

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

**Monday
July 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 and Commissioners Lillie Clinton, Al Taylor, and Rick Chatterton.

ABSENT: Commissioners Johanna Berkey, Mace Brady, Janine Brown (ex-officio), and Dominic Marzano (ex-officio).

Also present were Assistant to the City Manager Alexandra Miller, City Clerk Jennifer Kuhn, and Management Analyst Zach Schmitz.

FLAG SALUTE

Chair Tountas led the flag salute.

APPROVAL OF AGENDA IN CONTENT & ORDER

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

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

PUBLIC COMMENT – None

SPECIAL PRESENTATION – None

BUSINESS ITEMS

1. Minutes of May 22, 1010 and June 14, 2010

Commissioner Taylor moved to approve the minutes of May 22, 1010 and June 14, 2010. Commissioner Clinton seconded the motion.

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

2. Discussion and Adoption of Woodinville Weekly Article #13 – Boating Safety

Commissioners reviewed Article #13; a question was raised regarding the word count. Assistant to the City Manager Alexandra Miller offered to confirm the word count.

Commissioner Taylor moved to approve and submit Article #13 to the *Woodinville Weekly* as written. Vice Chair Montgomery seconded the motion.

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

3. Ordinance 418

Commissioners reviewed Ordinance 418 and made the following changes:

Commissioner Chatterton moved not to include the highlighted Section 2.25.020 Paragraph 2, “The most desirable combination would be to have one (1) ex-officio member with expertise in Public Safety. Although not mandatory, this would be desirable.” Vice Chair Montgomery seconded the motion.

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

Commissioner Chatterton advised he would not support the additional language in Section 2.25.020 Paragraph 4 regarding disruption, finding it did not further the Commission’s mission, would not foster community involvement on City commissions or boards and would not promote collaboration between commissioners.

Vice Chair Montgomery moved to accept the addition of “and Public Safety” throughout the document and the proposed language in Paragraph 4 of Section 2.25.020. Commissioner Taylor seconded the motion.

Vote: All voted in favor of the motion, and the motion carried (4-1), Commissioner Chatterton opposed.

Commissioner Chatterton moved to change Paragraph 2 of Section 2.25.040 to read as follows: “Review Emergency Preparedness and Public Safety planning policies and procedures as directed by the City Council,” to delete Paragraph 3, and to renumber the remaining paragraphs. Commissioner Clinton seconded the motion.

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

Chair Tountas advised staff would make the recommended changes in the ordinance and forward it to the Council for consideration and adoption.

4. Avenues for Citizen Public Safety Comments

Ms. Miller displayed photographs of recent public safety improvements recommended by the Public Safety CAP that include the pedestrian crossing flags, right turn only from Old Woodinville-Duvall Road, and “Woodinville Cares About” entry signs.

In response to a request at the last meeting regarding ways for citizens to submit public safety ideas/requests/suggestions, explained citizens can call or write the City, submit a

question/complaint/comment/suggestion via the City's website, or email Public Works Director Tom Hansen at thomash@ci.woodinville.wa.us. The public can also speak at City Council, EPC meetings or other board/commission meetings.

She described the process for reviewing questions/complaints/comments/suggestions to determine whether it is an easy fix or a capital project that requires City Council approval and inclusion in the City's budget. She suggested an article in the *Woodinville Weekly* regarding how citizens can submit public safety concerns. The Commission requested they be kept apprised of issues raised by citizens.

It was the consensus of the Commission that the September article regarding heat exhaustion be replaced with an article regarding Public Safety Awareness.

Discussion followed regarding recognition of commissions/boards/advisory groups in photo opportunities for projects they may have been involved in and the opportunity the City missed by not highlighting installation of the pedestrian crossing flags.

It was suggested recognition of the public safety projects accomplished as a result of the Public Safety CAP's recommendations be highlighted on the City's website and/or in the Woodinville Wire.

5. 2011-2012 Work Plan

Vice Chair Montgomery moved to delay discussion of 2011-2012 Work Plan to the next meeting when as many Commissioners and ex-officio members as possible would be present. Commissioner Taylor seconded the motion.

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

6. Audio Broadcast of EPC Meeting on Website

Ms. Miller reported the format used to record EPC meetings was difficult to link to the agenda and it was difficult for a listener to determine who was talking an audio-only broadcast.

Discussion followed regarding broadcast of other Commission meetings, cost to broadcast EPC meetings, availability of minutes on the City's website and equipment necessary to do a pod cast. The Commission asked staff to investigate the cost to do a pod cast and to broadcast EPC meetings.

Next Meeting

Vice Chair Montgomery observed several members would be absent from the August 9 meeting.

Vice Chair Montgomery moved to cancel the August 9th meeting and add a special meeting on August 16th on the condition that all Commissioners are expected to be present. Commissioners were asked to advise staff whether they could attend the August 16th meeting and staff would inform the Chair and Vice Chair of the responses. If more than one Commissioner and one ex-officio Commissioner were not expected to be present, the

meeting would be moved to the next regular meeting date of September 13th. Commissioner Chatterton seconded the motion.

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

REPORT FROM EMERGENCY MANAGER

Ms. Miller distributed Neighbor Helping Neighbor information and advised she had a DVD available regarding Map Your Neighborhood.

She reported on the preparation of the 2011-2016 Capital Improvement Plan (projects costing \$50,000 or more and with a useful life of 10 years or more) and distributed a list of projects proposed to be included in the CIP. She invited Commissioner's input on the project list.

REPORT FROM COMMISSION MEMBERS

Commissioner Clinton announced a training and exercise event offered by Washington State Citizen Corp at the State Fire Training Academy in North Bend on August 28.

PUBLIC COMMENT – None

UPCOMING AGENDA TOPICS

- a) Minutes
- b) 2011-2012 Work Plan
- c) Woodinville Weekly Article #14 – Travel Tips
- d) Review costs for broadcast/audio on website

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 (5-0). The meeting was adjourned at 8:39 p.m.

Respectfully submitted,

Jennifer Kuhn
Staff Liaison