

**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 SPECIAL AGENDA**

March 11, 2013; 7:00 PM

COUNCIL CHAMBERS; 17301 133<sup>rd</sup> Avenue NE Woodinville, WA 98072  
[www.ci.woodinville.wa.us](http://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**

Serena Lehman, Cascade Bicycle Club

**BUSINESS ITEMS**

1. Minutes of February 4, 2013
2. Update on Surveillance Camera Research
3. Comprehensive Emergency Management Plan Review of  
Emergency Support Functions 20, 23, and 24

**REPORT FROM EMERGENCY MANAGER**

**REPORTS FROM COMMISSION MEMBERS**

**PUBLIC COMMENT**

**ADJOURNMENT**

**NEXT REGULAR MEETINGS:** April 8, 2013 7:00 p.m.  
May 13, 2013 7:00 p.m.

# AGENDA ITEM 1

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

**Monday  
February 4, 2013**

**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, Police Chief Sydney Jackson, and Council Liaison to the EPPSC Councilmember Les Rubstello.

**FLAG SALUTE**

Chair Brady led the flag salute.

**APPROVAL OF AGENDA IN CONTENT AND ORDER**

**Vice Chair Rojas moved to approve the agenda. Commissioner Lone seconded the motion.**

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

**PUBLIC COMMENT – None**

**SPECIAL PRESENTATION – None**

**BUSINESS ITEMS**

**3. Discussion of City's Use of Police Cameras**

Chief of Police Sydney Jackson described the scope and background, explaining one of the goals of the Woodinville Police Department is to reduce the crime rate. Video camera technology is one available resource to add to the Police Department as a "force multiplier." Today's technology is faster, less expensive, wider reaching and has greater functionality in hardware and software analytics. She described use of video cameras at Rotary Park. A 2010 Safety Grant provided for the purchase of a replacement camera at Rotary Park. She explained a live demonstration was provided to the Council using a camera mounted outside Council Chambers.

Chief Jackson reviewed the principle objectives of video monitoring in public areas:

- Promote a safe environment by deterring acts of theft, vandalism, harassment, and assault.

- Assist in the identification of individuals involved in criminal activity.
- Assist in the safe daily operation of City parks and facilities.
- Assist law enforcement agencies in investigating criminal activity

She also reviewed preliminary guidelines and general principles of use:

- To ensure there is no violation of a person's reasonable expectation of privacy, video cameras shall be focused on public areas, city streets and city owned property.
- The City shall comply with all local, federal and case law applicable to the use of surveillance cameras in public space.
- Video monitoring and/or recording will be conducted in a professional, ethical and legal manner with appropriately trained and supervised employees approved by the Police Chief.
- Video technology shall only be used to investigate crimes when reliable, actionable information has been presented to, and approved by, the Police Chief.
- Notice that video surveillance is in use may be posted in proximity to where it is deployed and/or posted on the City website, unless it is being used as part of an authorized undercover operation.
- Information obtained through video monitoring and/or recording will be used exclusively for safety and security purposes and only released in accordance with policy or as required by law.
- Video data shall only be retained for 30 days unless the Police Chief finds that incident-specific data must be retained in the course of an investigation. (This is subject to discussion and the capabilities of current City server systems.)
- Violations of this policy and procedure could result in disciplinary action and may subject those involved to criminal and/or civil liability under applicable state and federal laws.

Chief Jackson explained video technology will not be used for:

- General surveillance of the public
- To issue notices of infraction for traffic or civil violations
- Profiling of individuals
- Surveillance of areas with an expectation of privacy

Chief Jackson relayed recommendations made to the City Council:

- Bring the issue to the Emergency Preparedness and Public Safety Committee for discussion and recommendations.
- Public Opinion Survey
- Community meetings
- Public hearings at City Council meetings

Discussion followed regarding the vendor that made the presentation to the Council (Leverage Information Systems), automated license plate readers, community partnerships with businesses, equipment costs, potential camera locations, future ability to allow police access to a business' security cameras with a 911 call, review of data following a crime, fixed versus zoom cameras, potential vandalism, signs as a deterrent, whether cameras actually lead to a reduction in crime rates, ability to gray out windows, security of data, records retention and public records requests,

2013 budget for cameras/automated license reader, importance of demonstrating to public that areas can be grayed out, and potential for a solar energy source.

*Action: Commissioners interested in moving forward. Recommended determining high crime areas and camera locations and possibly businesses interested in partnering before presenting to public. This item was requested to be scheduled on the next EPPSC agenda for further discussion.*

## 1. Minutes

September 10, 2013

Vice Chair Rojas moved to approve the minutes of September 10, 2013. Commissioner Clinton seconded the motion.

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

December 10, 2012

Vice Chair Rojas moved to approve the minutes of December 10, 2013. Commissioner Clinton seconded the motion.

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

## 2. Appointment of Chair and Vice Chair

Chair

Commissioner Lone nominated Marc Rojas as Chair. Commissioner Rojas declined due to his work schedule.

Commissioner Rojas nominated Mace Brady as Chair. Commissioner Clinton seconded the nomination.

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

Vice Chair

Commissioner Clinton nominated Marc Rojas as Vice Chair. Commissioner Lone seconded the nomination.

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

## 4. Request to Council for Removal of Absent Commissioner

Staff provided a draft letter from the EPPSC to the City Council requesting formal removal of Commissioner Krakoff in accordance with the EPPSC's bylaws.

Vice Chair Rojas moved to accept the letter as written. Commissioner Clinton seconded the motion.

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

Council Liaison to the EPPSC Councilmember Les Rubstello advised review of all boards and commissions is an agenda item for the Council retreat in March.

#### **REPORT FROM EMERGENCY MANAGER**

**Commissioner Clinton moved to cancel the February 11, 2013 meeting. Vice Chair Rojas seconded the motion.**

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

Mr. Schmitz reported one application has been received for the Commission vacancy; the deadline for applications is March 1, 2013. Council will interview candidates on March 12, 2013.

Mr. Schmitz reported there is a fixed camera focused on the Police substation door to enable staff to see who is ringing the bell.

#### **REPORTS FROM COMMISSION MEMBERS**

Commissioner Clinton reported she will learn at next week's post-surgery appointment whether further surgery is necessary. She may also be locating outside Woodinville. She will resign if further surgery is necessary or she moves out of Woodinville, potentially in August or September.

**PUBLIC COMMENT – None**

#### **UPCOMING AGENDA TOPICS**

- a) **Continued Police Camera Discussion**
- b) **Bike Club Presentation**

#### **ADJOURNMENT**

**Commissioner Lone moved to adjourn the meeting. Commissioner Clinton seconded the motion.**

**Vote: All voted in favor of the motion, and the motion carried (4-0). The meeting was adjourned at 8:25 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  
**From:** Zach Schmitz, Management Analyst *ZS*  
**Subject:** Surveillance Camera Research Update

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**Date:** 03/11/13

**ISSUE:** Shall the Commission review a progress update regarding the research for the use of video technology for Law Enforcement and other City purposes.

**RECOMMENDATION:** Receive and file the progress update.

**BACKGROUND/DISCUSSION:** The use of video technology was discussed at the February 4, 2013 Commission meeting, with a special presentation from Police Chief Jackson. The City has since developed and released a community survey.

Staff will present the City's outreach schedule and outline the "next steps" that may occur for this research project.

**ALTERNATIVES:**

1. Request additional information.

**RECOMMENDED MOTION:**

*For Discussion Only*

# AGENDA ITEM 3



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:** 03/11/13  
**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 14 – Long-Term Community Recovery and Mitigation,
- ESF 15 – Public Affairs

**RECOMMENDATION:** Review ESF 14 and 15 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 13 of the 18 ESF's.

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

- ESF 14: Provides guidance for the recovery and restoration activities after a major emergency or disaster.
- ESF 15: Coordinates the release of critical information to the community, first responders, government agencies, media, and the private sector.

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

**ALTERNATIVES:**

1. Approve ESF 14 and 15 as presented.
2. Suggest modifications to the ESF's.
3. Request additional information.

**RECOMMENDED MOTION:**

*For Discussion Only*

## EMERGENCY SUPPORT FUNCTION 14 LONG-TERM COMMUNITY RECOVERY AND MITIGATION

PRIMARY AGENCIES: City of Woodinville Public Works Department  
City of Woodinville Development Services Department

SUPPORT AGENCIES: Emergency Services Coordinating Agency (ESCA)  
All City of Woodinville Departments  
King/Kitsap Chapter American Red Cross  
Washington State Emergency Operations Center  
County, State and Federal Agencies

### I. INTRODUCTION

#### A. Purpose

To provide guidance for the overall recovery and restoration activities taking place in the city following a major emergency or disaster. The recovery phase includes both short-term and long-term activities. Short-term activities begin during the response phase of the disaster and can last up to six (6) months; long-term activities may continue for ten (10) years or more. Mitigation activities are on-going and will continue to be addressed throughout the response and recovery phases of a disaster.

#### B. Scope

Recovery and restoration activities taking place following any emergency or disaster will be determined by the specific event. The goal of long-term recovery is to restore the City to pre-disaster (or improved) condition. Some of the long-term recovery activities are extensions of short term activities; other long-term tasks begin after short term tasks are completed. City, county, state and federal agencies may be involved in activities depending upon the event and scope of the situation.

### II. POLICIES

- A. A preliminary damage assessment shall be carried out any time there is a potential for a Presidential Declaration of a disaster or if an assessment is requested by state or county officials. This information shall be provided to the Emergency Services Coordinating Agency in order to support the Governor's disaster declaration to the President.

- B. The City shall provide support to local, state and federal officials in the completion of Damage Survey Reports in order to expedite the availability of Public and Individual Assistance Programs that provide support in the overall recovery of the community. Additional information on damage assessment activities may be found in Emergency Support Function 23 - Damage Assessment.
- C. Recovery activities of state, federal and organized volunteer agencies will be coordinated through a Disaster Field Office. The location and level of operation will be determined by the extent on the disaster and upon the needs of local jurisdictions.
- D. ESCA will provide a liaison to coordinate activities with the Disaster Field Office when requested by Washington State Division of Emergency Management or the Federal Emergency Management Agency.
- E. Detailed information regarding mitigation policies and activities of the City of Woodinville can be found in the *North King and South Snohomish Counties Regional Mitigation Plan*, a separately published document.

### III. SITUATION

Major emergencies or disasters which require recovery and restoration activities to take place may occur at anytime. Recovery and restoration activities include but are not limited to: repair of damaged facilities, utilities and infrastructure; site decontamination; and broad-based assistance to citizens and businesses. Depending upon the nature of the event, one or more City departments will have a role in restoration and recovery activities.

### IV. CONCEPT OF OPERATIONS

- A. The Development Services and Public Works Departments shall be the lead agencies for damage assessment activities within the city. The damage assessment process will include staff from all City departments capable of contributing to this effort and shall be carried out in a cooperative manner.
- B. The American Red Cross utilizes a damage survey process in order to determine the effect of the disaster on individual citizens and to evaluate immediate human needs. This assessment can contribute to the overall picture of damage status and should be coordinated when possible.

- C. In most disaster recovery situations a team composed of state and federal disaster assistance employees will be assigned to the City to assist with damage survey and provide restoration guidance. The team will normally be located at the ESCA Office.
- D. Following an evaluation of damage, appropriate City staff and other involved agencies will determine priorities for repair of essential facilities, utilities and infrastructure.
- E. In situations where disaster recovery is primarily composed of repair to facilities, utilities and infrastructure the Public Works Department will be the lead City agency for recovery efforts. In situations where there is contamination from hazardous materials releases requiring long term mitigation and clean up activities the Washington State Department of Ecology will be the lead agency.
- F. The Administrative Services Department will be responsible for preparing work contracts, and for the collection and documentation of all costs associated with disaster response and recovery activities.
- G. In situations where the county or state has received a Presidential Disaster Declaration, state and federal funds will be made available to assist local jurisdiction with disaster costs. Administrative Services, with assistance from other City departments, will prepare all financial documentation required by the state and federal government to ensure recovery of allowable disaster costs.
- H. In major events requiring the involvement of multiple City departments, support agencies or community support groups the City Manager may appoint a Recovery Task Force to coordinate recovery activities within the city.
- I. In disaster recovery situations involving major damage to portions of the city, it may be necessary to evaluate reconstruction and zoning in certain areas. This may include sensitive land use areas, areas targeted for re-development or re-zoning and areas which need other improvements. Development Services will be responsible for reviewing such areas and making recommendations regarding re-building, re-zoning and other desirable community improvements. The department will also research potential funding sources for such improvements.
- J. The City Clerk shall provide training and information to City departments regarding the protection of vital city records prior to emergency situations. In post emergency or disaster situations where vital records have been

damaged or destroyed, the City Clerk shall have the lead role for recovering and restoring vital records. City departments shall provide assistance to the City Clerk as requested.

## V. PROCEDURES

- A. Specific information on Damage Assessment procedures can be found in the City of Woodinville *Damage Assessment Manual*, currently under development.
- B. The City of Woodinville will follow established state and federal procedures required for the recovery of disaster costs.
- C. The City of Woodinville may develop special policies for recovery and restoration and ordinances for zoning, development and construction following a disaster.

## VI. RESPONSIBILITIES

- A. City of Woodinville Public Works Department
  - 1. Provide staff to coordinate damage assessment information reported to the Emergency Operations Center.
  - 2. Coordinate the evaluation of facilities, utilities and infrastructure damaged during a disaster and establish priorities for repair.
  - 3. Make emergency temporary repairs to City facilities as necessary.
  - 4. Work with other local, state and federal agencies involved in repair and recovery activities within the city to ensure coordinated and efficient operations.
  - 5. When appropriate, serve as the City's liaison with disaster assistance teams from the state and federal government.
  - 6. Document all costs and activities associated with disaster response and recovery activities and provide information to the City Manager.
  - 7. Serve as a member of the Recovery Task Force as appropriate.

- B. City of Woodinville Development Services Department
  - 1. Evaluate land use, zoning and target improvement areas following a disaster. Make appropriate recommendations.
  - 2. Serve as a member of the Recovery Task Force as appropriate
- C. City of Woodinville City Manager
  - 1. Activate the Recovery Task Force when necessary and serve as chairperson.
  - 2. Oversee disaster recovery operations in the city.
- D. City of Woodinville Administrative Services
  - 1. Collect information regarding disaster related costs, prepare documentation and submit to appropriate state and federal agencies.
  - 2. Serve as a member of the Recovery Task Force as appropriate.
- E. City of Woodinville City Clerk
  - 1. Provide training and information to City departments regarding the protection of vital City records.
  - 2. Coordinate recovery and restoration activities associated with vital City records.
- F. All City of Woodinville Departments
  - 1. Evaluate City facilities as appropriate and establish priorities for repair.
  - 2. Document all costs and activities associated with disaster response and recovery activities and provide information to the City Manager.
  - 3. Serve as a member of the Recovery Task Force as appropriate.
- G. Emergency Services Coordinating Agency
  - 1. Coordinate the activation and use of Community Emergency

Response Team (CERT) volunteers to assist with Damage Assessment.

2. Serve as liaison between state/federal disaster recovery teams and the city as appropriate. Assist the City as needed.
3. Provide a location for state/federal disaster recovery teams to work as necessary.

H. WA State Emergency Operations Center

1. Coordinate activities of Disaster Reservists in support of Preliminary Damage Assessment mission.

I. County, State and Federal Agencies

1. Provide direction and support to the City during disaster recovery operations.

## **EMERGENCY SUPPORT FUNCTION 15 PUBLIC AFFAIRS**

**PRIMARY AGENCY:** City of Woodinville Disaster Coordinator  
Emergency Services Coordinating Agency (ESCA)

**SUPPORT AGENCIES:** All City Departments  
NORCOM  
Washington State Emergency Operations Center  
Federal Emergency Management Agency

### **I. INTRODUCTION**

#### **A. Purpose**

1. To ensure that sufficient assets are mobilized during emergencies or disasters to provide accurate, coordinated and timely information to impacted communities and populace, first responders, governments, media and the private sector.
2. To provide resource support and mechanisms to implement a local Joint Information Center (JIC) when necessary, supplementing first responder public information officers (PIOs) operations with JIC resources.

#### **B. Scope**

This Emergency Support Function details the establishment of support positions to coordinate communications to various audiences. It applies to all City departments that may require public affairs or public information support; or whose public information support or assets may be employed during an emergency or disaster.

### **II. POLICIES**

- A. It is the policy of the City of Woodinville to provide consistent, accurate, complete and timely information using all available communications methods.
- B. It is the policy of the City to coordinate the development and dissemination of all disaster-related public information through the designated Public Information Officer.

### III. SITUATION

Emergency or disaster situations are typically complex and extend beyond one operational period, possibly exhausting the public information capability of the City.

### IV. CONCEPT OF OPERATIONS

- A. The City Manager appoints a Public Information Officer (PIO) to act as the official for coordinating the dissemination of emergency public information as approved and authorized by the City Manager.
- B. Emergency public information shall be coordinated by the PIO with prior approval from the City Manager.
- C. The City Manager may appoint an Assistant PIO when media briefings are required from multiple locations or as the situation requires.
- D. Media briefings will normally take place at the Carol Edwards Center. In the event that this location is not functional or communications are inadequate, alternate locations will be identified by the City Manager and announced by the PIO.
- E. Any or all of the following methods may be utilized to relay emergency information to the public:
  - 1. Print, radio, cable and television media
  - 2. City website
  - 3. Printed education/information materials
  - 4. Regional Public Information Network (RPIN)
  - 5. City radio systems
  - 6. Amateur Radio Services
  - 7. Public address systems
  - 8. Emergency Alert System
- F. In some circumstances, it may become necessary to release emergency

public information from field command posts. In this event, the individual in charge at the location shall notify the EOC in a timely manner and provide detailed information regarding information released.

- G. The City can post emergency public information on the City's website. The PIO will coordinate all posted information.

## V. PROCEDURES

- A. The PIO will determine the methods for dissemination of local emergency information and instructions, with authorization from the City Manager.
- B. Information will also be disseminated to the City Manager, Emergency Preparedness Commission, City Council, emergency personnel in the field and other City employees so they will know what information and guidance is being released to the public.
- C. A Joint Information Center (JIC) may be established by ESCA, in coordination with other agencies, to coordinate emergency public information where multiple jurisdictions are impacted and/or involved in the response. This facility would be in direct contact with the City EOC, may include PIOs from other jurisdictions and may be in conjunction with State and Federal information efforts. The location of the JIC will be determined at the time of the emergency.
- D. The designated PIO will maintain up-to-date distribution lists.
- E. Translation of emergency public information for non-English speaking persons will be coordinated through the EOC, with assistance requested from WA State Emergency Management Division.
- F. Special instructions and provisions may be made for hospitals, nursing homes, schools and other groups.

## VI. RESPONSIBILITIES

- A. City of Woodinville City Manager
  - 1. Represent the City at press conferences, public hearings and other public events, as appropriate.
  - 2. If necessary, appoint a Public Information Officer (PIO) to

coordinate the dissemination of emergency public information.

3. Establish policies and procedures pertaining to the release of emergency information and instructions.
4. Approve all press releases and briefings.
5. Support the PIO in coordinating all press releases and briefings.

B. All City Departments

1. Provide pertinent and timely information (e.g. road closures, emergency instructions, available assistance, restricted areas, etc.) to the EOC regarding field activities and emergency public information.
2. Coordinate requests for assistance through the EOC.
3. Notify the designated PIO of rumors and misinformation so that corrections can be prepared and issued immediately.

C. Public Information Officer(s)

1. Represent the City at press conferences, public hearings and other public events as directed by the City Manager.
2. Receive approval from the City Manager for all press releases and briefings.
3. Coordinate with ESCA when information is to be released on the EAS or other shared information system(s).
4. Gather and coordinate emergency public information for timely release to the public.
5. Provide copies of all press releases to ESCA.
6. Notify appropriate agencies to assist in the dissemination of emergency public information.
7. Give regular information briefings to City officials, news media and the public, as authorized by the City Manager.
8. Provide information to City departments that may dispense

information to ensure consistency of messaging.

9. Provide pre-printed emergency public information brochures and/or flyers for distribution to the public.
10. Recommend appropriate location(s) for public official and media briefings.
11. Monitor media coverage and public reaction and perceptions to identify rumors and misinformation as soon as possible. Prepare correction(s), if applicable.

D. Emergency Services Coordinating Agency (ESCA)

Throughout the emergency or disaster, ESCA will coordinate with City, County and State PIOs to develop and disseminate emergency public information.

E. WA State Emergency Operations Center

1. Throughout the emergency, public information staff from the State EOC will work with the Governor's press secretary to develop and disseminate information regarding the emergency and State response efforts. State EOC staff will also be available to assist local officials in disseminating emergency instructions to affected communities.
2. Coordinates with local and Federal agencies on the release of emergency information and instructions.

F. Federal

The Federal Emergency Management Agency provides for the assignment and establishment of Public Information operations at the Joint State/Federal Disaster Field Office after a Presidential Disaster Declaration.