

**Woodinville Emergency Preparedness
& Public Safety Commissioners**

Janine Brown - Pos. 1
Lillie Clinton – Pos. 2
Dennis Lone, V. Chair – 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**

March 10, 2014; 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

SPECIAL PRESENTATIONS – Update on Trail Safety
Outreach Efforts by Commissioner Frazier

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.)*

EXECUTIVE SESSION - Legal Training

BUSINESS ITEMS

1. Minutes of December 9, 2013
2. Appointment of Chair and Vice Chair

REPORT FROM EMERGENCY MANAGER

REPORTS FROM COMMISSION MEMBERS

PUBLIC COMMENT

ADJOURNMENT

NEXT REGULAR MEETINGS: April 14, 2014 7:00 p.m.
May 12, 2014 7:00 p.m.

AGENDA ITEM 1

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

**Monday
December 9, 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 Dennis Lone and Commissioners Garrett Frazier, Lillie Clinton and Janine Brown.

ABSENT: None

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 Clinton 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 (5-0).

PUBLIC COMMENT – None

**SPECIAL PRESENTATION – Report on Early Community Preparedness
Assessment**

Vice Chair Lone explained the EPPSC has discussed conducting a survey regarding the community's preparedness with the intent of using the information to guide EPPSC activities. He distributed King County's Hazardous Mitigation and Public Awareness Survey (conducted via Survey Monkey). He relayed options for the Commission's consideration, 1) utilize the results of King County's survey when they become available, or 2) modify the questions to apply to Woodinville and conduct a survey via Survey Monkey.

Management Analyst Zach Schmitz was uncertain when King County plans to conclude the survey, possibly six months; it may be possible to obtain survey results received to-date.

Discussion followed regarding rewording questions in the survey, developing a Woodinville-specific Survey Monkey survey, informing the public of the availability of the survey, other methods King County is utilizing to gather input, providing hardcopy surveys at City events, and concern a portion of the population will not be reached via an online survey.

Action: Mr. Schmitz will report information he learns from King County to Vice Chair Lone for further discussion at the next Commission meeting.

BUSINESS ITEMS

Chair Brady welcomed Commissioner Brown as a voting commissioner (formerly an ex-officio member).

1. Minutes of October 14, 2013

Commissioner Frazier moved to approve the minutes of October 14, 2013. Commissioner Clinton seconded the motion.

Vote: All voted in favor of the motion, and the motion carried (5-0).

2. Bike Event

Chair Brady recalled a representative from Cascade Bicycle Club spoke to the EPPSC and expressed Cascade's interest in assisting with a bike event in Woodinville. Discussion followed regarding whether Celebrate Woodinville (August) was an appropriate venue for a bike event, potential for a City Bike-To-Work booth (May), the EPPSC's role in an event, providing trail safety messages at an event, and having police officers on bikes during an event.

Action: Commissioner Frazier offered to lead this effort. Vice Chair Lone will share information he has gathered to date.

REPORT FROM EMERGENCY MANAGER

Mr. Schmitz reported the Council plans to discuss 2014 priorities at their February 4, 2014 meeting. Until the Council identifies priorities, there are limited agenda items for the January EPPSC meeting.

REPORTS FROM COMMISSION MEMBERS

Commissioner Clinton reported her ability to attend training is limited due to cuts in Access bus service.

Commissioner Brown reported she attended the Federation of Fire Chaplains Conference hosted by Seattle. Approximately 200 chaplains worldwide attended; the conference included a memorial service at St. James Cathedral to honor fallen firefighters.

Vice Chair Lone expressed concern with pedestrian safety at the Tourist District roundabouts.

Chair Brady suggested the Commission consider meeting quarterly. A brief discussion followed regarding having the meeting schedule be agenda-driven. It was agreed Chair Brady will determine whether a January meeting is necessary to discuss a May bike event.

PUBLIC COMMENT – None

UPCOMING AGENDA TOPICS

- a) **Continued Discussion regarding Emergency Preparedness Survey**
- b) **Update on Bike Event**
- c) **Criteria for Selecting Ex Officio Members**

ADJOURNMENT

Commissioner Frazier moved to adjourn the meeting. Commissioner Clinton seconded the motion.

Vote: All voted in favor of the motion, and the motion carried (5-0). The meeting was adjourned at 8:06 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 
Subject: Appointment of Chair and Vice Chair

Date: 3/10/14

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**

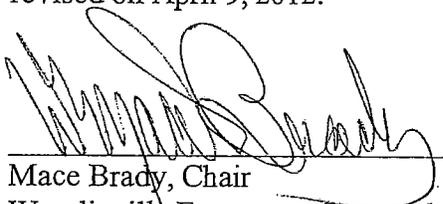
The accumulation, by any member, of three (3) consecutive unexcused absences from regular meetings and/or public hearings during a calendar year constitutes grounds for recommendation, by the Commission to the City Council, for removal of that member. An excused absence will be granted to any member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

**Article X
AMENDMENTS**

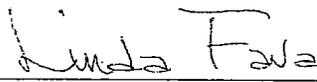
These Bylaws may be amended, from time to time, at any meeting of the Commission provided that notice of said proposed amendment, together with precise wording of such changes, shall be given each member, in writing, at least five (5) days prior to said meeting. The affirmative vote of at least four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