

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

**Monday
April 12, 2010**

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

CALL TO ORDER

The meeting was called to order at 7:00 p.m. by Chair Tountas.

ROLL CALL

PRESENT: Chair Peter Tountas, Vice Chair Nancy Montgomery, Commissioners Lillie Clinton, Al Taylor, Rick Chatterton, Mace Brady, and Janine Brown (ex-officio).

ABSENT: Commissioners Johanna Berkey and Dominic Marzano (ex-officio).

Also present were City Manager Rich Leahy, Assistant to the City Manager Alexandra Miller, Executive Assistant/Deputy City Clerk Linda Fava, and Management Analyst Zach Schmitz.

FLAG SALUTE

Chair Tountas led the flag salute.

APPROVAL OF MINUTES - None

APPROVAL OF CONTENT AND ORDER

Chair Tountas requested Introduction of new staff member, Alexandra Miller, Assistant to the City Manager, be added as Item 2 under Special Presentations and a discussion regarding HAM Operators be added to New Business. There were no other changes requested in the content and order of the agenda.

PUBLIC COMMENT – None

SPECIAL PRESENTATION

1) Introduction of New Member, Mace Brady

Chair Tountas welcomed Commissioner Brady and he briefly described his background in emergency preparedness.

2) Introduction of Alexandra Miller, Assistant to the City Manager

City Manager Rich Leahy introduced Ms. Miller and briefly described her background.

NEW BUSINESS

1) Second Reading of Woodinville Weekly Articles

Article #9 – Food Rotation

Commissioners reviewed and made minor changes to Article #9. Commissioner Chatterton offered to make the requested changes and email a revised copy to Ms. Fava.

Commissioner Chatterton moved to approve Article #9 for publication as amended. Commissioner Montgomery seconded the motion.

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

Article #10 Earthquake Preparedness

Commissioners reviewed and made minor changes to Article #10. Ms. Fava advised she would make the requested changes to the article.

Commissioner Chatterton moved to approve Article #10 for publication as amended. Commissioner Montgomery seconded the motion.

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

Commissioner Chatterton distributed an article regarding post-earthquake preparations for review at the next meeting.

At Commissioner Brown's request, the first review of the article regarding water safety was moved to May 10 and second reading to May 24. She relayed an Officer with King County Sheriff Water Search and Rescue offered to provide information for the article as well as speak to the Commission regarding water safety. It was agreed Commissioner Brown would invite him to a future meeting. It was also suggested the date of the Officer's presentation be included in the article.

2) Ham Operators

Chair Tountas suggested scheduling a Ham Radio Operator to speak to the Commission. Following the speaker, he suggested a Commissioner write an article encouraging people to obtain their Ham Radio license.

Mr. Leahy explained EOC demonstrations include a Radio Amateur Civil Emergency Service (RACES) operation. On the City's behalf, ESCA has recruited volunteer ham radio operators in the area who would assist the City during an emergency.

4) Discuss Possible Tour of ESCA Facility

Mr. Leahy inquired regarding the Commission's interest in touring ESCA's facility in Brier. Commissioners agreed to tour the ESCA facility on Wednesday, April 28 at 7:00 p.m.

Commissioner Chatterton moved that the ESCA tour be in lieu of the EPC's regular meeting on April 26. Commissioner Clinton seconded the motion.

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

UNFINISHED BUSINESS

1) Verbal Status Report – Public Safety CAP Recommendations

Chair Tountas explained the PowerPoint that will be provided to the City Council at their April 13 meeting contained the information the Commission agreed to at the last meeting with the addition of a wheelchair sign in Wellington (Item 1.09). He reviewed information in the PowerPoint including the formation of the Public Safety CAP, CAP members, duration of the CAP, phasing and Phase I project recommendations:

Phase I – Immediate

- 1.01 Signs – “watch for pedestrians,” “bicycle and pedestrian community”
- 1.02 Pedestrian flags – install flags at priority intersections
- 1.03 Rumble strip/caution light on Woodinville-Duvall Road near QFC
- 1.04 Safety Awareness Program
- 1.05 Allow right turn only from 175th onto 133rd in area of Mi Tierra Restaurant
- 1.06 Public Marketing Program
- 1.07 Crime Prevention Program
- 1.08 Eliminate left turn from Woodinville-Duvall Road into gas station
- 1.09 Eliminate left turn from Woodinville-Duvall by stormwater detention pond
- 1.10 Wheelchair crossing sign at NE 201st/156th

Chair Tountas reported the Police Chief obtained four bicycles via a grant that would be used for safety awareness and patrol. Commissioner discussed other locations for wheelchair crossing signs and signage to identify senior crossings.

Vice Chair Montgomery reviewed Phase II and III project recommendations:

Phase II – Short-term

- 2.01 Streetlight illumination on pedestrian/bicycle routes
- 2.02 Flashing LED crosswalks at priority locations
- 2.03 Radar speed signs
- 2.04 Delineators and raised pavement markers on Woodinville-Duvall Road
- 2.05 Power for 156th speed radar sign
- 2.06 Review/adjust timing of traffic signal at Woodinville-Duvall Road at 156th
- 2.07 Add additional crosswalks with pedestrian flags
- 2.08 Crosswalk with raised pavement markers at 156th & 195th

Phase III – Mid-term

- 3.01 Widen Woodinville-Duvall Road and include pedestrian and bicycle facilities
- 3.02 Traffic signal synchronization
- 3.03 Add additional Police Officer for traffic enforcement and crime prevention
- 3.04 Include pedestrian and bicycle facilities on Woodinville-Duvall Road from 156th to downtown
- 3.05 Install continuous sidewalks on Woodinville-Duvall Road from 156th to downtown
- 3.06 Replace and widen railroad trestle at 131st
- 3.07 New traffic signal at Woodinville-Duvall by QFC

3.08 Regrade 156th Hill

3.09 Increase/expand crime prevention activities

Chair Tountas reviewed the EPC's recommendation: 1) to review and accept the recommended priorities from the EPC and 2) to change the Emergency Preparedness Commission to the Emergency Preparedness and Safety Commission; the Commission will draft amended charter and bylaws for further review. Vice Chair Montgomery added she would also thank the Council for forming the CAP to identify safety issues.

Chair Tountas distributed the EPC bylaws, Ordinance 418 that established the EPC, and Ordinance 479 that changed the EPC membership. He requested Commissioners provide suggested revisions to the bylaws at the next meeting to incorporate public safety into the EPC.

Commissioner Chatterton expressed concern that the recommendation to amend the EPC's charter to include public safety had not been included on the agenda and therefore the public had not been notified of this proposed change. Mr. Leahy advised the Commission was allowed to discuss any topic at a regular meeting. He cautioned for legal and professional reasons there were some public safety issues that a commission could not be involved in.

Discussion followed regarding whether the EPC had previously discussed amending the EPC's charter to include public safety, declining need for an EPC due to the City contracting with ESCA, former Police Chief Kent Baxter's recommendation that the commission also address public safety, preference for the Council to direct the EPC to change its charter to include public safety, intent of the CAP to identify public safety issues, concern the recommendation to change the EPC's charter did not come from the CAP, ability for a public safety commission to follow-up on the CAP's recommendations, importance of public safety issues, concern with the EPC revising its own charter, seeking direction from the Council regarding the EPC's role in the future, and a suggestion to schedule amending the charter as a future agenda item.

Commissioner Montgomery moved to approve the presentation to be made to the Council on April 13 as presented. Motion died for lack of a second.

Commissioner Chatterton reiterated his concern that a recommendation to amend the EPC's charter muddied the waters and diluted the CAP's recommendations. He preferred to have further discussion by the EPC and Council regarding amending the charter. He recalled a suggestion that the CAP meet again in six months and suggested the issue of amending the EPC's charter could be discussed at that time.

Following further discussion, the Commission's recommendation was revised to read: The Commission recommends the Council review and accept the recommended priorities from the EPC and moving forward, to determine if there is a need to amend the EPC charter to include public safety, and if so, have either the Council or the EPC develop the amended charter.

Commissioner Montgomery moved to approve the presentation to be made to the Council on April 13 as revised. Commissioner Brady seconded the motion.

Upon roll call, motion carried (5-1), Chair Tountas, Vice Chair Montgomery and Commissioners Clinton, Taylor, and Brady in favor; and Commissioner Chatterton opposed.

NEW BUSINESS (con't)

3) Review Emergency Operations Center (EOC) Setup

Mr. Leahy explained the City's EOC has historically been at the Fire District's headquarters and was recently moved to City Hall with a backup EOC at the Fire District headquarters. He commented on the EOC activation procedures in the City's Comprehensive Emergency Management Plan and plans for practical exercises. He advised the EOC was not a place for Emergency Preparedness Commissioners unless they were assigned to the EOC as volunteers.

Management Analyst Zach Schmitz explained the intent of the EOC was to gather and disseminate information. He described the operation of the EOC during an emergency.

Chair Tountas moved to extend the meeting 15 minutes. Commissioner Clinton seconded the motion.

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

Mr. Leahy and Mr. Schmitz responded to Commissioners' questions regarding cross training, staffing of the EOC by City employees, volunteers' duties during an emergency, generator load analysis, backup for employees unable to report to the EOC, employees of other public agencies reporting to a local EOC, staff priorities during an emergency, and EOC training exercises.

REPORT FROM EMERGENCY MANAGER

REPORTS FROM COMMISSION MEMBERS

Commissioner Montgomery reported she attended first aid training at the Fire District. She relayed there are trained medical personnel employed by private businesses that the ACity could utilize during an emergency.

Chair Tountas welcomed Commissioner Brady and Ms. Miller. He expressed his appreciation to staff for the assistance they provide the EPC.

PUBLIC COMMENT – None

ADJOURNMENT

Commissioner Chatterton moved to adjourn the meeting. Commissioner Montgomery seconded the motion.

Vote: All voted in favor of the motion, and the motion carried (6-0). The meeting was adjourned at 9:13 p.m.

Respectfully submitted,

Linda Fava
Staff Liaison