

**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 – Ex. Officio
Fire Chief Ahearn – Ex. Officio



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

August 8, 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 July 11, 2016
2. Discussion regarding speeding on NE 175th Street between Woodinville-Duvall Road and 140th Avenue NE –
Commissioner Halpin
3. Public Safety Overview – *Chief Larson*
4. Fire District Overview – *Chief Ahearn*
5. Emergency Management Overview – *Gail Harris*

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:

September 12, 2016 5:30 p.m.
October 10, 2016

AGENDA ITEM 1



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 and Public Safety Commission **Date:** August 8, 2016
From: Kellye Mazzoli, Asst. to the City Manager *KM*
Subject: Meeting Minutes from July 11, 2016

ISSUE: Shall the Emergency Preparedness and Public Safety Commission approve the meeting minutes from the July 11, 2016 commission meeting?

RECOMMENDATION: To approve the meeting minutes from the Emergency Preparedness and Public Safety Commission meeting on July 11, 2016.

BACKGROUND/DISCUSSION: The Emergency Preparedness Commission held its regular monthly meeting on July 11, 2016. Pursuant to RCW 35A.39.010 and our rules of procedure it is necessary to keep true and accurate records of the proceedings of commission meetings. The attached draft minutes were prepared by the city's transcriptionist to describe the discussions and decisions made by the commission at the above meeting.

ALTERNATIVES:

1. Approve the meeting minutes as presented.
2. Approve the meeting minutes as amended.

RECOMMENDED MOTION:

I MOVE THAT THE COMMISSION APPROVE THE MEETING MINUTES FROM THE JULY 11, 2016 EMERGENCY PREPAREDNESS AND PUBLIC SAFETY COMMISSION AS PRESENTED.

ATTACHMENTS:

- 1 – Draft Meeting Minutes from July 11, 2016 Emergency Preparedness & Public Safety Commission Meeting

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

**Monday
July 11, 2016**

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

CALL TO ORDER

The meeting was called to order at 5:36 p.m. by Chair Brown.

ROLL CALL

PRESENT: Chair Janine Brown, Vice Chair James Walker, and Commissioners, Mark Van Wormer and John Halpin (arrived 5:56 p.m.).

ABSENT: Commissioner Kevin King.

Also present were Assistant to the City Manager Kellye Mazzoli, Management Analyst Lauren Broudy, Police Chief Kathleen Larson, Battalion Chief Greg Garat, Woodinville Fire & Rescue, and Council Liaison Paula Waters.

FLAG SALUTE

Commissioners observed a moment of silence for the fallen Dallas police officers.

Chair Brown led the flag salute.

Commissioner Van Wormer moved to excuse Commissioners King and Halpin. Vice Chair Walker seconded the motion.

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

APPROVAL OF AGENDA IN CONTENT AND ORDER

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

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

SPECIAL PRESENTATION – None

PUBLIC COMMENT – None

BUSINESS ITEMS

1. Minutes of June 13, 2016

Commissioner Van Wormer moved to approve the minutes of June 13, 2016 as amended. Vice Chair Walker seconded the motion.

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

2. Assessment of Pedestrian Areas Near Schools

Chair Brown thanked the EPPSC subcommittees for doing the assessment.

Assistant to the City Manager Kellye Mazzoli provided background on the Council's request for the EPPSC to assesses pedestrian areas near schools.

NE 195th Street and 164th Avenue NE

Vice Chair Walker relayed his and Commissioner Halpin's observations and recommendations.

130th/132nd Avenue NE north and south of 195th Street

Commissioner Van Wormer described his background in transportation design. He reported his observations and recommendations.

124th Avenue NE north and south of 160th

Commissioner Van Wormer reported his observations and recommendations. Chair Brown reported on her observations.

Public Comment

Rachel Best-Campbell, Woodinville, thanked the Commission for assessing the areas while school was in session. She circulated a report prepared by an engineering firm hired by the neighborhood and offered videos of the drop-off procedure at Wellington Elementary. She was concerned that their neighborhood has been made less safe by the removal of the barrier. While not perfect, the barrier provided a modicum of safety, accommodates first responder access and is a good, fast, cheap alternative. Chair Brown said most commissioners have seen the video.

Debbie Carley, Woodinville, thanked commissioners for visiting the NE 195th St and 164th Ave NE area during school hours which has not been done in the past. She objected to the City's quick removal of the gate without a good reason. Ms. Mazzoli advised City staff have observed the area during school drop-off and pick-up times. Ms. Carley commented on wetlands in the area and the cost of installing sidewalks.

Woodinville Police Chief Kathleen Larson commented on her observations during morning drop-off, the school's designated drop-off/pick-up area, increased use of NE 195th Street for drop-off/pick-up when Woodinville-Duvall was under construction, and unsafe driving she has observed with and without the gate.

Ms. Carley commented on improved conditions once parking was removed and signs were posted on both sides of the gate.

Alex Campbell, Woodinville, said the gate served its purpose for 30 years. He agreed conditions improved when the signs were posted; without the gate, conditions have gotten worse. Counts done at both drop-off areas found 100 at the official drop-off and 90 at the former gate location. He said many people come down NE 195th Street and make a 3-point turn to return up NE 195th Street. The hammerhead turnaround was an unofficial roundabout. He suggested two knockdown gates, one on the 164th Avenue NE side to create another roundabout.

Discussion followed regarding the cost to replace the barrier, criteria the Council asked the EPPSC to consider, options to the gate such as sidewalks, police enforcement of unsafe driving, signage to prevent drop-off/pick-up at the former gate, encouraging parents to utilize the school's designated drop-off/pick-up location, making safety on NE 195th Street a priority, and replacing the barrier on NE 195th Street as low cost, quick, easy solution until adequate pedestrian facilities are provided.

NE 195th Street

Commissioner Halpin moved to accept the subcommittee's report on NE 195th Street and as the priority recommendation to the City Council that the gate be reinstalled until the City is in a position to satisfactorily install pedestrian facilities. Vice Chair Walker seconded the motion.

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

130th/132nd Avenue NE

Commission Van Wormer moved that the City construct a widened shoulder with traffic curb at a minimum to provide continuity through the corridor and evaluate additional safe crosswalks. Commissioner Halpin seconded the motion.

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

124th south of 160th

Commission Van Wormer moved that the City construct a continuous widened shoulder with traffic curb to fill the gaps and evaluate controlled or safe crosswalks. Commissioner Halpin seconded the motion.

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

Discussion followed regarding establishing priorities for the three locations, establishing the highest priority for the location with the greatest potential conflict/risk, and replacing the gate as an easy fix.

Vice Chair Walker moved that the priority be Wellington Elementary/Leota Junior High School on NE 195th Street.

Motion died for lack of a second.

Chair Brown moved to attach a cover letter to the subcommittee reports and the above motions that states following the EPPSC's evaluation, the EPPSC is not in a position to prioritize the three locations but sees serious pedestrian safety issues in each area. Commissioner Van Wormer seconded the motion.

Vote: All voted in favor of the motion, with the exception of Commissioner Halpin, and the motion carried (3-1).

3. Emergency Management Program Assessment

Ms. Mazzoli distributed a draft RFP for an emergency management consultant to update the CEMP. Chair Brown reviewed issues identified in the CEMP assessment and the consultant's

recommendations. Discussion followed regarding use of a consultant to update the CEMP; coordinating with fire, police and the water district; tailoring the CEMP to Woodinville; Bellevue's 35 page CEMP; development of the existing CEMP by Emergency Services Coordinating Agency (ESCA); and the consultant's scope of work.

Commissioner Van Wormer moved that the EPPSC approve the City going forward with developing an RFP to hire a consultant to update the CEMP. Chair Brown seconded the motion.

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

4. Establish 2017-2018 Budget Priorities for the EPPSC

Ms. Mazzoli advised each commissioner will have an opportunity to present their budget priorities at the July 16 retreat.

Chair Brown moved to extend the meeting to 7:40 p.m. Commissioner Van Wormer seconded the motion.

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

Following discussion, the Commission identified the following budget priorities:

- Earthquake assessment of City buildings
- Emergency shelters and supplies
- Emergency radio communication equipment and training
- Stripe and sign NE 171st Street (south bypass) with sharrows
- Consultant to prepare new CEMP
- Resources to implement the CEMP including training and publicizing the CEMP
- Public education and volunteer coordination

Discussion followed regarding other agencies' emergency plans, availability of emergency supplies, incident command structure, and ability to identify additional budget priorities on July 16.

Chair Brown moved that the Commission present the above list to the Council as the EPPSC's budget priorities at the July 16 retreat. Commissioner Van Wormer seconded the motion.

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

REPORTS FROM PUBLIC SAFETY PERSONNEL

1. Woodinville Police Department

Police Chief Larson reported:

- Crime was down in May
- Removing belongings from vehicles is an important part of the Lock It to Stop It program
- Alert CRAS (citizen response to active shooter) training conducted today
- A lot of work to be done to update the CEMP

2. Woodinville Fire District

Battalion Chief Greg Garat reported fireworks-related incidents were down countywide this July 4th, 600 in 2015 and approximately 100 in 2016.

COUNCIL LIAISON COMMENTS

1. General Comments & Reports

Councilmember Waters apologized for arriving late and missing the discussion regarding the NE 195th Street gate. She advised there are plans for roundabouts, bike lanes and pedestrian facilities on NE 171st Street

REPORTS FROM STAFF

1. Kellye Mazzoli, Asst. to the City Manager

No report.

REPORTS FROM COMMISSION MEMBERS

1. General Comments and Reports

Commissioner Van Wormer reported he assisted with the move of Camp Unity from Blessed Teresa of Calcutta Church to the City's Civic Campus site and was impressed with the organization, structure and planning of the move. The residents appreciate the new location due to access to transit. He invited the public to visit the calendar on Camp Unity's website to assist with providing meals.

2. Setting Future Meetings & Agendas

Commissioner Halpin suggested a discussion regarding speeding on NE 175th Street between Woodinville-Duvall Road and 140th Avenue NE.

ADJOURNMENT

Vice Chair Walker 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 7:46 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 and Public Safety Commission **Date:** August 8, 2016
From: Kellye Mazzoli, Asst. to the City Manager *(Signature)*
Subject: Discussion: Speeding on NE 175th Street between Woodinville-Duvall Road and 140th Avenue NE

ISSUE: Shall the Emergency Preparedness and Public Safety Commission discuss speeding on NE 175th Street between Woodinville-Duvall Road and 140th Avenue NE?

RECOMMENDATION:

Discuss issue of speeding on NE 175th Street between Woodinville-Duvall Road and 140th Avenue NE.

BACKGROUND/DISCUSSION:

At the July 11, 2016 Emergency Preparedness Commission meeting, Commissioner Halpin requested an item be placed on the agenda so that the Commission could discuss speeding on NE 175th Street between Woodinville-Duvall Road and 140th Avenue NE.

ALTERNATIVES:

1. To discuss the issue at this meeting.
2. To schedule this matter for discussion at a future meeting.

RECOMMENDED MOTION:

Staff does not recommend action on this item, intended for discussion only.

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 and Public Safety Commission **Date:** August 8, 2016
From: Kellye Mazzoli, Asst. to the City Manager 
Subject: Public Safety Overview

ISSUE: Shall the Emergency Preparedness and Public Safety Commission receive an overview of the Public Safety function?

RECOMMENDATION:

Receive a presentation from Police Chief Larson providing an overview of Public Safety in Woodinville.

BACKGROUND/DISCUSSION:

Police Chief Larson will provide an overview of Public Safety in Woodinville.

ALTERNATIVES:

1. To receive an overview on Public Safety at this meeting.
2. To schedule this matter for discussion at a future meeting.

RECOMMENDED MOTION:

Staff does not recommend action on this item, intended for discussion only.

AGENDA ITEM 4



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 and Public Safety Commission **Date:** August 8, 2016
From: Kellye Mazzoli, Asst. to the City Manager 
Subject: Fire District Overview

ISSUE: Shall the Emergency Preparedness and Public Safety Commission receive an overview of the Fire District?

RECOMMENDATION:

Receive a presentation from Fire Chief Ahearn providing an overview of Fire/ EMS functions provided by Woodinville Fire District.

BACKGROUND/DISCUSSION:

Fire Chief Ahearn will provide an overview of the Woodinville Fire District.

ALTERNATIVES:

1. To receive an overview of the Fire District at this meeting.
2. To schedule this matter for discussion at a future meeting.

RECOMMENDED MOTION:

Staff does not recommend action on this item, intended for discussion only.

AGENDA ITEM 5



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 and Public Safety Commission **Date:** August 8, 2016
From: Kellye Mazzoli, Asst. to the City Manager 
Subject: Emergency Management Overview

ISSUE: Shall the Emergency Preparedness and Public Safety Commission receive an overview of the Emergency Management function?

RECOMMENDATION:

Receive a presentation from Consultant Gail Harris providing an overview of Emergency Management.

BACKGROUND/DISCUSSION:

Gail Harris will provide an overview of Emergency Management.

ALTERNATIVES:

1. To receive an overview on Emergency Management at this meeting.
2. To schedule this matter for discussion at a future meeting.

RECOMMENDED MOTION:

Staff does not recommend action on this item, intended for discussion only.