

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

**Monday
April 25, 2011**

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

CALL TO ORDER

The meeting was called to order at 7:00 p.m. by Chair Brady.

ROLL CALL

PRESENT: Chair Mace Brady, Vice Chair Nancy Montgomery and Commissioners Lillie Clinton, and Johanna Berkey.

ABSENT: Commissioners Al Taylor, Rick Chatterton, Janine Brown (ex-officio), and Dominic Marzano (ex-officio).

Also present were Assistant to the City Manager Alexandra Sheeks, Public Works Director Tom Hansen, City Clerk Jennifer Kuhn, and Management Analyst Zach Schmitz.

FLAG SALUTE

Chair Brady led the flag salute.

APPROVAL OF AGENDA IN CONTENT AND ORDER

Commissioner Chatterton moved to approve the agenda in content and order. Vice Chair Montgomery 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. Minutes of March 14, 2011

Commissioner Chatterton moved to approve the minutes of March 14, 2011. Vice Chair Montgomery seconded the motion.

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

2. Update of Public Safety CAP Recommendations – Tom Hansen, Public Works Director

Mr. Hansen reviewed the status of projects in the three-phase recommendation provided by the Public Safety CAP and approved by the City Council:

Phase 1 Projects		
	Project	Status
1.01	Signs “Watch for Pedestrians, Bicycle and Pedestrian Community	Completed
1.02	Pedestrian flags – Top Food to theater, 180 th /140 th , Mill Place	Completed
1.03	Rumble Strips on Woodinville-Duvall Road	Completed
1.04	Safety Awareness Program	Being considered as funds allow
1.05	175 th center turn lane, 133 rd to 134 th (Mi Tierra)	Monitoring
1.06	Public Marketing Program	Ongoing as funds allow
1.07	Crime Prevention Program	Ongoing as funds allow Citizens Academy
1.08	Left turn from Woodinville-Duvall into gas station AM/PM	Monitoring
1.09	Left turn from old Woodinville-Duvall Road	Completed
1.10	Wheelchair Crossing Sign at NE 201 st /151 st	Evaluated Not to be installed

Phase 2 Projects		
	Project	Status
2.01	Street Light Illumination	Not yet reviewed – will include with projects
2.02	Flashing LED Crossways	Locations identified in 2010 Transportation Master Plan
2.03	Radar Speed Signs	Mobile sign used throughout City
2.04	Delineators/Raised Pavement Markers On Woodinville-Duvall Road	Not yet reviewed
2.05	Power for 156 th Speed Radar Sign	Completed
2.06	156 th /195 th Crosswalk with Warning Devices	Completed

Phase 3 Projects		
	Project	Status
3.01	Woodinville-Duvall Road Project	In Design – seeking funds
3.03	Traffic Signal Synchronization	175 th from 135 th to 140 th and 140 th from 171 st to Wood-Sno Road currently operational 175 th /131 st not feasible 195 th /Wood-Sno Road being constructed to allow coordination with ramp signal
3.04	Woodinville-Duvall Sidewalks	Included in 2010 Transportation Master Plan
3.05	Trestle Replacement	Included in 2010 Transportation Master Plan
3.06	Traffic Signal @ 178 th /Woodinville-Duvall Road by QFC	Depends on future development of parcel
3.07	Lower hill of 156 th north of Woodinville-Duvall Road	Included in 2010 Transportation Master Plan
3.08	Increase/Expand Crime Prevention	Assigned Officer to Block Watch Program, reestablishing contacts

Mr. Hansen provided a video regarding the ineffectiveness of rapid flashing crosswalk beacons, emphasizing the importance of pedestrians paying attention. He responded to Commissioners' questions regarding a Safety Awareness Program, Public Works' response to citizen requests/comments and their proactive actions with regard to safety issues, a pedestrian/vehicle accident in December 2010 at pedestrian crossing signal near the Park & Ride, speeding and police enforcement in that area, and the neighborhood meeting staff held to discuss the issue.

Commissioners requested the following:

- The Crime Prevention Officer attend a future meeting
- Mr. Hansen provide the Commission an update regarding safety concerns/solutions 1-2 times a year

3. Discussion of Commission Priorities

Commissioners identified their priorities:

- Ensure the community knows what do to in an emergency
- Ensure the City's emergency procedures are well documented
- Ensure City staff is aware of their responsibilities in an emergency
- Educate the public regarding emergency preparation, perhaps in a more fun way
- Share expertise regarding emergency preparedness and assist with public education
- Provide guidance and support for emergency preparedness
- Outreach to the community to get them to think about emergency preparedness
- Be prepared personally as well as help others to be prepared
- Community outreach and increased community involvement/engagement

Assistant to the City Manager Alexandra Sheeks reminded that the Commission's primary function is an advisory board to the City Council and anything they do will require the Council's approval. She recognized that the Commission's recommendations assist the Council with setting their priorities.

4. Status of City Emergency Management Plans

Ms. Sheeks reviewed the description, authority/requirements, status and Commission role in the Hazardous Identification and Vulnerability Analysis (HIVA), Comprehensive Emergency Management Plan (CEMP), Damage Assessment Procedures, Standard Operating Procedures, Debris Management Plan, Regional Hazard Mitigation Plan, and Disaster Recovery Plan.

Discussion followed regarding Woodinville's past participation in a presidential disaster declaration and the City's interest in further training. It was suggested the inventory of plans include an estimated completion date for any updates.

5. 2010 Hazard Mitigation Plan Update

Commissioner Chatterton expressed concern that the Commission had no opportunity for input on the plan.

Chair Brady reviewed the history of the Plan, summarizing the mitigation action items in the Plan and displaying a map with the location of the mitigation action items.

Commissioner Berkey abstained from the discussion because the plan is approved by FEMA.

Ms. Sheeks explained all the projects are in the CIP, Transportation Master Plan or Surface Water Master Plan. She report on the status of each of the mitigation action items.

- 195th Culvert Enhancements – not completed
- Little Bear Creek/134th Street Culvert – not completed, seeking grants
- 171st Street Storm Drain/Woodin Creek – no action yet
- SR 202 Retaining Wall Repair – completed
- BNRP Outfall – completed
- 171st Street Slide Repair – completed
- Evaluation of Old Woodinville Schoolhouse – underway
- CEC Generator – coming to PS&EPC in a few months
- Sammamish River Bridge Widening – in design
- Surface Water Master Plan – scheduled for adoption by City Council this year
- Underground electric utilities – on 2011 docket

Chair Brady suggested an additional project to address flooding near Lake Leota, NE 180th Street & 164th Avenue NE.

Ms. Sheeks clarified the Commission reviewed the Plan in May 2009 and forwarded it to the City Council. Following Council approval, the plan was reviewed and approved by FEMA in 2010 with minor changes. FEMA requires the City adopt a formal resolution adopting the plan. The City's process is for the EP&PSC to review the plan prior to Council approval. If any additional changes are made to the plan at this point, the entire approval process with all ESCA members would need to begin again.

Commissioners requested a list of changes that were made to the plan.

Commissioner Chatterton moved that the Emergency Preparedness and Public Safety Commission approve the North King and South Snohomish Counties Regional Hazard Mitigation Plan 2010 as presented. Vice Chair Montgomery seconded the motion.

Vote: All voted in favor of the motion, with the exception of Commissioner Berkey who abstained, and the motion carried (3-0-1).

6. Commission Membership Discussion

Commissioners raised the following questions:

- Whether Commissioner Brown, head pastor of a church in Woodinville, was eligible to become a voting member
- Whether an employee of a Woodinville business was eligible to be a voting member

Discussion followed regarding the intent of having a business owner on the Commission, other organizations that allow employees of large companies to be members, and whether to require a business representative have a fiduciary responsibility.

It was the consensus of the Commission that the definition of a business representative was that he/she own a business in the City.

Vice Chair Montgomery offered to provide staff contact information for a business owner interested in being considered for appointment to the Commission.

7. Earthquake and Other Disasters

Chair Brady referred to the AIA summary regarding Japan and identified additional items that should be included in emergency preparedness kits such as surgical masks. He referred to a March 13, 2011 *Seattle Times* article, "How to Prepare for a Disaster," a good summary of items that may be needed in a disaster.

Commissioners discussed the capabilities of the CEC emergency shelter, multiple emergencies that occurred simultaneously in Japan (earthquake, snow tsunami and nuclear plants), getting neighbors prepared for three days, and preparing a disaster backpack.

REPORT FROM EMERGENCY MANAGER

Ms. Sheeks distributed the EP&PSC 2011/2012 Work Plan with target dates for each task. She relayed Brightwater's offer to provide a tour to the Commission.

REPORTS FROM COMMISSION MEMBERS

PUBLIC COMMENT – None

UPCOMING AGENDA TOPICS

- a) **Long Range Agenda Planning**
- b) **Community Outreach: Preparing for Disaster (include AIA Japan letter and Seattle Times article in next packet)**
- c) **Business owner membership requirements**
- d) **Set date for Brightwater tour**

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,

Jennifer Kuhn, City Clerk for -
Staff Liaison