

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

**Monday
July 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 Mace Brady.

ROLL CALL

PRESENT: Chair Mace Brady, Vice Chair Nancy Montgomery and Commissioners Lillie Clinton, Johanna Berkey, Dominic Marzano (ex-officio) and Janine Brown (ex-officio) (arrived 7:15 p.m.).

ABSENT: Commissioners Rick Chatterton and Al Taylor.

Vice Chair Montgomery moved to excuse Commissioner Chatterton. Commissioner Berkey seconded the motion.

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

Commissioner Berkey moved to excuse Commissioner Taylor. Commission Clinton seconded the motion.

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

Vice Chair Montgomery moved to excuse Commissioner Brown. Commissioner Clinton seconded the motion.

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

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

Vice Chair Montgomery requested the topic of evacuation be discussed under the Shelters and Policy agenda item.

PUBLIC COMMENT – None

SPECIAL PRESENTATION – None

BUSINESS ITEMS

1. Shelters and Policies

Management Analyst Zach Schmitz provided background on the topic of shelters. The City's Comprehensive Emergency Management Plan (CEMP) was adopted in August 2009. Changes in City staffing levels and Federal civil rights laws have changed the City's ability to operate an emergency shelter as outlined in the CEMP. He described other cities' plans for providing shelters, summarizing most identify Red Cross as their main shelter agency, provide staff as available, and use city facilities and park sites as reception centers or staging areas. Mr. Schmitz also described the 2004 King County Regional Mitigation Plan that established zones for regional coordination.

Commissioner Marzano clarified a city coordinating with Red Cross to provide a shelter did not necessarily mean establishing a shelter in that city but coordinating with regard to a regional shelter.

Discussion followed regarding sheltering on property (tent in a resident's own yard), ESCA as the liaison with non-governmental agencies, the City's partnership with churches, communicating with the public during a disaster, preparedness education, communication tools in emergency preparedness kits, the community's expectation with regard to shelters, whether an emergency generator is needed for the CEC, the City's lack of a Parks & Recreation Department, RCWs that mandate emergency planning, and establishing policies based on what City will not do.

Commissioners identified the following issues for the Commission to consider:

- Ball field/park use
- Use of the CEC as a shelter
- Providing a distribution/processing center
- Providing transportation needs
- Providing a warming/cooling center
- Whether an emergency generator is needed
- Emergency equipment storage

Commissioner Berkey moved that the EP&PSC recommend the current language in ESF6 of the CEMP be revised to reflect the City's current staffing capabilities. Commissioner Clinton seconded the motion.

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

It was agreed the revisions would be reviewed by the Commission at a future meeting.

Vice Chair Montgomery inquired about the City's evacuation policy. Assistant to the City Manager Alexandra Sheeks explained evacuation routes differ depending on the disaster. Snow removal routes are posted on the City's website. Review of the Evacuation Plan is on the Commission's Work Plan in early 2012; the priority of that item could be increased.

Commissioner Marzano explained Kent identified the primary routes within the City. He also commented on the availability of Reverse 911 via the NORCOM dispatch center in the event of an evacuation.

2. Farmer's Market Further Discussion

Commissioners discussed dates to staff a table at the Farmer's Market (August 6, September 10 and October 1), and logistics with regard to table/chairs and materials.

3. Work Plan Status Update

Ms. Sheeks reviewed target dates and the status of Work Plan items.

A brief discussion followed regarding advertising to fill the Commission vacancy. Commissioners expressed interest in promoting the Commission vacancy at the Farmer's Market.

REPORT FROM EMERGENCY MANAGER

Ms. Sheeks invited Commissioners' input on the materials staff provided for distribution at the Farmer's Market. It was agreed staff would provide a variety of materials and the Commissioners staffing the table could select the materials to display.

Ms. Sheeks announced a webinar tomorrow at 11:00 a.m. hosted by FEMA regarding best practices of volunteer managers and those interested in volunteering during disasters. She offered to email Commissioners regarding FEMA's Community Preparedness Webinar series.

REPORT FROM COMMISSION MEMBERS

Commissioner Marzano asked whether Woodinville Fire & Rescue hired an Emergency Manager. Ms. Sheeks advised they had.

Commissioner Clinton advised Partners in Emergency Preparedness is seeking presenters for their April 2012 conference.

PUBLIC COMMENT – None

UPCOMING AGENDA TOPICS

- a) **Shelter Policy Statement**
- b) **Evacuation Routes (on website)**

ADJOURNMENT

The meeting was adjourned at 8:58 p.m.

Respectfully submitted,

Linda Fava
Staff Liaison