

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

**Monday
October 24, 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 Lillie Clinton (arrived 7:10 p.m.), Al Taylor (arrived 7:15 p.m.), Marc Rojas, Brian Minsk, Janine Brown (ex-officio), and Dominic Marzano (ex-officio).

ABSENT: Commissioner Rick Chatterton.

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

It was agreed to move the Council Report to Agenda Item #2 and to reorder the remainder of the agenda.

Commissioner Rojas moved to approve the agenda as amended. Commissioner Minsk seconded the motion.

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

PUBLIC COMMENT – None

SPECIAL PRESENTATION – The Role of a Chaplain

Commissioner Janine Brown described the King County Sheriff's Office Chaplaincy Program and the role of a chaplain. Routine duties include station visits to get to know deputies; hospital visits to crime victims, officers or officers' families; police academy graduations; award ceremonies; funerals and memorial services; and participating in the Peer Assistant Team (PAT).

Chaplains' emergency scene duties include critical incident stress management, death notification, emotional first aid for family and bystanders/witnesses and on-scene grief counseling for officer injury/death and serious injury/death of a citizen. Chaplains are dispatched

to emergency scenes by 911 and are available 24/7. Other services chaplains offer include support for officers following a death/injury/illness of a family member, patient welfare follow-up, incident follow-up, one-on-one officer support, community relations to educate the public regarding the role of chaplains, department events, training, weddings, pastoral counseling, and the annual King County indigent burial service.

Commissioner Brown summarized chaplaincy is a ministry of presence – helping with the next steps in a crisis, incident stress management, grief and loss, and referring to social services as needed. She is also a Woodinville Fire Chaplain. She responded to questions regarding the number of King County Sheriff's Office Chaplains (12 total, 3 in North King County) and call frequency.

BUSINESS ITEMS

1. Minutes of September 26, 2011

Commissioner Rojas moved to approve the minutes of September 26, 2011. Vice Chair Montgomery seconded the motion.

Vote: All voted in favor of the motion, and the motion carried (6-0).

2. Results of October 11 City Council Report

Chair Brady reported as a result of Council input, he is drafting an article entitled, "The First 72 Hours." Vice Chair Montgomery and Commissioners Taylor and Minsk, who were present at the Council meeting, relay the Council was very interested and staff responded to several questions regarding emergency shelters, CERT training and creating a centralized list of CERT trained volunteers, and educating the community about preparing for the first 72 hours. Assistant to the City Manager Alexandra Sheeks commented many of the Council's questions were related to the operational aspects of emergency management.

Discussion followed regarding the ability for residents with medical needs to register with their local emergency management or King County Public Health, Block Watches learning about their neighbors' needs via programs such as Map Your Neighborhood, the importance of residents informing others about medical needs as part of their emergency planning, and the cost of individual emergency preparedness. Commissioner Rojas offered to email Commissioners an article he is writing with a humorous twist on emergency preparedness for a zombie apocalypse.

***Action: Chair Brady draft "The First 42 Hours" article
Invite a representative from King County Public Health to speak to the Commission about registration programs***

3. Recognition of Outgoing Commissioners

Chair Brady expressed his appreciation for what each Commissioner brought to the Commission.

4. Planning for the Winter Safety Fair

Ms. Sheeks displayed giveaway items she obtained from King County for distribution at the Fair, to be held at the Fire District. Commissioners identified the times slots they could staff the table at the Fair. A brief discussion followed regarding items to display including homemade emergency kits, advertisement of the Commission vacancies and applications, brochures, available training, a list of emergency preparedness websites, and the opportunity to sign up for the City newsletter.

REPORT FROM EMERGENCY MANAGER

Ms. Sheeks reported the next agenda will include a review of the Work Plan which includes an introduction and familiarization with the National Incident Management System, review of the Comprehensive emergency Management Plan and the emergency notification system, how the EOC functions and resources available during disasters. She reported staff will be participating in a winter storm exercise on October 31.

Management Analyst Zach Schmitz reported installation of the radio at the Public Works facility, the City's secondary EOC, has been completed.

REPORTS FROM COMMISSION MEMBERS

Vice Chair Montgomery relayed a discussion she had with a Costco representative at a Chamber of Commerce luncheon regarding the Commission's interest in emergency-preparedness freebies that can be distributed to the public. The representative explained Costco's donations are primarily for children and suggested requests be related to emergency kits for children. Vice Chair Montgomery relayed she invited Steve Yabroff to the Commission's next meeting to report on his efforts to create a list of CERT-trained volunteers.

Commissioners Minsk and Brown reported on Community Points of Distribution (CPOD) training they attended recently. Commissioner Marzano relayed a pre-identified location and trained staff is required to establish a CPOD. It was suggested the City designate a location and investigate training of community volunteers.

Mr. Minsk reported on a CERT leader meeting he attended at ESCA. Ms. Sheeks explained taking a CERT class does not require a person to join a master list of CERT-trained volunteers. Following CERT training, individuals can request to be placed on ESCA's roster.

Commissioner Marzano reported individuals can register at MyStateUSA.com to receive emergency alerts.

Commissioner Taylor expressed his thanks to staff and bid farewell to the Commission.

Commissioner Rojas reported a contact in California plans to put him in touch with the Red Cross in this area which could include a presentation and/or opportunity to tour their facility. He suggested having a report from Woodinville Fire & Rescue in the next six months.

Commissioner Clinton offered to remain on the Commission. Ms. Fava described the process for reappointment.

PUBLIC COMMENT – None

UPCOMING AGENDA TOPICS

- a) **Steve Yabroff regarding CERT volunteer list**

ADJOURNMENT

Commissioner Clinton moved to adjourn the meeting. Commissioner Rojas seconded the motion.

Vote: All voted in favor of the motion, and the motion carried (6-0). The meeting was adjourned at 8:55 p.m.

Respectfully submitted,

Linda Fava
Staff Liaison