

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

**Monday
February 27, 2012**

**7:00 p.m.
City Hall, Council Chambers**

CALL TO ORDER

The meeting was called to order at 7:00 p.m. by Management Analyst Zach Schmitz.

Commissioner Montgomery was selected as Chair for tonight's meeting.

ROLL CALL

PRESENT: Commissioners Nancy Montgomery, Brian Minsk, Dennis Lone and Angelo Krakoff.

ABSENT: Chair Mace Brady, Vice Chair Marc Rojas, and Commissioners Lillie Clinton, and Janine Brown (ex-officio), and Dominic Marzano (ex-officio).

Also present were Executive Assistant/Deputy City Clerk Linda Fava, Management Analyst Zach Schmitz, and Council Liaison to the EPPSC Councilmember Les Rubstello.

FLAG SALUTE

Commissioner Montgomery led the flag salute.

Commissioners Krakoff and Lone introduced themselves and described their backgrounds.

APPROVAL OF AGENDA IN CONTENT AND ORDER

Commissioner Minsk suggested any items requiring action be summarized at the end of the meeting. The agenda was approved as printed.

PUBLIC COMMENT – None

SPECIAL PRESENTATION – None

BUSINESS ITEMS

1. Minutes of January 23, 2012

Correction on page 3, change Kevin Coughlin, Woodinville Water District Commissioner, to Kevin Coughlin, Woodinville Fire & Rescue Commissioner.

**Commissioner Lone moved to approve the minutes of January 23, 2012 as amended.
Commissioner Minsk seconded the motion.**

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

2. Emergency Support Functions (ESF) 4 and 5 Discussion

Mr. Schmitz provided background on the creation of ESFs, elements of a disaster addressed in the ESFs, inter-agency support provided by ESFs, incident command framework, phases of emergency management, and how the Comprehensive Emergency Management Plan (CEMP) differs from the ESFs.

Mr. Schmitz reviewed ESF 4 (Fire Suppression) and 5 (Information Analysis and Planning). He pointed out the need to change Woodinville Fire & Life Safety District to Woodinville Fire & Rescue.

Discussion followed regarding Woodinville Fire & Rescue's boundaries, Woodinville Fire & Rescue's review of the City's ESFs, overlap between ESFs, staff responsibilities in the EOC, changes in standard operating procedures, situation reports, how the ESFs work together, review process, link between ESFs and EOC binders, specificity provided in EOC binders, and coordination with other responding agencies.

Action: Commission will continue their review of ESFs at the next meeting. Commissioners will have another opportunity to propose changes following review of all the ESFs.

3. Citizen Survey Discussion (con't)

Commissioner Montgomery recalled the concept of a survey arose out of a desire to identify citizens' needs with regard to emergency preparedness so that outreach could be tailored accordingly.

Mr. Schmitz asked for input from the Commission regarding what information they were interested in gathering. He pointed out a survey is a large financial undertaking; therefore, consideration is being given to whether existing survey data would provide that information. He relayed survey questions from an Office of Emergency Management survey of King County.

Action: Further discussion at the March 12 meeting.

4. Emergency Shelter Generator

Action: Due to the late hour, this item was moved to the March 12 meeting.

5. Public Safety at the Tourist District Roundabout

Commissioner Montgomery summarized her concerns are with pedestrian safety at the roundabout. Mr. Schmitz advised the City is currently reviewing pedestrian safety issues at the roundabout with WSDOT.

Action: Due to the late hour, this item was moved to the March 12 meeting.

REPORT FROM EMERGENCY MANAGER

Commissioners provided the following in response to Mr. Schmitz's question regarding information they were seeking via a survey:

- Does the data identify the location of the respondent so it can be specific to the Woodinville area?
- What are citizens' perceptions/expectations of what others such as the City and Fire Department will do for them in an emergency/disaster?
- Percentage of residents in with the City special needs and is there a program in place to assist them?
- Develop a list of six very specific questions and then determine if answers to those questions are available in existing data or whether additional research needed.

Mr. Schmitz announced the following:

- National Passport Day: Saturday, March 10
- Refuse to be a Victim Class: March 15
- Police Citizen's Academy: March 21 – May 23 (weekly meeting)

REPORTS FROM COMMISSION MEMBERS

Commissioner Krakoff asked why the City does not have Reserve Police Officers. Mr. Schmitz commented on the cost of training, vehicle, equipment, etc. Commissioner Krakoff requested a discussion regarding the uses of Reserve Officers be scheduled on a future agenda.

PUBLIC COMMENT

Kevin Coughlin, Woodinville Fire & Rescue Commissioner, reminded of the pancake breakfast at Station 31 from 8:00 to 11:00 a.m. on March 31 as part of Celebrate Woodinville.

UPCOMING AGENDA TOPICS

- a) Citizen Survey (continued discussion)**
- b) Emergency Generator**
- c) Pedestrian Safety at Roundabout Discussion**
- d) ESF 6**

ADJOURNMENT

Commissioner Minsk moved to adjourn the meeting. Commissioner Krakoff seconded the motion.

Vote: All voted in favor of the motion, and the motion carried (4-0). The meeting was adjourned at 9:19 p.m.

Respectfully submitted,

Linda Fava
Staff Liaison

EPPSC