

# EMERGENCY PREPAREDNESS AND PUBLIC SAFETY COMMISSION

*Regular Meeting*



*July 14, 2014*



# AGENDA ITEM 1

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

**Monday  
March 10, 2014**

**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 Dennis Lone and Commissioners Lillie Clinton and Janine Brown.

**ABSENT:** Commissioner Garrett Frazier.

Also present were Executive Assistant/Deputy City Clerk Linda Fava, Management Analyst Zach Schmitz, and Council Liaison to the EPPSC Councilmember Paula Waters.

**FLAG SALUTE**

Chair Brady led the flag salute.

**APPROVAL OF AGENDA IN CONTENT AND ORDER**

The Executive Session for legal training was removed from the agenda due to the unavailability of the City Attorney. University of Washington Student Q&A regarding Emergency Management Issues was added to the agenda as Business Item 3.

**Commissioner Brown 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**

Richard Buzard, Environment Science Student, University of Washington Bothell, explained he is taking a course regarding natural disasters and hazards. Students are surveying several cities about their hazard preparedness. The information is not for public release, only statistics for their class.

Councilmember Paula Waters advised she is one of two Council Liaisons to the EPPSC. She looked forward to working with the Commission and invited Commissioners to relay information they wanted communicated to the Council.

## **EXECUTIVE SESSION – Legal Training**

This item was removed from the agenda under Approval of the Agenda.

## **SPECIAL PRESENTATION – Update on Trail Safety Outreach Efforts**

This item was postponed due to Commissioner Frazier's absence.

## **BUSINESS ITEMS**

### **1. Minutes of December 9, 2013**

**Commissioner Clinton moved to approve the minutes of December 9, 2013. Vice Chair Lone 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 Brady reviewed Commissioners' term expiration dates and explained the number of positions on the EPPSC was recently reduced from seven to five.

Management Analyst Zach Schmitz described the opportunity for Commissioners to request their term be renewed (unless they have completed the two term maximum). Executive Assistant/Deputy Clerk Linda Fava advised vacant positions are advertised for two months. Mr. Schmitz advised the ex-officio positions have not yet been filled; he suggested a future agenda item to discuss the expertise the Commission felt was needed.

**Commissioner Brown moved to appoint Mace Brady as Chair and Dennis Lone as Vice Chair. Commissioner Clinton seconded the motion.**

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

### **3. University of Washington Student Q&A regarding Emergency Management Issues**

Commissioners and staff responded to the following questions posed by Richard Buzard, Environment Science Student, UW Bothell, related to his studies in emergency management:

- 1) *One a scale of 1-5, to what degree does the City of Woodinville have access to adequate financial resources to carry out risk reduction activities?* Mr. Schmitz described the City's participation in Emergency Services Coordinating Agency (ESCA) that assists with seeking FEMA grants.
- 2) *What hazard risk assessments have been conducted for critical public health facilities and infrastructure (schools, hospitals and health facilities)?* Mr. Schmitz described planning with those agencies.
- 3) *What measures are being taken to protect critical public facilities and infrastructures (schools, hospitals and health facilities) from damage during disasters and to ensure they remain operational during disaster emergencies?* Mr. Schmitz advised those facilities were not under the City's jurisdiction. Chair Brady referred the City's Emergency Support Function (ESF) document.

- 4) *How does the City of Woodinville engage local communities to actively participate in risk reduction decision-making, policy-making, planning and implementation processes?* Chair Brady described the efforts of the EPPSC.
- 5) *With regard to vulnerable communities, examples of spreading awareness and mitigating hazards.* Mr. Schmitz described 3 Days/3Ways preparedness efforts.
- 6) *What type of disaster do you feel would have the worst impact on your community and what is the likelihood that it may occur in the next ten years?* Commissioners agreed it was an earthquake and that its occurrence was very likely. Flooding was also a possibility and it was an annual event.

Mr. Buzard offered to provide Woodinville a copy of the survey results.

### **REPORT FROM EMERGENCY MANAGER**

Management Analyst Zach Schmitz reported his plans to attend a week-long FEMA emergency manager training in May that will be held in Bothell. He reported once the City Council approves their work plan, the EPPSC can begin review of its work plan.

### **REPORTS FROM COMMISSION MEMBERS**

Commissioner Clinton described safety hazards and accessibility issues she encounters while operating her scooter. She was encouraged to identify specific locations for the Public Works Director to address.

### **PUBLIC COMMENT – None**

### **UPCOMING AGENDA TOPICS**

- a) **Legal Training**
- b) **Report on Trail Safety Outreach**
- c) **Expertise Needed on Commission (ex-officio members)**
- d) **Work Plan**

### **ADJOURNMENT**

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

**Vote: All voted in favor of the motion, and the motion carried (4-0). The meeting was adjourned at 8:05 p.m.**

Respectfully submitted,

Linda Fava  
Staff Liaison

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

**Monday  
May 12, 2014**

**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 Lillie Clinton and Janine Brown.

**ABSENT:** None.

Also present were Executive Assistant/Deputy City Clerk Linda Fava, Management Analyst Zach Schmitz, and Alternate Council Liaison to the EPPSC Councilmember Paula Waters.

**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. Vice Chair Lone seconded the motion.**

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

**PUBLIC COMMENT – None**

**SPECIAL PRESENTATION – Legal Training**

Kristin Eick, Ogden Murphy Wallace, explained Ogden Murphy Wallace is Woodinville's City Attorney. She described the role of the City Attorney and the EPPSC's responsibilities as defined in WMC 2.25.

She reviewed responsibilities under the WMC and Open Government Training Act that requires open government training be provided to all governing bodies. Any new commissioners are required to receive training on open meetings within 90 days.

She reviewed requirements under the Open Public Meetings Act (OPMA) with regard to open meetings; procedural meeting requirements; email, phone calls, texting and social media; and executive session.

She reviewed the Public Records Act (PRA) with regard to statutory disclosure requirements, what constitutes a public record, what a commissioner should do if they receive a public records request, how public record requests are processed, emails, minutes and recordings, exemptions, and penalties. She reviewed records retention, Code of Ethics under State law and violations of the Woodinville Code of Ethics, penalties, and enforcement procedures. She also provided a brief review of Robert's Rules of Order and responded to Commissioners' questions.

## **BUSINESS ITEMS**

### **1. King County Dog Leash Ordinance**

Assistant to the City Manager Alexander Sheeks provided background on this item, explaining the City has had an ILA with King County for animal services since 2011. The current City code needs to be updated to match current regional service provision model, presenting an opportunity to include other provisions such as a leash law.

She reviewed current dog leash laws in Woodinville that require a dog be on a leash in City parks or property and that dogs in public rights-of-way be under control of leash, voice or signal command. Dogs running at large are considered a nuisance and a misdemeanor for violation is \$250/and or prison. Policy decisions for the EPPSC's consideration include:

- Should it be a requirement that dogs off of an owner's premises be on a leash?
- Should other provisions be considered to include in the City's animal control ordinance at this time?

Ms. Sheeks responded to Commissioners' questions and discussion followed.

***Action: Commissioners voiced their support for the leash law as well as a poop-scoop requirement.***

## **REPORT FROM EMERGENCY MANAGER – No Report**

### **REPORTS FROM COMMISSION MEMBERS**

Commissioner Brown reported she was called to Oso four days after the slide to serve as a chaplain and continued to report for one month. She offered to provide a report to the Commission in the future.

Vice Chair Lone inquired about the results of King County's emergency preparedness survey and how Woodinville compared to other cities. He announced he will not be seeking reappointment when his term expires in October.

## **PUBLIC COMMENT**

Councilmember Waters reported the City will be studying the potential for slides in Woodinville as part of the Comprehensive Plan update.

**UPCOMING AGENDA TOPICS**

- a) Report on Oso Slide follow-up by Commissioner Brown**

**ADJOURNMENT**

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  
AND PUBLIC SAFETY 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   
**Subject:** Regional Hazard Mitigation Plan Update

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**Date:** 7/14/14

**ISSUE:** Shall the Emergency Preparedness and Public Safety Commission review the regional hazard mitigation plan?

**RECOMMENDATION:** To review the King County Regional Hazard Mitigation Plan and receive the Counties proposed timeline.

**BACKGROUND/DISCUSSION:** Woodinville and surrounding cities and organizations are currently working with the King County Office of Emergency Management to develop the 2014 Hazard Mitigation Plan update.

The Hazard Mitigation Plan provides direction in the following areas:

- Organizing resources
- Assessing risk
- Engaging the public
- Identifying goals and objectives
- Identifying actions
- Developing plan maintenance and implementation strategies

The purpose of the Hazard Mitigation Plan is to identify and assess the risks of natural hazards within a planning area and to establish an action plan to reduce those risks in a way that will avoid future impacts and losses to the jurisdiction.

A current Hazard Mitigation Plan provides access to federal funding under the Robert T. Stafford Act and meets the statutory requirements from the Disaster Mitigation Act of 2000. Local Jurisdictional plans must be updated every five years.

Staff will present an overview of the Hazard Mitigation Plan that includes how it is different from the current plan, and show the King County proposed timeline for implementation.

**RECOMMENDED MOTION:**  
For Discussion Only