

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

**Monday
November 8, 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 Al Taylor, Rick Chatterton, Johanna Berkey, Mace Brady, and Dominic Marzano (ex-officio).

ABSENT: Chair Peter Chair Tountas and Commissioners Lillie Clinton 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

Vice Chair Montgomery led the flag salute.

APPROVAL OF AGENDA IN CONTENT AND ORDER

**Commissioner Chatterton moved to approve the agenda in content and order.
Commissioner Brady seconded the motion.**

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

PUBLIC COMMENT – None

SPECIAL PRESENTATION

Management Analyst Zach Schmitz presented the updated Snow & Ice Plow/Sand Routes map reflecting input from the Commission at the last meeting. He identified the website banner for the City Snow Information and the Snow category in Quick Links. The map now includes priority descriptions and the snow removal information includes a link to King County’s snow routes map. An “Are you in Woodinville?” feature is being added to the website to allow people to input their address to determine whether they are within Woodinville’s boundaries. He advised the disclaimer was required for all maps.

Assistant to the City Manager, Alexandra Miller, explained information regarding King County’s snow removal map was included on the City’s website as a courtesy because many of the people at the Winter Safety Fair lived outside the city limits.

BUSINESS ITEMS

1. Minutes of October 11, 2010

A comment attributed to Commissioner Brady on page 3 (regarding emailing staff the primary evacuation routes as determined by King County) was changed to Commissioner Marzano.

Commissioner Chatterton moved to approve the minutes of October 11, 2010 as amended. Commissioner Berkey seconded the motion.

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

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

Commissioners reviewed the article and a link to the City's snow removal information was added.

Commissioner Brady moved to submit the Winter Safety and Fallen Trees article to the *Woodinville Weekly* as written. Commissioner Chatterton seconded the motion.

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

3. First Reading of Flood Safety – *Woodinville Weekly* Article

Commissioners reviewed the article and minor changes were made.

Commissioner Chatterton moved to submit the Flood Safety article to the *Woodinville Weekly* as written. Commissioner Berkey seconded the motion.

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

4. By-Laws Revision

Commissioners reviewed the proposed changes to the By-Laws. Commissioner Chatterton voiced his opposition to the paragraphs added to Article IX regarding termination of a Commissioner and removal of a disruptive Commissioner from a meeting. Commissioners Brady and Berkey also did not support the language added to Article IX.

Commissioner Taylor moved to delay approval of the By-Laws until all Commissioners are present. Motion died for lack of a second.

Commissioner Berkey moved to approve the By-Laws as written with the exclusion of the two paragraphs added under Article IX. Commissioner Chatterton seconded the motion.

Vote: All voted in favor of the motion, with the exception of Commissioner Taylor and the motion carried (4-1).

5. 2011-12 Work Plan – Continued Discussion

Commissioners reviewed the 2009-2010 Work Plan and made the following changes:

- Goal 1: Raise Emergency Preparedness Commission’s awareness of emergency management legal mandate and authority
 - Retain this goal
 - Add a task regarding confer with ESCA regarding grants
- Goal 2: Review Emergency Preparedness Planning policies and procedures
 - Retain this goal or consider making it a task under Goal 1
- Goal 3: Assess compliance with all Emergency Management planning requirements
 - Delete as a goal and add as a task under Goal 1
- Goal 4: Assess levels of community preparedness
 - Retain this goal, change to “Assess and Enhance Levels of Community Preparedness”
 - Add development of survey as a task
- Goal 5: Review options relating to emergency management, public safety grants and other external funding sources
 - This is an ESCA responsibility
 - Inform ESCA the City is interested in obtaining grants for public outreach
 - Add “monitor ESCA grants” as a task under Goal 1
 - Staff provide an update at each meeting regarding grants ESCA is applying for
- Goal 6: Recommend policies, training and capital investments for the City, staff and volunteers
 - Delete this goal, predominantly ESCA responsibility
 - Add “reporting” as a task under one of the other goals
- Goal 7: Review and made recommendations concerning public safety ordinances
 - All ordinances available on City’s website under Council link
- Goals 8: Review community public safety services needs
 - Combine with Goal 4
 - Add “review emergency notification” as a task under Goal 1
- Goal 9: Review proposed community preparedness programs and events
 - Retain this goal
- Goal 10: Communicate progress with City Council
 - Retain this goal

Commissioners discussed development of community volunteers, availability of grants, ESCA’s role in seeking grants, tasks in the Work Plan that ESCA is responsible for, role of the EPPSC in community outreach, budget cuts that eliminated the City’s Volunteer Coordinator, obtaining the database of CERT trained residents, assessing citizen’s training/interest in volunteering as part of a survey, and the City’s emergency notification systems.

The Commission requested staff prepare a revised Work Plan based on the Commission’s input. The Commission also requested staff review Ordinance 506 for any additional goals.

REPORT FROM EMERGENCY MANAGER

Ms. Miller reported on NIMS training that Assistant Public Works Director Rachel Speer and she attended regarding first responders' emergency response. She planned to attend a summit this week hosted by Evergreen Hospital regarding EMS response.

Ms. Miller reported on the meeting between Councilmember Bauman, City Manager Rich Leahy, Woodinville Fire & Rescue's Chief and a Fire Commissioner to discuss emergency response, sheltering, emergency coordination between City and Fire staff, and use of ESCA as the City's emergency management agency. There were no action items as a result of the meeting.

Mr. Schmitz reported on the November 6 Winter Safety Fair. The Fair was well attended; there was a lot of interest in the snow route removal map and information regarding King County's snow removal maps was added to the City's website as a courtesy to residents outside the city limits. He reported the City's Snow & Ice Plow/Sand Routes map was updated to add the loop around Lake Leota as a Priority 2.

REPORT FROM COMMISSION MEMBERS

Commissioner Chatterton referred to an article in the *Woodinville Weekly* from Woodinville Fire & Rescue reminding people to change their smoke detector battery when the time changed last weekend.

For Commissioner Berkey, Mr. Schmitz explained many of the people at the Winter Safety Fair were interested in whether Woodinville coordinated with King County regarding snow removal.

Commissioner Berkey reported FEMA is offering the NIMS ICS (Incident Command System) 300 course at their Lynnwood office November 30 – December 2.

Vice Chair Montgomery reported she met Helen McMahon at the Winter Safety Fair. Ms. McMahon has lived in Woodinville for 85 years and has a great deal of knowledge about Woodinville's history. She has created a coloring book documenting Woodinville's history that she plans to offer to the public.

Commissioner Marzano commented Woodinville is a signatory on the Regional Disaster Plan and, although ESCA does a great deal of the City's disaster planning, the City can be on the notification list to receive email alerts. There is currently no contact listed for Woodinville.

PUBLIC COMMENT – None

UPCOMING AGENDA TOPICS

- a) **2011-12 Work Plan**
- b) **Woodinville Weekly Articles**

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 (5-0). The meeting was adjourned at 8:57 p.m.

Respectfully submitted,

Linda Fava
Staff Liaison