

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

**Monday  
August 8, 2011**

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

**CALL TO ORDER**

The meeting was called to order at 7:01 p.m. by Chair Mace Brady.

**ROLL CALL**

**PRESENT:** Chair Mace Brady, Vice Chair Nancy Montgomery and Commissioners Al Taylor, Johanna Berkey, and Lillie Clinton (arrived 7:45 p.m.).

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

Chair Brady asked for comment regarding the absent Commissioners; hearing none, he announced their absences were excused.

Also present were Assistant to the City Manager Alexandra Sheeks and Management Analyst Zach Schmitz.

**FLAG SALUTE**

Chair Brady led the flag salute.

**APPROVAL OF AGENDA IN CONTENT AND ORDER**

**Vice Chair Montgomery moved to accept the agenda as presented. Commissioner Berkey seconded the motion.**

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

**PUBLIC COMMENT**

Kevin Coughlin, Commissioner, Woodinville Fire & Rescue, introduced Dee Totten, Woodinville Fire & Rescue's new Emergency Manager. Ms. Totten briefly described her background.

**SPECIAL PRESENTATION – None**

**BUSINESS ITEMS**

## **1. Minutes of July 11, 2011**

Chair Brady requested in the future the minutes reflect action on each item.

**Commissioner Taylor moved to approve the minutes of July 11, 2011. Vice Chair Montgomery seconded the motion.**

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

## **2. National Preparedness Month (NPM) Outreach Opportunities**

Assistant to the City Manager Alexandra Sheeks explained NPM is an opportunity for private and public organizations to provide activities and education to the community with regard to national preparedness. NPM is a “whole community approach” to emergency management; the goal is to educate the entire community, get everyone involved and help everyone understand that preparedness is everyone’s job, not just the government’s.

Ms. Sheeks described opportunities such as the Farmer’s Market outreach, the City Hall display case, articles in the Woodinville Weekly, Woodinville Patch and/or City View Newsletter, and public service announcements offered by FEMA that can be aired on the City’s TV station, website and radio.

Ms. Totten encouraged City staff to participate in the State’s Drop, Cover and Hold Drill.

Commissioner Berkey, Vice Chair Montgomery, and Chair Brady reported on the August 6 outreach at the Farmer’s Market. A Planning Commissioner stopped by the booth and expressed interest in partnering with the EPPSC. Vice Chair Montgomery emphasized the need to continually educate the public that they will need to be self-reliant in a disaster. Commissioners agreed the Farmers Market was a good outreach avenue.

Vice Chair Montgomery commented on Commissioner Clinton’s excellent level of preparedness and her ability to connect with people at the Farmers Market. Chair Brady remarked Commissioner Clinton’s walker is a good example of 3 Days 3 Ways preparedness.

**Vice Chair Montgomery moved to take a brief break for a reception in Commissioner Berkey’s honor. Commissioner Berkey seconded the motion.**

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

(Commissioner Clinton arrived at 7:45 p.m.)

When the meeting reconvened, Chair Brady expressed the Commission’s appreciation to Commissioner Berkey for contributions to the EPPSC.

Commissioners reviewed a draft Woodinville Weekly article authored by Chair Brady inviting residents and businesses to provide shelters, feeding and first aid following an emergency or disaster. It was agreed Chair Brady would email edits to the article to Ms. Sheeks and the article would be reviewed again at the next meeting.

**Action:**

- *Chair Brady and Commissioner Berkey assisted with the display in City Hall of what can be included in an emergency preparedness case. Brochures to be available on a nearby counter.*
- *The second weekend of August was identified as a good weekend for a booth at the Farmers Market.*
- *Review ‘Be Part of the Disaster Preparedness Solution’ article again at the next Commission meeting.*

Woodinville Weekly Article, “Add Home Security to Your Vacation Planning Checklist”

**Vice Chair Montgomery moved to accept the “Add Home Security to Your Vacation Planning Checklist” article as written. Commissioner Taylor seconded the motion.**

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

**3. Emergency Preparedness Information on City Website**

Management Analyst Zach Schmitz reviewed emergency preparedness information available on the City’s website and provided staff recommended changes.

**Action: Information only**

**4. Continued Discussion on Emergency Shelter Policy**

The packet included the Emergency Support Function 6 policies from Sequim, Bainbridge Island, Kent, Mercer Island, and Kirkland and a revised draft of the City’s policy. Commissioners and staff briefly discussed regional Red Cross shelters and options for continued review of the policy.

**Commissioner Berkey moved to extend the meeting until 9:15 p.m. Vice Chair Montgomery seconded the motion.**

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

**Action: Commissioners to email suggested changes to Ms. Sheeks by Friday. Chair Brady to incorporate changes into the policy for review at the next meeting.**

**REPORT FROM EMERGENCY MANAGER - None**

**REPORT FROM COMMISSION MEMBERS**

Commissioner Berkey advised of CERT field training on August 20. She thanked the Commission for the opportunity to serve.

Commissioner Clinton reported on the availability of public education in Renton on August 18.

**PUBLIC COMMENT – None**

**UPCOMING AGENDA TOPICS**

- a) **Continued Discussion on Emergency Shelter Policy**
- b) **Review Woodinville Weekly article regarding Disaster Preparedness Volunteers**

**ADJOURNMENT**

**Vice Chair Montgomery 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 9:08 p.m.**

Respectfully submitted,

Alexandra Sheeks  
Staff Liaison