

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

**Monday
May 24, 2010**

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

CALL TO ORDER

The meeting was called to order at 7:04 p.m. by Chair Tountas.

ROLL CALL

PRESENT: Chair Peter Tountas, Vice Chair Nancy Montgomery and Commissioners Al Taylor (arrived 7:10 p.m.), Rick Chatterton, Johanna Berkey, Mace Brady, and Dominic Marzano (ex-officio).

ABSENT: Commissioners Lillie Clinton and Janine Brown (ex-officio).

Also present were 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) Minutes of April 12, 2010

Vice Chair Montgomery moved that the minutes of April 12, 2010 be approved as written. Commissioner Brady seconded the motion.

Vote: All voted in favor of the motion, and the motion carried (5-0).

2) Minutes of April 28, 2010

Vice Chair Montgomery moved that the minutes of April 28, 2010 be approved as written. Commissioner Brady seconded the motion.

Vote: All voted in favor of the motion, and the motion carried (5-0).

PUBLIC COMMENT

Dave Henry, Woodinville, recommended the EPC write articles for the *Woodinville Weekly* regarding public safety. He also suggested having a table with public safety information at the

Farmers Market as well as at the winter safety fair. He suggested the City clarify that the Emergency Preparedness/Public Safety Commission would not be considering any police matters.

APPROVAL OF AGENDA IN CONTENT AND ORDER

Chair Tountas suggested the Commission consider revision of the agenda format and meeting frequency during the discussion of the bylaws.

Commissioner Brady requested the addition of an agenda item to discuss a process for gathering public safety concerns from the community.

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

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

SPECIAL PRESENTATION – None

UNFINISHED BUSINESS

1) Second Reading of Woodinville Weekly Articles

Article #11 – Post Earthquake

Commissioner Berkey inquired about the availability, dispatch method and ongoing training of CERT members in the community. Commissioner Marzano explained the premise of CERT is for members to help themselves and their neighbors following an event when professional responders are not immediately available. The wording in the article was revised to read, “Community Emergency Response Team (CERT) members in your neighborhood will may be aiding in a damage assessment of your neighborhood.”

Commissioner Taylor moved to approve Article #11 for publication as amended. Commissioner Montgomery seconded the motion.

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

Article #12 – Water Safety

Commissioners reviewed and made minor changes to Article #12.

Commissioner Taylor moved to approve Article #12 for publication as amended. Commissioner Montgomery seconded the motion.

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

2) Woodinville Weekly Article Schedule Review/Update

Commissioner Berkey offered to write an article regarding ham radios using information provided by ESCA. Executive Assistant/Deputy City Clerk Linda Fava agreed to revise the dates for article submission and review.

NEW BUSINESS

1) Discussion of Bylaws

Commissioner Taylor moved to require a majority vote of the Commission (50% plus 1) for any changes to the bylaws. Commissioner Chatterton seconded the motion.

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

Vice Chair Montgomery moved that the Commission's title be changed to "Emergency Preparedness and Public Safety Commission." Commissioner Brady seconded the motion.

Discussion followed regarding the importance of including public safety in the Commission title to ensure there were no misconceptions regarding the Commission's responsibilities.

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

Commissioner Berkey moved that the Commission meet twice per month except during the summer months of June through September when the Commission will meet once a month. Vice Chair Montgomery seconded the motion.

Commissioner Berkey withdrew her motion with the agreement of the second.

It was the consensus of the Commissioners to meet twice per month October through May and once per month June through September.

Chair Tountas moved to add to Article IV, "A dissenting opinion may be submitted by any member of the Commission and be included in the minutes." Vice Chair Montgomery seconded the motion.

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

Vice Chair Montgomery moved to retain Item 11 (Communication from the Public) on the agenda so that there are two opportunities for public comment. Commissioner Brady seconded the motion.

Vote: All voted in favor of the motion, with the exception of Chair Tountas, and the motion carried (5-1).

Commissioner Berkey moved to combine all Business Items and place Approval of Minutes under Business Items. Commissioner Taylor seconded the motion.

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

Chair Tountas moved to add Flag Salute as Agenda Item 3 and change the sentence regarding public comment to read, “Public comment shall be limited to three (3) minutes per person and ~~five (5) minutes per organization~~. Vice Chair Montgomery seconded the motion.

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

Vice Chair Montgomery raised a question of personal privilege which was granted by Chair Tountas. Vice Chair Montgomery admonished Commissioner Chatterton for expressing his concerns with Chair Tountas and Commissioner Yabroff to the City Council and stating his intent to contact the State Attorney General regarding the Public Safety CAP’s violations of the Open Public Meetings Act (OPMA). She relayed City Manager Rich Leahy’s determination that the Public Safety CAP’s meetings were not subject to the OPMA. She voiced her concern that Commissioner Chatterton’s comments would discourage citizens from volunteering on City boards and commissions. She also objected to his April 26, 2010 letter to the editor of the Woodinville Weekly.

Commissioner Chatterton responded he stood by his letter to the editor and remained suspect of the motives of some Commissioners’ recent actions. He stood by his right to address the City Council, explaining the presentation regarding the CAP’s recommendation violated Article IV of the Commission’s bylaws regarding voting and actions of the Commission. He did not regret his actions, did not appreciate Vice Chair Montgomery’s admonishment and felt the EPC had been politicized.

2) Discussion of Ordinance 418

Chair Tountas moved to add the following to the end of Paragraph 3, Section 2.25.020, “The most desirable combination is to have one ex-officio with expertise in emergency preparedness and one ex-officio with expertise in public safety. Although not an absolute requirement, this should be the Commission’s long term goal.” Vice Chair Montgomery seconded the motion.

Vote: All voted in favor of the motion, with the exception of Commissioner Chatterton, and the motion carried (5-1).

Chair Tountas proposed the following amendment: add to the end of Paragraph 4, Section 2.25.020, “The membership may also submit a member for termination from the Commission to the City Council for final approval. However, a two-thirds majority vote of the members is required before approval and submittal to the City Council. Any member of the Commission can demand that a vote on this kind of decision be taken by ballot. A member of the Commission that is disruptive and has been warned by the Chair may be removed from the meeting. The Chair will address the membership regarding the removal of the member from the meeting, but must require that the offender has the opportunity to speak on his behalf. A two-thirds approval is required by the membership to remove the offender from the meeting.”

It was agreed to postpone action on the above amendment to allow Commissioners an opportunity to further consider the concept before voting.

Chair Tountas moved to add the following as Paragraph 3, Section 2.25.040, “Review public safety issues and policies as directed by the City Council. Report results of these reviews on a scheduled basis.” and to renumber the remaining paragraphs. Vice Chair Montgomery seconded the motion.

Vote: All voted in favor of the motion, with the exception of Commissioner Chatterton who abstained, and the motion carried (5-0-1).

It was agreed to add a final review of the bylaws and Ordinance No. 418 to the next meeting’s agenda.

Commissioner Berkey referred to Section 2.25.040 of Ordinance No. 418 (Duties and Responsibilities), paragraph 5 and Article VIII of the bylaws (Conflicts of Interest), advising she would recuse herself from any action regarding grant solicitation from the Department of Homeland Security or FEMA due to a conflict of interest.

3) Process for Gathering Public Safety Concerns from the Community

This item was postponed to a future meeting.

REPORT FROM EMERGENCY MANAGER

Assistant to the City Manager Alexandra Miller reported she attended a meeting with ESCA to familiarize herself with their responsibilities. She relayed there are many resources available from ESCA for *Woodinville Weekly* articles and outreach events. She also attended a Zone 1 meeting with Emergency Managers throughout King County to discuss FEMA recovery procedures and communication.

Chair Tountas moved to extend the meeting for five minutes. Vice Chair Montgomery seconded the motion.

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

REPORT FROM COMMISSION MEMBERS

Commissioner Chatterton submitted a list of suggested community outreach goals.

Commissioner Brady inquired about the status of the EPC’s request for the Woodinville Fire & Life Safety District to provide an update. Ms. Miller advised it was scheduled on the City Council’s next agenda.

Commissioner Berkey suggested a future agenda include a review of the Map Your Neighborhood or Neighbor-to-Neighbor presentation.

PUBLIC COMMENT

Dave Henry, Woodinville, commented the public could provide input regarding public safety concerns via speaking at City Council meetings, Emergency Preparedness & Public Safety Commission meetings, or Concerned Neighbors of Wellington meetings. He suggested inviting representatives of bicycle & motorcycle shops, Brittany Park, senior walkers, etc. to speak to the Commission regarding their safety concerns.

UPCOMING AGENDA TOPICS

- a) **Identify Public Speakers**
- b) **Neighbor-to-Neighbor Program**
- c) **Bylaws**
- d) **Ordinance No. 418**
- e) **Mechanism for citizens to notify the Commission regarding public safety concerns**

ADJOURNMENT

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

Vote: All voted in favor of the motion, and the motion carried (6-0). The meeting was adjourned at 9:10 p.m.

Respectfully submitted,

Linda Fava
Staff Liaison