

**CITY OF WOODINVILLE  
EMERGENCY PREPAREDNESS COMMISSION  
Regular Meeting**

**Monday  
January 11, 2010**

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

**1. CALL TO ORDER**

The meeting was called to order at 7:02 p.m. by Chair Yabroff

**2. ROLL CALL**

**PRESENT:** Chair Stephen Yabroff, Vice Chair Peter Tountas, Commissioners Nancy Montgomery, Lillie Clinton, Al Taylor, Rick Chatterton, Janine Brown (ex-officio), and Dominic Marzano (ex-officio).

**ABSENT:** None

Also present were City Manager Rich Leahy, Executive Assistant/Deputy City Clerk Linda Fava, and Councilmember Liz Aspen, Acting Council Liaison to the Emergency Preparedness Commission.

**3. FLAG SALUTE**

Chair Yabroff led the flag salute.

**4. APPROVAL OF MINUTES**

**a) November 9, 2009 & December 14, 2009**

**Vice Chair Tountas moved that the minutes of November 9, 2009 and December 14, 2009 be approved as written. Commissioner Chatterton seconded the motion.**

**Vote: All voted in favor of the motion, and the motion carried (6-0).**

**5. APPROVAL OF CONTENT AND ORDER**

Commissioner Chatterton requested the addition of a discussion regarding the public comment made by Chair Yabroff and Vice Chair Tountas at the recent City Council meeting. Chair Yabroff suggested it be addressed under Commission Reports.

**Vice Chair Tountas moved to approve the agenda in content and order as amended. Commissioner Chatterton seconded the motion.**

**Vote: All voted in favor of the motion, and the motion carried (6-0).**

**6. PUBLIC COMMENT – None**

**7. SPECIAL PRESENTATION – None**

**8. UNFINISHED BUSINESS – None**

**9. NEW BUSINESS**

**a) Public Safety Citizen Advisory Panel (CAP) Interviews**

Commissioners interviewed the following applicants for the Public Safety CAP: Dave Henry, Debra Sternagel, Greg Fazzio, Ken Anderson, and Carol Wallace. Interview questions included their interests and involvement in the community, why they wanted to volunteer, their specific or main concern regarding safety within the City, whether there was a particular cause or objective that motivated them to serve on this CAP, what they hoped to accomplish on the CAP, their vision for Woodinville for the next ten years, and their availability to attend CAP meetings.

**Vice Chair Tountas moved to invite Dave Henry, Debra Sternagel, Greg Fazzio, Ken Anderson, and Carol Wallace to become members of the Public Safety CAP. Commissioner Montgomery seconded the motion.**

**Vote: All voted in favor of the motion, and the motion carried (6-0).**

Chair Yabroff advised EPC Vice Chair Tountas, Commissioner Chatterton and City Councilmember Aspen will also participate on the CAP. Vice Chair Tountas will chair the CAP. The goal at the conclusion of the CAP meetings is to provide a list of recommendations for review by the EPC and forwarded to the City Council.

City Manager Rich Leahy reviewed Council action to form the Public Safety CAP, membership on the CAP (one Councilmember, one or more Emergency Preparedness Commissioners and up to five CAP members), and the term/duration of the CAP (two months or four meetings). He reviewed the CAP's work plan/schedule:

Meeting 1: Briefing from staff about accident history and public safety issues

Meeting 2: Identify and define the main safety issues, areas or locations

Meeting 3: Review and evaluate possible solutions to the main safety issues, areas or locations

Meeting 4: Prioritize issues, areas or locations

Chair Yabroff advised the first CAP meeting will be January 25; the EPC's meetings will be suspended until the CAP meetings concluded. He anticipated the CAP's recommendations would be presented at the EPC's March 22 meeting.

Vice Chair Tountas described his vision for the CAP, explaining the intent was an informal structure that did not follow Roberts Rules of Order, everyone was allowed to speak, there were no bad ideas, and members was encouraged to be respectful of one another. He invited members

to submit an exception report at the conclusion of the CAP if necessary. Chair Yabroff noted the CAP meetings are public and the public is encouraged to attend.

**b) Second Reading and Adoption of Woodinville Weekly Article #7 (Generator)**

Commissioners reviewed article #7 and made no revisions. The article is considered final.

**c) First Review of Article #8 (Emergency Communication)**

Article #8 was distributed and reviewed by the Commission.

**Commissioner Montgomery moved to accept the Personal Emergency Communication Planning article as amended, changing “out of town” to “out of state.” Vice Chair Tountas seconded the motion.**

**Vote: All voted in favor of the motion, and the motion carried (6-0).**

It was agreed draft articles #9 and #10 would be submitted to Ms. Fava who would email them to Commissioners for input.

**10. WFLSD LIAISON REPORT – None**

**11. COUNCIL LIAISON INPUT – None**

**12. EMERGENCY MANAGER REPORTS – None**

**13. COMMISSIONER REPORTS**

Chair Yabroff explained that following the Commission’s December meeting, Vice Chair Tountas and he discussed the benefits of having only one Councilmember on the Public Safety CAP and to have the Police Chief attend the CAP meetings to respond to questions. He concluded the role of the Chair and Vice Chair may include speaking for the Commission when appropriate.

Commissioner Chatterton read an email expressing his concern that the Commission had not discussed the viewpoint offered by Chair Yabroff and Vice Chair Tountas at the January 5 City Council on behalf of the Emergency Preparedness Commission, requesting that only one Councilmember attend the CAP meetings and that the Police Chief attend all the CAP meetings. He was disappointed that two members of the Commission bypassed the Commission as a whole and spoke on behalf of the body without securing their input. He encouraged the Commission in the future to act as a collaborative team.

Councilmember Aspen provided the Council’s perspective that when a recommendation is presented on behalf of a Commission, the Council assumes it is representative of a majority of the Commission. A brief discussion followed regarding the role of the Chair and Vice Chair and how the issue would be handled in the future.

#### **14. PUBLIC COMMENT**

Dave Henry, Woodinville, suggested the EPC reach out to Neighborhood Associations to spread the message regarding emergency preparedness.

#### **15. UPCOMING AGENDA TOPICS**

Chair Yabroff requested staff email the Public Safety CAP members the time and date of the CAP meetings and the charter and request they bring topics and/or research regarding public safety issues to the first CAP meeting.

EPC meetings will be suspended for two months while the CAP meets.

#### **16. ADJOURNMENT**

**Commissioner Montgomery moved to adjourn the meeting. Commissioner Clinton seconded the motion.**

**Vote: All voted in favor of the motion, and the motion carried (6-0). The meeting was adjourned at 8:58 p.m.**

Respectfully submitted,

Linda Fava  
Staff Liaison