

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

**Monday  
May 23, 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 (arrived 7:20 p.m.), Rick Chatterton, Johanna Berkey, Janine Brown (ex-officio), and Dominic Marzano (ex-officio).

**ABSENT:** Commissioner Al Taylor.

Also present were Assistant to the City Manager Alexandra Sheeks, Executive Assistant/Deputy City Clerk Linda Fava, 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. Commission Membership Requirements**

Chair Brady referred to Ordinance No. 526 that changed the Commission's name to Emergency Preparedness & Public Safety Commission but inadvertently did not include the revision to the Commission's membership to include business owners within Woodinville city limits. At the last meeting, the Commission discussed the definition of business ownership.

Discussion followed regarding the definition of “business owner,” changing business owner to vested interest, representing a business versus owning a business, having faith-based organizations represented on the Commission, and establishing qualifiers for positions on the Commission,

Vice Chair Montgomery suggested the following language: “reside within the city limits, or represent a business or 501(c)(3) within the City limits.”

**Commission Berkey moved to change the language in the membership paragraph to read, “...or, own a business within the City limits, represent a business within the City limits or hold a leadership role in a 501(c)(3) organization within the City limits, at the time of their appointment...” Vice Chair Montgomery seconded the motion.**

**Vote: All voted in favor of the motion, with the exception of Commissioner Clinton who abstained and the motion carried (4-0-1).**

Discussion followed regarding the process for Commissioner Brown, currently an ex-officio member, to apply to be a voting member. There was also a brief discussion regarding excused versus unexcused absences at Commission meetings.

## **2. Work Plan Schedule**

Assistant to the City Manager Alexandra Sheeks referred to the 2011-12 Work Plan to which staff has added suggested target dates for each task. She invited Commissioners’ feedback on the target dates. In response to a suggestion to invite the new Police Officer assigned to Block Watch to an EP&PSC meeting, Ms. Sheeks advised she is scheduled to attend the June 13 meeting.

Commissioners reviewed the target dates and discussion followed regarding CERT training available through ESCA; obtaining a list of CERT certified residents in Woodinville; a suggestion for Commissioners to distribute emergency preparedness handouts at the Farmers Market; utilizing other organizations in outreach such as Boys & Girls Club, Boy/Girl Scouts, Fire Explorers, etc. Ms. Sheeks offered to research and present information at the next meeting regarding the process for distributing materials at the Farmers Market.

**Commissioner Berkey moved to revise the Work plan to change the meeting with the City Council from Quarter 2 2011 to Quarter 3 2011. Commissioner Chatterton seconded the motion.**

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

## **3. Outreach for Community Disaster Preparedness**

Chair Brady referred to the AIA Japan summary of the situation in Japan following the earthquake and tsunami, and suggested the Commission develop information that could be provided to potential shelter locations about necessary supplies.

Ms. Sheeks cautioned Commissioners against contacting organizations about establishing and/or equipping an emergency shelter due to potential liabilities. She suggested a Red Cross representative make a presentation to the Commission and provide them the information provided by AIA Japan.

Commissioners discussed requirements for becoming a designated a Red Cross shelter and Kent's training programs with regard to evacuation/rally center, warming/cooling center, community point of distribution, and sheltering. Staff was asked to determine what information is available from ESCA regarding shelters.

Chair Brady offered to prepare a list of shelter supplies and a summary of personal emergency preparedness supplies using the March 13, 2011 *Seattle Times* article. Ms. Sheeks reminded the Commission's responsibility is not to create information but distribute information.

Ms. Sheeks described a new Red Cross program, Ready Rating, emergency planning for businesses. Further information is available at [readyrating.org](http://readyrating.org). She suggested the Commission, in conjunction with ESCA, present an educational program to Chamber of Commerce members about emergency preparedness.

Discussion followed regarding business preparedness information available on the Washington State Department of Emergency Management website, inviting ESCA to make an emergency preparedness presentation to the business community and faith-based organizations, and the Commission hosting a business preparedness fair/forum.

#### **4. Scheduling a Tour of the Brightwater Wastewater Treatment Facility**

Ms. Sheeks explained the issue of Brightwater's emergency preparedness was raised during the Council's review of the EP&PSC's Work Plan. She relayed Brightwater's offer to conduct an evening tour or send 1-2 representatives to a Commission meeting.

Following discussion, a tour was tentatively scheduled on Monday, June 27.

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

Ms. Sheeks distributed an update of the Emergency Plan Inventory with the addition of an estimated completion date column. She also distributed a Social Media: Preparedness 101: Zombie Apocalypse from the Center for Disease Control and Prevention that describes emergency preparedness.

#### **REPORT FROM COMMISSION MEMBERS**

Commissioner Berkey reported she will officially resign from the Commission at the first meeting in August. She has been accepted into graduate school and time constraints necessitate her resignation.

Commissioner Chatterton requested the next meeting agenda include a review of the list of *Woodinville Weekly* articles.

Commissioner Clinton circulated materials from the Partners in Emergency Preparedness conference. She announced a June 7 presentation at the Renton Communication Center regarding high risk population disaster planning. She provided a handout, "May is Volcano Awareness Month in the State of Washington."

**PUBLIC COMMENT – None**

**UPCOMING AGENDA TOPICS**

- a) **Presentation by Detective Starrett**
- b) **Disaster Preparedness Outreach**
- c) **Work Plan (ongoing)**
- d) **List of *Woodinville Weekly* Articles**

**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 (5-0). The meeting was adjourned at 8:59 p.m.**

Respectfully submitted,

Linda Fava  
Staff Liaison