



# AGENDA ITEM 1

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

**Monday  
June 8, 2015**

**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 Janine Brown (arrived 7:03 p.m.) and Commissioners Jim Walker and John Halpin.

**ABSENT:** Commissioner Kevin King.

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 Halpin moved to approve the agenda in content and order. Commissioner Walker seconded the motion.**

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

**PUBLIC COMMENT – None**

**SPECIAL PRESENTATION – None**

**BUSINESS ITEMS**

**1. Minutes of April 13, 2015**

**Commissioner Halpin moved to approve the minutes of April 13, 2015. Commissioner Walker seconded the motion.**

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

## 2. Discussion of Human Services Process

Chair Brady provided a brief summary of the process used in the past to allocate human service awards, number of grant applications received, and amount available to be awarded (\$65,000/year).

Management Analyst Zach Schmitz provided a summary of the history of human services awards and distributed a worksheet identifying the Human Services Requests for 2015/2016, including agency name, program name, description, annual award 2013/2014, annual request 2015/2016, and number of residents served. Following its review of the funding requests, the EPPSC will provide a recommendation to the Council regarding recipients and amounts and the Council will make the final decision. The City allocates \$65,000/year for human services plus \$5,000 in discretionary funds. He provided the Commission's last year's awards and the criteria used to make awards. He advised the Congregation for the Homeless application was received after the deadline.

Mr. Schmitz responded to Commissioners' questions regarding the City's past participation in Eastside Funders, elements of the EPPSC's recommendation, criteria, and when awards are paid.

Commissioner Walker distributed a worksheet he prepared with additional information about each agency and his recommendation. Commissioners reviewed the list of requests and identified agencies they were interested in funding. That process was followed by identifying an amount to award. During their review, Commissioners discussed services the agencies provide, amount requested, agencies of greatest value, residents served, other funding sources, volunteer published rate, whether requests are for one or two years, and amounts awarded in previous years.

Mr. Schmitz suggested scheduling a short, special meeting to discuss the discretionary (community grants) funds.

**Commissioner Walker moved to recommend the Council award human service grants as follows:**

<b>Community Homes</b>	<b>\$ 5,000</b>
<b>Harborview Center for Sexual Assault &amp; Traumatic Stress</b>	<b>\$ 2,400</b>
<b>King County Sexual Assault Resource Center</b>	<b>\$ 6,000</b>
<b>Lifewire</b>	<b>\$ 2,000</b>
<b>Northshore Council PTSA &amp; Northshore YMCA</b>	<b>\$ 2,000</b>
<b>Northshore Senior Center – Adult</b>	<b>\$26,900</b>
<b>Northshore Senior Center – Transport</b>	<b>\$ 2,200</b>
<b>Northshore Youth and Family</b>	<b>\$ 5,000</b>
<b>Senior Services/Meals on Wheels</b>	<b>\$ 2,087</b>
<b>Special Delivery/Women's Shelter</b>	<b>\$11,413</b>
<b>Total</b>	<b>\$65,000</b>

**Commissioner Halpin seconded the motion.**

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

## **REPORT FROM EMERGENCY MANAGER**

Mr. Schmitz explained Emergency Services Coordinating Agency (ESCA) will disband effective October 31, 2015. The City is reviewing options for obtaining emergency management resources. Discussion followed regarding funding provided to ESCA and services ESCA provided.

**Vice Chair Brown moved to extend the meeting for a maximum of 10 minutes. Commissioner Walker seconded the motion.**

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

## **REPORTS FROM COMMISSION MEMBERS**

### **1. General Comments and Reports**

Commissioner Walker suggested the EPPSC focus on community preparedness.

Commissioner Halpin suggested a presentation regarding the Eastside Rail Corridor and its importance in an earthquake or major disaster.

### **2. Setting Future Meeting Agendas**

It was agreed to schedule a special meeting at 7:00 p.m. on June 15 to review and make a recommendation regarding discretionary human services funding (community grants).

**PUBLIC COMMENT – None**

## **ADJOURNMENT**

**Commissioner Walker moved to adjourn the meeting. Commissioner Halpin seconded the motion.**

**Vote: All voted in favor of the motion, and the motion carried (4-0). The meeting was adjourned at 9:02 p.m.**

Respectfully submitted,

Linda Fava  
Staff Liaison

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

**Monday  
June 15, 2015**

**7:00 p.m.  
City Hall, Council Chambers**

**CALL TO ORDER**

The meeting was called to order at 7:00 p.m. by Vice Chair Brown.

**ROLL CALL**

**PRESENT:** Vice Chair Janine Brown and Commissioners Jim Walker, Kevin King, and John Halpin.

**ABSENT:** Chair Mace Brady.

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**

Vice Chair Brown led the flag salute.

**APPROVAL OF AGENDA IN CONTENT AND ORDER**

There were no changes made to the content and order of the agenda.

**PUBLIC COMMENT – None**

**SPECIAL PRESENTATION – None**

**BUSINESS ITEMS**

**1. Annual Community Grant Recommendations**

Management Analyst Zach Schmitz explained the discretionary grants are part of the annual human service grants. He advised \$2,500 was the maximum one agency could be awarded.

Commissioners reviewed the community grant applications and discussed how community grants were advertised, service the grant would provide and alternate funding sources.

**Commission Halpin moved that funding be recommended as follows: \$950 to Woodinville Police, \$2,500 to the Northshore YMCA, and \$1,150 to the Rotary. Commissioner Walker seconded the motion.**

A brief discussion followed regarding other funding resources and volunteer hours.

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

**REPORT FROM EMERGENCY MANAGER – None**

**REPORTS FROM COMMISSION MEMBERS**

**1. General Comments and Reports**

**2. Setting Future Meeting Agendas**

Commissioners identified the following as agenda topics for future meetings:

- Educate the community regarding emergency preparedness
- Church training effort
- Review and Discuss Crime Reports

**PUBLIC COMMENT – None**

**ADJOURNMENT**

**Commissioner King moved to adjourn the meeting. Vice Chair Brown seconded the motion.**

**Vote: All voted in favor of the motion, and the motion carried (4-0). The meeting was adjourned at 7:26 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 **Date:** 8/10/15  
**From:** Zach Schmitz, Management Analyst   
**Subject:** Changes in Woodinville Emergency Management

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**ISSUE:** Shall the Emergency Preparedness and Public Safety Commission discuss the changes to the City's Emergency Management Coordinating Service?

**BACKGROUND/DISCUSSION:** Since 2009, the City has utilized the Emergency Services Coordinating Agency (ESCA) for the implementation of the Emergency Management Program. ESCA has assisted the City in creating its Comprehensive Emergency Management Plan and other plans and policies related to Emergency Management. ESCA also provides emergency training and guidance on the proper operation of an Emergency Operations Center.

The City will be transitioning from ESCA to King County Emergency Management this fall. The transition will require a change in who the City contacts for additional services and how we make requests for County aid during an emergency.

Staff will present an overview of changes and next steps for City Emergency Management.

**RECOMMENDED MOTION:**  
For Discussion Only

# 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 **Date:** 8/10/15  
**From:** Zach Schmitz, Management Analyst   
**Subject:** Weekly Crime Report

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**ISSUE:** Shall the Emergency Preparedness and Public Safety Commission continue sending the weekly crime report?

**BACKGROUND/DISCUSSION:** A weekly Woodinville crime report is provided to Emergency Preparedness and Public Safety Commissioners. The report provides a brief description of the crime along with time/location data. The report does not provide statistics or other comparative crime data. The Police Chief provides quarterly and an annual crime report to City Council. The report started being sent to Commissioners at the Commissions bequest after the City Council added Public Safety to the Commissions duties.

**RECOMMENDED MOTION:**  
For Discussion Only