

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

**Monday  
July 11, 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 Mace Brady.

**ROLL CALL**

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

**ABSENT:** Vice Chair Nancy Montgomery and Commissioners Lillie Clinton and Dominic Marzano (ex-officio).

Also present were Assistant to the City Manager, Alexandra Sheeks; Executive Assistant/Deputy City Clerk, Linda Fava; Management Analyst, Zach Schmitz; and Peter Fuerbringer, Summer Policy Intern.

**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.  
Commissioner Taylor seconded the motion.**

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

**PUBLIC COMMENT – None**

**SPECIAL PRESENTATION – Red Cross: Sheltering**

Mike O’Day, Government Liaison, Red Cross, provided two handouts, Notification and Contact Procedures and a list of services the Red Cross provides. Sheltering or mass care falls under the Emergency Support Function (ESF) 6 section of the King County Emergency Management Plan. The lead agency is always the government or in this area, the City of Woodinville. The Red Cross is a support agency. He described how sheltering is done in this area, typically at either a community center or church. If the Red Cross opens a shelter, they provide food and shelter materials (cots and blankets); they will need assistance from the City with security, traffic control and assistance with unaccompanied minors. FEMA requires pre-existing shelter agreements to avoid delay or denial of reimbursement of shelter costs.

Mr. O’Day commented on the regional shelter concept via Zone, Red Cross volunteers, training of City employees, the need for large capacity shelters that are handicapped accessible and have reliable power, Red Cross’ emergency response vehicle (ERV) that can be used as an emergency

feeding vehicle as well as for deliveries, costs associated with maintaining an emergency generator, non-discrimination with regard to shelter residents and the expectation that homeless persons will come to shelters, percentage of the population that typically show up at a shelter in a disaster (10-15%), Japan's versus the United States' level of preparedness, and challenges associated with earthquakes and heavy winter storms.

In response to Commissioners' questions, Mr. O'Day and Jamie Gravelle of ESCA commented on the biggest need – ability of residents to be self-reliant, the difference between talking to facilities about opening their doors during an emergency versus actually opening them as shelters, typical needs at a shelter (get information, hot coffee and charge electronics), capacity Red Cross looks for in an emergency shelter (250+), encouraging organizations interested in providing shelter to contact the Red Cross so they can be entered into their facilities data base, expectations for a shelter, inventorying buildings and the most approachable organizations/facilities, lessons learned from the Japan earthquake/tsunami, coordination between ESCA cities, and establishing a pre-existing shelter agreement for the Carol Edwards Center.

Mr. O'Day encouraged the City to contact Don Price, King County's Mass Care Lead. He also encouraged the City to learn what neighboring cities have and what they can offer with regard to resources, and to consider installing a transfer switch rather than purchasing an emergency generator.

## **BUSINESS ITEMS**

### **1. Minutes of June 13, 2011**

**Commissioner Chatterton moved to approve the minutes of June 13, 2011. Commissioner Berkey seconded the motion.**

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

### **2. Sheltering**

Management Analyst Zach Schmitz introduced Summer Policy Intern Peter Fuerbringer, a graduate student at Seattle University in Public Administration. Mr. Fuerbringer explained the City's current EFS-6 policy needs to be updated because it states the Parks Department will oversee shelter operations at the Carol Edwards Center. He described issues with the current EFS-6 including changes in City staffing levels, shelter volunteers, liabilities including ADA accessibility and food and facility costs. He also identified shelter facilities available in neighboring communities.

Suggestions include working with non-government organizations to open shelters in the area and developing a shelter-in-place policy. Options for the EP&PSC are to, 1) recommend to the Council that EFS-6 be updated, 2) suggest alternative policy options for the emergency shelter, or 3) request further information from staff.

Mr. Schmitz identified additional issues associated with a shelter including shelter volunteers and accommodating divergent needs.

Assistant to the City Manager Alexandra Sheeks described changes in City staffing and facilities operations since the EFS-6 was written and when the City opened a shelter during previous events. Issues for the Commission to consider include whether purchasing an emergency generator is still appropriate, what the community expects and needs, available resources, community outreach, and agreements that are needed with community organizations.

Discussion followed regarding working with ESCA on sheltering, sheltering in place (residents sheltering in their own homes), avoiding discrimination, availability of portable emergency generators via the State and Red Cross, out of state resources, installing a transfer switch rather than purchasing an emergency generator, survey of empty/availability buildings, timeline for updating the EFS-6, current staff trained in shelter operations, agreements the City has with two area churches for sheltering, likelihood people will shelter in place due to their reluctance to leave their homes and their animals, areas most likely to need shelters, 3 days/3 ways preparedness, whether the City will provide an emergency shelter, adding shelters and sheltering policy to a future agenda, and the capacity of the CEC.

Ms. Gravelle announced an 8-week CERT training class at ESCA that begins September 8. The cost is \$45.

### **3. Farmer's Market**

Mr. Schmitz circulated brochures for the Commission to consider as handouts at the Farmer's Market. Ms. Sheeks provided dates of Farmer's Market events when attendance may be higher. Ms. Sheeks reported the Fire Explorers program is being restructured and they are unable to participate at this time.

The Commission discussed dates for outreach at the Farmer's Market and dates Commissioners were available to participate. Commissioners agreed to staff a booth one Saturday a month, tentatively scheduled for August 6, September 10, and October 1. It was agreed to discuss materials to be distributed at the Farmers Market at the next meeting. It was the consensus of the Commission to schedule a meeting on July 25.

### **4. Report on Brightwater Tour**

Commissioners who attended the tour were very impressed by the facility. Ms. Sheeks advised that tours will also be offered at the grand opening on September 24.

### **5. Block Watch Program**

Commissioner Chatterton provided an article regarding the Block Watch program. Commissioners reviewed the article and made minor changes.

**Commissioner Berkey moved to approve the article with the recommended changes (reverse the order of the paragraphs and change last sentence of first paragraph to read, "If you are a Block Watch Captain, ~~or~~ would like to ~~be~~ become one, or would like to know if there is a Block Watch in your neighborhood,..."). Commissioner Chatterton seconded the motion.**

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

Mr. Schmitz advised a Block Watch must be active for a neighborhood to display Block Watch signs.

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

Ms. Sheeks distributed the updated 2010-2011 Commission's Work Plan and invited feedback.

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

Commissioner Berkey announced she submitted her resignation from the Commission effective August 31.

Commissioner Brown reported her plans to rappel from the Rainier Tower as a fundraiser for Special Olympics.

Commissioner Chatterton observed the Council had approved the changes to EP&PSC appointments and asked about next steps. Ms. Fava reported the vacancy is being advertised through the end of the month and Council interviews are scheduled in September.

#### **PUBLIC COMMENT – None**

#### **UPCOMING AGENDA TOPICS**

- a) **Sheltering and Policies**
- b) **Further Discussion of Farmer's Market Brochures**

#### **ADJOURNMENT**

The meeting was adjourned at 9:05 p.m.

Respectfully submitted,

Linda Fava  
Staff Liaison