

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

**Monday
September 13, 2010**

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

CALL TO ORDER

The meeting was called to order at 7:00 p.m. by Vice Chair Montgomery.

ROLL CALL

PRESENT: Vice Chair Nancy Montgomery and Commissioners Lillie Clinton, Al Taylor, Rick Chatterton, Mace Brady, Janine Brown (ex-officio), and Dominic Marzano (ex-officio).

ABSENT: Chair Peter Tountas and Commissioner Johanna Berkey.

Also present were Assistant to the City Manager Alexandra Miller, Executive Assistant/Deputy City Clerk Linda Fava, and Management Analyst Zach Schmitz.

FLAG SALUTE

Vice Chair Montgomery led the flag salute.

APPROVAL OF AGENDA IN CONTENT AND ORDER

At Vice Chair Montgomery's request, Item 8 was moved up on the agenda to follow Item 4.

PUBLIC COMMENT – None

SPECIAL PRESENTATION – None

BUSINESS ITEMS

1. Minutes of August 16, 2010

In response to a question raised at a previous meeting, Vice Chair Montgomery reported only the Governor can activate the National Guard during an emergency. Commissioner Brady provided further details on the declaration of an emergency, explaining a county declares an emergency which the Governor may recognize and act upon.

Commissioner Chatterton moved to approve the minutes of August 16, 2010 as written. 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 – Safe Travel Tips

Commissioners reviewed Article #14, Safety Travel Tips, and several changes were made. It was agreed staff would provide Commissioners Clinton, Brady, Marzano and Chatterton a copy of the article for final review before forwarding it for publication.

3. First Reading of Woodinville Weekly Article – Ham Operators

Commissioners reviewed Article #15. It was the consensus of the Commission to forward the article for publication.

4. New Topics for Woodinville Weekly in 2011

The *Woodinville Weekly* article schedule was revised as follows:

Topic	Publication Month	Author
Safe Travel Tips	October	Clinton
Home Fire Safety	December	Brady
Flood Safety	November February	Brown
Winter Safety & Fallen Trees	December November	Tountas
Public Safety Awareness	January	Chatterton
Emergency Pet Care	March	Chatterton/Brown
Heat Exhaustion	May	

Vice Chair Montgomery offered to research whether the *Woodinville Weekly* had published an article in the past regarding the City’s relationship with ESCA.

8. 2011-2012 Work Plan

Vice Chair Montgomery distributed summaries of Chair Tountas’ interviews with Councilmembers Glickman and Price and City Manager Rich Leahy. Discussion followed regarding the intent of the interviews, using the information as part of the Work Plan discussion, frustration that the City Council liaison does not attend EPC meetings, need to determine the Council’s expectations with regard to the EPC’s Work Plan, structure of the Work Plan in the past based on the ordinance, inviting a Fire District representative to describe their role/responsibilities and interaction with City, and a suggestion to continue discussion regarding Chair Tountas’ summaries at the next meeting.

Assistant to the City Manger Alexandra Miller explained the Fire District liaison does not attends EPC meetings because the District is no longer the City’s emergency manager.

Commissioners agreed to identify issues the EPC should be involved in for discussion at the next meeting. The Commission will then develop a presentation to the Council and seek their input regarding issues of importance related to emergency preparedness and public safety to assist in drafting a Work Plan. The Commission will also work with ESCA to determine what issues they will address. Commissioners who are unable to attend the October 11 meeting are invited to email staff their input.

5. Review Ordinance 506

Ms. Miller explained when the Commission last reviewed Ordinance 506, they included language regarding Commissioner removal that the City Attorney felt was unnecessary. Staff recommends including the guidelines related to meeting conduct in the Commission's bylaws rather than the ordinance.

Commissioner Chatterton moved that Ordinance No. 506 be approved in the current state of Attachment 1 to be presented to the City Council for their approval with the exception of the strikeouts that appear in Section 2.25.020(4). Commissioner Brady seconded the motion.

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

Commissioner Chatterton moved to change the order of business so that Upcoming Meeting Schedule is discussed prior to Preparing for the Upcoming Winter Season. Commissioner Brady seconded the motion.

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

7. Upcoming Meeting Schedule

Commissioners discussed whether to meet once or twice a month. It was agreed to cancel the September 27 meeting and discuss the meeting schedule further at the October 11 meeting.

6. Preparing for the Upcoming Winter Season

Management Analyst Zach Schmitz explained the Winter Safety Fair will be hosted by the City, Woodinville Water District and Woodinville Fire & Rescue at the Fire District's Station 31 on Saturday, November 6. The Fire and Water Districts will provide live safety demonstrations. He invited Commissioners to discuss the focus of the City's presentation. He distributed handouts regarding Preparing Your Pets for Emergencies and "Boots Under the Bed" (in the event of an earthquake). He suggested other possible topics such as electronic bank transfers (in the event mail delivery is suspended), pedestrian safety, 3 Days 3 Ways, and Map Your Neighborhood or Neighbor Helping Neighbor.

Commissioner Chatterton moved to extend the meeting for 5 minutes. Commissioner Clinton seconded the motion.

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

The Commission briefly discussed the role of the EPC at the Fair and agreed to discuss the topic that the EPC would present at the Fair at the October 11 meeting. Commissioners offered the following as possible topics: safe indoor cooking methods and what to do if a snowstorm hits during rush hour. Commissioners requested staff investigate topics that other agencies planned to present at the Fair.

REPORT FROM EMERGENCY MANAGER – None

REPORT FROM COMMISSION MEMBERS

Commissioner Brady asked whether the National Guard would provide tents in an emergency if the Carol Edward Center was not available. Ms. Miller advised the City would route the request through ESCA who would escalate the request. Executive Assistant/Deputy City Clerk Linda Fava advised the CEC could be opened as an emergency shelter if required.

Commissioner Brady suggested pedestrian safety especially for children as the days become shorter be considered as a topic for a *Woodinville Weekly* article next October.

(Commissioner Clinton left the meeting at 9:10 p.m.)

PUBLIC COMMENT

Kevin Coughlin, Woodinville, referred to Section 2.25.010 of Ordinance No. 506 and the statement that the EPC “shall advise and provide recommendations to the City Council on matters concerning emergency medical services, emergency preparedness...” and suggested that advising the Council regarding emergency medical services was outside the purview of the EPC because the Fire District was responsible for EMS. A member of the Woodinville Fire Commission, he advised there was no liaison to the EPC on a staff level because the EPC is a City function. He attends most EPC meetings and reports to staff and the Commission. He asked what information the EPC wanted from the District and offered a station tour and/or overview of their operations.

Commissioner Taylor inquired about services the District would provide in a disaster situation. Mr. Coughlin explained the Fire District will open a department operations center in an emergency and send a liaison to the City’s EOC.

UPCOMING AGENDA TOPICS

- a) **Discussion of Work Plan Items**
- b) **Whether to meet on October 25**
- c) **Update on the Winter Safety Fair**
- d) **Update on *Woodinville Weekly* Topic Schedule**
- e) **First Reading of Home Fire Safety article**

ADJOURNMENT

Commissioner Chatterton moved to adjourn the meeting. Commissioner Brady seconded the motion.

Vote: All voted in favor of the motion, and the motion carried (4-0). The meeting was adjourned at 9:23 p.m.

Respectfully submitted,

Linda Fava
Staff Liaison