

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

**Monday
October 11, 2010**

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

CALL TO ORDER

The meeting was called to order at 6:58 p.m. by Chair Tountas.

ROLL CALL

PRESENT: Chair Peter Tountas, Vice Chair Nancy Montgomery and Commissioners Rick Chatterton, Johanna Berkey, Mace Brady, and Dominic Marzano (ex-officio).

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

Also present were Assistant to the City Manager Alexandra Miller and Executive Assistant/Deputy City Clerk Linda Fava.

FLAG SALUTE

Chair Tountas led the flag salute.

APPROVAL OF AGENDA IN CONTENT AND ORDER

Chair Tountas requested the addition of Item 5a, a discussion of whether to meet in December.

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

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

PUBLIC COMMENT – None

SPECIAL PRESENTATION – None

BUSINESS ITEMS

1. Minutes of September 13, 2010

Chair Tountas requested staff prepare a statement regarding Commissioner removal for review by the EPC for inclusion in the bylaws. He referred to the report from Kevin Coughlin, Woodinville Fire Commissioner, at the September 13 meeting, relaying that the Fire Chief has expressed interest in having the EOC at the Fire Department Headquarters. Assistant to the City Manager Alexandra Miller advised a joint meeting with the Council has been scheduled. Chair Tountas requested the result of the joint meeting be reported to the EPC.

Vice Chair Montgomery moved to approve the minutes of September 13, 2010 as printed. Commissioner Chatterton seconded the motion.

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

2. First Reading of Home Fire Safety – Woodinville Weekly Article

Commissioner Brady distributed an abbreviated version of his original article. Commissioners reviewed the article and proposed minor amendments.

Vice Chair Montgomery moved that the Home Fire Safety article be finalized for publication with the proposed changes. Commissioner Brady seconded the motion.

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

3. First Reading of Revised Safe Travel Tips – Woodinville Weekly Article

Commissioner Chatterton distributed an article regarding Safe Travel Tips. The fourth bullet was revised to read, “Include in your first aid kit (preferably in watertight ziplock bags): an extra supply of your medicines; a list of your current medications (prescription and over-the-counter); important medical information; copies of photo identification; and a spare pair of prescription glasses.”

Commissioner Chatterton moved to approve for publication the Safe Travel Trips article as amended. Commissioner Brady seconded the motion.

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

4. Update of Woodinville Weekly Article Schedule

The schedule was revised as follows:

Topic	Publication Month	Assignment
Winter Safety & Fallen Trees	October	Commissioners Chatterton & Brady
Flood Safety	November	Commissioner Brown
Home Fire Safety	December	Commissioner Brady
Public Safety	January	Commissioner Chatterton & Chair Tountas
Emergency Pet Care	February	Commissioners Chatterton & Brown
	March	
Heat Exhaustion	April	Commissioner Berkey

6. Update of Winter Safety Fair – November 6, 2010

Ms. Miller provided an update on the November 6 Winter Safety Fair that the City is hosting with Woodinville Fire and Rescue District and Woodinville Water District. The fair will include safety topics and demonstrations, children’s activities, etc. The City will have a table with

information such as emergency contacts and snow plow routes. She encouraged Commissioners to attend the Fair and interact with the public. She invited the Commission's input regarding other information the City could provide at the Fair. Commissioners' suggestions included the following:

- Offering a workshop regarding emergency evacuation, evacuation routes, downed trees, etc.
- Providing a handout at the Fair regarding primary evacuation routes as determined by King County
- Including information regarding the evacuation routes in the City View newsletter and the City's website
- Contacting CERT members in the area and recruiting people to become CERT certified
- Displaying a DVD at the Fair regarding CERT training, Map Your Neighborhood, etc.
- Providing an opportunity at the Fair for people to sign-up for a CERT class
- Providing special preparedness tips for seniors, children, disable, pets,

Discussion followed regarding concern that residents/neighborhoods were unprepared, particularly if they were isolated due to a storm or other emergency event; educating the public regarding the need for training and providing the training; importance of CERT training; concern this winter will be particularly harsh; role of CERT in an emergency; status of the CERT database; and disaster preparedness presented by Evergreen Hospital.

Commissioner Marzano offered to email Chair Tountas the primary evacuation routes as determined by King County.

7. Emergency Shelter

This item was discussed as part of the Work Plan Agenda Item.

8. 2011-12 Work Plan

Chair Tountas explained the intent of his interviews with Councilmembers Glickman and Price and City Manager Leahy was to gather their input to assist with preparation of the EPC's Work Plan. Vice Chair Montgomery explained at the September 13 meeting Commissioners were asked to provide at tonight's meeting issues they wanted to have incorporated into the Work Plan. Commissioners discussed the following:

- Availability of the CEC as an emergency shelter – Staff's assumption is the CEC will be closed (not open to the public) but will be available as an emergency shelter
- Whether a generator will be installed at the CEC – the generator is included in the 2011 CIP
- Churches that could provide emergency shelter – the City has agreements with the Methodist Church and the Alliance Church to use their facility in an emergency
 - Install a transfer switch to allow connection to a generator
 - Determine whether either or both churches have emergency power
 - Update agreements with the churches
- Availability of staff to operate the emergency shelter
- Availability of on-call volunteers to staff the emergency shelter
- Offering the shelter operation class to volunteers

- Possibility of City staff and volunteers assisting with a church-operated shelter rather than opening a separate shelter
- Availability of emergency supplies
 - Staff research what is needed to restock existing supplies
 - Develop agreement with local grocery store(s) to requisition supplies
 - MRE's (Meals Ready to Eat)
- Cots and blankets available – 300
- Communication in preparation for an emergency

Commissioners presented their ideas for the Work Plan:

- Public education/information regarding preparedness
- ½ day seminar on how to get prepared – could include speaker
- Ways to make your home and neighborhood safer
- Evacuation readiness
- Educate the Commission regarding the availability of emergency preparedness and public safety resources
- Assess levels of community preparedness and safety awareness (survey?)
- Community outreach
- Winter safety/Winter Safety Fair
- Emergency response capabilities
- Public safety survey
- Boots on the ground
- CEC and generator availability
- Develop a facilities plan
- Traffic routing during an emergency
- Better signage such as no shoulder parking on Woodinville-Duvall Road
- Citations for people who leave their cars by the roadside
- Better understanding of the Woodinville Fire and Rescue District's charter
- What is the EPC's message?

Commissioners identified the following topics from the interviews Chair Tountas' had with Councilmembers and Mr. Leahy:

- Providing emergency preparedness information on the City's website
- Review Phases 1, 2, and 3 of the CEMP

Commissioners agreed the Police Department was outside the EPC's charter.

5. Meeting of October 25

Vice Chair Montgomery moved to hold the October 25, 2010 meeting to continue discussion regarding the 2011-12 Work Plan as well as other topics. Commissioner Chatterton seconded the motion.

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

5a. December Meeting

There was no discussion regarding this item.

REPORT FROM EMERGENCY MANAGER

Ms. Miller reported on the SoundShake 2010 exercise held in the City's EOC on October 7. The exercise went well and lessons were learned.

REPORT FROM COMMISSION MEMBERS

Vice Chair Montgomery hoped to attend the October 21 Safety Awareness workshop being held at the Pony Mailbox and Business Center.

Commissioner Berkey reported many jurisdictions are using neon green crossing flags instead of orange to prevent theft. Ms. Miller reported the new flags include a walking figure.

PUBLIC COMMENT – None

UPCOMING AGENDA TOPICS

- a) **Revise By-Laws**
- b) **Report on the Council's Joint Meeting with the Fire District**
- c) **Work Plan**
- d) ***Woodinville Weekly* Article**

ADJOURNMENT

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

Vote: All voted in favor of the motion, and the motion carried (5-0). The meeting was adjourned at 9:04 p.m.

Respectfully submitted,

Linda Fava
Staff Liaison