



# AGENDA ITEM 1

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

**Monday  
October 13, 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, Janine Brown, and John Halpin.

**ABSENT:** None

Also present were Executive Assistant/Deputy City Clerk Linda Fava, Management Analyst Zach Schmitz, and Council Liaison to the EPPSC Councilmember Paula Waters, arriving at 7:22 p.m..

**FLAG SALUTE**

Chair Brady led the flag salute.

**APPROVAL OF AGENDA IN CONTENT AND ORDER**

**Chair Brady asked that review of the July 14, 2014 minutes be added to the business portion of the meeting.**

**Vice Chair Lone moved to approve the corrected agenda in content and order. Commissioner Clinton seconded the motion.**

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

**SPECIAL PRESENTATION –**

Chair Brady recognized the service of Commissioner Lil Clinton since the inception of the Commission in 2007. For the benefit of our new member, John Halpin, he provided a little background on the initial formation of the Commission, and staff member Linda Fava explained the term limit requirement imposed on all City Commissions and Board. Chair Brady thanked Commissioner Clinton for her years of service and wished her well.

Chair Brady then turned to V. Chair Lone, and extended his gratitude for his commitment to the Commission as well. Mr. Brady informed the members that V. Chair Lone elected not to seek reappointment to the Commission at the conclusion of his term, indicating that he had numerous commitments that prevented him from continuing.

Both V. Chair Lone and Comm. Clinton's terms expire October 31, making this meeting their last.

Staff Lead, Zach Schmitz, stated that the City would be advertising the vacancies, and hoped to secure some excellent replacements before the end of the year.

### **PUBLIC COMMENT –**

Fire District Board Member, Kevin Coughlin, the Commission's only visitor, joined the Commission at the table to honor the departing members, and to indicate that all was quiet at the District.

### **BUSINESS ITEMS**

#### **1. Minutes of July 14, 2014**

**Because this item was added at the last minute, the Commissioners took a few minutes to review the minutes of July 14, 2014.**

**Commissioner Clinton moved to approve the minutes of July 14, 2014. Commissioner Halpin seconded the motion.**

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

### **REPORTS FROM COUNCIL LIAISON**

Councilmember Waters had no report on behalf of the Council, but extended her thanks to the departing Commissioners for their service to the City.

### **REPORT FROM EMERGENCY MANAGER**

Mr. Schmitz reported that Woodinville has installed 3 video cameras at major intersections in town within the past week. The Council had approved the use of the cameras for crime prevention only, and will retain a 30 day video record. During the first year, the Police Chief will continue to monitor and determine which locations in the City hold the most promise for capturing the greatest and best use of visible activity. Mr. Schmitz emphasized that the network is very secure, and was chosen for its growth potential. Additional cameras and software modules may be acquired.

Currently training is occurring in the Police Department as the officers are being instructed on how to utilize the new cameras and software.

Z. Schmitz informed the Commission that a transition from the outgoing Police Chief, Sydney Jackson, to the incoming Police Chief, Katie Larson, will take place over the next couple of weeks. Chief Larson is anticipated to be on board officially November 3.

The Commission expressed interest in meeting the new Chief, and Mr. Schmitz suggested that she would require some time to settle in and transition to her new position. He suggested a possible meeting after the first of the year.

Mr. Schmitz informed the group that the City would be participating in an EOC exercise the latter part of October, and that other entities, such as Fire, Police, and ESCA had been invited. It is not open to the public, but is one of several practice exercises carried out by the City in order to continue to familiarize staff in the event of an emergency.

**REPORTS FROM COMMISSION MEMBERS - None**

**PUBLIC COMMENT – None**

**UPCOMING AGENDA TOPICS –**

Chair Brady asked Z. Schmitz if he might be able to bring the members up to date on certain mandates of the City that target Emergency Management and Safety, and those associated deadlines. Mr. Schmitz agreed that he would do so. Also, an invitation was extended to Fire Board Member Coughlin to come back at a future meeting to provide a report on activities at the Fire District.

Z. Schmitz indicated he would like to place the 2015 Work Plan on an upcoming meeting agenda, but must wait until the Council finalizes its own, before it can be determined what their desires might be for the advisory groups that report to them.

**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 (5-0). The meeting was adjourned at 7:47 p.m.**

Respectfully submitted,

Linda Fava  
Staff Liaison

# AGENDA ITEM 2



CITY OF WOODINVILLE, WA  
**REPORT TO THE PARKS & RECREATION COMMISSION**  
17301 133rd Avenue NE, Woodinville, WA 98072  
WWW.CI.WOODINVILLE.WA.US

**To:** Honorable Emergency Preparedness and Public Safety Commission  
**From:** Zach Schmitz, Management Analyst *ZS*  
**Subject:** Chairman and Vice Chairman Elections

**Date:** February 9, 2015

**ISSUE:** Shall the Emergency Preparedness and Public Safety Commission elect a new Chairman and Vice Chairman for the term beginning February, 2015?

**RECOMMENDATION:** To elect a new Chairman and Vice Chairman.

**BACKGROUND/DISCUSSION:** According to the Emergency Preparedness and Public Safety Commission Bylaws Article II, the Commission shall elect a Chairman and Vice-Chairman at the first regular meeting of the Commission in February of each year.

The Chairman presides over all Commission meetings and has 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 the law and Bylaws. Elected officers shall serve for a term of one year, or until a successor is elected.

The newly elected Chairman shall be elected and preside over the remainder of the February 9 meeting.

**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).

**ALTERNATIVES:**

1. Elect a new Chairman and Vice Chairman
2. Postpone the election to a future meeting

**RECOMMENDED MOTION:**

1. I MOVE TO NOMINATE COMMISSIONER \_\_\_\_\_ AS CHAIRMAN.  
(accept as many nominations as desired);
2. I MOVE TO CLOSE NOMINATIONS FOR CHAIRMAN
3. ROLL CALL VOTE: PLEASE IDENTIFY YOUR PREFERENCE FOR CHAIRMAN WHEN YOUR NAME IS CALLED.

REPEAT THE ABOVE MOTIONS FOR VICE-CHAIRMAN

**Attachments:**

A - Chair/Vice Chair Election Protocol

**Attachment A**

**ROLE OF THE CHAIR**

**The Chair is the Presiding Officer of the meeting. The duties of the Chair are to:**

1. Open the meeting on time and call the meeting to order. Before calling the meeting to order, it is the duty of the Chair to know whether a quorum is present. If there is not a quorum, the meeting is called to order, the absence of a quorum is announced, and the meeting is adjourned.
2. Announce in proper sequence the business on the agenda. Start discussion with a few comments on the nature of the topic.
3. Recognize members who are entitled to the floor.
4. State and put to a vote all legitimate questions that arise during the meeting. If a motion is out of order, the Chair should rule it out of order.
5. Protect the Board or Commission from frivolous or delaying motions by refusing to recognize them.
6. Enforce the rules regarding debate and keep order.
7. Expedite business in a way compatible with the rights of the members.
8. Decide all questions of order.
9. Respond to inquiries of members.
10. Declare the meeting adjourned.

The Chairman may appoint standing committees or special committees and assign one or more members to such committees. Each standing committee shall consist of a maximum of three members.

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.

**ROLE OF THE VICE CHAIR**

In the absence of the Chairman, the Vice-Chairman shall be the presiding officer of the meeting and follow the above listed duties.

# AGENDA ITEM 3



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:** 2015 Work Plan Review

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**Date:** 2/9/15

**ISSUE:** Shall the Emergency Preparedness and Public Safety Commission review and discuss the 2015 work plan?

**RECOMMENDATION:** To review potential 2015 work plan topics and discuss how the Commission's work plan is established.

**BACKGROUND/DISCUSSION:** Every year the City Council establishes a work plan from which the Commissions and Board use to determine priorities. The City Council has historically approved their annual work plan by April.

**RECOMMENDED MOTION:**  
*FOR DISCUSSION ONLY AT THIS TIME.*