

**CITY OF WOODINVILLE
EMERGENCY PREPAREDNESS AND
PUBLIC SAFETY COMMISSION
Regular Meeting**

**Monday
October 25, 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, Mace Brady, and Dominic Marzano (ex-officio).

ABSENT: Commissioners Lillie Clinton, Al Taylor, Johanna Berkey, and Janine Brown (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 AND ORDER

It was the consensus of the Commission to postpone Business Item 4 (By-Laws Revision) until additional Commissioners were present.

Commissioners briefly discussed a process for identifying Work Plan items using the list of Work Plan Topics that Commissioners had previously identified.

Vice Chair Montgomery 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 (4-0).

PUBLIC COMMENT – None

SPECIAL PRESENTATION – None

BUSINESS ITEMS

1. Second Reading of Home Fire Safety – Woodinville Weekly Article

Commissioners reviewed revisions made to the article during first reading. “For further information, contact Woodinville Fire & Rescue” was added to the end of the article.

Commissioner Brady moved to accept the Home Fire Safety article for publication. Commissioner Chatterton seconded the motion.

Vote: All voted in favor of the motion, and the motion carried (4-0).

2. First Reading of Winter Safety and Fallen Trees – Woodinville Weekly Article

Commissioner Chatterton offered to provide a draft article at the Commission’s next meeting.

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

Commissioners reviewed the Snow & Ice Plow/Sand Routes map and suggested the loop around Lake Leota be a Priority 2. Management Analyst Zach Schmitz advised the map will be published in the Woodinville Wire and is posted on the City’s website. He explained roads can be very slippery for approximately 2 hours after deicer is applied.

Commissioner suggestions/questions included the following:

- Post the *Woodinville Weekly* Articles on the City’s website
- Add a narrative to the Snow & Ice Plow/Sand Routes map on the City’s website describing the priorities and that routes will be plowed/sanded as resources and conditions allow
- Revise how the Snow & Ice Plow/Sand Routes map is accessed on the City’s website
- Why is there a disclaimer for the snow removal map?
- Will the recent paving on 156th have a negative impact on vehicle traction?
- Where can information be found regarding snow removal/sanding routes for areas outside Woodinville’s boundaries?

Mr. Schmitz distributed brochures the City will have available at the Fair. It was suggested information also be provided at the Fair regarding the danger of using a barbeque as a heat source.

4. By-Laws Revision

This item was postponed to a future meeting.

5. 2011-12 Work Plan

Commissioners reviewed the list of Work Plan topics that were previously identified and discussed the intent of those topics. Additions/clarifications to the list included:

- What resources/response capabilities does the City have/need by emergency type?
- Add personal safety
- Review status/accomplishments of 2009-2010 Work Plan items

The list of Work Plan Hot Topics was categorized as follows:

Community Communications and Outreach

- Public Preparedness Information
- Seminar on “How to Be Ready”
- Ways to Make your Neighborhood Safe
- What You Need to be Ready to Evacuate
- Raise Awareness
- Assess Levels of Community Awareness
- Public Survey
- Community Outreach
- Personal Safety
- Winter Safety Fair

Emergency Response Capabilities/Resources

- The City
 - CEC Availability – Generator
 - Other Facilities – Churches
 - What Resources Do We Have
- Individuals
 - Assess Citizen Readiness
 - Boots on the Ground/Neighbor Helping Neighbor
 - CERT
 - Block Watch

The Commission requested Commissioner Taylor clarify the intent of the following topics: Traffic Routing – Roads Available, Better Signage on Woodinville-Duvall Road, and Roadside Citations for Abandoned Vehicles.

Prior to the next meeting, Commissioners were asked to review the 2009-2010 Work Plan to identify items to carry forward to the 2011-2012 Work Plan.

REPORT FROM EMERGENCY MANAGER

Assistant to the City Manager, Alexandra Miller, reported the City has existing agreements with Woodinville Alliance Church and United Methodist Church to provide emergency sheltering. She planned to update those agreements and confirm the City’s and the Church’s expectations. She toured the facilities available at the United Methodist Church and plans to tour the Woodinville Alliance Church in the near future. The managers of Albertson’s and Top Foods have offered their assistance during an emergency.

It was suggested staff also contact McLendon Hardware, Sir Plus, Home Depot, and Honey Bucket to establish pre-disaster agreements. Ms. Miller advised ESCA may also have agreements with businesses.

Mr. Schmitz distributed information for accessing online crime data provided by the King County Sheriff's Office for Woodinville (www.ci.woodinville.wa.us/CityHall/CrimeReports.asp)

REPORT FROM COMMISSION MEMBERS

Vice Chair Montgomery reported on the personal safety presentation regarding the use of pepper spray by One Tough Cookie at the Pony Express Business Center.

PUBLIC COMMENT

Councilmember Paulette Bauman reported City Manager Rich Leahy, Ms. Miller, and she plan to meet with Woodinville Fire & Rescue staff and two Fire Commissioners tomorrow regarding emergency preparedness.

UPCOMING AGENDA TOPICS

- a) **2011-12 Work Plan**
- b) **By-Laws**
- c) **Fallen Trees & Winter Safety *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 (4-0). The meeting was adjourned at 9:03 p.m.

Respectfully submitted,

Linda Fava
Staff Liaison