

**Woodinville Emergency Preparedness  
& Public Safety Commissioners**

Janine Brown, Chair - Pos. 1  
James Walker, V. Chair – Pos. 2  
Kevin King – Pos. 3  
John Halpin – Pos. 4  
Mark Van Wormer – Pos. 5  
vacant – Ex-officio member – Pos. 6  
vacant – Ex-officio member - Pos. 7



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

June 13, 2016  
5:30 PM

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

**CALL TO ORDER**

**ROLL CALL**

**FLAG SALUTE**

**APPROVAL OF AGENDA IN CONTENT & ORDER**

**SPECIAL PRESENTATIONS**

**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.)*

**REPORTS FROM PUBLIC SAFETY PERSONNEL**

1. Woodinville Police Department, Sergeant Harasek
2. Woodinville Fire District, Chief Ahearn

**BUSINESS ITEMS**

1. Minutes for May 9, 2016
2. Appointment of Police Chief and Fire Chief to Ex-Officio Positions for a 2-Year Term
3. Amendment of EPPSC Bylaws
4. Review of 2016 EPPSC Work Plan
5. Assessment of Pedestrian Areas Near Schools
6. Review of Emergency Management Program Assessment

**COUNCIL LIAISON COMMENTS**

1. General Comments & Reports

**REPORTS FROM STAFF**

1. Kellye Mazzoli, Asst. to the City Manager

**REPORTS FROM COMMISSION MEMBERS**

1. General Comments & Reports
2. Setting Future Meetings & Agendas

**ADJOURNMENT**

**NEXT REGULAR MEETING:**

July 11, 2016  
August 15, 2016

5:30 p.m.  
5:30 p.m.

# AGENDA ITEM 1

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

**Monday  
May 9, 2016**

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

**CALL TO ORDER**

The meeting was called to order at 7:00 pm. by Exec. Asst. Linda Fava.

**ROLL CALL**

**PRESENT:** Commissioner Janine Brown, Commissioner Jim Walker, Commissioner Kevin King, Commissioner John Halpin, and Commissioner Mark Van Wormer.

**ABSENT:** None.

Also present were Executive Assistant/Deputy City Clerk Linda Fava, Asst. to the City Manager Kellye Mazzoli, and Council Liaison to the EPPSC Paula Waters.

**FLAG SALUTE**

Ms. Fava led the flag salute.

**APPROVAL OF AGENDA IN CONTENT AND ORDER**

**Commissioner King 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 (5-0).**

**SPECIAL PRESENTATION – Introduction of Commission Members and Staff**

Commissioners introduced themselves and provided a brief history of their backgrounds, followed by introductions of City Staff in attendance.

**PUBLIC COMMENT – None**

**BUSINESS ITEMS**

- 1. Minutes of August 10, 2015**

On page 2, item 2, 5<sup>th</sup> line, Commission Walker indicated he believed that the date of October 31 should be December 31.

Commissioner Walker felt that the term “inappropriateness” was too strong a term on Page 3, first paragraph, second line, and wondered if that was truly the word offered. Ms. Fava indicated that she would listen to the tape.

Also on page 3, under 1. General Comments Comm. Walker mentioned that “accept” should be changed to “review” in the first line. Line 4, the word “the” (before representatives) should be “that”.

**Commissioner King moved to approve the minutes of August 6, 2015 as corrected. Commissioner Walker seconded the motion.**

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

## **2. Appointment of Chair and Vice Chair**

### **Chair Nomination(s)**

- 1) Commission Walker was nominated by Commissioner Halpin. Mr. Walker declined the nomination in favor of a more senior member.
- 2) Commissioner Brown was nominated by Commissioner Walker. Ms. Brown accepted the nomination.

No further nominations were forthcoming. Ms. Fava asked the Commissioner for their approval of Ms. Brown’s nomination, and the approval carried 5-0. Ms. Brown then took over the gavel and center seat at the dais.

### **Vice Chair Nomination(s)**

- 1) Commissioner Halpin was nominated by Commissioner Walker. Commissioner Halpin asked that he be allowed to decline in favor of nominating Commissioner Walker. No other nominations were offered. The Commission unanimously supported the nomination, and it passed 5-0.

## **3. Approval of Bylaw Amendments**

Commissioner Walker suggested that any subcommittees be stated to be one less than a majority of the membership. Ms. Mazzoli indicated that staff was unprepared to have a full discussion of the Bylaws at this time, and offered to place it on the agenda for the next month.

Commissioner King moved to accept the offered meeting start change from 7:00 p.m. to 5:30 p.m. to better accommodate the schedules of Police Chief Katie Larson, and Fire Chief Greg Ahearn, as well as the housekeeping markups in the draft document. Commissioner Halpin seconded the motion. On vote, the motion carried 5-0.

## **REPORTS FROM STAFF**

Police Chief Larson provided an overview of her department's activities and crime statistics. She proceeded to explain the charts provided in her handout, which had been distributed to the Commissioners.

Fire Chief Ahearn expressed his appreciation at being invited to participate on the Emergency Preparedness and Public Safety Commission.

## **REPORTS FROM COMMISSION MEMBERS**

Commissioner Walker expressed concern that the City will not be participating in the Cascade Rising exercise the 2<sup>nd</sup> week of June. Ms. Mazzoli explained that with the recent turnover in staff, the City was unprepared to do so.

Commissioner Halpin reminded us of agenda items that had been identified at the August, 2015 meeting, when last the group met. He was hopeful they could be identified and placed on upcoming agendas for discussion. He also stated that the intersection at 140<sup>th</sup> NE and NE 171<sup>st</sup> is a concern in that he doesn't feel the street light has sufficient backup during power outages. He hoped the City could address this issue.

## **PUBLIC COMMENT – None**

## **UPCOMING AGENDA TOPICS**

- a) **Gap Analysis**
- b) **Further review of Bylaws**
- c) **CEMP**
- d) **Work Plan**
- e) **Agenda Items from prior meetings**
- f) **Formal appointment of Police Chief Larson and Fire Chief Ahearn to the Ex-Officio positions.**

## **ADJOURNMENT**

**Believing there to be no further agenda items, Chair Brown moved to adjourn the meeting, and it was concluded at 7:55 p.m.**

Respectfully submitted,

Linda Fava  
Staff Liaison

# AGENDA ITEM 2



CITY OF WOODINVILLE, WA

**REPORT TO THE EMERGENCY PREPAREDNESS & PUBLIC  
SAFETY COMMISSION**

17301 133<sup>rd</sup> Avenue NE, Woodinville, WA 98072  
WWW.CI.WOODINVILLE.WA.US

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**To:** Honorable Emergency Preparedness & Public Safety Commission **Date:** June 13, 2016  
**From:** Kellye Mazzoli, Assistant to the City Manager   
**Subject:** Appointment of Police Chief and Fire Chief to Ex-Officio Positions

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**ISSUE:** Shall the Emergency Preparedness & Public Safety Commission appointment the Police Chief and Fire Chief to Ex-Officio positions for a two-year term?

**RECOMMENDATION:** Appointment the Police Chief and Fire Chief to Ex-Officio positions for a two-year term.

**BACKGROUND/DISCUSSION:** With the consent of the majority of the Emergency Preparedness and Public Safety Commission, the Chairperson may appoint up to two non-voting members to the Commission with expertise in a field relevant to the Commission's work. Such ex-officio Commissioners need not be residents of the City of Woodinville. The duration of any such ex-officio appointments shall be established by the Commission at the time of appointment.

**RECOMMENDED MOTION:**

*I move that Kathleen Larson, Police Chief for the City of Woodinville, be appointed to the vacant Ex-Officio position with the Emergency Preparedness and Public Safety Commission for a two-year term beginning immediately, and concluding May 31, 2018.*

*I move that Greg Ahearn, Fire Chief for Woodinville Fire and Rescue, be appointed to the vacant Ex-Officio position with the Emergency Preparedness and Public Safety Commission for a two-year term beginning immediately, and concluding May 31, 2018.*

**ALTERNATIVES:**

1. Do not make an appointment of an Ex-Officio member at this time.
2. Postpone the appointments to a future meeting.

# AGENDA ITEM 3



CITY OF WOODINVILLE, WA  
**REPORT TO THE EMERGENCY PREPAREDNESS &  
PUBLIC SAFETY COMMISSION**  
17301 133<sup>rd</sup> Avenue NE, Woodinville, WA 98072  
WWW.CI.WOODINVILLE.WA.US

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

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

**Subject:** Amendment of the EPPSC Bylaws

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**Date:** June 13, 2016

**ISSUE:** Shall the Emergency Preparedness and Public Safety Commission approve the amended Bylaws to reflect the revisions as presented?

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

**BACKGROUND/DISCUSSION:** The Emergency Preparedness Commission adopted amended bylaws at the May 9, 2016 meeting. Additional revisions are being proposed to clarify where membership of the Commission is defined and updating a maximum number of Commission members allowed to participate on a standing committee. Removal of "EPC" is recommended as the bylaws do not explain or otherwise use the acronym elsewhere.

**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 changes as presented in the attached document.**

Attachment 1: Emergency Preparedness and Public Safety Commission Bylaws with recommended changes

**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. The membership of the Commission shall be defined in the Woodinville Municipal Code, Chapter 2.25.
2. A Chair and Vice-Chair shall be elected by the Commissioners at the first regular meeting of the Commission in January 2007. Thereafter, a Chair and Vice-Chair 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.
3. In the absence of the Chair and Vice-Chair, a Chair pro tem shall be elected informally by the members present to conduct the meeting.
4. In the event of the resignation of the Chair or Vice-Chair, 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.
5. The Chair shall preside at all Commission meetings and have the powers generally assigned 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 law and with these Bylaws.
6. The Chair may appoint standing committees or special committees and assign one or more members to such committees.

7. The City's Emergency Manager, or a designee, shall serve as Lead Staff Liaison to the Commission. The Lead Staff Liaison or Executive Assistant shall keep the minutes of all regular, recessed and special meetings of the Commission; such minutes shall be approved by the Commission. The Staff Liaison 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 Staff Liaison 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 5:30 p.m. and conclude by 7:00 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 Chair 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 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.
- 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, 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 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 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 a majority of the voting members in attendance 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 shall, at the Chair'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-Commission 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. Report from Council Liaison
10. Reports from Commission Members
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 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 Chair. The Chair 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 ~~two~~ one less than a majority of 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 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 a majority of the voting members shall be required to adopt any changes to these Bylaws.

## CERTIFICATION

The undersigned Staff Liaison 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 ~~May 9~~June 13, 2016.

\_\_\_\_\_  
Janine Brown, Chair  
Woodinville Emergency Preparedness  
and Public Safety Commission

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

# AGENDA ITEM 4



CITY OF WOODINVILLE, WA  
**REPORT TO THE EMERGENCY PREPAREDNESS & PUBLIC  
SAFETY COMMISSION**

17301 133<sup>rd</sup> Avenue NE, Woodinville, WA 98072  
WWW.CI.WOODINVILLE.WA.US

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**To:** Honorable Emergency Preparedness & Public Safety Commission **Date:** June 13, 2016  
**From:** Kellye Mazzoli, Assistant to the City Manager   
**Subject:** 2016 Emergency Preparedness & Public Safety Commission Work Plan

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**ISSUE:** Shall the Emergency Preparedness & Public Safety Commission review the 2016 EPPSC Work Plan?

**RECOMMENDATION:** Review the Emergency Preparedness & Public Safety Commission 2016 Work Plan presented in Attachment A.

**BACKGROUND/DISCUSSION:** Woodinville Municipal Code (WMC) section 2.25 outlines the roles and responsibilities of the Emergency Preparedness & Public Safety Commission. Broadly, the Emergency Preparedness & Public Safety Commission is responsible for providing "policy guidance and recommendations in meeting the public safety needs of the City."

The Commission's specific advisory tasks have been assigned by the City Council for the year and communicated to the Commission via an adopted work plan (Attachment A). Additional topics for consideration may be referred to the Commission directly from the City Council as needed.

Staff will provide an overview of the Council adopted 2016 Work Plan at the meeting, as well as information regarding the process for moving forward.

**RECOMMENDED MOTION:**  
*For Discussion Only.*

**ATTACHMENT:**  
**A - Parks and Recreation Commission 2016 Work Plan**

Attachment A

## EMERGENCY PREPAREDNESS & PUBLIC SAFETY COMMISSION 2016 WORK PLAN

Ref. No.	Work Plan Item	Description	First Quarter 2016 Jan-Mar	Second Quarter 2016 Apr-Jun	Third Quarter 2016 Jul-Sep	Fourth Quarter 2016 Oct-Dec
1	REVIEW GAP ANALYSIS OF THE CEMP	Review the 2016 gap analysis conducted regarding the CEMP and establish schedule for review and update of the CEMP		Receive report and review gap analysis conducted by Consultant		
2	CEMP REVIEW: MISSION AND SITUATION				Commission to review and provide input as needed	
3	CEMP REVIEW: ORGANIZATION AND RESPONSIBILITIES				Commission to review and provide input as needed	
4	CEMP REVIEW: CONCEPT OF OPERATIONS				Commission to review and provide input as needed	
5	CEMP REVIEW: ADMINISTRATIVE AND FISCAL PROCEDURES				Commission to review and provide input as needed	
6	CEMP REVIEW: LOGISTICS				Commission to review and provide input as needed	
7	CEMP REVIEW: DIRECTION, CONTROL, AND COORDINATION					Commission to review and provide input as needed
8	CEMP REVIEW: EMERGENCY PUBLIC INFORMATION					Commission to review and provide input as needed
9	CEMP REVIEW: TRAINING, EXERCISES, AND EDUCATION					Commission to review and provide input as needed
10	CEMP REVIEW: ON-GOING MANAGEMENT AND MAINTENANCE OF PLAN					Commission to review and provide input as needed
11	CEMP REVIEW: EMERGENCY SUPPORT FUNCTIONS, SUPPORT ANNEXES, AND APPENDICES					Commission to review and provide input as needed
12	REVIEW OF AREAS AROUND SCHOOLS TO ASSESS SAFE WALKS TO SCHOOL			Begin assessment of areas surrounding schools for Safe Routes to School	Create recommendations to send to City Council	

# AGENDA ITEM 5



CITY OF WOODINVILLE, WA

**REPORT TO THE EMERGENCY PREPAREDNESS & PUBLIC SAFETY COMMISSION**

17301 133<sup>rd</sup> Avenue NE, Woodinville, WA 98072  
WWW.CI.WOODINVILLE.WA.US

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**To:** Honorable Emergency Preparedness and Public Safety Commission  
**From:** Kellye Mazzoli, Asst. to the City Manager  
**Subject:** Assessment of Pedestrian Areas Near Schools

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**Date:** June 13, 2016

**ISSUE:** Shall the Emergency Preparedness and Public Safety Commission commence assessment of pedestrian areas near schools?

**RECOMMENDATION:** To assign Commission members to subcommittees and commence assessment of pedestrian areas near schools.

**BACKGROUND/DISCUSSION:** The Emergency Preparedness & Public Safety Commission has a request from Council for the Commission to assess pedestrian areas near schools and to send a recommendation to Council at their earliest convenience. The item is included on the EPPSC 2016 Work Plan to begin in the current, second quarter of 2016 with recommendations being forwarded to Council in the third quarter.

Staff has prepared a map showing areas near schools for the Commission's assessment along with additional information that may helpful.

**ALTERNATIVES:**

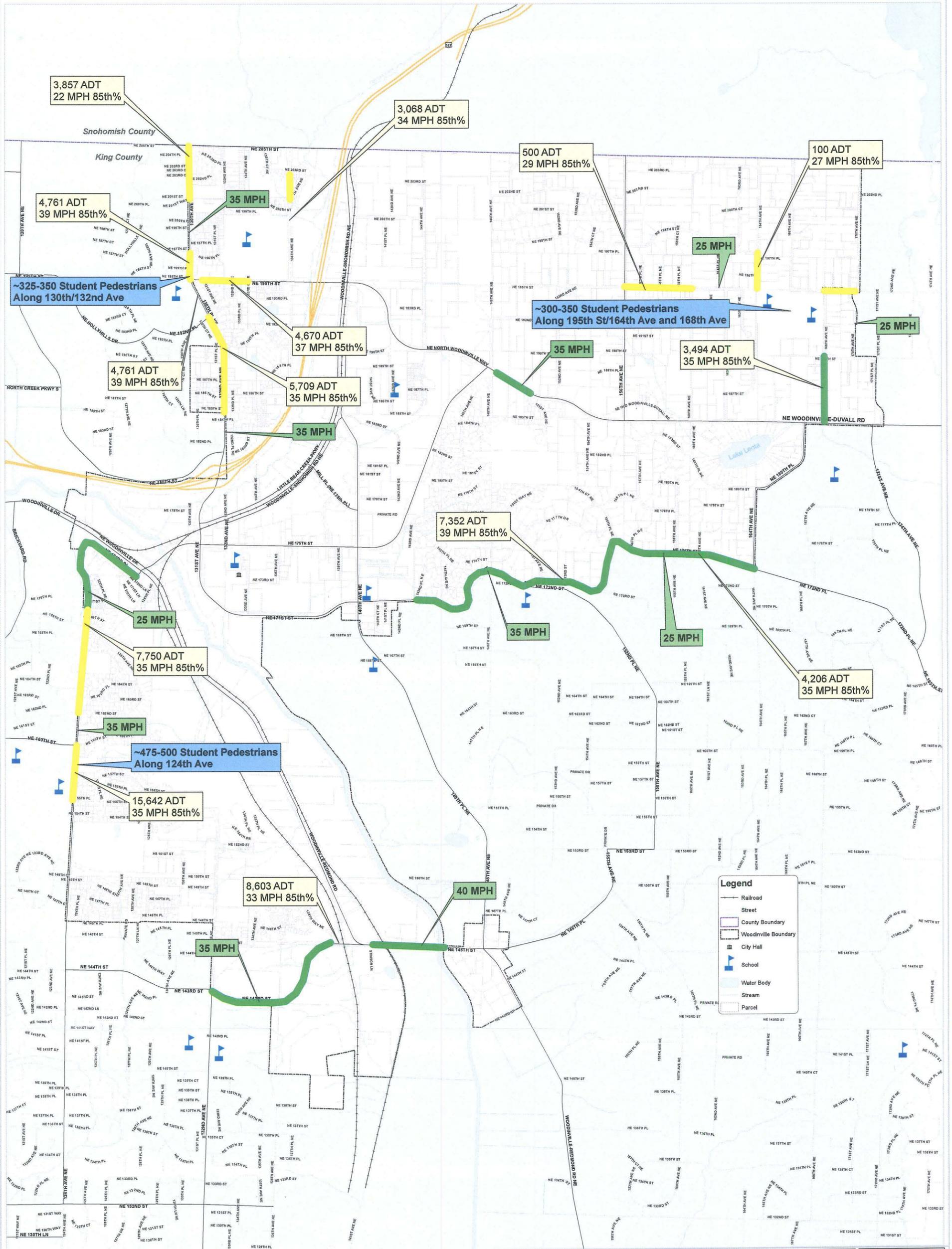
1. Assign individual members of the Commission to assess pedestrian areas near schools.
2. Set dates for special meetings of the Commission to assess pedestrian areas near schools together as a group.
3. Take no action.

**RECOMMENDED MOTION:**

**I move to create three (3) subcommittees of two (2) Commissioners to study each of the three (3) pedestrian areas near schools. Subcommittees should commence assessment of their area immediately and report findings back to the Commission at the next meeting. [Specify Commissioners for each specific area]**

Attachment 1: Map of Areas for EPPSC Study 2016

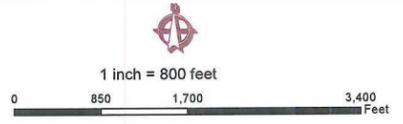
# City of Woodinville



**Legend**

- Railroad
- Street
- County Boundary
- Woodinville Boundary
- City Hall
- School
- Water Body
- Stream
- Parcel

## Pedestrian Areas for EPPSC Study 2016



NO	DESIGN/REVISION	DATE	BY
1	Original	05/31/2016	CTK
2			
3			
4			
5			

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# AGENDA ITEM 6



CITY OF WOODINVILLE, WA

## REPORT TO THE EMERGENCY PREPAREDNESS & PUBLIC SAFETY COMMISSION

17301 133<sup>rd</sup> Avenue NE, Woodinville, WA 98072  
WWW.CI.WOODINVILLE.WA.US

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**To:** Honorable Emergency Preparedness & Public Safety Commission **Date:** June 13, 2016

**From:** Kellye Mazzoli, Assistant to the City Manager 

**Subject:** Review of the 2016 Emergency Management Program Assessment

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**ISSUE:** Shall the City Council receive and review the 2016 Emergency Management Program Assessment?

**RECOMMENDATION:** To receive the report, discuss, and provide feedback as necessary.

**BACKGROUND/DISCUSSION:** The City contracted with Gail Harris of GCH Disaster Solutions to prepare an assessment of the City of Woodinville's Emergency Management Program. Attached is the report from Ms. Harris including an executive summary, assessment of the individual components, and recommended next steps.

Specifically, the assessment evaluates each function required of a political subdivision in providing its "local emergency management program." It notes if the City's current program meets, exceeds, or falls short of mandates.

Historically, the City of Woodinville contracted the management of the program to Emergency Services Coordination Agency (ESCA) over the past several years. At the end of 2015, ESCA dissolved and the City contracted the assessment in order to make an informed decision regarding future management of the Emergency Management Program.

The City Council has identified the need to update the Woodinville Comprehensive Emergency Management Plan (CEMP) as a priority on their 2016 City Council Work Plan. Additionally, Council has approved a 2016 EPPSC Work Plan that places emphasis on the Commission's participation in the process of updating each section of the CEMP.

**RECOMMENDED MOTION:**

**I MOVE THAT THE COMMISSION RECEIVE THE EMERGENCY MANAGEMENT PROGRAM ASSESSMENT.**

Attachment 1: Emergency Management Program Assessment, 2016

City of Woodinville

# Emergency Management Program Assessment

Prepared by Gail Harris, GCH Disaster Solutions

April 2016

# **City of Woodinville's Emergency Management Program Assessment**

## **Executive Summary**

**April 16, 2016**

Washington State law, RCW 38.52.070, authorizes and directs each political subdivision of this state to establish a local emergency management program, or contract with a local organization to provide for this function. The law, and the supporting Washington Administrative Code's, describe what that political subdivision's program have to provide for the prevention, preparedness, mitigation, response, and recovery within that political subdivision; in this case the City of Woodinville. This assessment reviews the functions that are mandated of each political subdivision to provide a "local emergency management program", or contracted for, and how the City of Woodinville meets, exceeds, or falls short of these mandated function.

The City of Woodinville had been contracting the management of this function to Emergency Services Coordination Agency (ESCA) for the past several years. ESCA dissolved as an agency in 2015. The City of Woodinville, in an effort to make an educated choice as to how to manage this important function in the future, requested that an assessment of their program be done and identify any gaps between what is required by law and what the City has currently in place.

It is important to note, that in addition to ESCA no longer managing this function for the City of Woodinville, a significant portion of the leadership of the Executive staff, whom used to provide the internal oversight of emergency management had left the City by the end of 2015. On a positive note, the City of Woodinville has now hired a new City Manager, Brandon Buchanan and an assistant to the City Manager, Kellye Mazzoli. In addition, the Police Chief, Katie Larson, and the Woodinville Fire District Fire Chief, Gregory Ahearn, are both relatively new and are eager to address the needs identified in this assessment. I have been told that the Woodinville City Council has placed the Emergency Management function on their city's work plan for this year. This will go a long way to effect a positive advancement of the emergency management program for the City of Woodinville.

In doing this assessment the following documents were reviewed: the City's current Comprehensive Emergency Management Plan (CEMP), the Emergency Operations Center (EOC) set-up documents, departments standard operating procedures, the City's Hazard Mitigation plan, the City's Emergency Management ordinance, 8.10,

training information, and a memo from the King County Office of Emergency Management (KCOEM) as to the support they can provide the City. Interviews were conducted with Police Chief Katie Larson who had been temporarily assigned this function by interim City Manager Dick Zais. In addition, Chief Larson and I met with Woodinville Fire Chief Gregory Ahearn, Deputy Director Jody Miller of the King County Office of Emergency Management, King County Emergency Management Program Manager and Public Information Officer, Lynne Miller, newly appointed City Manager Brandon Buchanan and assistant to the City Manager, Kellye Mazzoli and members of the City's leadership team. I specifically was inquiring as to their understanding of the current state of the Woodinville's Emergency Management function and how that understanding ensured compliance with RCW 38.52, its associated Washington Administrative Code, and Federal Grant requirements.

### **Assessment – Based on WAC & Grant Requirements**

#### **Comprehensive Emergency Management Plan (CEMP)**

*Requirement: CEMP - Each local and joint local organization for emergency management shall develop, promulgate and maintain a current comprehensive emergency management plan (CEMP) that is consistent and coordinated with the state comprehensive emergency management plan, and submit it to the director for review every five years as provided in this chapter.*

The City's CEMP needs to be updated to reflect how this function will be managed in the future. In addition, it lacks references to how the City would be coordinating with King County and the other cities in the county. Language that is used in it currently, make broad statements of which City department will be primarily responsible for providing for major emergency management functions like Mass Care, Volunteer Management, Food and Water Distribution, Transportation and Communications, to name a few. The City doesn't have the staff or the resources to fulfill what this documents states it will provide. It also assigns broad responsibility to too many of the same departments and individuals, who will become overwhelmed quickly. The document should be re-written to describe how the city will work with the other surrounding cities and King County to identify how the region will provide for those major emergency functions named above. There are a number of current regional plans that the city should have referenced in this plan that explain how the City of Woodville can access the help they will need.

The Woodinville Fire Department has not read any of the sections they are the primary lead on nor apparently were they asked. It appears from interviews most

of the leadership team were not aware of the broad responsibilities that they are to manage.

The CEMP also states that the City Manager, not his appointed Director of Emergency Management, or the Assistant Emergency Management Director, or the City's Disaster Coordinator, will be the EOC Manager when the EOC is activated. I would highly recommend against that. The City Manager in most cities have to be available for looking at the bigger picture, the future impacts, and getting the city on the road to recovery. The City Manager will be briefing the elected officials and working with other City Managers/Mayors/King County Executive to ensure regional collaboration and planning is being done. The EOC Manager is someone who manages the various EOC sections, Planning, Logistics, Finance/Admin, and Operations and ensures that the administration of the EOC; it is staffed, the situation reports are being completed and disseminated, briefing are occurring in a timely manner, and deal with some of the smaller issues that are on-going. The EOC Manager keeps the City Manager informed of the current situation and advises the City Manager on the need for policy decisions.

## **Authorities**

***Requirement: Authorities** - Ordinances resolutions and agreements establishing the legal authority for development and maintenance of the program.*

The CEMP and the City's ordinance while identifying the City Manager as the "overall head of Emergency Management" for the city, states the City Manager then should advocate the Emergency Management Director to someone he/she appoints and then should also appoint an Assistant Director of Emergency Management. The CEMP has conflicting information about who the City's "Disaster Coordinator" is, who will be the Public Information Officer (PIO) and who will be the EOC Manager. The City ordinance and the City's CEMP should be re-written and updated to better reflect how they will actually work during an emergency, how to best use regional collaboration and to reflect best practices in the field of emergency management.

I would recommend that the City Manager retain the authority of Emergency Management Director. That he appoints an Emergency Management Coordinator/Manager to oversee the everyday activities associated with this function and that person be the EOC Manager during activation. If this person were more immersed in the emergency management function on a daily basis, then they would be best equipped to manage the EOC when activated, as they would know the players in the County to coordinate with. This person could also be contracted from another city who provides emergency management function, from the Woodinville

Fire Department if appropriate, a half time FTE, or as adjunct duties assigned to another current FTE. The PIO function should not be assigned to the EOC Manager, as they will be busy nor is it usually the City Manager. While the City Manager may need to say something to the media, the job of organizing information, tracking down rumors, coordinating with other PIO's in the county needs to be assigned to someone who can have direct access to both the City Manager and the EOC Manager, but not assigned any other main function during an emergency.

## **Grant Capabilities**

*Requirement: Grant Capability - The ability to implement state and federal emergency management grant administration and reporting requirements*

The City does have individual staff assigned to the Administrative, Public Works and Executive Departments who have the capability to apply for grants. In the area of applying for Emergency Management grants, King County OEM has agreed that they can support any needs identified for grant opportunities.

## **Hazard Identification and Mitigation Planning**

*Requirements: HIVA - The process for development, promulgation and maintenance of a current written Hazard Identification, Risk Assessment, and Consequence Analysis*

*Hazard Mitigation - Access to a pre- and post-disaster mitigation program that regularly uses resources to mitigate the effects of emergencies and disasters associated with the risks or hazards identified in its hazard identification and vulnerability analysis*

Beginning in 2004, all political subdivisions were required by the Federal Government a hazard and threat assessment and have a plan to mitigate those hazards identified in the plan. The City is in compliance with this requirement.

The City joined the 2014 Hazard Mitigation Plan that was facilitated by King County and has an Annex to that Plan that identifies 17 strategies that the city is committed to working on. This plan does identify the specific hazards and threats that may face the city. The point persons on this plan, which had been the former Assistant to the City Manager and the City Manager, was passed to Police Chief Larson in the interim. The 17 strategies identified in this plan include items like, bridge replacements, culvert replacements, Stormwater detention plan to name a few, are primarily public works projects. I would recommend that the oversight of this plan be given to the Public Works Director or an appropriate member of their staff.

## **Resource Management and Logistics**

**Requirement: Resource Management and Logistics** - A resource management system that includes objectives and implementing procedures that address the identification, location, acquisition, storage, equipment maintenance and testing, timely distribution, and accounting for services, materials, supplies and equipment that may be needed to address the hazards identified in the hazard identification and vulnerability analysis.

While the City's Administrative Department does track items they purchase in their fixes asset system, there does not appear to be a system in place that would track a resource during an emergency from acquisition, where it is stored, how it is maintained, if it is tested, and if it was returned if rented or borrowed. This can be done on a simple excel spread sheet and perhaps built into any information management system that is developed for the EOC. King County has offered to train any Woodinville staff on how to access their system to order any thing they may need from the County. That training can be set up in the future.

## **Emergency Worker Program/Spontaneous Volunteers & Donations**

### **Requirements:**

**Emergency Worker Program** - A process for documenting the registration, mobilization, engagement and use of emergency workers consistent with Chapter 118-04 WAC and to mobilize community support in the event of an emergency or disaster.

**Spontaneous Volunteers** - A process to manage spontaneous volunteers and donations in the event of an emergency or disaster.

This is a program to pre-credential disaster volunteers and also credential spontaneous disaster volunteer workers (DVW) after an event. The system that is in place states ESCA would do this function – specifically the pre-identified ones, like members of the volunteer ham radio team and those trained as Community Emergency Response Team members, but that is no longer the case. With ESCA no longer available to do this, King County has agreed to assist in the credentialing of any DVW's if needed during an emergency. A system to manage this will need to be added to the CEMP when it is updated. The city has no donations management system in place and this will also need to be developed and added to the CEMP when updated.

## **Mutual Aid**

**Requirement: Mutual Aid** - The establishment of protocols for sharing resources with other political subdivisions in response to a request under the Intrastate Mutual Aid System established by chapter 38.56 RCW or other mutual aid agreements.

The City is a signature to the King County Regional Coordination Framework for Disasters and Planned Events and they can utilize the State's new intra-state mutual aid law, Washington Mutual Aid System (WAMAS) as well as the inter-state Emergency Mutual Aid Compact (EMAC). These need to be reflected in your CEMP when it is updated. In addition, mutual aid agreements with other community partners would be beneficial, i.e. Fire District, School District, Utilities, etc.

### **Communications and Warning**

***Requirement: Communications and Warning** - A communications plan addressing the ability to conduct communications both internally and externally with emergency management program stakeholders, emergency personnel, and the public; that provides for using, maintaining and augmenting appropriate communications equipment necessary for efficient preparation for (including appropriate prevention and protection measures), response to, and recovery from emergencies.*

The Police department has accessed the King County Wide Alert and Warning System and can use it for staff and community emergency notification when needed. A process for the use and dissemination of information needs to be written up and added to the CEMP. The capability to use this system needs to be shared with appropriate city staff so that key personnel can use it to alert staff of important information and alert the community of a potential or on going threat. The police department will be tasked with responding and will not have the time to stop and send out the messaging needed.

### **Facilities – Primary and Alternate Emergency Operations Centers (EOC)**

***Requirement: Facilities** - Identification of primary and alternate emergency operations centers with resources to adequately support emergency response and recovery activities. This shall include the process for activating the primary emergency operations center within two hours.*

The City of Woodinville currently uses the City's Council Chambers as their primary EOC and the floor of the garage in the Public Work facility as their alternate EOC. This is problematic for a several reasons. The open City Council Chambers is a better place where the city's elected officials are briefed with what is occurring and to make policy decisions. In addition, EOC's, when activated, are coordinating operational activities and need to be located in a secure facility. The City of Woodinville's Council Chambers was built like many council chambers, open and inviting, and will be difficult to secure if there are no police to provide security. Recently, the City of Mercer Island had a prolonged Boil Water emergency that had a

protracted activation of their EOC for a couple of weeks. Their EOC, also their City Council Chambers, had to be torn down and set back up seven times due to the need to have council meetings and press conferences. After that lesson learned, the City of Mercer Island is now building out another facility to be their EOC so it can stay operational when needed and adding additional safety measures. I have heard of other examples of this occurring in Cities that use their City Council Chambers as their primary EOC. In addition, the space at the Public Works facility will be needed to coordinate their operational response. The Woodinville Fire District had an EOC built into their headquarters building, which the City used to use. The Woodinville Fire Chief has expressed a desire to partner with the city to bring the City's primary EOC back to their facility as it was built to support that function. I would highly endorse that partnership. The City's Council Chambers could then be used in that rare time that you may need to use an alternate EOC.

### **Incident Management System**

***Requirement: Incident Management System - The incident management system tools and structure to be used in emergency operations centers for analyzing emergencies or disasters and providing the process for clear and effective decision making for response and recovery.***

The City's CEMP does clearly state that the City of Woodinville will use the Incident Command System (ICS) to manage emergencies. The requirement for use of this system is for all field operations, i.e. police, Fire and Public Works. It is highly recommended best practice to also use ICS to manage your EOC as it gives uniformity for local jurisdictions, on how they staff the EOC, helps support field operations so they don't have to activate Logistics, Planning and Finance, it has "tools" in place to capture incident information and provide a process for clear and effective decision making for response and recovery from the emergency. The City uses a hybrid of the ICS system in staffing the EOC; it appears to be organized by city department silos.

As to the requirement for documenting decision making, the City has a paper memo system to capture information that comes into the EOC. It has used a software program in the past, but staff said it was not user friendly and they discontinued the use of the software. The written memo system takes information in of what is being reported, but it does not capture what was done with the information or the decision making process.

I would recommend two things. The city staff the EOC as close to the Incident Command System as possible. This will help make sense of the mandatory ICS training most of the employees have to take and it will allow for an easier transition

into your system if you were to ask for other cities help in staffing your EOC, as this is how most smaller cities set up their EOC. Conversely, if you agreed to send staff to support another city's request for EOC staff, staff would better understand where they would fit into another city's EOC. I also would recommend working with the Police Department and the Woodinville Fire District on developing a system that could capture the important information of what is occurring in the city, what is being done to address it, and documentation of the decisions made. Currently, with the Police Department has one dispatch center, the Fire District has another and the city receives information from its citizens in a variety of manners, i.e. phone calls, social media, drop in's, etc. Developing an information management system that captures all of the significant events would give the city better situational awareness and improve decision-making capabilities.

## **Training**

**Requirement: Training** - *A training program that includes the assessment, development, and implementation of appropriate training for organization staff, emergency management and response personnel, key public officials, decision makers, and the public in accordance with the National Incident Management System (NIMS). Training shall include the recommended Federal Emergency Management Agency professional development series and NIMS courses for emergency management staff.*

**Public Education** - *A public education capability or participation in a public education program addressing emergency management.*

This requirement is both a state and federal government mandate. The Federal Government, after the 9/11 Commission findings, has mandated all Federal, State, Local and Tribal governments train their appropriate staff on the National Incident Management System (NIMS) and in the Incident Command System (ICS). The state takes this a bit further in that besides the NIMS/ICS requirements, the city's training program is required to include an assessment, development, and implementation of appropriate training for organizational staff, emergency staff, key public figures, decision makers, and the public.

The City of Woodinville has an excel spreadsheet showing which functions within the city should take which NIMS and ICS classes. It does not have who has taken those classes and it is only limited to the NIMS/ICS classes. It also developed a plan in 2007 to train staff in the required ICS classes, but there is no documentation as to whether that training took place or who took it

I would recommend that if the City determines it wants to use ICS as its Incident Command system in their EOC, that all applicable staff, both whom would staff the

EOC and who would be deployed operationally in the field, take the NIMS 700 and ICS 100/200 classes. ICS 300 or 400 would be applicable for some management and leadership team members. Additional classes are also available for ICS specific sections, for elected officials, Public Information Officers (PIOs)/Media Officers, etc. There is also many, and very inexpensive, training available for key staff, at FEMA's Emergency Management Institute in Emmitsburg, Maryland. Doing this can give you a starting base and then the system of keeping it maintained will need to be written up and added to your CEMP.

## **Public Education**

**Requirement: Public Education** - *A public education capability or participation in a public education program addressing emergency management.*

For the public, there is both "Training" (as stated in the above requirement) and a "Public Education" requirement for the city to participate in. For the public there are many resources available for them to become personally prepared. Ensuring you have that information on your Website and printed in hard copies for Safety Fairs would help get the message out. The two key public education campaigns utilized in King County are: "What To Do To Make it Through" <http://makeitthrough.org/> and "Take Winter By Storm" <http://takewinterbystorm.org/>

There is also the popular Community Emergency Response Team (CERT) training. While the City of Woodinville does not have the capability to teach this several week course, we have been assured that anyone who wants to take the class can take it at any of the neighboring cities. The Eastside cities have formed a partnership to share resources that teach CERT and support teams that are formed.

In addition, the State of Washington has an awarding winning program. "Map Your Neighborhood", to have communities organize themselves within neighborhoods. Since it will be most likely those who are around us when an emergency occurs who will help each other, this program is designed to have neighbors meeting and organizing how to be better prepared to assist each other. The Map Your Neighborhood program is highly recommended. Information on it can be found at: <http://mil.wa.gov/emergency-management-division/preparedness/map-your-neighborhood>

## **Exercise**

**Requirement: Exercises** - *Access to and participation in an emergency management exercise program that includes evaluation of emergency management capabilities and*

*a corrective action process designed to improve and/or validate emergency management plans, processes, systems, and procedures.*

The City is required to have access to and participation in an emergency management exercise program. King County has offered to invite Woodinville staff to participate in their exercise program. This will be for a few limited key staff. All city staff assigned to staff the EOC or who would be assigned operationally during an event will need to be trained and then participate in an exercise. Exercising your plan, after you have updated it and trained staff should be a priority.

### **Public Information Plan**

***Requirement: Public Information Plan** - A public information plan that includes the capability of participation in a joint information system during an emergency or disaster.*

To meet this requirement, the City will need to decide on who would actually be the Public Information Officer. That person will need the applicable training, should join the King County PIO consortium, and understands how to participate in a joint information management system during an emergency. This person will need to have direct access to the City Manager and EOC Manager. Currently, this requirement is not being met.

### **Documentation of Critical Information**

***Requirement: Documentation of Critical Information** - Procedures for documenting critical information received and decisions made during emergency operations center activations.*

As identified before under the discussion about incident information, a system and procedure needs to be developed on how the city will document the critical information it receives during an emergency. Currently, this requirement is not being met.

### **Administration and Finance**

***Requirement: Administration and Finance** - The establishment of fiscal and administrative procedures that will be used to support and accurately document normal and disaster operations of the organization. A dedicated emergency management budget*

The city does have fiscal and administrative procedures that will support and document normal and disaster operations. Currently, within their general fund

budget, the City has identified funds to pay for their emergency radios and the funds they had set aside for paying ESCA. Once the Emergency Management function is better defined for the City this budget may be revisited.

## **Whole Community Engagement**

***Requirement: Whole Community Engagement - A process to regularly engage the whole of community of the local or joint local organization to seek and obtain continued and coordinated stakeholder involvement and input regarding the emergency management program, including but not limited to policies, plans, ordinances, training, exercises, budget, public education, strategies, and other emergency management issues.***

This requires the city to seek and obtain continued and coordinated stakeholder involvement and input regarding their emergency management program. The City has established the Woodinville Emergency Preparedness Commission. The make up of it appears to be citizens interested in emergency preparedness. To meet this "Whole Community" requirement, I would expand the scope of this commission and while not disbanding it, expand membership that includes participation from your School District, Utilities, Chamber of Commerce, Human Service agencies, Faith Based organizations, major employers, etc. These would be the people you would be coordinating with if a disaster occurred and you needed to coordinate transportation on school buses, children left in schools, infrastructure restoration, how to assist with vulnerable populations (Adult Family Homes, nursing homes, people who do not speak English, etc.). If you are meeting with these stakeholders on a regular basis the trust built tends to have them leaning forward to offer assistance when faced with a community emergency or disaster.

## **Prevention**

***Requirement: Prevention - Engage prevention and protection partners to assess and improve capabilities for the hazards identified in the hazard identification and vulnerability analysis document.***

This requirement asks governments to engage prevention and protection partners to assess and improve capabilities for the hazards identified in your Hazard Mitigation Plan. The City is doing some of this in the strategies as identified in the Hazard Mitigation Plan and would further meet this if they changed the mission of the Woodinville Emergency Preparedness Commission to reflect the Whole Community Engagement concept.

## Recommended Next Steps

While this assessment may seem to be overwhelming, a plan can be developed to bring the City of Woodinville into compliance with Federal and State requirements and to be in a better position to provide of your community members during an emergency or a disaster.

- Develop a vision for the emergency management function for the City of Woodinville and how it will be staffed.
  - I would recommend the coordination and oversight of this function, for the interim, be assigned to the Assistant to the City Manager to begin planning for a citywide effort. During the planning phase, after exploring all options, a permanent assignment of this important function will be made.
- Develop a City Ordinance that reflects that vision and the mission it will be tasked with accomplishing.
- Develop and EOC staffing chart displaying staffing assignments.
- Develop a Mutual Aid Agreement with the Woodinville Fire District to partner on the use of the EOC, developing an information management system, and other areas of partnership the City and Fire District could mutually benefit from.
- Update the CEMP to reflect the needed changes identified in this report and organizational changes.
- Explore how to leverage the Emergency Management Program Grants funds that the State distributes.
- Train staff on the mandatory NIMS/ICS training, on how their EOC will be managed and their role in it, and train on the updated CEMP and their roles in the plan.
- Develop a long-range training plan for the various Emergency Management functions.
- Develop an exercise to test the plan and the EOC after the training has been completed and the plan has been developed. In the interim, participate in some of the exercise opportunities that are offered regionally.
- Do an After Action Plan (AAP) from the exercise to address the identified corrective actions.
- RCW 42.14.070 speaks to the need for political sub-divisions to have a continuity of government plan. The city should prioritize the city's list of services in an effort to pre-identify those services that they will provide at a minimum during an emergency to ensure community safety and a rapid

recovery process. This assessment will also include a line of succession and ensure continuity in leadership.

- Expand the mission of the Emergency Preparedness Commission.
  - Recommend renaming City of Woodinville Emergency Management Advisory Council (Committee or Commission)
  - Expand the membership to better meet the Whole Community concepts identified in the assessment.

It has been my pleasure to do this assessment for the City of Woodinville. I have a commitment to community preparedness and am available to help the City work through the needed steps to come into compliance with the law and to have more confidence in their capabilities to respond to and manage emergencies.

Respectfully submitted,

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