

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

**Monday  
February 13, 2012**

**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, Marc Rojas, Brian Minsk (arrived 7:20 p.m.), Janine Brown (ex-officio), and Dominic Marzano (ex-officio).

**ABSENT:** None

Also present were Executive Assistant/Deputy City Clerk Linda Fava, Management Analyst Zach Schmitz, Public Works Director Tom Hansen and Councilmember Rubstello, Council Liaison to the EP&PSC.

**FLAG SALUTE**

Chair Brady led the flag salute.

**APPROVAL OF AGENDA IN CONTENT AND ORDER**

**Commissioner Rojas 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. Report on January Snow Event**

Public Works Director Tom Hansen provided a presentation regarding the January 2012 winter storm response. He described the City's resources, which include six maintenance workers (3 available for each 12-hour shift), 3 plows, 2 sanders, 1 deicer, 200 cubic yards sand, 2 backhoes with 1 cubic/yard bucket to load sand, 10 tons of salt, and a contract for snowplowing services. He described the City's snow and ice plow/sand routes, dates of the January 2012 storm event,

and days of 24/7 operation. He reviewed materials and resources used and preliminary cost estimates:

<u>Materials/Resources</u>	<u>Amount</u>	<u>Cost</u>
Sand	220 tons	\$ 5,000
Salt	3 tons	\$ 1,350
Anti-ice liquid	1,900 gallons	\$ 2,300
Snow plowing contract	60.5 hours	\$ 7,151
City Staff hours		
Straight time	186 hours	
OT	<u>231 hours</u>	
Total	417 hours	<u>\$20,000</u>
Total material/resources		\$35,800

Next steps include reviewing and revising the Snow and Ice Route Priority Map, reviewing and revising use of contractor snow plowing operation and coordination with City resources, revising and implementing a different lane striping method on City streets so as not to lose all markings due to plowing operations, and determining the best shift times for Public Works staff. He acknowledged the arterials were plowed well but there were not enough resources to plow some neighborhood streets.

Mr. Hansen responded to Commission questions regarding the trigger for 24 hour operations (amount of snowfall and road conditions), inability to stagger shifts with limited manpower, additional cost to replace raised lane markers removed by plows, use of deicer and salt, plowed slush covering storm drains, length of time to plow each group of priority streets, inability to plow streets to bare pavement, complaints from people living outside the City, storm debris removal, and road prioritization.

Mr. Hansen explained staff will use the experience to plan for the future and improve response. He invited Commissioners to provide input regarding road prioritization. Commissioners expressed their appreciation to the Public Works crew for their efforts during the snow.

***Action: Information only***

## **2. Appointment of Chair and Vice Chair**

**Vice Chair Montgomery nominated Mace Brady as Chair of the EP&PSC.**

There were no other nominations.

**Vote: All voted in favor of the nomination of Mace Brady as Chair of the EP&PSC, and the nomination carried (5-0).**

**Vice Chair Montgomery nominated Marc Rojas as Vice Chair of the EP&PSC.**

There were no other nominations.

**Vote: All voted in favor of the nomination of Marc Rojas as Vice Chair of the EP&PSC, and the nomination carried (5-0).**

### **3. CEMP Review of Emergency Support Functions (ESF's) 1-5**

Management Analyst Zach Schmitz reviewed ESF 1 - Transportation, ESF 2 – Telecommunications, Information and Warning, and ESF 3. He explained staff's only recommended change is to update "Woodinville Fire and Life Safety" to "Woodinville Fire & Rescue."

During the review there was discussion regarding infrastructure transportation addressed in ESF 1, coordination with the King County CEMP, volunteers available to the City during an emergency, role of CERT trained volunteers, whether City staff have GETS (Government Emergency Telephone System) cards and/or wireless priority via their cell phone carrier, communication between City of Woodinville's and Woodinville Fire & Rescue Emergency Managers, what entity activates their EOC first, and legislation regarding Washington Mutual Aid Compact (WMAC).

Suggestions included:

- Address transportation for the disabled in ESF 6
- Reference the availability of the emergency warning system, Reverse 911, available through Norcom in ESF 2
- Staff to research Washington Mutual Aid Compact (WMAC)
- Staff to provide a flowchart identifying how other plans interact with the CEMP
- Provide all Commissioners a copy of the CEMP

*Action: Review ESF 4 and 5 at next meeting.*

### **4. Outreach Survey Examples and Discussion**

Mr. Schmitz distributed several sample surveys and reviewed questions on each. He provided an American Red Cross and a Canadian emergency preparedness/doctor accessibility survey that highlighted how to set up a good survey with meaningful data. It was suggested the City consider surveying businesses as well as households.

*Action: Continue discussion at next meeting. Determine whether there is interest in a survey for Woodinville or if King County's survey reflects Woodinville's statistics.*

### **5. Emergency Shelter Generator**

This item was moved to the February 27 meeting agenda.

**Commissioner Montgomery moved to extend the meeting for five minutes. Commissioner Minsk seconded the motion.**

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

### **REPORT FROM EMERGENCY MANAGER**

Mr. Schmitz indicated he would provide the date/time of an upcoming “Refuse to be a Victim” class, sponsored by the Police Department and developed by the National Rifle Association, at a future meeting.

### **REPORTS FROM COMMISSION MEMBERS**

Commissioner Montgomery requested the next meeting agenda include a discussion regarding public safety at the Tourist District roundabout.

Commissioner Montgomery welcomed Councilmember Rubstello, Council liaison to the EP&PSC, and looked forward to his conveying information from the Commission to the Council.

Commissioner Minsk relayed that he encouraged the Council to appoint a Council liaison who would attend EP&PSC meetings. He reported on the CERT leaders meeting he attended at ESCA. He may have surgery soon which would cause him to miss 1-2 meetings.

Chair Brady reported he is enjoying the CERT class held at Woodinville City Hall. He reported his neighborhood’s block watch is large, vibrant and active.

**PUBLIC COMMENT – None**

### **UPCOMING AGENDA TOPICS**

- a) **ESF 4 and 5**
- b) **Survey discussion (continued)**
- c) **Emergency shelter generator discussion**
- d) **Public safety at the Tourist District roundabout**

### **ADJOURNMENT**

**Commissioner 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 9:10 p.m.**

Respectfully submitted,

Linda Fava  
Staff Liaison