

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

**Monday  
June 14, 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 Lillie Clinton, Al Taylor, Rick Chatterton, Johanna Berkey (arrived 7:10 p.m.), Mace Brady, and Janine Brown (ex-officio).

**ABSENT:** Dominic Marzano (ex-officio).

**Vice Chair Montgomery moved to excuse Commissioners Berkey and Marzano. Commissioner Clinton seconded the motion.**

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

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 May 10, 2010**

**Vice Chair Montgomery moved that the minutes of May 10, 2010 be approved as written. Commissioner Taylor seconded the motion.**

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

**APPROVAL OF AGENDA IN CONTENT AND ORDER**

Chair Tountas requested New Agenda Format and Meeting Frequency be added as New Business Items 3 and 4.

**Commissioner Clinton moved to approve the agenda in content and order as amended. Commissioner Brady seconded the motion.**

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

**PUBLIC COMMENT – None**

**SPECIAL PRESENTATION – Water Safety, Charles Akers, King County Sheriff's Office Marine Unit**

Charles Akers, King County Sheriff's Office Marine Unit, described the unit, personnel, training and responsibilities, equipment and where it is located, and their response areas. He provided several safety tips including avoiding flooded areas, avoiding rivers unless properly trained, always wear a personal floatation device when near water, use a stick or pole to check path in a flooded area, float feet down in a river, swim at a 45 degree angle in a river and avoid strainers in a river.

During his presentation, Officer Akers responded to Commission questions regarding contacting the unit via calling 911, potential for flooding if the Howard Hansen dam on the Green River were to fail, assistance provided by Fire Departments, staging/positioning for water events, and water education in schools.

**UNFINISHED BUSINESS**

**1) Adoption of Woodinville Weekly Article #11 – Post Earthquake**

No changes were made to Article #11.

**Commissioner Taylor moved to approve Article #11 for publication. Vice Chair Montgomery seconded the motion.**

**Vote: All voted in favor of the motion, and the motion carried (7-0).**

**2) Adoption of Woodinville Weekly Article #12 – Water Safety**

Commissioners reviewed Article #12 and made several minor changes in addition to the following:

- Change the last sentence of the fourth paragraph to read, "You can find more information on how to obtain your Boater Education Card and requirements specific to your boat online at [www.parks.wa.gov/boating/boatered](http://www.parks.wa.gov/boating/boatered)."

It was suggested a future article specifically address boat safety.

**Vice Chair Montgomery moved to approve Article #12 for publication as amended. Commissioner Brady seconded the motion.**

**Vote: All voted in favor of the motion, and the motion carried (7-0).**

**3) Woodinville Weekly Article Schedule Review/Update**

The following changes were made to the schedule:

- Chair Tountas will author an article regarding Winter Safety & Fallen Trees
- Commissioner Brady will author an article regarding Boat Safety for first reading at the July meeting
- Commissioner Brown will author an article regarding Flood Safety for first reading at the October or November meeting
- Move submittal date of articles currently on schedule, beginning with Travel Tips, forward one meeting

#### **4) 2<sup>nd</sup> Reading and Adoption of Bylaws**

**Commissioner Chatterton moved to change the name of the Commission to the Emergency Preparedness and Public Safety Commission. Vice Chair Montgomery seconded the motion.**

**Vote: All voted in favor of the motion, and the motion carried (7-0).**

**Chair Tountas moved to replace Article II, Paragraph 3a with the following, “Presentations and/or Proposals to the Council may include written dissenting opinions signed and attached to the main body.” Vice Chair Montgomery seconded the motion.**

**Chair Tountas withdrew his motion with the agreement of the second.**

**Chair Tountas moved to delete Article II, Paragraph 3a. Commissioner Clinton seconded the motion.**

**Vote: All voted in favor of the motion, and the motion carried (7-0).**

**Chair Tountas moved to add the following as Article IV, Paragraph 2a, “Presentations and/or Proposals to the Council may include written dissenting opinions signed and attached to the main body of the proposal.” Vice Chair Montgomery seconded the motion.**

**Vote: Upon roll call, the motion carried (7-0), Chair Tountas, Vice Chair Montgomery, and Commissioners Clinton, Brady, Taylor, Berkey and Chatterton in favor.**

**Chair Tountas moved to adopt the new agenda format in Article V as the Commission’s agenda format. Vice Chair Montgomery seconded the motion.**

**Vote: All voted in favor of the motion, and the motion carried (7-0).**

**Vice Chair Montgomery moved to accept Articles VII through X as written. Commissioner Brady seconded the motion.**

**Vote: All voted in favor of the motion, and the motion carried (7-0).**

**Commissioner Brady moved to accept page 12 as presented. Commissioner Clinton seconded the motion.**

**Vote: All voted in favor of the motion, and the motion carried (7-0).**

Commissioners discussed the frequency of meetings and agreed to meet once a month for the next three months.

Assistant to the City Manager Alexandra Miller reported the pedestrian flags will be installed within the next two weeks. A press release will be issued regarding their installation. Chair Tountas requested the press release explain that the flags are one of the improvements recommended by the Public Safety CAP. Ms. Fava offered to notify Commissioners and CAP members when and where the flags will be installed.

**Commissioner Chatterton moved that the Emergency Preparedness & Public Safety Commission discuss their meeting schedule on a quarterly basis and for the next three months, July, August and September 2010, meet the second Monday of the month. Commissioner Clinton seconded the motion.**

Ms. Fava advised a cancellation notice will be issued for the second meeting each month. She suggested if the Commission decided to permanently meet once a month, the bylaws be revised accordingly. She also offered to revise the Woodinville Weekly article schedule.

**Vote: All voted in favor of the motion, and the motion carried (7-0).**

#### **5) Continued Discussion of Ordinance 418**

**Commissioner Clinton moved to delay this item to the next meeting. Vice Chair Montgomery seconded the motion.**

**Vote: All voted in favor of the motion, and the motion carried (7-0).**

#### **NEW BUSINESS**

##### **1) Discussion of Public Safety Topics**

##### **2) 2011-2012 Work Plan**

##### **3) New Agenda Format**

The new agenda format was adopted under Unfinished Business Item 4.

##### **4) Meeting Frequency**

Meeting frequency was addressed under Unfinished Business Item 4.

#### **REPORT FROM EMERGENCY MANAGER**

Ms. Miller distributed information regarding ham radios. She informed the Commission of the Radio Amateur Civil Emergency Service (RACES) Field Day on Saturday, June 26 at Brier City Hall Park.

## **REPORTS FROM COMMISSION MEMBERS**

Commissioner Clinton reported on a RACES field day she attended in Sammamish. She advised of the public education meeting regarding emergency preparedness at the Sheriff's Office in Renton. She announced CERT retraining will be held in Carnation on August 28.

Commissioner Taylor relayed that the City's website states minutes and audio recordings of EPC meetings are available via a public records request. He suggested the audio of EPC meetings be available online similar to the Council and other Commission meetings. Ms. Fava offered to research that option with the IT Department.

Commissioner Brady requested Public Safety Topics be added to the next agenda. He explained the intent was to discuss the process for citizens to make public safety suggestions. Ms. Miller offered to have staff describe the existing process at the next meeting.

The Commission confirmed their next meeting would be July 12.

### **PUBLIC COMMENT – None**

### **UPCOMING AGENDA TOPICS**

- a) **2010-2011 Work Plan**
- b) **Ordinance 418**
- c) **Public Safety Topics**
- d) **Article #13 – Boat Safety**

### **ADJOURNMENT**

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

**Vote: All voted in favor of the motion, and the motion carried (7-0). The meeting was adjourned at 9:12 p.m.**

Respectfully submitted,

Linda Fava  
Staff Liaison