

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

**Monday
September 26, 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 Rick Chatterton, Mark Rojas, Brian Minsk and Janine Brown (ex-officio).

ABSENT: Commissioners Lillie Clinton, Al Taylor, and Dominic Marzano (ex-officio).

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

Introduction of new Commissioners was added to the agenda.

Commissioner Chatterton moved to approve the agenda as amended. Vice Chair Montgomery seconded the motion.

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

PUBLIC COMMENT – None

SPECIAL PRESENTATION – None

INTRODUCTIONS

Commissioners and staff introduced themselves and described their backgrounds.

BUSINESS ITEMS

1. Minutes of July 25, 2011

Commissioner Chatterton moved to approve the minutes of July 25, 2011. Vice Chair Montgomery seconded the motion.

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

2. Work Plan Update for City Council

Assistant to the City Manager Alexandra Sheeks explained each biennium the City Council approves a work plan for the Commission and the Commission approves a timeline for completing work plan items. An update to the Council regarding progress on the work plan is scheduled for October 11. Ms. Sheeks reviewed minor changes to the work plan timeline.

Commissioners requested the update to the Council include a description of the Commission's accomplishments.

Action: Commissioner Brown and Chair Brady and possibly Commissioner Chatterton will attend the October 11 Council meeting and Chair Brady will assist Ms. Sheeks with presenting the update and answering questions.

3. Continued Discussion on Emergency Shelter Policy

Ms. Sheeks explained changes were made to the Emergency Support Function 6 (ESF6) to accurately reflect the City's resources/capabilities with regard to sheltering.

Chair Brady led the Commission through the proposed changes to ESF6 and several additional changes were requested.

During their review, the Commission discussed primary and supporting agencies, Red Cross regional shelters, the threshold for opening a shelter, local versus regional disasters, activation of the Emergency Operations Center (EOC), mechanism to ensure the organizations/entities in the document will complete their tasks, possibility of table-top exercises to ensure the ESF6 functions as expected, next steps following EP&PSC approval of ESF6, the role of Woodinville Fire & Rescue in a disaster and whether paragraph II.F is needed.

Action: Staff will make the requested changes to the ESF6 and return a clean copy to the Commission for additional review prior to final approval.

Commissioner Chatterton moved to extend the meeting until 9:10 p.m. Vice Chair Montgomery seconded the motion.

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

4. Review Article Regarding Disaster Preparedness Volunteers

Commissioner Chatterton moved to accept the article as amended in Attachment 1 to be published in the Woodinville Weekly. Vice Chair Montgomery seconded the motion.

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

REPORT FROM EMERGENCY MANAGER

Ms. Sheeks reported FEMA has volunteered to provide a tour of their local office during business hours. Commissioners were asked to inform staff of their interest in a tour.

Ms. Sheeks reported the Winter Safety Fair is scheduled on Saturday, October 29 at Woodinville Fire & Rescue headquarters.

Mr. Schmitz reported October is National Crime Prevention month. An emergency kit and list of supplies is on display in City Hall.

Mr. Schmitz reported an 8-week course offered by ESCA to obtain a ham radio technician license began tonight. That license is the minimum needed to be a volunteer ham radio operator.

REPORTS FROM COMMISSION MEMBERS

Commissioner Chatterton commented on the numerous public service announcements on radio and TV in southern California encouraging residents to be prepared for an earthquake. He suggested similar announcements on Woodinville TV.

Commissioner Brown reported she is working with the King County Sheriff's Office on a PowerPoint presentation regarding what chaplains do. She offered to present it to the EP&PSC when it is complete.

PUBLIC COMMENT – None

UPCOMING AGENDA TOPICS

- a) **Calendaring**
- b) **Review of changes to ESF6**

ADJOURNMENT

Commissioner Chatterton moved to adjourn the meeting. Vice Chair Montgomery seconded the motion.

Vote: All voted in favor of the motion, and the motion carried (5-0). The meeting was adjourned at 9:12 p.m.

Respectfully submitted,

Linda Fava
Staff Liaison