

**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**

July 9, 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

BUSINESS ITEMS

1. Minutes of June 11, 2012
2. Pedestrian and Bike Safety Signage Answers
3. Comprehensive Emergency Management Plan-Emergency Support
Function #7: Clarification on Donation Surplus

REPORT FROM EMERGENCY MANAGER

REPORTS FROM COMMISSION MEMBERS

PUBLIC COMMENT

ADJOURNMENT

NEXT REGULAR MEETINGS: August 13, 2012 7:00 p.m.
September 10, 2012 7:00 p.m.

AGENDA ITEM 1

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

**Monday
June 11, 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 and Dennis Lone.

ABSENT: Commissioners Lillie Clinton, Angelo Krakoff, 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

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 – Red Cross Readiness Rating Program and King County’s New Approach to the 3 Days/3 Ways Campaign

Red Cross Readiness Rating Program

Management Analyst Zach Schmitz reported a Red Cross representative will make a presentation at the next meeting.

King County’s New Approach to the 3 Days/3 Ways Campaign

Mr. Schmitz advised King County plans to continue their 3 Days/3 Ways campaign but is encouraging the public to be prepared for 7 days. The website, Ready.gov, encourages the public to make a plan, build a kit, and describes various disasters.

Mr. Schmitz described plans to create an emergency kit geared toward summer emergencies for display in the City Hall display case along with information from the Ready.gov website. He invited Commissioners to send him suggestions for items to include in the summer emergency

kit and offered to send Commissioners a copy of the Ready.gov information that he will include in the display.

BUSINESS ITEMS

1. Minutes of April 9 and April 23, 2012

Vice Chair Rojas moved to approve the minutes of April 9, 2012. Commissioner Montgomery seconded the motion.

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

Vice Chair Rojas moved to approve the minutes of April 23, 201. Commissioner Lone seconded the motion.

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

2. Pedestrian and Bike Safety

Mr. Schmitz displayed a King County iMAP of Wilmot Park, identifying the sections of trail owned by Woodinville and sections owned by King County. Because King County owns the area of trail where it enters Wilmot Gateway Park, Public Works Tom Hansen suggested the Commission send a letter to King County Parks asking permission to put up signage. Mr. Schmitz suggested two locations for signs at the north and south ends of the park.

Suggestions for the letter included requesting permission to put up signs, identifying the proposed location of the signs, citing the *Woodinville Weekly* letter that expressed concern about conflicts between trail users, and stating the reason for signs is concern with bicycle speeds and to raise bicyclists' awareness.

Commissioner Lone relayed a statement on Cascade Bicycle Club's website that they will assist with educating bicyclists about safety in congested areas of the trail. Mr. Schmitz offered to research what assistance Cascade Bicycle Club could provide.

Commissioners and staff also discussed installing signage on Woodinville-Duvall Road (two signs in the section between 140th and the signal and two signs in the section between the fish sculpture and 156th) to alert motorists of bicycle traffic. The sign would state something like: "Caution: high use bicycle route."

Action: 1) Staff to draft a letter to King County asking permission to put up signs per above. Draft letter to be reviewed at the next meeting. 2) Mr. Schmitz to contact Cascade Bicycle Club per above. 3) Mr. Schmitz to submit request to Public Works Director regarding signage on Woodinville-Duvall Road per above.

3. Discussion of Comprehensive Emergency Management Plan – Emergency Support Function #7: Resource Support

Mr. Schmitz reviewed ESF #7 including primary agencies, support agencies, policies, situation, concept of operations, procedures, and responsibilities.

Commissioners and staff discussed whether there should be only one primary agency (City of Woodinville Public Works), the use of equipment during an emergency, department and agency responsibilities, inventorying and managing donated goods, and managing monetary donations.

Action: 1) Clarify with ESCA how donated goods would be handled, and 2) clarify with City's Finance Director authorized use, liabilities and duration of use of monetary donations.

REPORT FROM EMERGENCY MANAGER

Mr. Schmitz announced the ham radio area of the Emergency Operations Center will be provided a laptop because it can be physically secured during an emergency better than the existing desktop computer.

Mr. Schmitz reported the City did not receive any applications for the EPPSC vacancy and one Commissioner is recovering from surgery. Additional Commissioner absences could affect the quorum. Commissioner Montgomery noted her appointment expires in November.

REPORTS FROM COMMISSION MEMBERS

Commissioner Lone reported on his vacation in Uganda Africa.

PUBLIC COMMENT

Kevin Coughlin, Woodinville Fire & Rescue Commissioner, announced the CERT Expo on August 18 at the Washington State Fire Training Academy in North Bend sponsored by Homeland Security. The cost to attend is \$30, attendees must have CERT training. Mr. Schmitz said he will send the announcement to the City's CERT volunteer list.

UPCOMING AGENDA TOPICS

- a) **Red Cross Presentation on Readiness Rating Program**
- b) **Draft Letter to King County regarding bike signage on Sammamish River Trail**
- c) **Request to Public Works Director regarding signage on Woodinville-Duvall Road**
- d) **ESF7 with clarifications**

ADJOURNMENT

The meeting was adjourned at 8:54 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 **Date:** 7/9/12
From: Zach Schmitz, Management Analyst *ZOS*
Subject: Bicycle Safety

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 draft document developed from Commission input at the June 11th meeting for editorial review.

RECOMMENDED MOTION:
FOR DISCUSSION ONLY AT THIS TIME.

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:** 7/9/12
From: Zach Schmitz, Management Analyst *ZS*
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. At the June 11, 2012 Commission meeting questions were raised regarding how donations were processed and used.

Donations to the City are authorized under RCW (Revised Code of Washington) 35.21.100, and by City of Woodinville Ordinance No. 521, and Chapter 3 of the Woodinville Municipal Code.

ALTERNATIVES:

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

RECOMMENDED MOTION:

For Discussion Only

ORDINANCE NO. 521

AN ORDINANCE OF THE CITY OF WOODINVILLE, WASHINGTON, CONCERNING DONATIONS OF PROPERTY TO THE CITY AND THE RESPONSIBILITY FOR THE ACCEPTANCE THEREOF; ADDING A NEW CHAPTER 3.22 TO THE WOODINVILLE MUNICIPAL CODE; PROVIDING FOR SEVERABILITY; ESTABLISHING AN EFFECTIVE DATE; AND PROVIDING FOR SUMMARY PUBLICATION.

WHEREAS, RCW 35.21.100 requires that donations to the City be accepted by ordinance and the City Council desires to establish a procedure and means for the receipt of, and accounting for, donations;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF WOODINVILLE, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1. A new Chapter 3.22 is hereby added to the Woodinville Municipal Code, to read as follows:

**“Chapter 3.22
Donations of Property to City**

Sections:

Section 3.22.010	Administration.
Section 3.22.020	Use.
Section 3.22.030	Acceptance.

3.22.010 Administration.

The City Manager or his designee shall have the responsibility for the financial administration of all donations to the City.

3.22.020 Use.

In the event a donor has indicated a desire for a particular use by the City of a donation, such donation shall, to the extent reasonably feasible, be used consistent with the donor's desired use.

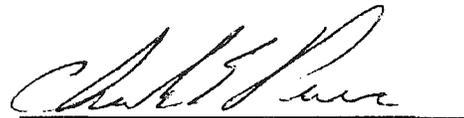
3.22.030 Acceptance.

All monetary and non-monetary donations with a current value of up to \$5,000 may be approved and accepted for the City by the City Manager. All donations with a value greater than \$5,000 must be accepted by Resolution of the City Council. The City Manager shall estimate the value of any non-monetary donation not supported by a *bona fide* appraisal, for the purposes of compliance with this section.”

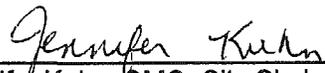
Section 2. Severability. If any section, sentence, clause or phrase of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase or word of this ordinance.

Section 3. Effective Date. This ordinance, being an exercise of a power specifically delegated to the City legislative body, is not subject to referendum, and shall take effect five (5) days after passage and publication of an approved summary thereof consisting of the title.

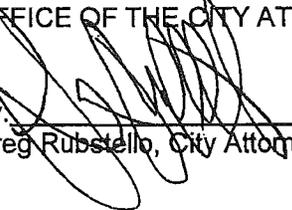
ADOPTED BY THE CITY COUNCIL AND SIGNED IN AUTHENTICATION OF ITS PASSAGE THIS 1ST DAY OF MARCH 2011.


Charles E. Price, Mayor

ATTEST/AUTHENTICATED:

By: 
Jennifer Kuhn, CMC, City Clerk

APPROVED AS TO FORM:
OFFICE OF THE CITY ATTORNEY

By: 
Greg Rubstello, City Attorney

PASSED BY THE CITY COUNCIL: 3-01-2011
PUBLISHED: 3-7-2011
EFFECTIVE DATE: 3-14-2011
ORDINANCE NO. 521

RCW 35.21.100

Donations — Authority to accept and use.

Every city and town by ordinance may accept any money or property donated, devised, or bequeathed to it and carry out the terms of the donation, devise, or bequest, if within the powers granted by law. If no terms or conditions are attached to the donation, devise, or bequest, the city or town may expend or use it for any municipal purpose.

[1965 c 7 § 35.21.100. Prior: 1941 c 80 § 1; Rem. Supp. 1941 § 9213-8.]