

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

**Monday
March 26, 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, Dennis Lone, Angelo Krakoff, and Dominic Marzano (ex-officio).

ABSENT: Commissioners Lillie Clinton, Brian Minsk and Janine Brown (ex-officio).

Also present were 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

There were no changes requested in the content and order of the agenda.

PUBLIC COMMENT – None

SPECIAL PRESENTATION – None

BUSINESS ITEMS

1. Minutes of February 27, 2012

Commissioner Lone moved to approve the minutes of February 27, 2012. Commissioner Montgomery seconded the motion.

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

2. Discussion of Comprehensive Emergency Management Plan – Emergency Support Function (ESF) #6: Mass Care, Housing and Human Services

Chair Brady described the process used to review and revise ESF #6 and minor changes that were made. For the new Commissioners, Management Analyst Zach Schmitz described emergency management services that Emergency Services Coordinating Agency (ESCA)

provides to Woodinville and six other cities. Discussion followed regarding coordination of volunteers and donations.

Commissioner Rojas moved to accept Emergency Support Function #6: Mass Care, Housing and Human Services as presented. Commissioner Lone seconded the motion.

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

3. 2012 Work Plan Discussion

Chair Brady introduced this item and described how tasks on the Work Plan are organized under the Commission's five goals. Mr. Schmitz commented on consistency between the Commission's goals and the City Council's goals.

Discussion followed regarding specific Work Plan tasks, budgeting for public outreach efforts, tasks that have been added to the Work Plan since Council approval, when changes can be made to the Work Plan, purpose of the EPPSC receiving/reviewing weekly crime reports, and the role of EPPSC as an advisory board to the City Council rather than a citizen oversight committee to the Police Department. Suggestions included:

- Asking the Police Chief how the EPPSC can assist/support the Police Department
- Providing the EPPSC annual crime data

Action: 2012 Work Plan Discussion was added as a future agenda item.

4. Citizen Outreach Program – Commissioners Montgomery and Krakoff

Commissioner Montgomery reported Commissioner Krakoff and she were unable to meet last week but plan to meet this week to discuss a survey. She reported Rae Shepherd, PTSA President, Wellington Elementary, offered to send out the survey via an email blast to parents to and to report the results to City staff. Ms. Shepherd encouraged her to contact Leota Junior High and Woodinville High Schools to request they also distribute the survey.

Action: Schedule report on next agenda.

5. Future Meeting Schedule

Chair Brady raised the issue of whether the Commission needed to meet twice a month, relaying his opinion that meeting once a month would be sufficient.

Commissioner Rojas moved to have one meeting per month. Commissioner Krakoff seconded the motion.

Discussion followed regarding the procedure for cancelling regularly scheduled meetings versus scheduling a special meeting, past meeting schedules, quorum issues, having subcommittees meet and make a recommendation to the EPPSC, improved efficiency via one meeting a month,

a suggestion that Commissioners prepare before meetings, and complying with the Open Public Meeting Act.

Vote: All voted in favor of the motion with the exception of Commissioner Lone who abstained, and the motion carried (4-0-1).

Commissioner Rojas moved to hold meetings on the 2nd Monday of each month, effective May 14, 2012. Commissioner Montgomery seconded the motion.

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

REPORT FROM EMERGENCY MANAGER

As a follow-up to a question posed at a prior Commission meeting regarding the capacity of the existing Public Works shop generator, Mr. Schmitz reported it operates only the bay doors and base lighting.

REPORTS FROM COMMISSION MEMBERS

Chair Brady expressed his appreciation for Commissioner's efforts at clarifications and each Commissioner's desire to understand the topics on the agenda.

PUBLIC COMMENT – None

UPCOMING AGENDA TOPICS

- a) **2012 Work Plan**
- b) **Citizen Outreach**
- c) **Legal Advisory Training by Ogden Murphy Wallace**

ADJOURNMENT

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

Vote: All voted in favor of the motion, and the motion carried (5-0). The meeting was adjourned at 9:00 p.m.

Respectfully submitted,

Linda Fava
Staff Liaison