

**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
Police Chief Larson – Pos. 6
Fire Chief Ahearn – Pos. 7



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

July 11, 2016
5:30 PM

COUNCIL CHAMBERS; 17301 133rd Avenue NE Woodinville, WA 98072

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 the agenda, please save your comments until that issue is presented for discussion. Comments should be limited to 3 minutes per individual.

BUSINESS ITEMS

1. Minutes for June 13, 2016
2. Review of Assessments of Subcommittees Regarding Pedestrian Areas Near Schools
3. Discussion of Emergency Management Program Assessment
4. Establish 2017-2018 Budget Priorities for the Emergency Preparedness and Public Safety Commission

REPORTS FROM PUBLIC SAFETY PERSONNEL

1. Woodinville Police Department, Chief Larson
2. Woodinville Fire District, Chief Ahearn

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:

**August 15, 2016 5:30 p.m.
September 12, 2016 5:30 p.m.**

AGENDA ITEM 1

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

**Monday
June 13, 2016**

**5:30 p.m.
City Hall, Council Chambers**

CALL TO ORDER

The meeting was called to order at 5:32 p.m. by Chair Brown.

ROLL CALL

PRESENT: Chair Janine Brown, Vice Chair James Walker, and Commissioner John Halpin.

ABSENT: Commissioners Kevin King and Mark Van Wormer.

Also present were Executive Assistant/Deputy City Clerk Linda Fava, Assistant to the City Manager Kellye Mazzoli, and Public Works Director Tom Hansen.

FLAG SALUTE

Chair Brown led the flag salute.

APPROVAL OF AGENDA IN CONTENT AND ORDER

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

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

SPECIAL PRESENTATION – None

PUBLIC COMMENT – None

REPORTS FROM PUBLIC SAFETY PERSONNEL

1. Woodinville Police Department, Sergeant Harasek

Sergeant Harasek reviewed the 2016 Police Services Report through April 2016 and responded to questions regarding statistics in the report, how an incident like Orlando would be classified, and new officers and their assignments. An audience member, Jim Carly inquired whether pistol permits were concealed weapons permits.

2. Woodinville Fire and Rescue, Chief Ahearn

Chief Ahearn was unable to attend the meeting.

BUSINESS ITEMS

1. Approval of Minutes – May 9, 2016

Vice Chair Walker moved to approve the minutes of May 9, 2016. Commissioner Halpin seconded the motion.

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

2. Appointment of Police Chief and Fire Chief to Ex-Officio Positions

Chair Brown recommended the term end November 1, 2018, the date that all EPPSC commissioners' terms end.

Chair Brown moved that Greg Ahearn, Fire Chief for Woodinville Fire and Rescue, and Kathleen Larson, Police Chief for the City of Woodinville, be appointed to the vacant Ex-Officio positions with the Emergency Preparedness and Public Safety Commission for a two-year term beginning immediately, and concluding November 1, 2018. Vice Chair Walker seconded the motion.

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

3. Amendment of EPPSC Bylaws

Assistant to the City Manager Kellye Mazzoli reviewed the proposed revisions to the EPPSC bylaws. Chair Brown recommended deleting "and fourth" in Article III, paragraph 1.

Commissioner Halpin moved to accept the proposed changes to the EPPSC bylaws and to include striking "and fourth" in Article III, paragraph 1. Vice Chair Walker seconded the motion.

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

4. Review of 2016 EPPSC Work Plan

Ms. Mazzoli reviewed the 2016 EPPSC Work Plan as approved by the City Council and responded to a Commission question regarding hiring a consultant to assist the EPPSC with review of the CEMP.

5. Assessment of Pedestrian Areas Near Schools

Public Works Director Tom Hansen explained this issue arose as a result of Council direction to remove the NE 195th Street gate in the Wellington neighborhood. The Council then direct staff to assess areas near schools citywide. He relayed the Northshore School District's policy that students living within one mile of the school are not provided bus transportation which can be problematic because many areas do not have sidewalks. He reviewed a Pedestrian Areas for EPPSC Study map that identified:

- School locations
- Number of children living within 1 mile (walking or being driven to the school)
- Average daily traffic
- Average speed and 85th percentile speed
- Posted speed limit
- Areas within one mile walk zone without pedestrian facilities
- Traffic accidents - no recorded incidents involving a student walking to school and a vehicle
- Areas staff has identified a need or the public has requested a public walkway

He explained the Federal Highway Administration Manual on Uniform Traffic Control Devices allows school zone signage within 300 feet of school property absent special circumstances. He asked for Commission input on improvements (walkway or sidewalk) and priorities. Ms. Mazzoli said staff's recommendation is for the EPPSC to inspect/evaluate areas in small groups. Mr. Hansen relayed NSD recommendations in order of priority (determined by cost and number of students that benefit):

1. 124th south of 160th
2. 130th south of 190th
3. 168th to Leota Junior High (sidewalk)
4. Short area on 156th and 195th

Mr. Hansen responded to questions and discussion ensued regarding estimated cost of improvements, improvements that trigger stormwater requirements, staff providing a recommendation, criteria for the EPPSC's evaluation, staff's opinion of NSD's recommendations, private schools on the map, and concrete barriers used on walkways in Bothell.

Public Comment

Rachel Best-Campbell, Woodinville, described the area of NE 195th Street and 156th Avenue NE, discussions with staff, removal of the gate at NE 195th Street at the direction of Council with no interim safety improvements. She offered a video of a typical morning drop-off. She agreed 124th was a priority but recommended a barrier be installed at NE 195th Street. She expressed concern with the dog leg turn at NE 195th Street and 164th Avenue NE, noting the pedestrian/vehicle issue occurs before and after school.

Jim Carly, Woodinville, said the primary reason given by the Council for removing the gate was fire and police access. He asked if the numbers of the map reflected traffic counts before or after the gate removal. Mr. Hansen said before but there are only minor differences. With regard to their being no accidents between students and vehicles, Mr. Carly said that was when the gate was in place. Two crosswalks on 164th terminate in bushes and the street is very narrow. He recommended the EPPSC do their assessment when school is in session. He pointed out at public meetings, the majority preferred doing nothing which was staff's recommendation; Council ignored staff's recommendation and directed staff to remove the gate.

Discussion followed regarding the location of the gate that was removed, increasing visibility of signs by trimming vegetation, best times and places to view activity on NE 195th Street, composition of subcommittees, viewing Ms. Best-Campbell's video, conducting additional research in September, and studying only the NE 195th Street area now due to removal of the gate.

Commissioners agreed to the following:

- Commissioners Halpin and Walker evaluate and report on 195th and 164th
- Chair Brown contact Commissioners King and Van Wormer to form two subcommittees to study and prepare a report for the two other sites
- Reports to be submitted to Ms. Mazzoli by June 28
- Criteria for evaluation
 - Adequacy of facilities to handle pedestrian traffic
 - Priorities
 - Whether curb/gutter/sidewalk or walkway
 - Other observations

Mr. Carly also suggested consideration be given to a location for a safe drop-off zone on 195th/164th.

Chair Brown moved that three subcommittees be created, two commissioners each, to study and submit reports to Ms. Mazzoli for discussion at the next meeting. Vice Chair Walker seconded the motion.

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

6. Review of Emergency Management Program Assessment

Ms. Mazzoli advised a consultant prepared an assessment of the City's EMP; her report is contained in the packet. Ms. Mazzoli responded to Commission questions regarding the EPPSC's involvement in the CEMP update and whether to remain with King County Department of Emergency Management or join another group.

Commissioner Halpin moved to receive the Emergency Management Program Assessment. Vice Chair Walker seconded the motion.

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

COUNCIL LIAISON COMMENTS – None

REPORTS FROM STAFF

Ms. Mazzoli requested Commissioners notify staff of their availability to attend the July EPPSC meeting and the July 11 Council retreat. Vice Chair Walker advised he will be absent from the July EPPSC meeting. Ms. Mazzoli reported a new management analysis started work today; she will be attending EPPSC meetings.

REPORTS FROM COMMISSION MEMBERS

1. General Comments and Reports

Commissioner Halpin asked where to report concerns regarding vegetation obstructing vehicle sightlines. Mr. Hansen advised landscaping up to the curb is maintained by the property owner. He recommended contacting the business first and if not getting results, contacting the City.

2. Setting Future Meeting Agendas

ADJOURNMENT

Commissioner Halpin moved to adjourn the meeting. Chair Brown seconded the motion.

Vote: All voted in favor of the motion, and the motion carried (3-0). The meeting was adjourned at 7:06 p.m.

Respectfully submitted,

Linda Fava
Staff Liaison

AGENDA ITEM 2



CITY OF WOODINVILLE, WA

REPORT TO THE EMERGENCY PREPAREDNESS & PUBLIC SAFETY COMMISSION

17301 133rd Avenue NE, Woodinville, WA 98072
WWW.CI.WOODINVILLE.WA.US

To: Honorable Emergency Preparedness & Public Safety Commission **Date:** July 11, 2016
From: Kellye Mazzoli, Assistant to the City Manager
Subject: Review of Subcommittees' Assessments Regarding Pedestrian Areas Near Schools

ISSUE: Shall the Emergency Preparedness & Public Safety Commission review the subcommittees' assessments of pedestrian areas near schools and make a recommendation to Council.

RECOMMENDATION: Review the subcommittees' assessments of pedestrian areas near schools and determine if a recommendation shall be made to Council advising on areas of most concern.

BACKGROUND/DISCUSSION:

The Emergency Preparedness & Public Safety Commission received a request from the City Council at their June 13, 2016 meeting, to assess pedestrian areas near schools and to send a recommendation to Council at their earliest convenience. Staff prepared and presented a map showing areas near schools for the Commission's assessment along with additional information that may be helpful.

The Commission determined subcommittees of two members each would visit the three areas of concerns around the schools. The Commission agreed to send reports in to the Staff Liaison by June 28, 2016 for attachment to this report (see Attachments). Those reports received by the posting of the agenda have been included as sent in from subcommittee members.

RECOMMENDED MOTION:

Review the subcommittees' assessments of pedestrian areas near schools and determine if a recommendation should be made to advise Council.

ALTERNATIVES:

1. Review the subcommittees' assessments of pedestrian areas near schools and recommend additional study of the area(s) be conducted.
2. Review the subcommittees' assessments of pedestrian areas near schools and recommend additional study of the area(s) be conducted during the regular school year.
3. Review the subcommittees' assessments of pedestrian areas near schools and take no action.
4. Take no action.

ATTACHMENTS:

A – Report 1: NE 195th St/ 164th Ave NE

B – Report 2: 132nd Ave NE/ 124th Ave NE/ NE 195th St

C – Report 3: TO BE DISTRIBUTED @ MEETING

Kellye Mazzoli

From: Jim & Ellen Walker <jim.walker@cru.org>
Sent: Monday, June 20, 2016 10:10 AM
To: Kellye Mazzoli
Cc: Janine Brown
Subject: Fwd: FW: School Safety Recommendation

Attn: Kellye Mazzoli, Assistant to the City Manager, City of Woodinville

After physically visiting the Wellington Elementary School and Leota Junior High School site (NE 195th St and 164th Ave NE) twice, once during school drop off time (8:00-8:45 AM, Tuesday, June 14th), and a second visit with both Commissioners John Halpin and Jim Walker on Sunday June 19th; it is our agreed decision that in the interest of children's safety the barricade should be re-installed for the reasons stated below:

- 1) Neither street (NE 195th St nor 164th Ave NE) have any "center or side lane marking lines".

- 2) There are no marked crosswalks on NE 195th St.

- 3) The marked crosswalk across 164th Ave NE at NE 196th St is "before the intersection" and "dead ends" into a huge bush with no sidewalk or walking lane. The crosswalk should be on the other side of this intersection.

- 4) 164th Ave NE is "very narrow" and it was rather difficult for me to pass another auto coming from the opposite direction - certainly no place for a car to stop and unload children.

- 5) The "turn-around" at the junction of NE 195th St and 164th Ave NE is so narrow that most cars had to make a 3-point-turn causing them to "back up" where children were walking and/or unloading.

6) The parents mentioned to me that on "trash pick-up day" (I think Wednesdays) that garbage cans are all placed in the "walking lane" of NE 195th St so the children have to walk/bike in the street to avoid the large garbage containers (as many as 3 containers per household).

7) Many of the cars were coming from 164th Ave NE and turning West on NE 195th St and having to unload their children on the North side of the street where there is no shoulder, no walking lane, and no crosswalk - a very dangerous situation during the 8:35-8:45 chaotic rush.

8) The parents told me that they have asked the city for crosswalks on NE 195th St and also said they told the city that the parents would even provide "volunteer crossing guards" but the city told the parents that it was not allowed.

In summary: There is a very dangerous situation for the young children and removal of the barrier seems to have greatly increased the "lack of safety" for these kids. We recommend that the city reinstall a barrier design that will provide for children safety and be easily accessed and quickly opened for emergency response vehicles. We recommend that this item to be a priority public safety item.

Commissioner John Halpin

Commissioner Jim Walker

Woodinville Emergency Preparedness and Public Safety Commission

132nd Ave NE

South of 195th Street

East side in good condition with paved ped/bike way.

Good separation from traffic with landscape strip and curb for most of the way. Good ADA accommodations.

West side generally has not ped/bike facilities

Street cross walks are located at controlled intersections with stop sign or signal.

This is a busy traffic corridor especially during rush hour.

Recommend additional protected crosswalks or provide sidewalk and bike lane on the west side.

North of 195th Street

Curb gutter and sidewalk/bike lanes on both sides for much of the way. Several gaps in sidewalk exist.

Recommend

- Fill in the gaps to make Ped/Bike facilities continuous. Also provide additional protected crosswalks.
- For an interim measure some ped/bike accommodation could be made in some areas by widening the shoulder and add raised pavement markers at edge line. Ditches would need to be replaced with pipe and catch basins.

NE 195th Street

North side - Sidewalk with landscape strip and curb separation and bike lane are good.

South side- Bike lane is good. Sidewalk is discontinuous and no protected mid block crossing.

Recommend

- Fill in sidewalk gaps
- Provide protected mid-block crossing with flashing beacon, pavement marking, raised crossing.

124th Ave NE

North of NE 160th Street

Curb gutter and sidewalk in some areas (redevelopment areas). Paved shoulder with curb in other areas. These facilities are discontinuous. Bike lane present in some areas. Very few crosswalks along corridor.

South of NE 160th Street

Combination of curb, gutter and sidewalk with paved shoulder and traffic curb. Discontinuous facilities and some ADA issues. No bike lanes along much of corridor. Very few crosswalks along corridor.

Recommend

- Fill in gaps with bike lanes and sidewalk.
- Alternatively provide wider paved shoulder with traffic curb. Paint curb to improve visibility of defined walk and bike facility.
- This corridor is adjacent to the City of Bothell. Possible City to City coordination and sharing in cost of improvements. Grants usually score better if multiple agency contribute to project. Seen as more of a regional project.
- The utility easement along the west side could provide an excellent location for a regional bike/ped trail along this corridor.
- Provide protected mid-block crossing with flashing beacon, pavement marking, raised crossing.

NE 195th Street

Paved shoulder and edge stripe on south side. Speed humps and pavement markings. More rural in nature with much less traffic volumes. Some sections at the east end of the corridor have only a narrow path along roadway with no paved shoulders.

Recommend:

Provide paved shoulders with painted traffic curb separation to accommodate peds/bikes if budget permits. I would rate this area as lower priority compared to 124th Ave and 130th /132 Avenue.

AGENDA ITEM 3



CITY OF WOODINVILLE, WA

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

17301 133rd Avenue NE, Woodinville, WA 98072
WWW.CI.WOODINVILLE.WA.US

To: Honorable Emergency Preparedness & Public Safety Commission **Date:** July 11, 2016
From: Kellye Mazzoli, Assistant to the City Manager
Subject: Discussion of Emergency Management Program Assessment

ISSUE: Shall the Emergency Preparedness & Public Safety Commission review and discuss the emergency management program assessment?

RECOMMENDATION: Review and discuss the emergency management program assessment and discuss next steps of the process to move forward with an update to the Comprehensive Emergency Management Plan.

BACKGROUND/DISCUSSION:

The Emergency Preparedness and Public Safety Commission received the Emergency Management Program Assessment provided by Consultant Gail Harris at their June 13, 2016 meeting.

Staff would like to take an opportunity to review the assessment and findings with the Commission and receive feedback regarding the recommendation of the Commission on moving forward.

Staff will review a draft Request for Qualifications with the Commission to receive feedback on seeking a consultant to lead the Comprehensive Emergency Management Plan Update process.

RECOMMENDED MOTION:

Item is for discussion with possible action to recommend to Council that staff solicit Requests for Qualifications (RFQs) for a consultant to lead the Comprehensive Emergency Management Plan Update process.

ATTACHMENTS:

A – Summary of Emergency Management Assessment

Notes on Woodinville's Emergency Management Program Assessment

-RCW requires cities to establish a local emergency management program

-WAC describes what the program has to entail (prevention, preparedness, mitigation, response, recovery)

1) CEMP (Must be reviewed every 5 years)

- a. Currently lacks how city will coordinate with King County
- b. City does not have staff resources to fulfill current obligations
- c. Assigns broad responsibility to too many individuals or departments
- d. There are a number of regional plans Woodinville can rely on
- e. Fire Dep. is less informed/involved of/in its current CEMP responsibilities
- f. Current CEMP designates City Manager as the primary emergency manager-recommends against this
- g. Need clarity on who disaster coordinator is and role definitions
- h. City emergency management ordinance needs to be revised
- i. Grant opportunities: King County will assume the responsibility of applying for state or federal money if it becomes available
- j. Hazard Mitigation Plan is good as written but authority should be delegated to PW Director for implementation
- k. Needed: excel spreadsheet for purchasing assets during an emergency (KC has offered to train city staff)
- l. Donations management and volunteer HAM radio operators: KC will credential Woodinville's HAM radio operators and the city also needs to set up a donation management tracking system
- m. Mutual aid agreements need to be established in writing
- n. A policy for community emergency notification needs to be written and added to CEMP (can't be police anymore; they will be busy actually responding during an emergency)
- o. Current CEMP does not say city will use ICS
- p. If city uses ICS in EOC, all staff be trained on NIMS and ICS
- q. King County has invited several key city staff to participate in an emergency exercise
- r. City should designate a PIO
- s. City should create a plan for documentation of critical information
- t. City needs procedures for documentation of fiscal and administrative procedures during an emergency
- u. Expand/develop whole community engagement
- v. Prevention plan is okay-more could be done, should better involve whole community engagement

DIRECT RECOMMENDATIONS FROM GAIL HARRIS:

- 1) Assign Assistant to the City Manager as responsible for emergency management
- 2) Develop an ordinance with city vision and mission for emergency management
- 3) Develop an EOC staffing chart displaying staffing assignments
- 4) Develop mutual aid agreement with Woodinville Fire D to partner with EOC
- 5) Update CEMP
- 6) Explore how to leverage emergency management program grants from state
- 7) Train staff on NIMS and ICS
- 8) Develop long-range training plan for various emergency management functions
- 9) Develop an exercise to test the plan and the EOC after the training and program has been developed
- 10) Do an After Action Plan (AAP) form the exercise to address the identified corrective actions
- 11) Continuity of government plan: prioritize the city's list of services in an effort to pre-identify those services that will be provided at a minimum during an emergency to ensure community safety and a rapid recovery process...this includes a line of succession/leadership continuity
- 12) Expand the mission of the Emergency Preparedness Commission—better meet the “whole community” concept.

AGENDA ITEM 4



CITY OF WOODINVILLE, WA

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

17301 133rd Avenue NE, Woodinville, WA 98072
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To: Honorable Emergency Preparedness & Public Safety Commission **Date:** July 11, 2016
From: Kellye Mazzoli, Assistant to the City Manager
Subject: Establish 2017-2018 Budget Priorities for the Emergency Preparedness & Public Safety Commission

ISSUE: Discuss and consider commission recommendations to the City Council regarding:

- 2017-2018 Budget Priorities related to the Emergency Preparedness & Public Safety Commission

Items may include service improvements, areas of concern, projects, programs, etc.

RECOMMENDED ACTION:

Discuss and consider sending forward a Commission recommendation to the City Council at the July 16, 2016 City Council Retreat.