

**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
vacant – Pos. 7
Janine Brown – Ex officio member
vacant – Ex officio member



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

February 4, 2013; 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 September 10 and December 10, 2012
2. Appointment of Chair and Vice Chair
3. Discussion of City's Use of Police Cameras
4. Request to Council for Removal of Absent Commissioner

REPORT FROM EMERGENCY MANAGER

REPORTS FROM COMMISSION MEMBERS

PUBLIC COMMENT

ADJOURNMENT

NEXT REGULAR MEETINGS: March 11, 2013 7:00 p.m.
April 8, 2013 7:00 p.m.

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.

While riding on the Metro Access transit, Comm. Clinton has noticed there are more right turn arrow lights at intersections. The Access driver indicated that he believed it to be illegal to turn right on a red arrow, but Ms. Clinton notices that many drivers do so. She wondered if the City should disseminate information about the illegality of that right turn policy, specifically as it applies to the intersection of 182nd and 131st Avenue NE. Staff informed Ms. Clinton that intersection was under Bothell's oversight.

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

Commissioner Lone reported difficulty seeing the left turn arrow on the signal at Garden Way & 175th 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.

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

EPPSC September 10, 2012

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

**Monday
December 10, 2012**

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

CALL TO ORDER

The meeting was called to order at 7:01 p.m. by Chair Brady.

ROLL CALL

PRESENT: Chair Mace Brady, Vice Chair Marc Rojas and Commissioners Dennis Lone and Lillie Clinton.

ABSENT: Commissioners Angelo Krakoff and Janine Brown (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

Chair Brady requested Discussion of Action to Remove Absent Member be added as Agenda Item 5.

Commissioner Lone moved to approve the agenda as amended. Commissioner Clinton seconded the motion.

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

PUBLIC COMMENT

Management Analyst Zach Schmitz offered to forward Commissioners a citizen's email regarding the Council upcoming discussion in January about the purpose of the EPPSC.

SPECIAL PRESENTATION – None

BUSINESS ITEMS

1. Minutes of September 10, 2012

Commissioner Clinton referred to the report of her comments on page 3, requesting the specific location she referenced be included.

Action: Executive Assistant/Deputy City Clerk Linda Fava will listen to the audio and report back at the next meeting.

2. Reappointment of Ex-Officio Position – Janine Brown

Chair Brady reviewed the staff report.

Vice Chair Rojas moved to confirm the reappointment of Janine Brown to the Emergency Preparedness and Public Safety Commission for the term ending November 1, 2015.

Commissioner Clinton seconded the motion.

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

3. Emergency Support Functions: 11- Food and Water, 12- Energy, and 13- Public Safety, Law Enforcement and Security.

ESF 11 – Food and Water

Mr. Schmitz explained FEMA Point of Distribution information will be incorporated into the document at some point. Commissioner Clinton raised the issue of providing assistance to the special needs population during an emergency. Following a brief discussion, Mr. Schmitz suggested including language in ESF 6 - Mass Care regarding organizations responsible for soliciting information about the special needs population. Discussion continued regarding the Red Cross' involvement in mass distribution of food and water and factors in selecting a point of distribution or shelter. Commissioners requested the following specific changes:

- Delete reference to Woodinville Parks and Recreation Department
- Delete VI.B, move VI.B.1 to VI.A.4, re-letter subsequent paragraphs
- Change “mass feeding” to “mass distribution”

ESF 12 – Energy

Commissioners reviewed and no changes were made. Mr. Schmitz reported on Seattle City Light's use of social media.

ESF 13 – Public Safety, Law Enforcement and Security

Commissioners reviewed and no changes were made.

4. Spring Bike Event

Commissioner Lone relayed a representative from Cascade Bicycle Club was interested in a bicycle event in Woodinville to distribute information regarding bicycles on the trail as well as making a presentation to the EPPSC. Mr. Schmitz reported the All Fools parade and festivities is being moved to the summer; that event and the summer concert series may be opportunities to distribute information regarding trail safety.

Action: Commissioner Lone will invite the Cascade Bicycle Club to make a presentation at an upcoming meeting, possibly the January 14 meeting.

5. Discussion of Action to Remove Absent Member

Vice Chair Rojas moved to submit a letter to the Council requesting they take action in accordance with the EPPSC bylaws to remove EPPSC member, Angelo Krakoff. Commissioner Lone seconded the motion.

Discussion followed regarding the bylaw that allows removal of a Commissioner after three unexcused absences, timeline for the Council to take action, and how a Commissioner is informed that action has been taken. Mr. Schmitz encouraged the Commission to be consistent in the future with requesting removal of Commissioners who have three unexcused absences.

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

REPORT FROM EMERGENCY MANAGER

Mr. Schmitz reported Brightwater has informed the City that they will be included on the list of contacts in their Response Plan and will be notified when an incident occurs.

Mr. Schmitz reported the City is changing their 800 MHz radio frequency to better coordinate with all responders. He reported the 2013-2014 budget includes an additional police officer as well as the purchase of a Public Works vehicle that can be equipped with a snow plow.

REPORTS FROM COMMISSION MEMBERS

Commissioner Lone inquired about efforts to fill the vacancies on the EPPSC. Ms. Fava explained the two vacant positions have been advertised in the Woodinville Weekly and Woodinville Wire since April. Two recent applicants who reside outside the City can only be considered for the vacant ex-officio position. There have been similar difficulties filling Planning Commission and Tree Board vacancies.

Commissioner Clinton reported on a recent public education meeting at the Renton Office of Emergency Management where attendees were provide a flash drive with preloaded information such as Take Winter by Storm, How to Have a Successful Disaster, etc. It was agreed to add a presentation by Commissioner Clinton on "How to Have a Successful Disaster" to the next meeting's agenda.

PUBLIC COMMENT – None

UPCOMING AGENDA TOPICS

- a) **Bylaw Enactment to Request Council Consider Removal of Absent Commissioner**
- b) **How to Have a Successful Disaster (Commissioner Clinton)**

ADJOURNMENT

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

Vote: All voted in favor of the motion, and the motion carried (4-0). The meeting was adjourned at 9:05 p.m.

Respectfully submitted,

Linda Fava
Staff Liaison

AGENDA ITEM 2



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

To: Honorable Emergency Preparedness &
Public Safety Commission
From: Zach Schmitz, Management Analyst *ZS*
Subject: Appointment of Chair and Vice Chair

Date: 2/4/13

ISSUE: Shall the Emergency Preparedness and Public Safety Commission select a new Chair and Vice Chair?

RECOMMENDATION: To select a new Chair and Vice Chair of the Commission.

POLICY DECISION: Upon selection, the new Chair will preside over Commission meetings for the remainder of the year. The Vice Chair presides over meetings in the absence of the Chair.

BACKGROUND/DISCUSSION: The Bylaws for the Emergency Preparedness and Public Safety Commission provide for the selection of a new Chair and Vice Chair of the Commission at the first regular meeting of the Commission in February of each year.

Roles of the officers include presiding over meetings, appoint standing or special committees, and to see that the transaction of Commission business is carried out according to the Bylaws.

ELECTION RULES

1. Nominations may be offered from the chair, from the floor, by a committee, or by write-in ballot.
2. Nominations may be closed by the chair when it appears that no more nominations will be offered, or they may be closed by a two-thirds majority vote. A motion to close nominations is in order only after a reasonable opportunity to make nominations has been given.
3. Voting is usually done by voice, by roll call, by ballot, or by "acclamation" (when only one candidate has been nominated).

The newly elected Chairman shall be elected and preside over the remainder of the February 4 meeting.

The Bylaws for the Emergency Preparedness and Public Safety Commission are attached.

RECOMMENDED MOTION:

NOMINATE AND ELECT A COMMISSION CHAIR AND VICE CHAIR ACCORDING TO THE ESTABLISHED BYLAWS OF THE EMERGENCY PREPAREDNESS AND PUBLIC SAFETY COMMISSION.

ATTACHMENT 1: Emergency Preparedness & 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 17301-133rd 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

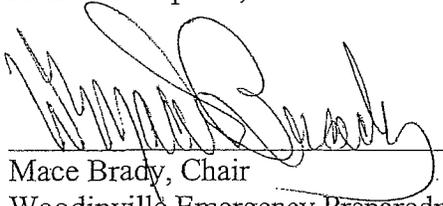
The accumulation, by any member, of three (3) consecutive unexcused absences from regular meetings and/or public hearings during a calendar year constitutes grounds for recommendation, by the Commission to the City Council, for removal of that member. An excused absence will be granted to any member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

Article X AMENDMENTS

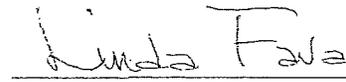
These Bylaws may be amended, from time to time, at any meeting of the Commission provided that notice of said proposed amendment, together with precise wording of such changes, shall be given each member, in writing, at least five (5) days prior to said meeting. The affirmative vote of at least four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



Mace Brady, Chair
Woodinville Emergency Preparedness
and Public Safety Commission



Linda Fava, Secretary
Woodinville Emergency Preparedness
and Public Safety Commission

AGENDA ITEM 3



CITY OF WOODINVILLE, WA

**REPORT TO THE EMERGENCY PREPAREDNESS &
PUBLIC SAFETY COMMISSION**

17301 133rd Avenue NE, Woodinville, WA 98072

To: Honorable Emergency Preparedness and Public Safety Commission **Date:** 02/04/13
From: Zachary W. Schmitz, Management Analyst *ZS*
Subject: Video Technology for Law Enforcement and Other City Purposes

ISSUE: Shall the Emergency Preparedness and Public Safety Commission review and comment regarding the possible use of video technology for law enforcement and other City purposes?

RECOMMENDATION: To receive a technology demonstration and to determine interest to further evaluate use of this technology for law enforcement and other city purposes.

BACKGROUND/DISCUSSION: The use of video technology was discussed at the January 22, 2013 Council meeting. The City Council voted to have the Emergency Preparedness and Public Safety Commission review and comment on the topic.

Police departments nationwide are searching for new and better ways to prevent and reduce crime. Video technology today has more flexibility, capability and is much more affordable to local law enforcement agencies.

Cameras and automated license plate readers can be effective tools for law enforcement to identify suspect or stolen vehicles; aid in the response to/or investigation of crimes; and provide important information in motor vehicle accidents. Additionally, video cameras can also provide valuable information to the Public Works Department for traffic counts; analysis of traffic patterns; or analysis of traffic accidents.

The Approved 2013/2014 Budget allocated funds for a potential high resolution camera system for use in public areas to help deter and prevent crime. The City is reviewing the pro's and con's of a possible system deployment.

Staff will explain and demonstrate some of this technology, identify and discuss some of the legal issues and constraints, and identify and discuss some of the political and community issues and constraints.

ALTERNATIVES:

1. Receive the report and provide comments to staff.
2. Request additional information.

RECOMMENDED MOTION:

THIS ITEM IS FOR DISCUSSION ONLY.

Attachment 1
City of Woodinville, Washington
PRELIMINARY GUIDELINES FOR USE OF VIDEO TECHNOLOGY IN WOODINVILLE
January 2013

These proposed guidelines apply only to the general use of video technology deployed on city-owned streets, parks, or properties and are not intended to apply to the use of video technology authorized by lawful warrants as part of a criminal investigation.

1. Video technology shall only be used to investigate crimes when reliable, actionable information has been presented to and approved by the Woodinville Police Chief.
2. Video technology may only be used in compliance with applicable laws.
3. Video technology shall only be used in public areas where there is no reasonable expectation of privacy.
4. Notice that video technology surveillance is in use shall be posted in proximity to where it is deployed, unless it is being used as part of an authorized undercover operation.
5. Video technology may be used to determine the cause of motor vehicle accidents.
6. Video technology shall not be used for general surveillance of the public.
7. Video technology shall not be used to issue violation citations.
8. Video data shall only be retained for 30 days unless the Woodinville Police Chief finds that incident specific data must be retained in the course of an investigation.
9. Use of video technology shall be logged by date, time, reason, and employee name; and a monthly report of such activity shall be prepared by the Police Chief.

AGENDA ITEM 4



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

To: Honorable Emergency Preparedness and Public Safety Commission **Date:** 2/4/13
From: Zach Schmitz, Management Analyst
Subject: Commission Member Removal Recommendation

ISSUE: Shall the Commission review the procedures for removing a Commissioner.

RECOMMENDATION: To submit a letter to City Council requesting the removal of Commissioner Angleo Krakoff from the Emergency Preparedness and Public Safety Commission, as allowed by Ordinance 506 Chapter 2.25.020.

BACKGROUND/DISCUSSION: Commissioner Krakoff has missed four consecutive meetings, with his last attendance being on April 23, 2012. The Commission voted to have staff draft a letter to submit to City Council to request the removal of Commissioner Krakoff under Ordinance 506 Chapter 2.25.020 section 4 of the Woodinville Municipal Code. The Chapter outlines removal as

“Members of the Emergency Preparedness and Public Safety Commission may be removed by a majority vote of the entire City Council for neglect of duty, conflict of interest, malfeasance in office, unexcused absences of more than three consecutive regular meetings, or other cause in the City Council’s sole discretion. The decision of the City Council regarding any such removal shall be final and not subject to appeal.”

A formal letter, once approved would be forwarded to the City Council for review. A draft letter will be presented to help facilitate changes to the draft content or form.

ALTERNATIVES:

1. Approve the letter for formal removal of Commissioner Krakoff as presented.
2. Suggest modifications to the letter.
3. Request additional information.

RECOMMENDED MOTION:

I MOVE TO APPROVE THE FORMAL REQUEST FOR REMOVAL OF COMMISSIONER KRAKOFF [AS PRESENTED OR AMENDED].