

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

**Monday  
August 16, 2010**

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

**CALL TO ORDER**

The meeting was called to order at 6:59 p.m. by Chair Tountas.

**ROLL CALL**

**PRESENT:** Chair Peter Tountas, Vice Chair Nancy Montgomery and Commissioners Lillie Clinton, Al Taylor, Rick Chatterton, Mace Brady, Johanna Berkey, and Janine Brown.

**ABSENT:** Commissioner Dominic Marzano (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 AGENDA IN CONTENT & ORDER**

**Chair Tountas asked that two issues be added to the agenda; 1) review of the Public Safety article in CityView, and 2) What is intended by the term “mothballing” of the CEC. Commissioner Rick Chatterton moved to approve the agenda in content and order as amended. Commissioner Clinton seconded the motion.**

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

**PUBLIC COMMENT – None**

**SPECIAL PRESENTATION – None**

**BUSINESS ITEMS**

**1. Minutes of July 12, 2010**

Commissioner Chatterton asked staff to verify that the motion made by V. Chair Montgomery to accept the addition of “and Public Safety”, as well as the proposed language in Paragraph 4 of Section 2.25.020 of Ordinance 418, were a dual purpose motion. After listening to the audio recording, Ms. Fava verified that the Commission moved and accepted the pages individually, in entirety, and did not accept changes section by section. Therefore, the minutes represent what transpired, and Commissioner Chatterton entered a “no” vote due to the joint change.

A small correction was noted under Item 5 – 2011-2012 Work Plan. In the first sentence, 2011 was represented as 2001, and should be corrected. With those amendments, Ms. Fava forwards Commissioner Chatterton’s motion that the minutes be accepted as corrected, and Commissioner Clinton’s second of the motion.

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

## **2. Boating Safety Article for Woodinville Weekly**

The Commission approved the rewrite of a reduced version of the article that was presented and supported at the prior meeting. A comment was made regarding the information contained in the text box and whether that box should be removed. It was determined that the Weekly could do so if it chose.

## **3. Discussion and Adoption of Woodinville Weekly Article #14 – Summer Travel Tips**

Commissioners reviewed Article #14; Several comments and suggestions were made for the article, and agreed upon by those in attendance. Staff will return a marked up copy for review at the September meeting. Due to the later offering of the article, the word “Summer” will be removed, and the article will be entitled – Safe Travel Tips.

## **4. Ordinance 506 – A revision of Ordinance 418**

Commissioners reviewed Ordinance 506 and made the following changes:

Assistant to the City Manager, Alexandra Miller, explained that the legislative markup text in Section 4 of Page 4 in the packet was determined as unnecessary by the City’s attorney. The Commission already has language in its Ordinance addressing the removal of members when necessary. As the Commission may only make a recommendation for such an action to the Council, the Attorney indicates the means to remove a member still exists with the old language. Chair Tountas expressed opposition to the City Attorney’s recommendation to strike this addition. Ms. Miller suggested that rather than place it in the Ordinance, perhaps the more appropriate location would be in the Commission’s By-Laws.

**Commissioner Johanna Berkey moved to place the first paragraph “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 submission to the City Council. Any member of the Commission can demand that a vote on this kind of decision be taken by ballot.” And further that the following paragraph be struck. A second was offered by Commission Rick Chatterton.**

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

## **5. 2011-2012 Work Plan**

With ESCA on board, and the recent Public Safety recommendations in the hands of the City, the Commissioners were uncertain where to begin with the Work Plan. It was suggested by

Commissioner Taylor that a request be made for a roundtable discussion with the City Council to ascertain their understanding of what they desired the Commission address in the next two years. Perhaps a meeting at 6:00 p.m. on a Tuesday evening prior to a Council meeting might help. Another suggestion was that the Commission address the Council during Public Comment and stimulate a discussion through that process. Staff indicated that the second City Council meeting of the month is a less formal one, and set aside for Study Session. This may offer the Commission a better opportunity to engage the Council. Upon learning that Councilmember Jeff Glickman is the liaison to the Emergency Preparedness Commission, he volunteered to contact Mr. Glickman to suggest such a meeting and gain an understanding of whether there was support for this idea. He also offered to go a step further and speak with Mayor Chuck Price.

## **6. Webcasting/Broadcast of EPC Meeting on Website**

Ms. Miller presented the anticipated costs of airing Commission meetings, and the time commitment from all parties that would be involved with each option. The Commission believes that in these economic times, airing these meetings would not be prudent. Commissioner Taylor suggested that the Commission might continue to meet once a month, but perhaps extend the hours from 7:00 pm-9:00 pm to 6:30 pm-9:30 pm., providing a more in-depth discussion of the agenda. The Commission expressed some interest in this suggestion, but no further discussion occurred as time was nearing an end.

## **7. Public Safety Article in CityView**

Chair Tountas expressed his disappointment in the article found on the last page of the CityView magazine, which related the Public Safety updates as recommended by citizen groups. He felt that specific credit should have been given to the Public Safety CAP, and possibly its members, rather than a broad mention of citizen groups.

## **8. Mothballing of the CEC**

Chair Tountas requested clarification of what the City Council intended by its desire to mothball the Community Center. Ms. Miller spoke to the staff's understanding of closing the CEC, but maintaining a minimum of heat and maintenance so that no harm would come to the structure. And, if directed by Council, to be prepared to open the building for certain functions/special events. The Commissioners wondered how this decision would impact the emergency shelter, and the staff was not certain. The building could be opened during emergencies and the shelter operational, or the City has a couple of contracts with regional churches who are prepared to house individuals during an emergency. The City Manager has been directed to produce a plan on how to close the CEC as of December 31, 2010.

### **REPORT FROM EMERGENCY MANAGER - None**

### **REPORT FROM COMMISSION MEMBERS**

Commissioner Clinton announced that ESCA was offering a myriad of classes at their facility for HAM Operators and CERT training. That information can be found on their website.

### **PUBLIC COMMENT – None**

## **UPCOMING AGENDA TOPICS**

- a) Review Ordinance 506
- b) CEC Updates
- c) Report from the Chair
- d) Review Safety Travel Article
- e) Public Safety Awareness Article
- f) New Topics for Woodinville Weekly in 2011

## **ADJOURNMENT**

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

**Vote: All voted in favor of the motion, and the motion carried (7-0). The meeting was adjourned at 9:05 p.m.**

Respectfully submitted,

Linda Fava  
Staff Liaison