

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

**Monday
January 10, 2011**

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

CALL TO ORDER

The meeting was called to order at 7:01 p.m. by Acting Chair Nancy Montgomery.

ROLL CALL

PRESENT: Acting Chair Nancy Montgomery and Commissioners Lillie Clinton, Rick Chatterton, Johanna Berkey, Mace Brady, Janine Brown (ex-officio), and Dominic Marzano (ex-officio)

ABSENT: Commissioner Al Taylor.

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

FLAG SALUTE

Acting Chair Montgomery led the flag salute.

APPROVAL OF AGENDA IN CONTENT AND ORDER

Acting Chair Montgomery suggested adding Election of Chair and Vice Chair to the agenda. Assistant to the City Manager Alexandra Miller recommended it be included on the February meeting agenda to ensure it was appropriately noticed.

PUBLIC COMMENT – None

SPECIAL PRESENTATION

Kevin Coughlin, Commissioner, Woodinville Fire & Rescue, offered to introduce the executive staff and have them describe what they do and plans for the future. The Commission agreed to schedule this for the February 14 meeting. Commissioner Coughlin briefly described the relationship between the City and Woodinville Fire & Rescue and their boundaries, explaining they are a separate district formed in approximately 1946 with its own elected board. When Woodinville incorporated, the City annexed into the Woodinville Fire District. The Fire District collects property taxes from city and county residents within the district.

Commissioner Coughlin described differences between Woodinville Fire & Rescue and the Bothell Fire Department and statutory responsibilities of the Fire District versus ESCA's contractual responsibilities with participating cities. He commented on the closure of Station 34 when annexation of the Kingsgate area by Kirkland becomes effective June 1, 2011. Fire service

will continue to be provided to the surrounding Woodinville area by Station 31 in downtown Woodinville as well as by surrounding fire departments when necessary via automatic mutual aid. The Fire District will retain Station 34 and relocate the equipment and pay Kirkland approximately \$1.8 million, the tax value of property being annexed. Eight Woodinville Fire & Rescue firefighters will be hired by Kirkland.

BUSINESS ITEMS

1. Minutes of December 13, 2010

Commissioner Chatterton moved to approve the minutes of December 13, 2010 as presented. Commissioner Clinton seconded the motion.

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

2. Public Safety – *Woodinville Weekly* Article

Commissioners reviewed the article and made minor changes. It was the consensus of the Commission to approve the article for publication.

3. Pet Care in an Emergency – *Woodinville Weekly* Article

Commissioners reviewed the article and made minor changes.

Commissioner Chatterton moved to approve the *Woodinville Weekly* article regarding Pet Care in an Emergency for publication. Commissioner Clinton seconded the motion.

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

Commissioner Chatterton advised an article was needed for publication in March.

4. 2011-2012 Work Plan Discussion (continued)

Commissioners Chatterton and Brady described the intent of the revisions made to the 2011-2012 Work Plan. Commissioners reviewed suggested revisions to the Work Plan goals and tasks.

Commissioner Brady moved to delete the green text in Goal 1 and change “Commissioner’s” to “Commissioners’.” Commissioner Clinton seconded the motion.

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

Commissioner Brady moved to approve Goal 2 with the following changes: revise the goal to read “Review and make recommendations concerning emergency preparedness and public safety ordinances,” remove underscore in reference to paragraph 6 of Ordinance 506, delete task “assess City’s emergency response procedures and plans,” and delete task “review the coordination of emergency response with the Water District, Fire District and Woodinville Police.” Commissioner Clinton seconded the motion.

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

Commissioner Brady moved to approve Goal 3 with the following changes, revise goal to read, “Assess and evaluate levels of community emergency preparedness and public safety needs.” Commissioner Clinton seconded the motion.

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

Commissioner Berkey moved to approve Goal 4, deleting the green text. Commissioner Clinton seconded the motion.

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

Commissioner Brady moved to approve Goal 5 as presented. Commissioner Chatterton seconded the motion.

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

Commissioner Chatterton moved to revise Goal 1 to read, “Raise Emergency Preparedness and Public Safety Commission’s awareness of emergency management and public safety legal mandates and authority. Commissioner Brady seconded the motion.

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

REPORT FROM EMERGENCY MANAGER

Ms. Miller asked Commissioners how they preferred to receive information from the City, via mail, email, City View, The Wire, etc. Management Analyst Zach Schmitz circulated examples of several other cities’ newsletters.

Commissioners’ suggestions included the following:

- Print pages in the Commission’s packet on both sides
- Publish a bi-annual City View
- Distribute City View in locations where the *Woodinville Weekly* is distributed
- Include City View as a column or insert in the *Woodinville Weekly*
- Include a tear-out section in the City View of City meetings
- Consider including advertizing in the newsletter to defray costs
- Change the title of City View to better identify it as a newsletter for Woodinville
- Reduce the number of colors in the newsletter
- Simplify the newsletter and print it on matte paper

Ms. Miller announced CERT Training offered by ESCA beginning January 13 from 7:00 – 10:00 p.m. for 13 weeks.

Ms. Miller announced the launch of Woodinville Patch (www.woodinville.patch.com), an on-line news site for Woodinville. This may be another venue for emergency preparedness articles. She reported information provided by the National Weather Service regarding the snowstorm expected tomorrow.

REPORT FROM COMMISSION MEMBERS

Commissioner Chatterton reported on a pedestrian injury accident that occurred at approximately 5:00 p.m. on a date uncertain at the signalized crosswalk at 178th and Woodinville-Duvall Road. He described his own experience the following day when a car nearly hit him when he activated the pedestrian signal. He suggested adjusting the crossing light so that it is not instantaneous. Ms. Miller advised that accident is under investigation. She explained federal law prohibits having both an in-pavement flashing light at a crosswalk and a pedestrian activated signal. Other Commission suggestions included installing a permanent radar speed sign and a *Woodinville Weekly* article regarding pedestrian safety.

Commissioner Chatterton commented he once resided in Tucson, Arizona and has family in the area and was very saddened by the tragedy that occurred there recently.

Commissioner Brady commended the City for their response following the last snowstorm.

Commissioner Berkey reported she will be absent from the February and March meetings and hoped to return in April.

Commissioner Clinton reported ESCA is offering a CERT refresher class in Brier on January 12.

Ms. Fava advised no applications have been submitted for the vacancy on the Commission; applications are being accepted until January 20, 2011.

Acting Chair Montgomery asked whether Woodinville Fire planned to offer any CERT training. Commissioner Coughlin responded the City's Comprehensive Emergency Management Plan identifies ESCA as the agency to provide CERT classes within the City.

PUBLIC COMMENT – None

UPCOMING AGENDA TOPICS

- a) **Chair and Vice Chair Elections**
- b) **Fire District Presentation**

ADJOURNMENT

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

Vote: All voted in favor of the motion, and the motion carried (5-0). The meeting was adjourned at 8:41 p.m.

Respectfully submitted,

Linda Fava
Staff Liaison