

**Woodinville Emergency Preparedness &
Public Safety Commissioners**

Janine Brown, Chair - Pos. 1
James Walker, V. Chair – Pos. 2
Vacant – 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**

October 10, 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 September 12, 2016
2. Discussion regarding speeding on NE 175th Street between Woodinville-Duvall Road and 140th Avenue NE – *Commissioner Halpin*
3. Discussion of Topics for Articles Commission will submit to the Woodinville Weekly
4. Report on Emergency Management Consultant Process and Status

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, Assistant to the City Manager

REPORTS FROM COMMISSION MEMBERS

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

ADJOURNMENT

NEXT REGULAR MEETING:

**November 14, 2016 5:30 p.m.
No Meeting—December ?**

AGENDA ITEM 1



City of Woodinville, WA

Report to the Emergency Preparedness & Public Safety commission

To: Honorable Emergency Preparedness and Public Safety Commission **Date:** October 10, 2016
From: Kellye Mazzoli, Asst. to the City Manager
Subject: Meeting Minutes from September 12, 2016

ISSUE: Shall the Emergency Preparedness and Public Safety Commission approve the meeting minutes from the September 12, 2016 commission meeting?

RECOMMENDATION: To approve the meeting minutes from the Emergency Preparedness and Public Safety Commission meeting on September 12, 2016.

BACKGROUND/DISCUSSION: The Emergency Preparedness Commission held its regular monthly meeting on September 12, 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 SEPTEMBER 12, 2016 EMERGENCY PREPAREDNESS AND PUBLIC SAFETY COMMISSION AS PRESENTED.

ATTACHMENTS:

- 1 – Draft Meeting Minutes from September 12, 2016 Emergency Preparedness & Public Safety Commission Meeting

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

**Monday
September 12, 2016**

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

CALL TO ORDER

The meeting was called to order at 5:30 p.m. by Chair Brown.

ROLL CALL

PRESENT: Chair Janine Brown and Commissioners Kevin King and Mark Van Wormer.

ABSENT: Vice Chair James Walker and Commissioner John Halpin.

Also present were Executive Assistant/Deputy City Clerk Linda Fava, Management Analyst Lauren Broudy and Council Liaison to the EPPSC Paula Waters.

FLAG SALUTE

Chair Brown led the flag salute.

APPROVAL OF AGENDA IN CONTENT AND ORDER

Commissioner King 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 for August 8, 2016

Commissioner King moved to approve the minutes of August 8, 2016. Commissioner Van Wormer seconded the motion.

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

2. Review of Human Services Grant Applications

Chair Brown provided background on the City's Council's consideration and award of human service grants in 2015. She explained the Council considered whether the organization served the truly vulnerable, how many were served compared to the amount requested, whether the organization served Woodinville residents and whether it served low income people.

Public Comment

Danette Klemens, Executive Director, Northshore Senior Center, relayed their request for funding for NSC's Adult Day Health Program and transportation. She described the ADHP for people with disabilities and early dementia, a critical program and one of only a few in the area. Located in Bothell, the program covers the Northshore School District and parts of Snohomish County and provides a place for structured activities while family members work. She provided the following in response to Commission questions:

- A large percentage of their clientele are low income
- United Way recently cut their funding due to change in their focus to youth programs and the homeless
- No fees are charged, all donation-based

Carrie Mizenko, Scooter's Place, a non-profit in Woodinville that provides horseback-riding for special needs children, described their their teenage volunteer program and the focus on inclusion which allows parents and siblings to ride with special needs students. Their goal is to be affordable and adaptable to families and a welcoming place. Their program is growing and they are seeking grants and fundraising to provide a year-round facility and retain qualified instructors.

Vicki Isett, Executive Director, Community Homes, an adult family home in Woodinville serving 5 low income men with developmental disabilities providing them housing, food, utilities, and 24/7 supervision. Half their costs are paid by Medicaid and the remaining 50% are provided by grants and fundraising. She provided a success story of a young man on the autism spectrum who found friends in his housemates, recently got a job at Microsoft and ran the Boston Marathon in under four hours. She thanked the City for their previous funding and encouraged them to consider funding this biennium. She commented on the scarcity of this type of home; they have a total of 15 homes, 1 in Woodinville so far.

Don Morgan, Storehouse (Woodinville) Food Bank, explained in addition to non-perishable food, they provide milk, eggs, meat and fresh produce and rely on cash contributions for perishable food. County Market, who has been a strong supporter of the food bank, is closing. They have approximately 200 client visits/month and are beginning their 6th year in operation. Their request is for funds for ongoing needs and specifically Thanksgiving and Christmas meals.

Chair Brown advised her church, New Life Christian Fellowship, along with seven other churches, are supporters of Storehouse Food Bank. She asked whether Commissioners wanted her to remove herself from the discussion. Commissioners suggested she provide input on other requests but not on Storehouse.

Management Analyst Lauren Broudy described the scoring exercise and Commissioners provided their evaluation score for each agency. Commissioners reviewed the list of requests and identified an amount to award. During their review, Commissioners discussed agencies that did not fit the criteria, how charging fees affected scores and the intent of the fee-charged criteria, the intent of scoring, scores provided by (absent) Vice Chair Walker's, available annual funding, fitting the funding requests within available funding, how the City provides funds to agencies, funding provided to agencies in the past, ways to improve the application in the future, and services the agencies provide.

Commissioner Van Wormer moved to recommend the Council award human service grants as follows:

Organization	Average Total Score	Amount Requested Per Year	Amount Recommended Per Year
1. Northshore Youth & Family Services	86.75	\$6,000	\$6,000
2. Meals on Wheels	95.23	\$2,087	\$2,087
3. King County Sexual Assault Resource Center	72.50	\$6,000	\$6,000
4. LifeWire	70.00	\$5,000	\$3,000
5. Scooter's Place	79.75	\$2,500	\$2,500
6. Woodinville Food Bank	85.33	\$6,000	\$6,000
7. Congregation for the Homeless	65.75	\$12,960	\$9,500
8. Community Homes, Inc.	93.50	\$5,000	\$5,000
9. Sunshine Foundation	51.70	\$15,000	\$3,413
10. Northshore Adult Day Center	93.00	\$16,000	\$16,000
11. Harborview Center for Sexual Assault & Traumatic Stress	68.00	\$2,500	\$2,500
12. Northshore Transportation Program	88.75	\$3,000	\$3,000
Total		\$82,047	\$65,000

Commissioner King seconded the motion.

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

REPORT FROM PUBLIC SAFETY PERSONNEL - None

- 1. Woodinville Police Department**
- 2. Woodinville Fire District**

COUNCIL LIAISON COMMENTS

- 1. General Comments & Reports**

Councilmember Waters thanked the Commission for their thoughtful consideration of the human services grant requests.

REPORTS FROM STAFF

1. Lauren Broudy, Management Analyst

Ms. Broudy advised the City received four proposals for the Emergency Management consultant. She invited a commissioner to participate in scoring the proposals.

Chair Brown moved that Commissioner Van Wormer review the proposals and make a recommendation on behalf of the EPPSC. Commissioner King seconded the motion.

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

REPORTS FROM COMMISSION MEMBERS

1. General Comments and Reports

Commissioner Van Wormer suggested the EPPSC develop a list of topics and members write articles to be published in the Woodinville Weekly. Ms. Broudy suggested another option was publishing in the Woodinville Wire electronic newsletter and social media sources.

2. Setting Future Meetings & Agendas

. Articles for the Woodinville Weekly

ADJOURNMENT

Commissioner King moved to adjourn the meeting. Commissioner Van Wormer seconded the motion.

Vote: All voted in favor of the motion, and the motion carried (3-0). The meeting was adjourned at 7:08 p.m.

Respectfully submitted,

Linda Fava
Staff Liaison

AGENDA ITEM 2



City of Woodinville, WA

Report to the Emergency Preparedness & Public Safety commission

To: Honorable Emergency Preparedness and Public Safety Commission **Date:** October 10, 2016

From: Kellye Mazzoli, Asst. to the City Manager

Subject: Speeding Discussion 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: To discuss speeding on NE 175th Street between Woodinville-Duvall Road and 140th Avenue NE.

BACKGROUND/DISCUSSION: The Emergency Preparedness Commission has requested to discuss the issue of speeding on NE 175th Street between Woodinville-Duvall Road and 140th Avenue NE. The posted speed limit on NE 175th street is 25 miles per hour with a posted speed limit sign in front of Woodinville Plaza (Balance Yoga Studio, Chan’s Place, American Family Insurance, Massage Envy, Baskin Robbins, Supercuts, etc.).

ALTERNATIVES:

1. Do not discuss speeding on NE 175th Street between Woodinville-Duvall Road and 140th Avenue NE.
2. Schedule the discussion of speeding on NE 175th Street between Woodinville-Duvall Road and 140th Avenue NE for a later meeting.

RECOMMENDED MOTION:

I MOVE THAT THE COMMISSION DISCUSS SPEEDING ON NE 175TH STREET BETWEEN WOODINVILLE-DUVALL ROAD AND 140TH AVENUE NE.

ATTACHMENTS:

- 1 –Maps of NE 175th Street

Attachment 1—Maps of NE 175th Street between Woodinville-Duvall Road and 140th Avenue NE

Source: Google Maps



AGENDA ITEM 3



City of Woodinville, WA

Report to the Emergency Preparedness & Public Safety commission

To: Honorable Emergency Preparedness and Public Safety Commission **Date:** October 10, 2016
From: Kellye Mazzoli, Asst. to the City Manager
Subject: Discussion of Topics for Commission Articles for the Woodinville Weekly

ISSUE: Shall the Emergency Preparedness and Public Safety Commission discuss topics for articles for the commission to submit to the Woodinville Weekly?

RECOMMENDATION: To discuss topics for articles for the commission to submit to the Woodinville Weekly.

BACKGROUND/DISCUSSION: The Emergency Preparedness Commission is interested in writing educational articles about emergency preparedness and public safety to inform the Woodinville community through the local paper, the Woodinville Weekly.

ALTERNATIVES:

1. Do not discuss articles for the commission to submit to the Woodinville Weekly.
2. Schedule the discussion of articles for the commission to submit to the Woodinville Weekly for a later date.

RECOMMENDED MOTION:

I MOVE THAT THE COMMISSION DISCUSS ARTICLES FOR THE COMMISSION TO SUBMIT TO THE WOODINVILLE WEEKLY.

ATTACHMENTS:

None.

AGENDA ITEM 4



City of Woodinville, WA

Report to the Emergency Preparedness & Public Safety commission

To: Honorable Emergency Preparedness and Public Safety Commission **Date:** October 10, 2016
From: Kellye Mazzoli, Asst. to the City Manager
Subject: Report on Emergency Management Consultant Process and Status

ISSUE: Shall the Emergency Preparedness and Public Safety Commission discuss the emergency management consultant process and status?

RECOMMENDATION: To discuss the emergency management consultant process and status.

BACKGROUND/DISCUSSION: The City of Woodinville is in the process of updating its Comprehensive Emergency Management Plan (CEMP). Based on the time required to prepare a CEMP, the city solicited professional proposals on August 16, 2016 for an emergency management consultant that would be responsible for both updating the CEMP and providing a roadmap for emergency management in the city.

Proposals were scored by a team of city staff and a volunteer EPPSC commissioner and three interviews were conducted with qualified candidates during the week of September 19, 2016.

The top candidate, Red Barn Engineering and Kathy Gleaves Consulting, was selected and offered the contract opportunity. The city is currently negotiating a contract with the consultant team.

ALTERNATIVES:

1. Do not discuss the emergency management consultant process and status.
2. Schedule the discussion of the emergency management consultant process and status for a later date.

RECOMMENDED MOTION:

I MOVE THAT THE COMMISSION DISCUSS THE EMERGENCY MANAGEMENT CONSULTANT PROCESS AND STATUS.

ATTACHMENTS:

Attachment 1—Copy of the City of Woodinville’s Request for Proposal (RFP) for an Emergency Management Consultant

**CITY OF WOODINVILLE, WASHINGTON
REQUEST FOR PROPOSAL (RFP)
EMERGENCY MANAGEMENT CONSULTANT**

PURPOSE

The City of Woodinville, Washington seeks proposals from qualified emergency management and preparedness professionals to facilitate the continued development of the City of Woodinville's Emergency Preparedness Program.

SCOPE OF WORK

The consultant will primarily work with city staff and five (5) citizen volunteers from the City of Woodinville's Emergency Preparedness and Public Safety Commission (EPPSC) to update the city's Comprehensive Emergency Management Plan (CEMP) and to create a roadmap for partnerships, funding opportunities, education, training and compliance for the city to utilize moving forward.

The city anticipates the consultant will complete the following items, listed below by category:

CATEGORY 1—LEADERSHIP COORDINATION

- 1) **REGIONAL COORDINATION**—Identify how the city will grow partnerships with King County, surrounding jurisdictions, community partners, the Woodinville Fire District, the Water District, citizens, etc. in the event of an emergency. Sample Deliverable—draft mutual aid plans between the city and corresponding public agencies.
- 2) **LOCAL PLANNING**—Develop a vision for emergency management for the City of Woodinville and a corresponding plan for staff responsibilities. Sample Deliverable—draft a summary ordinance reflecting the vision and mission of the program.
- 3) **PARTNERSHIP GROWTH**—Outline opportunities for emergency management grant funding potentially available through regional, state or federal partners. Sample Deliverable—summary memo detailing regional, state and federal grant funding opportunities for the city.
- 4) **PROPOSAL OF RESOURCE COMMITTEE STRUCTURE**— Expand mission of citizen commission to integrate non-profit emergency response support organizations, local privately owned community shelter facilities, Community Emergency Response Team (CERT) members, Safe Houses, and other non-city owned assets and facilities.
- 5) **OPPORTUNITIES FOR PUBLIC EDUCATION & OUTREACH** – Address opportunities and ways that the city can conduct effective and efficient public education and outreach efforts regarding Emergency Management Program. Sample Deliverable – outline of public education and outreach ideas with resource allocations included for each opportunity.

CATEGORY II—COMPREHENSIVE EMERGENCY PLAN DEVELOPMENT

- 6) **UPDATE WOODINVILLE CEMP**—Update Woodinville’s CEMP to reflect current law, situation and changes identified in the 2016 City of Woodinville’s Gap Analysis Assessment conducted by consultant Gail Harris and as recommended by volunteer members of the EPPSC, as applicable with attention to Continuity of Operations and Disaster Recovery. Sample Deliverable—new CEMP document that meets requirements of all federal, state, and local laws while outlining realistic expectations of Emergency Management Response for the organization and the appropriate ESFs (Emergency Support Functions) and implementing procedures (SOPs).
- 7) **CREATE TRAINING/EXERCISE ROADMAP FOR CITY**—Outline steps for city staff to receive mandatory NIMS/ICS training/ exercises and other recommended, appropriate training. Sample Deliverable—action plan for training and exercises to complete over the next 2 years and beyond specifically for city staff and including citizens. Categorize each training/exercise as mandatory, recommended, or optional with frequency denoted.
- 8) **DRAFT INCIDENT ACTION PLANS** – Complete the draft Incident Action Plans (IAP) for each of three specific sites and a consolidated City Incident Response Plan all of which focus on emergency response actions relative to a Cascadia Subduction Zone near-shore earthquake and tsunami event. Sample Deliverable – include a detailed concept of operations for response and recovery for each location and detailed checklists and action plans for the various organizational sections identified for each location.
- 9) **LIST OF CAPITAL/TECHNOLOGICAL NEEDS TO EXECUTE EMERGENCY MANAGEMENT PLAN** – Work with city staff and community members to develop a prioritized long range master plan for capital investments at the Emergency Operations Center (EOC), the designated assembly areas, and other sites as appropriate. Include recommendations of necessary technology/software for emergency management resource tracking, financial tracking, donations and volunteer management, public outreach, etc.

QUALIFICATIONS

The consultant shall have extensive experience and background with the National Incident Management System (NIMS) and Incident Command System (ICS) at various agency levels of application including local and state emergency operations in Washington, preferably King County. Also, the preferred candidate will have experience working with cities of a similar size to the City of Woodinville.

Experience should include development, employment, or revisions of local government Comprehensive Emergency Management Plans and for a variety of emergency response situations. Preferred direct participation in real-world response and recovery operations. The consultant must be able to work with diverse and disparate groups with strong opinions and passionate perspectives while continuing to move forward toward completing the objectives and tasks.

BUDGET & TIMELINE

The City of Woodinville anticipates the cost for the services outlined in this RFP to fall between **\$15,000-\$20,000**.

The City anticipates the contract for the services described in this RFP to be **completed on or before Friday, December 30, 2016**, unless another date is mutually agreed upon in writing by both parties.

PROPOSALS

Proposals shall include the following:

Item	Description	Max Pages
1 – Cover Letter	Introductory letter highlighting contents of the proposal and relevant experience and knowledge.	2
2 – Project Approach & Schedule	Provide information outlining how the consultant will accomplish this project (e.g., how many meetings will be held and what the meetings will entail; what types of discussions and trainings will be held; what communication methodologies will ensure the program’s success, etc.) Provide a project schedule with project elements and estimated dates for completion.	4
3 – Relevant Professional Experience	Outline your professional emergency response management experience. Include specific details on your: <ul style="list-style-type: none"> • Understanding and employment of NIMS; • Understanding and employment of ICS; • Specific action plans developed, used or revised; • Events and/or locations where response plans have been employed; • Facilitation of groups toward goal setting and task accomplishment; • Experience in coordinating, facilitating and leading planned response exercises; • Communication skills with diverse groups including individuals with very limited emergency response backgrounds or experience. 	4
4 – Relevant Professional Projects	Outline specific, related projects you have completed. Please select only recent projects. For each project include: <ul style="list-style-type: none"> • Overview of the project; • Location and size of jurisdiction/ organization; • Detail which of the nine (9) elements in Categories I and II the project addressed; • Explain your specific role in the project; • Incorporation of Council, staff, and the public into the process; • Include any challenges faced and how they were addressed; • Reference for each project and dates of project start and completion. 	2 / project Max. 3 projects 6 TOTAL

5 – Proposed Budget	Include a line item budget that specifies hourly rates and estimated hours for project completion.	1
6 – Resume	Include resume (note: only for individual(s) who will perform this work).	No Max.
7 – Optional References	Optional list of references (other than those included in Section 4: Projects). Include: <ul style="list-style-type: none"> • Contact person/title; • Contact information; • Your association/ role; • Related dates of service. 	1
8 – Optional Additional Information to Consider	Optional relevant information you would like to include for consideration.	2

EVALUATION CRITERIA

Each consultant proposal will be scored on the following elements and numerical scale.

Element	Total Possible Points
Project Approach & Relevant Experience	30
Regional Knowledge	15
Timing/Capability to Deliver	25
References	20
Innovation/Creativity	10
TOTAL	100

TIMELINE

Proposals are due no later than September 6, 2016. Proposals will be evaluated and interviews scheduled between September 14-23, 2016.

Item	Expected Date
RFP Posted to City Website	August 16, 2016
RFP Closes on City Website	September 6, 2016 at 4:00 pm
Proposals Scored by Staff	September 7-9, 2016
Proposals Reviewed by EPPSC Members	September 12, 2016
Top Candidates Interviewed by Staff	September 14-23, 2016
Contract Awarded	By October 5, 2016

SUBMISSION DETAILS

- Proposals must be submitted no later than 4:00 pm, Tuesday, September 6, 2016.
- Proposals must be titled "RFP – Emergency Management Consultant."

- The preferred method of submission is online through *Public Purchase*, the city's procurement portal: www.publicpurchase.com

- Electronic submittals must not exceed a total of 20 pages in 11-point minimum font. A resume may be included in addition to the 20-page limit.

- Alternatively, paper copies will be accepted via mail:
 - City of Woodinville
 - Attn. Kellye Mazzoli, MPA
 - 17301 133rd Ave NE,
 - Woodinville, WA 98072

- Paper submittals must not exceed a total of ten (10) double-sided, 8 ½ x 11 inch pages in 11-point minimum font. A resume may be included in addition to the 10-page limit.

Note: If submitting by mail, vendors must submit one unbound original and eight (8) copies of their RFP. The envelope must be clearly labeled "RFP – Emergency Management Consultant."

QUESTIONS

Please direct any questions about this project in writing to Kellye Mazzoli, Project Manager, by email: kellyem@ci.woodinville.wa.us; Subject Line: "RFP# AD16-0004 Questions."

Questions will be accepted until Thursday, September 1, 2016, 4:00 pm.

The City of Woodinville reserves the right to reject any or all proposals, wholly or in part, received by reason of this request. All costs incurred by the service provider due to developing their proposal shall be borne by the service provider. The City reserves the right to change the proposal schedule or issue amendments to the RFP at any time, cancel or reissue the RFP, waive immaterial irregularities contained in RFP materials at its sole discretion, refrain from contracting with any respondent, request clarification of information submitted and to request additional information from any respondent