

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

**Monday  
March 12, 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 Marc Rojas and Commissioners Nancy Montgomery, Brian Minsk (arrived 7:02 p.m.), Dennis Lone, Angelo Krakoff and Dominic Marzano (ex-officio).

**ABSENT:** Commissioners Lillie Clinton and Janine Brown (ex-officio).

Also present were City Clerk Jennifer Kuhn, Management Analyst Zach Schmitz, and Council Liaison to the EPPSC Councilmember Les Rubstello.

**APPROVAL OF AGENDA IN CONTENT AND ORDER**

Chair Brady suggested adding Commissioner introductions to the agenda.

**Vice Chair Rojas moved to approve the agenda in content and order. Commissioner Montgomery seconded the motion.**

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

(Commissioner Minsk arrived at 7:02 p.m.)

**FLAG SALUTE**

Chair Brady led the flag salute.

**PUBLIC COMMENT – None**

**SPECIAL PRESENTATION – None**

**BUSINESS ITEMS**

- 1. Minutes of February 13, 2012**

**Vice Chair Rojas moved to approve the minutes of February 13, 2012. Commissioner Lone seconded the motion.**

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

## **2. Emergency Shelter Generator**

Management Analyst Zach Schmitz explained Emergency Support Function (ESF) 6 (Mass Care, Housing and Human Services) originally stated the City would provide sheltering in the Carol Edwards Center (CEC). The Capital Improvement Plan (CIP) identifies a generator for the emergency shelter in the CEC. The Commission previously made changes to ESF 6 when the City's Parks and Recreation Department was eliminated. He relayed staff's recommendation to revise the CIP to, 1) move the existing City Hall generator to the Public Works Facility as it has insufficient capacity for City Hall, and 2) replace the City Hall generator with a larger generator.

Discussion followed regarding surplusing/trading in the existing Public Works generator, weekly generator tests, the City's surplusing policy, capacity of the existing Public Works generator, daisy chain capabilities, whether a generator would be needed for the Red Cross to use the CEC for sheltering, whether to "mothball" the existing Public Works generator for future use, and budget allocation for the generator.

***Action: Mr. Schmitz will research and provide further information regarding 1) daisy chain capability, 2) cost, 3) needs/desires of Public Works, and 4) deficiencies of the existing City Hall generator and additional capacity that would be provided by a larger generator***

## **2b. Commissioner Introductions**

Commissioners introduced themselves and described their backgrounds. Woodinville Fire & Rescue Commissioner Kevin Coughlin and Council Liaison Les Rubstello also introduced themselves and described their backgrounds.

## **3. Public Safety at the Tourist District Roundabout**

Chair Brady relayed this item was scheduled on the agenda due to concerns with pedestrian safety at the roundabout. Commissioner Montgomery described her concerns.

Discussion followed regarding pedestrian traffic in the Tourist District, pedestrians that crossing in the middle of the intersection, the recent addition of flags at roundabout crosswalks, reduction in the number and severity of accidents at the intersection since the roundabout was constructed, requirement to work with WSDOT because the roundabout is on a state route, Public Works' discussions with WSDOT regarding effective signage, relocating crosswalks, function of the three roundabouts, emphasis patrols and a suggestion to install in-pavement flashing crosswalk lights or a pedestrian activated flashing sign.

***Action: Future presentation by Public Works regarding pedestrian safety improvements at the roundabout.***

#### **4. Citizen Survey Discussion (con't)**

Mr. Schmitz provided information available from surveys conducted by King County. He pointed out none of the surveys identify how many residents of Woodinville in a particular neighborhood have emergency kits. He suggested the Commission identify questions they wanted to ask so that he could determine whether there was a survey that had already been gathered for Woodinville, the cost of a survey to gather that data, and other ways that data could be gathered.

Discussion followed regarding areas King County has already surveyed and whether the questions provide the information the EPPSC wants to know, whether it is worth the cost to learn certain information, determining gaps in order to provide the best outreach, information the Commission wanted to solicit via a survey, forming a subcommittee to brainstorm ideas for education/outreach to the public, and what the EPPSC planned to do with the information gained a survey/questionnaire.

***Action: Commissioners Montgomery and Krakoff research and report on utilizing the PTSAs to distribute a survey regarding emergency preparedness. Commissioner Minsk research King County online survey data***

#### **5. ESF #6: Mass Care, Housing and Human Services Discussion**

**Commissioner Montgomery moved to postpone this item to the next meeting.  
Commissioner Minsk seconded the motion.**

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

#### **REPORT FROM EMERGENCY MANAGER**

Mr. Schmitz reported "Refuse to be a Victim" training will be provided by a Woodinville Police Officer on March 15 and the Citizens Academy starts in Kenmore on March 21. Commissioners Minsk and Brown along with staff attended Community Points of Distribution (CPOD) training. He invited Commissioners to inform staff of any upcoming emergency preparedness training opportunities.

#### **REPORTS FROM COMMISSION MEMBERS**

Vice Chair Rojas reported on his discussion with a Target manager regarding support of EPPSC events.

Commissioner Minsk reported he volunteered at the CERT final which was an earthquake event. He planned to attend a CERT leaders meeting at ESCA this week.

Commissioner Krakoff, owner of a real estate business in Bellevue, suggested including emergency preparedness information in real estate brokers' newsletters.

Commissioner Lone expressed concern with pedestrians walking near the Park & Ride where there are no sidewalks.

Chair Brady reported he completed the CERT course and commented it was a worthy curriculum. He suggested the EPPSC meet once a month.

**Vice Chair Rojas moved that the EPPSC meet once a month. Commissioner Krakoff seconded the motion.**

**Vice Chair Rojas withdrew the motion with the agreement of the second.**

It was agreed to discuss once a month meetings at the next EPPSC meeting.

**PUBLIC COMMENT – None**

**UPCOMING AGENDA TOPICS**

- a) **ESF #6: Mass Care, Housing and Human Services and CEMP**
- b) **2012 Work Plan Discussion**
- c) **Citizen Outreach Program Report**
- d) **Future Meeting Schedule**

**ADJOURNMENT**

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

**Vote: All voted in favor of the motion, and the motion carried (6-0). The meeting was adjourned at 9:07 p.m.**

Respectfully submitted,

Jennifer Kuhn  
City Clerk