

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

**Monday
December 12, 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, Brian Minsk, and Dominic Marzano (ex-officio).

ABSENT: Commissioners Marc Rojas and Janine Brown (ex-officio).

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

Vice Chair Montgomery moved to approve the agenda as printed. Commissioner Minsk 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, wished the Commissioners a Merry Christmas.

SPECIAL PRESENTATION – None

BUSINESS ITEMS

1. Website Changes

Assistant to the City Manager Alexandra Sheeks reviewed the emergency preparedness section of the City's website, explaining suggestions and comments from the August 8, 2011 meeting were used to update the website.

Commission suggestions included the following:

- Add a link to the Comprehensive Emergency Management Plan (CEMP)
- Provide more information regarding what the Regional Public Information Network is
- Update the emergency management page

Action: Management Analyst Zach Schmitz to provide a comparison of changes made to the emergency preparedness section of the website at the Commission's next meeting.

2. Meeting Calendar for 2012

Commissioners discussed the frequency of meetings in 2012, the Commission's workload and difficulty with a quorum due to Commission vacancies.

Action: It was the consensus of the Commission not to change the meeting frequency in the ordinance (two meetings a month) and to cancel the second meeting when necessary.

3. Work Plan First Quarter 2012

Ms. Sheeks reviewed the Work Plan, highlighting changes as a result of the Council's October 10 review and first quarter tasks. Discussion followed regarding options for National Incident Management System (NIMS) training, a subcommittee discussing the survey prior to discussion by the full Commission, and options for conducting a survey.

Suggestions to get public feedback included the following:

- Develop an online survey and announce the availability of the online survey in the Woodinville Weekly
- Publish the survey in the Woodinville Weekly
- Partner with Woodinville Water District to include the survey with billing notices and to announce the availability of the online survey
- Determine if another agency such as ESCA has done a similar survey

Action: Staff to provide an overview of NIMS. Staff to provide options for conducting a survey.

REPORT FROM EMERGENCY MANAGER

Ms. Sheeks reported the City has received one application for the Commission vacancies; the Council will interview the applicant at their January 10 meeting. She also reported a CERT class will be offered at City Hall beginning January 12 for 8 weeks, 7:00 – 10:00 p.m. Anyone interested may sign up through ESCA.

REPORTS FROM COMMISSION MEMBERS

Commissioner Minsk reported he received and responded to the CERT volunteer survey. He reported Terri Jones, Public Information Officer, Northshore Fire Department, has been laid off and NFD will no longer offer CERT classes.

Vice Chair Montgomery reported Commissioner Clinton and she met to discuss emergency preparedness education for children such as an event where the City would help children prepare a backpack emergency kit possibly with the assistance of City businesses/sponsorships. She offered to contact the Northshore School District regarding emergency preparedness kits.

Discussion followed regarding availability of emergency preparedness information for children online, getting community groups involved with emergency preparedness education for children, outreach opportunities with community groups, whether a Commissioner can make a presentation to a community groups as a representative of the EP&PSC, the purpose of the EP&PSC as an advisory group to Council and staff, and involving youth team coaches in disseminating emergency preparedness.

Commissioner Clinton reported on upcoming changes to King County Public Education Committee meeting schedule due to funding cuts. There are also plans to combine the 3 Days 3 Ways, Who Depends on You and Take Winter by Storm campaigns. She distributed information regarding Ready.gov, Ready Freddy, and Kid Safe. She suggested contacting King County to request a presentation on Safe Kids and to include information regarding that program at EP&PSC booths at community events.

PUBLIC COMMENT

Rae Shepard, Co-Chair, Wellington PTA, relayed that PTA faces similar outreach challenges. PTA meetings and/or newsletters may be a good resource for disseminating emergency preparedness information. She offered to include information regard CERT training in their newsletter. She advised Wellington has a Helping Hands program that does community service projects.

UPCOMING AGENDA TOPICS

- a) **Comparison of website changes (Mr. Schmitz)**
- b) **Distribution of CEMP**
- c) **Survey report from subcommittee**
- d) **Overview of NIMS**

ADJOURNMENT

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

Vote: All voted in favor of the motion, and the motion carried (4-0). The meeting was adjourned at 8:30 p.m.

Respectfully submitted,

Linda Fava
Staff Liaison