

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

**Monday
May 10, 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 and Commissioners Al Taylor, Mace Brady, Janine Brown (ex-officio), and Dominic Marzano (ex-officio).

ABSENT: Commissioners Lillie Clinton, Rick Chatterton, and Johanna Berkey.

Also present were City Manger 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

1) March 22, 2010

Commissioner Montgomery moved that the minutes of March 22, 2010 be approved as written. Commissioner Brady seconded the motion.

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

APPROVAL OF AGENDA IN CONTENT AND ORDER

Chair Tountas suggested under New Business Item 5 the Commission review the presentation made to the City Council regarding the Public Safety CAP's recommendations.

Commissioner Brady moved to approve the agenda in content and order as amended. Vice Chair Montgomery seconded the motion.

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

PUBLIC COMMENT – None

SPECIAL PRESENTATION – None

UNFINISHED BUSINESS – None

NEW BUSINESS

1) First Reading of Woodinville Weekly Articles – Article #11 – Post Earthquake

Commissioners reviewed and made the following changes to Article #11:

- Add a sentence that reads, “Check to see that your phone lines are working” following the eighth sentence of the second paragraph.
- Add a sentence that reads, “Be sure you know where your shutoff is at the meter following the fifth sentence of the second paragraph.

2) Report of Tour of ESCA Facilities

Vice Chair Montgomery distributed information provided at the tour. She reported ESCA offers classes on obtaining a Ham Radio License as well as Advanced CERT classes.

3) Agenda Format – Refinement of Agenda in Keeping with Council and other Commissions

City Manager Rich Leahy reviewed a revised agenda format, suggesting all business items be included under the agenda heading of Business rather than having Approval of Minutes, New Business and Unfinished Business as separate agenda headings.

4) Meeting Frequency – Rich Leahy

City Manager Rich Leahy suggested this item be discussed during the Revision of Bylaws.

5) Review of Bylaws/Review of Presentation to the City Council by the EPC

Chair Tountas suggested at the next meeting the Commission review the bylaws and take action individually on any changes. A strike through reversion of the bylaws would then be forwarded to the Council for approval.

Chair Tountas distributed an excerpt from the April 13, 2010 City Council meeting of the presentation made by the EPC. He reported the Council endorsed the presentation including all items in Phases 1, 2, and 3 except for the recommendation to hire a police officer in Phase 3. The Council indicated the EPC is free to, 1) come up with another name for the EPC, 2) review and make changes to the bylaws and submit them to Council for approval, and 3) review and make changes to Ordinances 418 and 479 and submit them to Council for approval.

Mr. Leahy clarified the bylaws are guidelines for how the Commission operates internally; the ordinance provides Council direction regarding the Commission’s charter as an advisory body. Discussion followed regarding the purpose of the Public Safety CAP, the EPC’s diminished role in emergency preparedness given the City’s contract with ESCA, and opportunity to expand the EPC’s role to include public safety issues.

Suggestions for future meetings included periodically reviewing the status/progress on the Public Safety CAP recommendations and hosting speakers/presentations that would be advertised to the public regarding topics such as water safety, obtaining a Ham radio license, etc.

Article #12 – Water Safety

Commissioners reviewed and made several additions/revisions to Article #12. Second reading and approval of the article was added to the May 24 agenda. Commissioner Brown offered to follow-up with the King County Sheriff's Water Safety Officer to schedule a presentation to the EPC regarding water safety.

Chair Tountas invited a Commissioner to write an article regarding Winter Safety/Fallen Trees and an article regarding Ham Radios. Discussion followed regarding Ham radio training offered by ESCA and RACES, and inviting the Fire District to provide an update regarding their education programs.

Chair Tountas moved that the EPC ask the Council to ask the Woodinville Fire and Life Safety District to provide the status of the CERT database prepared by Steve Yabroff, an update regarding the District's short and long term plans and the status of their training programs and how they see themselves integrating with the City during a disaster/emergency. Commissioner Brady seconded the motion.

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

REPORT FROM EMERGENCY MANAGER - None

REPORT FROM COMMISSION MEMBERS

Commissioner Marzano reported he attended the ceremony in Pensacola, Florida, where his son was commissioned a Second Lieutenant in the Air Force.

Commissioner Taylor suggested the Commission discuss during the review of the bylaws a process for presenting a minor opinion to the Council.

Commissioner Brown reported her second granddaughter was born last week.

PUBLIC COMMENT – None

ADJOURNMENT

Vice Chair Montgomery moved to adjourn the meeting. Commissioner Taylor seconded the motion.

Vote: All voted in favor of the motion, and the motion carried (4-0). The meeting was adjourned at 8:27 p.m.

Respectfully submitted,

Linda Fava
Staff Liaison