

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

**Monday  
December 13, 2010**

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

**CALL TO ORDER**

The meeting was called to order at 7:02 p.m. by Vice Chair Nancy Montgomery.

**ROLL CALL**

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

**ABSENT:** 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**

Vice Chair Montgomery led the flag salute.

**APPROVAL OF AGENDA IN CONTENT AND ORDER**

Discussion of Acting Chair was added under Business Item 3.

**PUBLIC COMMENT – None**

**SPECIAL PRESENTATION – None**

**BUSINESS ITEMS**

**1. Minutes of October 25, 2010**

The minutes of October 25, 2010 were approved as written per Vice Chair Montgomery.

**2. Minutes of November 8, 2010**

The minutes of November 8, 2010 were approved with minor amendments per Vice Chair Montgomery.

**3. Commission Chair Vacancy**

Vice Chair Montgomery referred to Chair Tountas' letter of resignation from the Commission.

**Commissioner Chatterton moved that Vice Chair Montgomery serve as Acting Chair until Chair and Vice-Chair elections in February. Commissioner Berkey seconded the motion.**

**Vote: All voted in favor of the motion, and the motion carried (6-0).**

#### **4. Meeting Schedule for 2011**

Commissioners discussed the meeting schedule for 2011, holding subcommittee meetings, holding longer meetings, and meeting once a month and changing the by-laws to reflect that schedule or canceling the second meeting of the month. It was the consensus of the Commission to meet once a month (beginning this month), not revise the bylaws and to cancel the second meeting of the month. It was suggested that when the Commission meets, the meetings be effective and efficient.

#### **5. 2011-12 Work Plan – Continued Discussion**

Assistant to the City Manager Alexandra Miller explained the 2009-2010 Work Plan was modified as discussed at the Commission’s last meeting. She also provided a list of Work Plan Hot Topics created at the Commission’s last meeting. Commissioners reviewed the proposed revisions to Work Plan and made the following suggestions:

- Add “public safety” throughout the Work Plan where appropriate
  - Goal 1: “Raise Emergency Preparedness & Public Safety Commission’s awareness of emergency management legal mandates and authority
  - Goal 2: “Review emergency preparedness and public safety planning policies and procedures”
  - Goal 4: “Assess and enhance levels of community preparedness and public safety.”
  - Goal 9: Review proposed community preparedness and public safety programs and events.”
- Reference the three-phase public safety plan under Goals 8 and 9
- Combine Goal 7 with Goal 2
- Do not combine Goals 8 and 4
- Do not add Goal 2 to Goal 1

The Commission requested a copy of the three-phase public safety plan. It was agreed Commissioners Brady and Chatterton will review the proposed revisions to the Work Plan and the formatting and forward final revisions to Ms. Fava for creation of a final draft.

#### **REPORT FROM EMERGENCY MANAGER**

Management Analyst Zach Schmitz reported on the City’s response to the late November snow event. One road, 124<sup>th</sup> northbound at 160<sup>th</sup>, was closed as a result of an accident. The snow-ice hotline received minimal calls. He summarized the biggest issues were clearing snow during rush hour and abandoned vehicles. Discussion followed regarding the location of the new Public Works facility, the use of deicer, and a suggestion for signage at freeway off-ramps to alert motorists to road conditions ahead.

Ms. Miller reported on flooding as a result of heavy rains this weekend. ESCA opened their EOC; the City's EOC was not activated because the necessary resources were available to address the situation. The intersection at SR522 & 195<sup>th</sup> was closed when Little Bear Creek overflowed due to debris blocking a catch basin.

Ms. Miller distributed The ESCA Report that is published bi-monthly.

Ms. Fava reported the vacancy on the Commission as a result of Commissioner Tountas' resignation will be advertised until January 20. The Council will interview applicants in February.

### **REPORT FROM COMMISSION MEMBERS**

Commissioner Brady reported on the Woodinville-Duvall Road widening project open house. Approximately 20 people attended; there was a great deal of good information presented and numerous staff available to answer questions.

Commissioner Berkey reported she will be out of town late January through March for work.

**PUBLIC COMMENT – None**

### **UPCOMING AGENDA TOPICS**

- a) **Work Plan Revision**
- b) **Woodinville Weekly 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 (6-0). The meeting was adjourned at 8:24 p.m.**

Respectfully submitted,

Linda Fava  
Staff Liaison