



# AGENDA ITEM 1

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

**Monday  
September 10, 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 Dennis Lone, Lillie Clinton, and Janine Brown (ex-officio).

**ABSENT:** Commissioners Angelo Krakoff 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 in the content and order of the agenda.

**PUBLIC COMMENT – None**

**SPECIAL PRESENTATION**

Management Analyst Zach Schmitz distributed the 2013-18 Preliminary Six Year Capital Improvement Plan Project list. He suggested Commissioners email him or Assistant to the City Manager Alexandra Sheeks with any ideas for new capital projects.

Commissioner Clinton expressed concern with gaps in sidewalks downtown and damaged sidewalks that are a hazard for small children, the elderly and the disabled.

**BUSINESS ITEMS**

**1. Minutes of July 9, 2012**

**Vice Chair Rojas moved to approve the minutes of July 9, 2012. Commissioner Lone seconded the motion.**

**Vote: All voted in favor of the motion, with the exception of Commissioner Clinton who abstained, and the motion carried (3-0-1).**

## 2. Woodinville-Duvall Road Signage Options

Mr. Schmitz reported the white, upright delineators on Woodinville-Duvall were installed to provide protection for a memorial sign, not to delineate the shoulder as a bike lane.

He explained all the entries to the City have "Share the Road" signage including the City's east boundary on Woodinville-Duvall Road. He relayed the Public Works Director's decision that the appropriate place for signage is at the entry points where signs already exist and he does not find a need to post additional safety signage on internal streets.

Discussion followed regarding areas with designated bike lanes, designated bike routes, and why bike lanes are intermittent.

*Action: No action.*

## 3. Emergency Support Function 8 – Public Health & Medical; 9 – Search and Rescue, and 10 – Hazardous Materials

### ESF 8 – Public Health & Medical

Mr. Schmitz explained Woodinville Fire & Rescue provides on-scene emergency medical treatment, determines the scope of injuries and the amount of resources needed. They also coordinate first aid stations, temporary medical facilities and morgues. During an incident, the King County Medical Examiner will declare the final number of deaths.

### ESF 9 – Search and Rescue

King County Sheriff handles land and water search and rescue efforts. CERT does some search and rescue. Disaster and urban search and rescue (removal and initial stabilization) is performed by Woodinville Fire & Rescue. The City provides backup only.

### ESF 10 – Hazardous Materials

Woodinville Fire & Rescue takes the lead; the City would have limited involvement such as establishing roadblocks. Eastside Hazmat Consortium determines threat and mitigation.

Discussion followed regarding the role of CERT volunteers in ESF 8 and 9 depending on the situation and CERT training offered by ESCA.

*Action: Names changes, etc. in the document will be done prior to submitting the ESFs to ESCA. The final version will come back to the EPPSC after review by ESCA.*

## 4. Report on Cascade Bicycle Club

Commissioner Lone reported on his conversations with Cascade Bicycle Club staff. They are working with King County to test signage on trails. They also have volunteers who will staff a safety emphasis booth on the trail to educate cyclists. They would be willing to work with Woodinville on a booth. Commissioner Lone stated the booth could be an opportunity for an event that included other community organizations. Mr. Schmitz commented there may be an opportunity on Bike to Work Day in May.

Mr. Schmitz requested further details regarding the size of the tent, expected number of people gathering, potential date, etc. to determine the need for a special event permit. Commissioner Lone agreed to follow up with Cascade Bicycle Club.

***Action: Commissioner Lone will obtain details from Cascade Bicycle Club regarding a booth along the trail in Wilmot Park next spring.***

### **REPORT FROM EMERGENCY MANAGER**

Mr. Schmitz reported Commissioner Montgomery will be recognized at the September 18 Council meeting for her service on the EPPSC. CERT volunteers are invited to a refresher tour of the Emergency Operations Center concluding with a search and rescue event on September 22.

### **REPORTS FROM COMMISSION MEMBERS**

Commissioner Clinton reported she was glad to be back and hoped to be able to attend meetings regularly again.

Commissioner Lone reported difficulty seeing the left turn arrow on the signal at Garden Way & 175<sup>th</sup> when traveling eastbound in the afternoon. Mr. Schmitz will investigate options with Public Works.

Commissioner Brown reported on chaplain training she attended this summer.

Vice Chair Rojas commented on the number of pedestrians crossing from the Little League parking lot during concerts at Chateau Ste. Michelle. Mr. Schmitz requested Vice Chair Rojas email him regarding a potential CIP project to address that issue.

Chair Brady reported his term on the EPPSC expires November 1, 2012. He has requested reappointment to another term.

Commissioner Clinton reported that although she believes it is illegal to turn right on a red right turn arrow, many drivers are doing it.

### **PUBLIC COMMENT – None**

### **UPCOMING AGENDA TOPICS**

- a) **Spring Bike Event**
- b) **ESF 11 and others**

### **ADJOURNMENT**

The meeting was adjourned at 8:27 p.m.

Respectfully submitted,

Linda Fava  
Staff Liaison

# AGENDA ITEM 2



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

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**To:** Honorable Emergency Preparedness and Public Safety Commission **Date:** 12/10/12  
**From:** Zach Schmitz, Management Analyst   
**Subject:** Reappointment of Ex-Officio Position

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**ISSUE:** Shall the Commission confirm the reappointment of Janine Brown as an Ex-Officio member of the Emergency Preparedness and Public Safety Commission?

**RECOMMENDATION:** To consider reappointment of Ex-Officio Janine Brown.

**POLICY DECISION:** Ordinance 506 of the City of Woodinville establishes that Ex-Officio members of the Emergency Preparedness and Public Safety Commission shall be appointed by the majority of the Commission. The term shall be established by the Commission at the time of appointment, but has customarily been for three years, and these individuals need not be residents of the City of Woodinville.

**BACKGROUND/DISCUSSION:** Commissioner Janine Brown has served two (2) three-year terms; initial appointment in December 2006, with reappointment in November 2009. The Ex-Officio position has no term limit stipulation, so the Commission may opt to reappoint Ms. Brown for another term.

**ALTERNATIVES:**

1. Confirm reappointment of Ms. Brown, as presented, or
2. Take no action, and request staff to solicit applicants for the Ex-Officio position.

**RECOMMENDED MOTIONS:**

1. I MOVE TO CONFIRM THE REAPPOINTMENT OF JANINE BROWN TO THE EMERGENCY PREPAREDNESS AND PUBLIC SAFETY COMMISSION FOR THE TERM ENDING NOVEMBER 1, 2015.

Attachment A: Letter from Janine Brown



Janine Brown  
Pastor

September 25, 2012

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**Meeting Location:**

17110 140<sup>th</sup> Ave NE  
Downtown Woodinville

Emergency Preparedness and Public Safety Commission  
City of Woodinville  
17301 – 133<sup>rd</sup> Ave NE  
Woodinville, WA 98072

Dear Commissioners:

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**Mailing Address:**

P.O. Box 138  
Woodinville, WA 98072

I am writing to express my interest in continuing my service on the Emergency Preparedness and Public Safety Commission. I have had the pleasure of serving from the beginning, when the commission was formed.

As a volunteer Fire Chaplain with Woodinville Fire Department and Police Chaplain with King County Sheriff's Office as well as a Pastor in the Woodinville community, emergency preparedness and public safety have always been important to me.

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425.402.4010 PH  
425.806-9673 FAX  
<http://www.newlife.net>

The value of a community preparing for disaster became clear to me when I responded to New Orleans as a Police Chaplain following Katrina. I saw what happens when a community is not prepared, as well as what a community can do when people come together to help one another.

I would be honored to continue in my ex-officio position on the commission, should the commission desire.

Thank you for your consideration.

A handwritten signature in black ink, appearing to read "Janine Brown", with a long horizontal flourish extending to the right.

Janine Brown  
Ex-officio Commissioner  
Emergency Preparedness and Public Safety Commission

# AGENDA ITEM 3



CITY OF WOODINVILLE, WA  
**REPORT TO THE EMERGENCY PREPAREDNESS  
COMMISSION**  
17301 133rd Avenue NE, Woodinville, WA 98072

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**To:** Honorable Emergency Preparedness and Public Safety Commission **Date:** 12/10/12  
**From:** Zach Schmitz, Management Analyst *ZS*  
**Subject:** Comprehensive Emergency Management Plan Review

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**ISSUE:** Shall the Commission review and discuss the following Comprehensive Emergency Management (CEMP) Emergency Support Functions (ESF):

- ESF 11 – Food and Water,
- ESF 12 – Energy,
- ESF 13 – Public Safety, Law Enforcement & Security

**RECOMMENDATION:** Review ESF 11, 12, and 13 from the Comprehensive Emergency Management Plan.

**BACKGROUND/DISCUSSION:** 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. The Commission has reviewed 10 of the 18 ESF's.

Here is a summation of the ESF's being reviewed:

- ESF 11 Identifies, secures, and arranges for the transportation of food and water.
- ESF 12 Coordinates the restoration of utilities (power) during extreme conditions.
- ESF 13 Identifies capabilities in force and critical infrastructure protection, security planning, and public safety in both pre-incident and post-incident situations.

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

**ALTERNATIVES:**

1. Approve ESF 11, 12, and 13 as presented.
2. Suggest modifications to the ESF's.
3. Request additional information.

**RECOMMENDED MOTION:**

*For Discussion Only*

## **EMERGENCY SUPPORT FUNCTION 11 FOOD AND WATER**

**PRIMARY AGENCY:** City of Woodinville Development Services Department  
City of Woodinville Parks and Recreation Department

**SUPPORT AGENCIES:** City of Woodinville Public Works Department  
City of Woodinville Police / King County Sheriff  
Woodinville Water District  
Emergency Services Coordinating Agency (ESCA)  
Public Health Seattle/King County  
King and Snohomish County Human Service Agencies  
Washington State Agencies  
Federal Agencies

### **I. INTRODUCTION**

#### **A. Purpose**

The purpose of this Emergency Support Function is to coordinate efforts to provide safe handling of food, water and donated goods for mass feeding and distribution; and for providing transportation to distribution sites during a catastrophic disaster.

#### **B. Scope**

This Emergency Support Function is applicable to catastrophic events that exceed the capabilities of the local resources available through City, county, private and volunteer agencies and organizations. This Emergency Support Function is designed to closely support Emergency Support Function 6 - Mass Care, Housing and Human Services.

### **II. POLICIES**

- A.** The City will coordinate through ESCA with county, state and federal officials and follow the policies of these agencies in the execution of this Emergency Support Function.
- B.** The City will work with all community, humanitarian and social service organizations to coordinate this activity.

- C. Public Health Seattle/King County will provide guidance to City departments and other agencies to ensure the safety of food and water to the public.
- D. The priority of providing food will be to areas of acute need then to areas of moderate need.

### III. SITUATION

An event of catastrophic proportion will deprive large numbers of people access to and/or the means to prepare food. In addition to disruption to the local food supply and distribution network, an event may destroy food supplies in the general area. Commercial cold storage and freezer facilities may be inoperable.

Water supplies will be insufficient in supply due to damage to the local distribution system, contamination or both. This will require potable water or beverage supplies to be distributed in mass quantities.

The City has limited experience in coordinating the distribution of food, water and donated goods in a catastrophic event; and if not handled properly, food, water and donated goods can become vehicles for illness and disease transmission, which must be avoided. Guidance for these activities will be provided by local and State Health authorities when appropriate.

### IV. CONCEPT OF OPERATIONS

- A. Development Services will be responsible for coordinating the functions of this Emergency Support Function with ESCA and county, state and federal agencies on behalf of the City as required by the nature and extent of the disaster.
- B. All requests for food and water of this magnitude will be processed through the ESCA Emergency Operations Center. The City will determine needs based on the information available and make request to the State through ESCA.
- C. Coordination of distribution locations will be done on a regional level. The City will provide information to ESCA regarding suitable locations for storage, distribution and mass feeding within the city.

- D. Locations suitable for providing storage, distribution and mass feeding capability from a single location will be preferred sites.
- E. The operational concepts and resources established for Emergency Support Function 6 - Mass Care, Housing and Human Services will be utilized in support of this function.
- F. Mass distribution of food and water will be provided for as short a period of time as possible. It is essential to the economic recovery of the community that regular methods of distribution through local businesses be re-established as quickly as possible.

## V. PROCEDURES

- A. Procedures established to carry out the responsibilities of Emergency Support Function 6 - Mass Care, Housing and Human Services will be utilized to guide the activities of City staff and agencies.
- B. Procedures established by state and federal agencies which are charged with food and water distribution under the state and federal response plans will be followed when these agencies are working within the city. City officials will support State and federal efforts as necessary.

## VI. RESPONSIBILITIES

- A. City of Woodinville Development Services Department
  - 1. Coordinate with ESCA and county, state and federal agencies regarding the need for food and water distribution within the city.
  - 2. Make requests for food and water resources through the ESCA Emergency Operations Center when local resources are/or will be inadequate to meet area needs.
  - 3. Provide support to county, state and federal agencies with City staff and resources available to support food and water distribution.

- B. City of Woodinville Parks and Recreation Department
  - 1. Identify suitable locations within the city for food and water distribution and mass feeding operations.
- C. Emergency Services Coordinating Agency
  - 1. Serve as the primary contact point and coordinate area wide activities in coordination with county, state and federal officials.
- D. Woodinville Police / King County Sheriff
  - 1. Provide law enforcement activities in support of food and water distribution.
- E. City of Woodinville Public Works Department
  - 1. Assist the Parks and Recreation Department with the identification of suitable locations for Points of Distribution.
  - 2. Provide staff and materials to facilitate movement of the public through the Points of Distribution (i.e. cones, barricades, flaggers to direct traffic, etc.)
  - 3. Provide support activities in food and water distribution as appropriate.
- F. Woodinville Water District
  - 1. Maintain well for back-up use should water system fail.
- G. King and Snohomish County Human Service Agencies
  - 1. Coordinate distribution activities and provide volunteer resources for distribution site management.
- H. County, State and Federal Agencies
  - 1. Provide food and water supplies, and coordination and distribution of food and water supplies, utilizing all available resources and procedures established in the agencies response plans.

## EMERGENCY SUPPORT FUNCTION 12 ENERGY

PRIMARY AGENCIES: Local Utility Providers  
City of Woodinville Disaster Coordinator

SUPPORT AGENCIES: State and Federal Agencies  
Emergency Services Coordinating Agency (ESCA)

### I. INTRODUCTION

#### A. Purpose

To provide for the coordination between the City of Woodinville, county, State and federal agencies and local utility providers for the effective use of electric power, natural gas and petroleum supplies.

#### B. Scope

The level to which energy supplies are restricted due to damages suffered during an emergency or disaster will be determined by the nature and scope of the event.

### II. POLICIES

A. The State of Washington and the Federal Government have the authority to restrict use of energy resources during times of emergency or disaster. The City of Woodinville shall comply with all orders issued regarding the curtailment of energy resources.

B. The City of Woodinville shall provide a liaison to coordinate energy related issues with county, state and federal officials and utility providers as necessary. This may be done through ESCA.

### III. SITUATION

Puget Sound Energy, which provides service to the City of Woodinville, is part of an organized collection of public and private generating and distribution facilities. They are interconnected to the Northwest Power Pool. Relying on the power pool concept, the electric power industry has developed the capability to provide power under extreme conditions.

Natural gas distribution is provided by Puget Sound Energy and is supplied primarily by Northwest Pipeline. Distribution of natural gas is subject to control of the federal government in response to supply and demand factors and emergency situations.

Petroleum fuel supplies are provided through a wide variety of sources and companies. Like natural gas and electricity it is subject to control by the federal government during times of emergency.

There is no centralized system at the local level to provide for the coordination of emergency services provided by public utility providers.

#### IV. CONCEPT OF OPERATIONS

- A. In the event of state or federally imposed energy restrictions, or in times of emergency when supplies of resources are strictly limited due to damage or shortage of energy supplies, the City will assign a liaison to communicate local needs with utility providers and county, state and federal authorities. This will normally be the Disaster Coordinator or the ESCA Director.
- B. Public and private utility providers are expected to manage and operate the utility within their own jurisdiction, providing energy resources based on requirements and capabilities.
- C. Public utility resources will be used to meet immediate and essential emergency needs, to include restoration of utilities to critical and essential facilities within the city. Outside resources may be requested through other utility providers, mutual aid agreements or through Washington State Emergency Management.
- D. To the maximum extent practical, and within the limitations imposed by state or federal government, public utilities will continue to provide services through their normal means. In the event curtailment orders are issued by the state or federal government, all utilities will comply with such orders.
- E. In the event that energy restrictions affect the delivery of supplies to the general public, the city may be required to enforce such restrictions locally. The need to provide enforcement will be evaluated and handled on a case-by-case basis.

## V. PROCEDURES

- A. Each utility provider has plans established for the restoration of utility services and for the emergency allocation of resources during times of restriction or shortage. These plans comply with state and federal plans for the curtailment of energy and petroleum products. These plans, which are developed and maintained by state and federal government, and utility providers are separately published documents.
- B. The city will follow guidelines and procedures as provided by state and federal officials at the time of emergency.

## VI. RESPONSIBILITIES

- A. City of Woodinville Disaster Coordinator or ESCA Director
  - 1. Serve as liaison to utility providers and higher levels of government during emergencies affecting energy utilities and provide information regarding priority needs within the city.
  - 2. Provide information to local agencies and officials, and the general public.
- B. Local Utility Providers
  - 1. Operate utilities according to established procedures during times of energy emergency.
  - 2. Provide for the restoration of utility services when disrupted.
  - 3. Provide information on status of utilities to county and state officials for dissemination to local jurisdictions.
- C. State and Federal Agencies
  - 1. Provide information and guidance to local jurisdictions during energy emergencies.
  - 2. Develop and maintain plans for the priority allocation of energy resources.
  - 3. Establish a means of gathering information from local jurisdictions regarding local energy needs and priorities.

**EMERGENCY SUPPORT FUNCTION 13  
PUBLIC SAFETY, LAW ENFORCEMENT AND SECURITY**

PRIMARY AGENCY: Woodinville Police / King County Sheriff

SUPPORT AGENCIES: Mutual Aid Police Agencies  
Washington State Patrol  
Washington State Emergency Operations Center  
Emergency Services Coordinating Agency (ESCA)

**I. INTRODUCTION**

**A. Purpose**

To provide for the effective coordination of local law enforcement operations and resources during major emergencies and disasters.

**B. Scope**

This Emergency Support Function augments existing mutual aid agreements, emergency response plans and procedures existing at the local, county and state levels. It provides guidance for managing and coordinating law enforcement functions and addresses public safety activities within the city.

**II. POLICIES**

A. The procedures established in local plans and consent and/or mutual aid agreements shall be utilized when responding to an emergency or disaster.

B. Additional resources necessary for law enforcement activities shall normally be obtained through agencies with which letters of mutual aid consent are in place.

**III. SITUATION**

Law enforcement emergencies may occur at anytime and under many circumstances. Major emergencies affecting law enforcement agencies include civil disturbances, crowd control at large public gatherings, evacuation activities, major transportation route disruptions and threats and acts of terrorism. General law enforcement problems may be compounded by disaster-related community

disruption. Law enforcement agencies may also be required to provide support activities to other City departments during emergencies.

#### IV. CONCEPT OF OPERATIONS

- A. The Woodinville Police / King County Sheriff Department is the Incident Command Agency for law enforcement activities within the city. Supporting agencies shall report to and operate under the Incident Commander. The Police Department may establish a unified command with supporting agencies during large-scale incidents.
- B. Letters of mutual aid consent exist with various law enforcement agencies throughout the state. Supplemental law enforcement assistance should be requested through these agencies.
- C. The Police Chief or designee will report to the Emergency Operations Center as necessary, to coordinate law enforcement field operations and resources when activated.
- D. As mandated by the National Incident Management System (NIMS), on-scene management of emergencies shall follow the Incident Command System.
- E. The Police Chief or designee shall provide direction and control over department resources and coordination with the Emergency Operations Center. Department personnel shall operate according to specific directives, department policies and procedures, and by exercising reasonable personal judgment when unusual or unanticipated situations arise and command guidance is not available.
- F. Command posts may be established for the coordination of field operations. The On-scene Commander shall provide regular status reports and coordinate requests through the Emergency Operations Center when activated. Co-location of command posts will be the preferred method of field operations when multiple departments/agencies have command posts established.
- G. Communications and emergency notifications shall be through established channels and procedures.
- H. Notification of off duty personnel shall be done according to department procedures, by telephone, department radio, pager or by Emergency Public Information Procedures.

- I. When the emergency warrants the involvement of state and/or federal military law enforcement agencies, the Police Chief shall be responsible for the coordination of activities between these agencies and the City, and for providing appropriate information to the Emergency Operations Center when activated.

## V. PROCEDURES

- A. Responding agencies are responsible for the development of response procedures for their agency, and for training employees involved in emergency response.
- B. Response plans, agency procedures and mutual aid agreements are separately published documents which should be developed in coordination with other response agencies for the jurisdiction.

## VI. RESPONSIBILITIES

- A. Woodinville Police / King County Sheriff
  1. Provide law enforcement activities within the city.
  2. Provide emergency traffic control, coordination of evacuation operations, perimeter control and assistance with city-wide damage assessment.
  3. Provide security at the Emergency Operations Center and other critical locations when necessary.
  4. Provide communications equipment and emergency notification and warning activities within the city.
  5. Coordination of explosive device identification, handling and disposal.
  6. Provide support to the King County Medical Examiner in the identification of the deceased.
  7. Serve as liaison between City personnel and military and state and federal law enforcement agencies responding to emergencies.
  8. Provide direction and control for air, water and land search and rescue activities.

B. Mutual Aid Police Agencies

1. Provide law enforcement operational support with staff, equipment and supplies in accordance with existing consent and/or mutual aid agreements.

C. Emergency Services Coordinating Agency (ESCA)

1. Request law enforcement through outside agencies and coordinate incoming support resources as appropriate.

D. Washington State Patrol

1. Provide law enforcement on State and interstate highways within the city.
2. Provide law enforcement operational support with staff, equipment and supplies in accordance with existing agreements and/or as requested through the State Emergency Operations Center, when activated.

E. Washington State Military Emergency Operations Center

1. Coordinate requests for State and federal resources as appropriate.
2. Provide National Guard support to law enforcement as requested and as approved by the Governor.

F. Federal

*See Emergency Support Function (ESF) – 20: Defense Support the Civil Authorities.*

# AGENDA ITEM 4



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

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**To:** Honorable Emergency Preparedness and Public Safety Commission **Date:** 12/10/12  
**From:** Zach Schmitz, Management Analyst  
**Subject:** Spring Bike Event

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**ISSUE:** Shall the Commission review and discuss the options for participation in a Spring Bike Event?

**BACKGROUND/DISCUSSION:** During the Commission meeting of September 10, 2012, there was a suggestion that the Commission participate in a Spring Bicycle Event.

May is National Bike to Work Month, with Bike to Work Day falling on May 18, in 2012. Commute stations have traditionally been set up throughout the region in the morning to provide commuters information and free items. Wilmot Gateway Park is the commute station area for Woodinville.

Staff will provide additional options that have been conducted in other Cities to see what direction the Commission would like to move forward with.

**ALTERNATIVES:**

1. Request additional information.

**RECOMMENDED MOTION:**

*For Discussion Only*