

AGENDA ITEM 1

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

**Monday
August 12, 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 and Commissioners Dennis Lone, Lillie Clinton and Janine Brown (ex-officio).

ABSENT: Commissioner Garrett Frazier.

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 Clinton seconded the motion.

Vote: All voted in favor of the motion, and the motion carried (3-0).

PUBLIC COMMENT – None

SPECIAL PRESENTATION – Woodinville Fire & Rescue Update

Woodinville Fire & Rescue Commissioner Kevin Coughlin provided an overview of activity and changes at Woodinville Fire & Rescue related to personnel and annexations by Kirkland and Bothell. He described Woodinville Fire & Rescue's partnership agreement with the City of Bothell to contract for 50% services of their fire chief and deputy fire chief for an initial two year period, automatic renewal and 90-day escape clause. Due to declining revenues and the recognition of efficiencies with a regional model, Bothell and Woodinville Fire & Rescue are discussing a regional fire authority (RFA). Snohomish County Fire District 10 and the Northshore Fire Department were invited to participate in discussions. He described cost savings and services that can be offered by a regional fire authority.

Fire Commissioner Coughlin responded to Commissioner's questions regarding the process to establish an RFA, other RFAs, issues raised during a similar presentation to the City Council, similarities between the Bothell and Woodinville fire departments, closure of Station 34 in the

Kirkland annexation area, RFA governance, and the use of volunteer firefighters. He offered to provide information on current and future station locations and response times.

BUSINESS ITEMS

1. Minutes of June 10, 2013

Commissioner Clinton moved to approve the minutes of June 10, 2013. Commissioner Lone seconded the motion.

Chair Brady requested the three priority goals the Commission identified in Agenda Item 3 be listed in the minutes.

Vote: All voted in favor of the motion, and the motion carried (3-0).

2. Appointment of Vice Chair

Chair Brady opened nominations for Vice Chair.

Commissioner Lone nominated Commissioner Frazier as Vice Chair. Chair Brady nominated Commissioner Lone as Vice Chair.

Commissioner Clinton moved to close nominations for Vice Chair. Commissioner Lone seconded the motion.

Vote: 1 vote for Commissioner Frazier and 2 votes for Commissioner Lone.

Commissioner Dennis Lone was selected as Vice Chair until the end of the year.

3. 2013-14 Work Plan

Management Analyst Zach Schmitz explained the EPPSC Work Plan was reformatted to match the format of Planning Commission and Parks & Recreation Commission Work Plans which are basically a task list and the quarter when tasks would be accomplished. The proposed Work Plan was created using the tasks from Goals 1, 2 and 4 which the Commission identified as priorities at their previous meeting.

Commissioners reviewed the 13 items on the proposed 2013 Work Plan. Mr. Schmitz will draft a proposed 2013-2014 Work Plan based on the following input from the Commission:

- List Items 1-7 under “Commission will continue to build on education and increased awareness levels of its members. Seek regional opportunities to achieve additional training.” Related to Goal 4
- Combine Items 8 and 9, related to Goal 1
- Combine Items 10 and 11, related to Goal 2
- Combine Items 12 and 13, related to Goal 5

Commissioners requested the next agenda include discussion regarding assessing and providing input on community levels of preparedness (Goal 2).

REPORT FROM EMERGENCY MANAGER

Mr. Schmitz reported the Council approved video camera policies and directed staff to proceed with a Request for Proposals for cameras. Staff will review responses to the RFP and provide a recommendation regarding the camera vendor; the Council will approve the contract.

Chair Brady relayed citizens' concerns with privacy related to the video cameras. He suggested educating the public regarding how the cameras will/will not be used. Discussion followed regarding the video cameras policies.

Commissioner Lone moved to extend the meeting for 10 minutes. Commissioner Clinton seconded the motion.

Vote: All voted in favor of the motion, and the motion carried (3-0).

Mr. Schmitz reported on plans to seek shelter volunteers.

REPORTS FROM COMMISSION MEMBERS

Commissioner Brown reported the turnout and the organization of Celebrate Woodinville was amazing. She was pleased with the number of vendors and with the weather.

PUBLIC COMMENT – None

UPCOMING AGENDA TOPICS

- a) **Discussion of Goal 2 – Assessing Community Preparedness**
- b) **Work Plan (continued discussion)**
- c) **August 12, 2013 minutes**

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 (3-0). The meeting was adjourned at 9:03 p.m.

Respectfully submitted,

Linda Fava
Staff Liaison

AGENDA ITEM 2



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

To: Honorable Emergency Preparedness and Public Safety Commission **Date:** 10/14/13
From: Zach Schmitz, Management Analyst *ZS*
Subject: Discussion of the Work Plan Goal – Assessing Community Preparedness

ISSUE: Shall the Emergency Preparedness and Public Safety Commission review and discuss ways to assess community preparedness for an emergency?

RECOMMENDATION: To review and discuss options in measuring community preparedness for the next emergency.

BACKGROUND/DISCUSSION: In January 23, 2012, the Emergency Preparedness and Public Safety Commission requested information on public outreach surveys. Staff presented an assortment of citizen outreach surveys on February 13, 2012.

King County data on countywide emergency preparedness will be presented along with other options for assessing the Woodinville Community.

RECOMMENDED MOTION:
For Discussion Only

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:** 10/14/13
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 August 12, 2013 meeting, the Commission reviewed a revised work plan format. The Commission requested several changes. An editable version of the new work plan will be presented during the meeting of October 14, 2013.

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.

AGENDA ITEM 4



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
From: Zach Schmitz, Management Analyst *ZS*
Subject: Community Partners for Sheltering

Date: 10/14/13

ISSUE: Shall the Emergency Preparedness and Public Safety Commission review and discuss a regional shelter plan?

RECOMMENDATION: To review and discuss the community partners and special needs populations that need to be included in a regional shelter plan.

BACKGROUND/DISCUSSION: Woodinville and surrounding cities are working with the Emergency Services Coordinating Agency (ESCA) to develop a regional sheltering plan. The first goal is to identify all community partners that are interested in helping provide shelter services.

Staff will present the community partners that the City currently has identified and ask the Commission to suggest any that may have been missed.

RECOMMENDED MOTION:
For Discussion Only