

**Woodinville Emergency Preparedness  
& Public Safety Commissioners**

Janine Brown - Pos. 1  
James Walker – Pos. 2  
Kevin King – Pos. 3  
John Halpin – Pos. 4  
vacant – Pos. 5  
vacant – Ex-officio member – Pos. 6  
vacant – Ex-officio member Pos. 7



**CITY OF WOODINVILLE**  
**EMERGENCY PREPAREDNESS AND PUBLIC SAFETY**  
**COMMISSION SPECIAL MEETING**

May 9, 2016; 7:00 PM

COUNCIL CHAMBERS; 17301 133<sup>rd</sup> Avenue NE Woodinville, WA 98072  
[www.ci.woodinville.wa.us](http://www.ci.woodinville.wa.us)

<b>CALL TO ORDER</b>
<b>ROLL CALL</b>
<b>FLAG SALUTE</b>
<b>APPROVAL OF AGENDA IN CONTENT &amp; ORDER</b>
<b>SPECIAL PRESENTATIONS</b> Introductions of Commission Members and Staff
<b>PUBLIC COMMENT</b> <i>(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.)</i>
<b>EXECUTIVE SESSION</b>
<b>BUSINESS ITEMS</b> <ol style="list-style-type: none"><li>1. Minutes for August 10, 2015</li><li>2. Appointment of Chair and Vice Chair</li><li>3. Approval of By-Law Amendments for Regular Meeting Start and Quorum Definition</li></ol>
<b>REPORTS FROM PUBLIC SAFETY PERSONNEL AND STAFF</b> <ol style="list-style-type: none"><li>1. Police Chief Larson – Crime Stats and Annual Report/ Update on Emergency Management</li><li>2. Fire Chief Ahearn – Fire District Report and Overview</li><li>3. Kellye Mazzoli, Asst. to the City Manager</li></ol>
<b>REPORTS FROM COMMISSION MEMBERS</b> <ol style="list-style-type: none"><li>1. General Comments and Reports</li><li>2. Setting Future Meeting Agendas</li></ol>
<b>ADJOURNMENT</b>

**NEXT REGULAR MEETING:**

June 13, 2016  
July 11, 2016

7:00 p.m.  
7:00 p.m.

# AGENDA ITEM 1

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

**Monday  
August 10, 2015**

**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 Janine Brown and Commissioners Jim Walker, Kevin King, and John Halpin.

**ABSENT:** None

Also present were Executive Assistant/Deputy City Clerk Linda Fava and Management Analyst Zach Schmitz.

**FLAG SALUTE**

Vice Brady led the flag salute.

**APPROVAL OF AGENDA IN CONTENT AND ORDER**

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

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

**PUBLIC COMMENT – None**

**SPECIAL PRESENTATION – None**

**BUSINESS ITEMS**

**1. Minutes for June 8 and June 15, 2015**

**Commissioner King moved to approve the minutes of June 8 and 15, 2015. Commissioner Walker seconded the motion.**

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

## 2. Changes in Woodinville Emergency Management

Management Analyst Zach Schmitz explained the City Manager is the Emergency Manager for the City. He reported on recent changes in the City Manager position; Tom Hansen has been appointed the temporary Interim City Manager until the City Council appoints an Interim City Manager. Another upcoming change that affects the City's emergency management is the dissolution of Emergency Services Coordinating Agency (ESCA) on October 31, 2015. ESCA serves as the City's disaster coordinator and acts as a liaison for the City's disaster recovery efforts, training, exercises, etc. as well as provides direction in the development of City plans and policies. Once ESCA dissolves, the City will switch to King County Office of Emergency Management (OEM) in Renton. He described changes that will occur with the City switching to King County OEM:

Mr. Schmitz responded to Commission questions regarding ESCA staffing, new Commissioners taking online incident command system (ICS) training, services/supplies King County OEM can provide, obtaining additional information about King County EOC, local versus regional disaster response, and the Comprehensive Emergency Management Plan (CEMP).

**Action:** No action, information only.

## 3. Weekly Crime Reports

Mr. Schmitz relayed this arose in response to a Commission question regarding the purpose of the Commission receiving the weekly crime reports. He explained the Crime Report:

- Provides details of crimes occurring within the City including location and types of crimes
- CrimeReports is provided as part of the contract with King County and shows crimes by location, date and type
- Information is provided on City's website at: [www.ci.woodinville.wa.us/cityhall/crimereports.asp](http://www.ci.woodinville.wa.us/cityhall/crimereports.asp)

Mr. Schmitz reported:

- Police Chief provides City Council crime statistics quarterly and annually (available as attachment to the City Council agenda)
- Statistics indicate crimes that have occurred in City limits
- Reports identifies trends and solutions
- Ordinance 506 identifies the EPPSC's duties:
  - Analyze community needs for public safety services and provide recommendations concerning the utilization of present and future public safety facilities
  - Review emergency preparedness planning and public safety issues and policies as directed by City Council
  - Review and formulate recommendations on matters referred to the Commission by the City Council within the authority of the Commission
  - Review emergency response procedures for City sponsored events
  - Review and make recommendations concerning public safety ordinances and City options relating to public safety grants from the U.S. Department of Homeland Security and other external funding sources
  - Review updates to the City's Comprehensive Emergency Preparedness Plan, future annexation and emergency support functions

- Assess levels of community preparedness and recommend policies, training and facility investment
- Review proposed community preparedness public outreach programs and events
- Coordinate with relevant community organizations for effective resource sharing, public education and grant solicitation

Discussion followed regarding concern with the Police Department’s ability to respond, availability of additional King County officers, inappropriateness of EPPSC determining the appropriate number of officers, what the EPPSC can do to assist the Police Chief, how Woodinville’s crime rate compare to other cities, informing Commissioners when Police Chief is scheduled to make a report to City Council, concern the EPPSC’s duties are to review rather than being proactive, potential use of the rail line in the event of a disaster, and ability for Commissioners to suggest agenda items during Reports from Commission Members.

**Action: Staff provide Commissioners weekly, quarterly and annual crime reports**

**REPORT FROM EMERGENCY MANAGER**

Mr. Schmitz reported:

- Road closures related to Celebrate Woodinville on Saturday, August 15
- Interim City Manager starts August 17
- At September 1 meeting City Council will determine how to select permanent City Manager

**REPORTS FROM COMMISSION MEMBERS**

**1. General Comments and Reports**

Commissioner Walker voiced concern the City Council did not accept the EPPSC’s recommendation regarding the human service grants; he felt the EPPSC’s effort was a waste of time. For example, the Council granted the funds the EPPSC recommended for the Police Department’s “Lock It to Stop It” program to the skate park event. Mr. Schmitz advised the representatives of skate park competition spoke at the Council meeting under Public Comments and described their need for funds. Ms. Fava encouraged Commissioners to speak to the Council during Public Comment. It was suggested a representative of the EPPSC be present when recommendations are presented to the Council.

Vice Chair Brown suggested the EPPSC discuss and make a recommendation regarding signs near parking lots about storing valuables and locking vehicles. She reported on a seminar she attended, Justice Based Policing.

Commissioner King inquired about the Police Department’s budget for the “Lock It to Stop It” program. Mr. Schmitz reported that Police Department will fund that program from its operating budget. Commissioner King suggested the EPPSC discuss earthquake preparedness.

Commissioner Halpin suggested the EPPSC discuss the transient population in the City.

**2. Setting Future Meeting Agendas**

- a) Peddler licensing regulations
- b) Discuss transient population
- c) Security signs
- d) Information regarding online ICS online training and King County OEM
- e) Earthquake preparedness

**PUBLIC COMMENT – None**

**ADJOURNMENT**

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

**Vote: All voted in favor of the motion, and the motion carried (5-0). The meeting was adjourned at 8:55 p.m.**

Respectfully submitted,

Linda Fava  
Staff Liaison

# AGENDA ITEM 2



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**To:** Honorable Emergency Preparedness and Public Safety Commission **Date:** May 9, 2016  
**From:** Kellye Mazzoli, Asst. to the City Manager  
**Subject:** Chairman and Vice Chairman Elections

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**ISSUE:** Shall the Emergency Preparedness and Public Safety Commission elect a new Chair and Vice Chair for the term beginning April 2016?

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

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

The Chair presides over all Commission meetings and has the powers generally assigned to such office in conducting the meetings. It shall be the Chair'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 Vice Chair shall assume the duties of the Chair when the Chair is absent.

The newly elected Chair shall preside over the remainder of the April 11 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 Chair and Vice Chair
2. Postpone the election to a future meeting

**RECOMMENDED MOTION:**

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

*REPEAT THE ABOVE MOTIONS FOR VICE-CHAIR*

**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.

# AGENDA ITEM 3



CITY OF WOODINVILLE, WA

**REPORT TO THE PARKS & RECREATION COMMISSION**

17301 133<sup>rd</sup> Avenue NE, Woodinville, WA 98072

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**To:** Honorable Emergency Preparedness and  
Public Safety Commission

**From:** Kellye Mazzoli, Asst. to the City Manager

**Subject:** Discussion and Possible Revision of Meeting Start Time and Majority  
Definition

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*KM* **Date:** May 9, 2016

**ISSUE:** Shall the Emergency Preparedness and Public Safety Commission approve the amended Bylaws to reflect the revisions of the majority definition and the Commission's meeting schedule?

**RECOMMENDATION:** To approve the amended Emergency Preparedness and Public Safety Commission Bylaws.

**BACKGROUND/DISCUSSION:** In March of 2007, the Emergency Preparedness Commission adopted the original bylaws. Since that time, several revisions have been adopted, and the Bylaws have been updated accordingly.

**ALTERNATIVES:**

1. Adopt the amended Bylaws.
2. Direct staff to make additional revisions to the Bylaws.
3. Take no action.

**RECOMMENDED MOTION:**

**Revise the Bylaws to reflect the change in meeting start time and end time from 5:30 p.m. to 7:00 p.m. and change the definition of majority.**

Attachment 1: Current Emergency Preparedness and 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 Chair~~man~~ and Vice-Chair~~man~~ shall be elected by the Commissioners at the first regular meeting of the Commission in January 2007. Thereafter, a Chair~~man~~ and Vice-Chair~~man~~ 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 Chair~~man~~ and Vice-Chair~~man~~, a Chair~~man~~ pro tem shall be elected informally by the members present to conduct the meeting.
3. In the event of the resignation of the Chair~~man~~ or Vice-Chair~~man~~, 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 Chair~~man~~ shall preside at all Commission meetings and have the powers generally assigned such office in conducting the meetings. It shall be the Chair~~man~~'s duty to see that the transaction of Commission business is in accord with law and with these Bylaws.
5. The Chair~~man~~ 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 and fourth Monday of each month. Meetings shall be held at Woodinville City Hall, Council Chambers, located at 17301-133<sup>rd</sup> Avenue NE, Woodinville, Washington, and shall begin at ~~7:00~~5:30 p.m. and conclude by ~~8:00~~7:00p.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 Chair~~man~~ 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)~~ a majority of the 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 Chair~~man~~.
  - 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 Chair~~man~~, 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 Chair~~man~~ 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 Chair~~man~~ 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)~~ a majority of the voting 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 Chair~~man~~ shall, at the Chair~~man~~'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
- ~~8-9.~~ Report of Council Liaison
- ~~9-10.~~ 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. Chair~~man~~ 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 Chair~~man~~ 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~~ two 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 Chair~~man~~ 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)~~ a majority of the 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 ~~November 8, 2010~~May 9, 2016.

\_\_\_\_\_  
~~Nancy Montgomery, Acting~~ Chair  
Woodinville Emergency Preparedness  
and Public Safety Commission

\_\_\_\_\_  
Linda Fava, Secretary  
Woodinville Emergency Preparedness  
and Public Safety Commission