

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

**Monday
October 10, 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 Rick Chatterton, Marc Rojas, Brian Minsk (arrived 7:05 p.m.), Janine Brown (ex-officio), and Dominic Marzano (ex-officio).

ABSENT: Commissioners Lillie Clinton and Al Taylor.

Also present were Assistant to the City Manager Alexandra Sheeks and Executive Assistant/Deputy City Clerk Linda Fava.

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. Minutes of August 8, 2011

Vice Chair Montgomery moved to approve the minutes of August 8, 2011. Commissioner Rojas seconded the motion.

Vote: All voted in favor of the motion, with the exception of Commissioners Chatterton and Minsk who abstained, and the motion carried (3-0-2).

2. Review Work Plan Presentation to City Council

Assistant to the City Manager Alexandra Sheeks reviewed the presentation that will be given to the City Council on October 11 regarding the EP&PSC Work Plan. The presentation included a description of projects completed in 2011, City Hall display for Emergency Preparedness Month, Work Plan for fourth quarter 2011 and 2012 and an update on the Public Safety Citizens

Advisory Panel recommendations. The action requested from Council is to receive and file the report and amend the Work Plan goals and tasks as desired.

Action: Chair Brady to assist Ms. Sheeks with the presentation to the Council. Commissioners were encouraged to attend the Council meeting.

3. Emergency Support Function (ESF) 6 Emergency Shelter Policy Revisions for Final Review

Chair Brady recalled the Commission reviewed the policy revisions at the Commission's last meeting. This final review was scheduled to follow review of the policy by the City Attorney.

Ms. Sheeks relayed ESCA's indication that this is an administrative document and is not legally binding. The policy will be forwarded to the City Council for review/comment/questions, but Council adoption or review by the State is not required for minor changes. The Comprehensive Emergency Management Plan (CEMP) which contains this policy will be updated in 2013.

Discussion followed regarding legal review at the time the Council reviews the policy, previously identified concerns, and adjustments to the policy to reflect City resources.

Action: Commissioner Rojas moved that the Commission approve the document for later review by the Council. Commissioner Chatterton seconded the motion.

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

4. Future Meeting Calendar

Commissioners discussed the public outreach at the Farmers Market including poor turnout on some days due to the weather. Commissioners suggested in addition to pamphlets the booth include one or more of the following:

- A video display
- Emergency kits (homemade and purchased) and information regarding where to purchase emergency kits
- Interactive activity to draw in the public
- Information regarding ESCA training opportunities
- A give-a-way
- Emergency kit inspection
- Raffle for an emergency kit

Ms. Sheeks reported four Commissioners' terms are expiring; three of the four Commissioners have tentatively decided not to request renewal of their terms. The remaining four members must attend meetings in order to have a quorum. Staff will advertise the vacancy and have applications available at the Winter Safety Fair. Commissioners were encouraged to sign up to assist at the Winter Safety Fair.

Commissioner Chatterton announced he will not be seeking renewal of his term. He thanked Commissioners and staff for their work. Discussion followed regarding future meeting dates.

Vice Chair Montgomery moved that the Commission meet once in November on November 14 and once in December on December 12. Commissioner Chatterton seconded the motion.

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

REPORT FROM EMERGENCY MANAGER

Ms. Sheeks reported Management Analyst Zach Schmitz will be the primary staff liaison to the EP&PSC; she will be the Parks & Recreation Commission liaison.

REPORTS FROM COMMISSION MEMBERS

Commissioner Chatterton reported on his experience as a King County juror. He relayed the judge's warnings about tailgating and pulling out from a driveway/side street. He relayed that Redmond's highest priority is pedestrian safety; they have plain clothes police officers crossing the street and cars that do not stop are ticketed by another officer.

Commissioner Brown reported she will be attending a seminar regarding regional emergency management. She offered to make a presentation to the Commission regarding the role of chaplains.

Commissioner Minsk reported he will be attending ESCA's CERT leader's meeting and offered to report on it to the Commission.

Chair Brady suggested airing emergency preparedness information on Channel 21. Ms. Sheeks explained several short videos prepared by FEMA were aired during Emergency Preparedness Month (September) and will continue.

PUBLIC COMMENT – None

UPCOMING AGENDA TOPICS

- a) **Chaplain Role Presentation**
- b) **Recognition of Outgoing Members**

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 8:20 p.m.

Respectfully submitted,

Linda Fava
Staff Liaison