

**Woodinville Emergency Preparedness
& Public Safety Commissioners**

vacant - Pos. 1
Lillie Clinton – Pos. 2
Dennis Lone – Pos. 3
Garrett Frazier – Pos. 4
Mace Brady, Chair – Pos. 5
vacant – Ex-officio member – Pos. 6
vacant – Ex-officio member Pos. 7



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

August 12, 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

Woodinville Fire and Rescue Update – Kevin Coughlin, Board Member

BUSINESS ITEMS

1. Minutes of June 10, 2013
2. Appointment of Vice Chair
3. 2013-14 Work Plan

REPORT FROM EMERGENCY MANAGER

REPORTS FROM COMMISSION MEMBERS

PUBLIC COMMENT

ADJOURNMENT

NEXT REGULAR MEETINGS: September 9, 2013 7:00 p.m.
October 14, 2013 7:00 p.m.



AGENDA ITEM 1

AGENDA ITEM 1

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

**Monday
June 10, 2013**

**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 (arrived 7:20 p.m.) and Commissioners Dennis Lone, Garrett Frazier, and Lillie Clinton.

ABSENT: Janine Brown (ex-officio).

Also present were Executive Assistant/Deputy City Clerk Linda Fava, and Management Analyst Zach Schmitz.

FLAG SALUTE

Chair Brady led the flag salute.

APPROVAL OF AGENDA IN CONTENT AND ORDER

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

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

PUBLIC COMMENT

Woodinville Fire & Rescue Commissioner Kevin Coughlin introduced himself.

Commissioner Garrett Frazier introduced himself and described his background. Introductions were made by the other Commissioners who then described their backgrounds.

SPECIAL PRESENTATION – None

BUSINESS ITEMS

1. Minutes of March 11, 2013

Commissioner Lone moved to approve minutes of March 11, 2013. Commissioner Clinton seconded the motion.

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



2. Continued Discussion of Bike Event

Commissioner Lone recalled Cascade Bike Club made a presentation to the Commission in March regarding programs they offer. The decision for the Commission is whether to proceed with an event in Woodinville this year, possibly at Celebrate Woodinville in August.

(Vice Chair Rojas arrived at 7:17 p.m.)

Vice Chair Rojas announced he is resigning from the Commission due to a promotion and relocating to New York.

Chair Brady expressed his appreciation for Vice Chair Rojas' service on the Commission.

(Vice Chair Rojas left the meeting at 7:23 p.m.)

3. 2013-14 Work Plan

Chair Brady described the purpose of the Work Plan, reviewed the goals on the Work Plan and suggested the Commission identify its three priority goals.

Management Analyst Zach Schmitz suggested the format of the EPPSC's Work Plan be revised to be similar to the Planning Commission with a Work Plan element, description and quarter when the element will be addressed rather than goal, reference, task, and target date.

Discussion followed and Commissioner suggestions included:

- The Commission be a resource to the community regarding emergency preparedness and public safety
- Offering more emergency prepared continuing education opportunities (such as CERT) in Woodinville so citizens do not have to travel to other jurisdictions
- Reviewing the Council's Work Plan to identify goals/tasks that relate to the EPPSC
- Identifying actionable tasks within each goal

Action: Mr. Schmitz will identify actionable tasks within Goals 1, 2 and 4 for the Commission's review and prioritization at the next meeting

Commissioner Frazier moved to identify Goals 1, 2 and 4 as Commission's focus for the remainder of the year. Commissioner Clinton seconded the motion.

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

4. Review of Brightwater Response Plan

Mr. Schmitz described how the Brightwater Response Plan relates to the Emergency Support Functions (ESF) in the City's Comprehensive Emergency Management Plan (CEMP).

Discussion followed regarding Brightwater operations, response hierarchy, FEMA's role, recovery efforts, and standards for Brightwater notifying the City.

**Commissioner Lone moved to approve the Brightwater Response Plan as presented.
Commissioner Frazier seconded the motion.**

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

REPORT FROM EMERGENCY MANAGER

Mr. Schmitz reported the June 11 Council meeting will include consideration of a reduction in the number of Emergency Preparedness & Public Safety Commissioners from 7 to 5. Another potential change is conducting meetings with Commissioners seated at the dais, rather than around the table, in order to utilize the room's existing audio system.

REPORTS FROM COMMISSION MEMBERS

Commissioner Lone reported on the City's June 5 emergency exercise (simulation of a response to an earthquake) that included activation of the Emergency Operations Center (EOC). He suggested the EPPSC be invited to observe emergency exercises. Mr. Schmitz offered to provide the EPPSC a recap of the exercise.

Commissioner Clinton advised she has submitted a public records request for the audio of the February 4, 2013 EPPSC meeting. She has concerns with the use of video cameras for crime prevention and has submitted an editorial to the Woodinville Weekly. A brief discussion followed regarding public areas that would be recorded, existing video camera at Rotary Park, and ability of the public to request a copy of the recording.

Mr. Schmitz advised staff will begin advertising for the vacancy on the EPPSC.

PUBLIC COMMENT – None

UPCOMING AGENDA TOPICS

- a) **2013-2014 Work Plan Continued**
- b) **Recap of the June 5 Emergency Exercise**
- c) **Appointment of Vice Chair to Fill Vacancy**

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 8:58 p.m.

Respectfully submitted,

Linda Fava
Staff Liaison

AGENDA ITEM 2

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 **Date:** 08/12/13
From: Zach Schmitz, Management Analyst *ZS*
Subject: Appointment of Vice Chair

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

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

POLICY DECISION: Upon selection, the new Vice Chair will assist the Chair during meetings and presides over Commission meetings in the absence of the Chair. The Vice Chair position will be for the remainder of the year.

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. As the current Vice Chair resigned for his position on June 10, a new Vice Chair will have to be elected to meet the Bylaws of the Commission.

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

RECOMMENDED MOTION:

NOMINATE AND ELECT A COMMISSION 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**

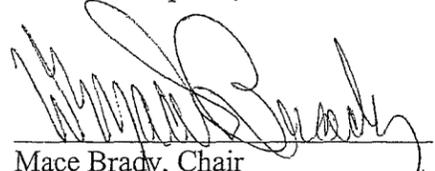
The accumulation, by any member, of three (3) consecutive unexcused absences from regular meetings and/or public hearings during a calendar year constitutes grounds for recommendation, by the Commission to the City Council, for removal of that member. An excused absence will be granted to any member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

AGENDA ITEM 3



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

To: Honorable Emergency Preparedness and Public Safety Commission **Date:** 08/12/13
From: Zach Schmitz, Management Analyst *ZS*
Subject: 2013 Work Plan Review

ISSUE: Shall the Emergency Preparedness and Public Safety Commission review and discuss the 2013 work plan?

RECOMMENDATION: To review and suggest a 2013 work plan for City Council approval.

BACKGROUND/DISCUSSION: In March of 2012, the current Emergency Preparedness and Public Safety Commission work plan was approved by City Council. The 2012 plan was divided into the following five goals:

1. Review and make recommendations on the Comprehensive Emergency Management Plan,
2. Assessing and providing input on the community's level of preparedness,
3. Recommend public outreach projects that raise the community's emergency management awareness,
4. Items that raise the Commission's awareness of emergency management & public safety legal mandates and authority, and
5. Communicate progress with the City Council.

On the June 10, 2013 meeting, the Commission reviewed a revised work plan format. This current work plan was converted to match the revised format. An editable version of the new work plan will be presented so the Commission can make changes to the document.

The Commission work plan is an evolving document, as the City Council may eliminate, modify, or add work elements throughout the year. Work items are developed in coordination with the Council's goals and objectives.

ALTERNATIVES:

1. Adopted the work plan as proposed.
2. Modify the work plan and approve as amended.
3. Take no action.

RECOMMENDED MOTION:

I MOVE THAT THE EMERGENCY PREPAREDNESS AND PUBLIC SAFETY COMMISSION ADOPTS THE 2013 EMERGENCY PREPAREDNESS AND PUBLIC SAFETY COMMISSION WORK PLAN AS PROPOSED.

Attachments A: 2013 Work Plan

City of Woodinville, Washington
Woodinville Emergency Preparedness and Public Safety Commission
2013 Work Plan

Item No.	Priority	Work Plan Item	First Quarter 2013-1	Second Quarter 2013-2	Third Quarter 2013-3	Fourth Quarter 2013-4
1		Include Educational Presentations at Meetings from Staff and Local Authorities				
2		Understand How the EOC Functions and How Resources Are Acquired During Disasters				
3		Attend Educational Conferences as Reviewed by the Commission				
4		Confer with ESCA Regarding Potential Grants and Educational Opportunities				
5		Be Acquainted with the National Incident Management System (NIMS) and the Emergency Notification Process				
6		Raise Commissioners' Awareness of City and Regional Emergency Preparedness Planning Policies and Procedures				
7		Weekly Crime Reports	Emailed weekly	Emailed weekly	Emailed weekly	Emailed weekly
8		Review Comprehensive Emergency Management Plan (CEMP) and Update(s)	Review of the Emergency Support Functions (ESF's)	Review of the Emergency Support Functions (ESF's)	Review of Brightwater Response Plan (Completed June 10)	Review of the Emergency Support Functions (ESF's)
9		Review Ordinances Pertaining to Emergency Management Preparedness and Public Safety and Make Recommendations to City Council				
10		Explore the Possibility of Utilizing Citizen Corp (Medical Reserve, Fire Reserve, VIPS, Block Watch, CERT) and Other Organizations for Outreach and Education				
11		Discuss Emergency Preparedness Focus for Block Watch Organizations				
12		Meet with City Council Twice per Year; Target May and October				Tentatively Schedule October 1, 2013
13		Provide Briefings Through Staff Reports				



City of Woodinville
Hours Report

	<u>January</u>		<u>February</u>		<u>March</u>		<u>Total</u>	
	<u>2013</u>		<u>2013</u>		<u>2013</u>			
	<u>Hours</u>	<u>Count</u>	<u>Hours</u>	<u>Count</u>	<u>Hours</u>	<u>Count</u>	<u>Hours</u>	<u>Count</u>
Admin								
General Office	0.00	0	1.00	1	1.00	1	2.00	1
Admin	0.00	0	1.00	1	1.00	1	2.00	1
Appointed Officials								
Emerg. Preparedness Com	0.00	0	6.00	5	10.00	5	16.00	6
Parks & Recreation Comm	0.00	0	6.00	8	3.75	8	9.75	8
Planning Commission	9.00	6	12.25	5	36.75	7	58.00	7
Tree Board	4.00	4	4.00	5	2.00	2	10.00	5
Appointed Officials	13.00	8	28.25	22	52.50	21	93.75	24
Concierge-City Hall								
Concierge training	0.00	0	2.00	1	0.00	0	2.00	1
Public Concierge	5.75	1	26.00	3	44.00	3	75.75	3
Concierge-City Hall	5.75	1	28.00	3	44.00	3	77.75	3
Parks								
City Hall Landscape Maint	0.00	0	15.75	2	7.50	1	23.25	3
Lead Volunteer	1.25	1	0.00	0	0.00	0	1.25	1
Litter Pick Up	4.50	1	4.25	1	1.00	1	9.75	1
Habitat Restoration								
Sammamish Stewards +								
Sammamish River St	47.50	23	12.50	5	33.00	15	93.00	34
Sammamish Stewards +	47.50	23	12.50	5	33.00	15	93.00	34

	January 2013		February 2013		March 2013		Total	
	Hours	Count	Hours	Count	Hours	Count	Hours	Count
Habitat Restoration	47.50	23	12.50	5	33.00	15	93.00	34
Parks	53.25	25	32.50	8	41.50	17	127.25	39
Public Works								
Facilities - Cleaning	4.00	1	4.00	1	8.50	2	16.50	2
Public Works	4.00	1	4.00	1	8.50	2	16.50	2
Grand Total	76.00	35	93.75	34	147.50	43	317.25	68

Column Definitions

January 2013: 01-01-2013 through 01-31-2013

February 2013: 02-01-2013 through 02-28-2013

March 2013: 03-01-2013 through 03-31-2013

Total: 01-01-2013 through 03-31-2013