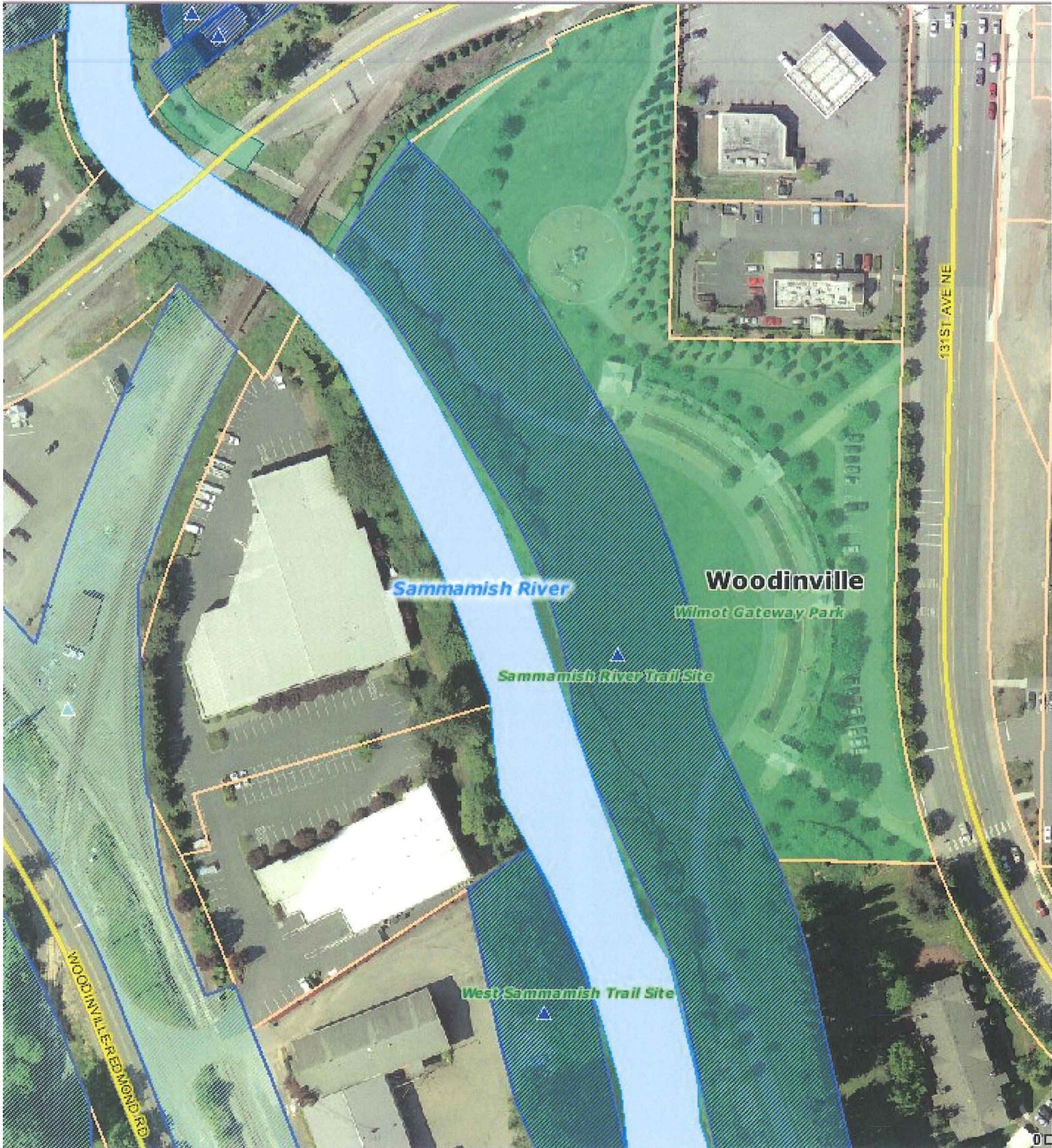
Date: 6/11/12

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 and again on April 23. The Commission selected a few potential sign designs and indicated placement points within the park. Staff will present a King County Parcel map showing the City/County boundaries and discuss signage options.

RECOMMENDED MOTION:
FOR DISCUSSION ONLY AT THIS TIME.



Sammamish River

Woodinville

Wilmot Gateway Park

Sammamish River Trail Site

West Sammamish Trail Site

WOODINVILLE-REDMOND RD

131ST AVENUE NE

AGENDA ITEM 3



**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:** 6/11/12
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) 7; Resource Support?

RECOMMENDATION: Review ESF 7 from the Comprehensive Emergency Management Plan.

BACKGROUND/DISCUSSION: ESF 7 provides for the effective management of resources during emergencies and disasters.

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

Staff will describe the various functions of each ESF, and take recommendations for updates.

ALTERNATIVES:

1. Approve ESF 7 as presented.
2. Suggest modifications to ESF 7.
3. Request additional information.

RECOMMENDED MOTION:

For Discussion Only

EMERGENCY SUPPORT FUNCTION 7 RESOURCE SUPPORT

PRIMARY AGENCIES: City of Woodinville Public Works Department
Woodinville Police / King County Sheriff
Woodinville Fire and Life Safety District

SUPPORT AGENCIES: City of Woodinville Development Services Department
City of Woodinville Administrative Services Department
Emergency Services Coordinating Agency (ESCA)

I. INTRODUCTION

A. Purpose

To provide for the effective management of resources during emergencies and disasters.

B. Scope

Resource support involves the provision of services, personnel, supplies and facilities during disaster response and recovery.

II. POLICIES

A. Each City department is responsible for developing and maintaining lists of department resources, including equipment, personnel and supplies for use during emergency and disaster operations.

B. Each City department assigned responsibilities in this emergency operations plan is responsible for developing and maintaining lists of equipment and service providers necessary to support the departments' responsibilities and functions during disaster operations.

C. The City Disaster Coordinator shall provide copies of resource lists of equipment and service providers to ESCA for inclusion in the resource database.

D. Requests for resources other than contract or mutual aid from outside the local area will be coordinated through ESCA.

III. SITUATION

Disaster operations will quickly overwhelm local resources. Resources requested from outside the local area may be unavailable for several hours or days. It may be necessary to prioritize the use of local resources according to the severity of individual incidents.

The management of resources will vary greatly from incident to incident. It will be necessary to maintain flexibility in the management of resources and adapt to the changing situations that may be associated with the disaster.

IV. CONCEPT OF OPERATIONS

- A. Locally available public resources and those available through mutual aid shall be utilized prior to requesting resources through the ESCA.
- B. To the greatest extent possible, a free market economy and distribution system shall be utilized during disaster operations. Controls over limited and critical resources may be put into place on a county or statewide basis when the situation warrants.
- C. The City may obtain services, equipment and supplies necessary to respond to a disaster through private sources. It will be the responsibility of Administrative Services to issue purchase orders, vouchers, warrants or temporary contract agreements as required at the time of the disaster. When appropriate, pre-disaster agreements may be initiated in order to facilitate an efficient operation.
- D. When necessary, staging areas for incoming resources will be utilized. Each staging area shall have a supervisor or manager responsible for assigning resources as designated through the Emergency Operations Center. Staging areas will normally be divided into two categories:
 - 1. Response Operations - The Police and Public Works Departments and Fire District will be responsible for pre-identifying appropriate locations for staging equipment and supplies for disaster response operations.
 - 2. Human Services - Development Services will be responsible for pre-identifying staging areas and distribution locations for human service supplies and donated goods. This should be done in coordination with ESCA and local volunteer and human services support agencies.

- E. The ESCA shall be notified regarding the location and function of all staging areas within the city in order to facilitate the locating of resources arriving from outside the local area.
- F. Allocation and distribution of resources from staging areas will be coordinated through the Emergency Operations Center. Once allocated, resources will be managed by the responsible department(s) and/or support agencies to which they are assigned.
- G. Monetary donations received by the City will be processed and managed by the Finance Director or designee. All monetary donations shall be allocated to support the recovery of the community from the disaster. Allocation of donated funds will be the responsibility of the City Council and shall take place in an expedient manner.
- H. The Police Department shall be responsible for providing security and traffic control at staging areas and resource distribution locations as necessary.

V. PROCEDURES

- A. All requests for outside resources shall be coordinated through the Emergency Operations Center and/or ESCA.
- B. Allocation of resources located at staging areas shall be done through the Emergency Operations Center.

VI. RESPONSIBILITIES

- A. Woodinville Police / King County Sheriff
 - 1. Pre-identify appropriate response operations staging areas within the city.
 - 2. Request outside resources through the Emergency Operations Center.
 - 3. Provide staging area supervisors or managers as appropriate.
 - 4. Provide security and traffic control at staging and distribution areas as necessary.

- B. City of Woodinville Public Works Department
 - 1. Pre-identify appropriate response operations staging areas within the city.
 - 2. Request outside resources through the Emergency Operations Center.
 - 3. Provide staging area supervisors or managers as appropriate.
- C. City of Woodinville Development Services Department
 - 1. Develop procedures for emergency procurement of supplies and services and coordinate these activities during emergency operations.
 - 2. Pre-identify appropriate human services staging and distribution areas within the city.
 - 3. Request outside resources through the ESCA.
 - 4. Coordinate distribution activities with appropriate human service agencies.
- D. Emergency Services Coordinating Agency (ESCA)
 - 1. Coordinate requests for resources from outside the area, other than mutual aid and contract service providers.
 - 2. Provide for the delivery and distribution of resources to designated staging areas.
- E. City of Woodinville Administrative Services Department
 - 1. Issue purchase orders, vouchers, warrants or temporary contract agreements.
 - 2. Collect and manage monetary donations.
- F. Woodinville Fire and Life Safety District
 - 1. Pre-identify appropriate response operations staging areas within the city.

2. Provide staging area supervisors or managers as appropriate.