

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

**Monday
April 9, 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 and Commissioners Nancy Montgomery, Brian Minsk, Dennis Lone, Janine Brown (ex-officio), and Dominic Marzano (ex-officio).

ABSENT: Vice Chair Marc Rojas and Commissioners Lillie Clinton and Angelo Krakoff.

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

Chair Brady led the flag salute.

APPROVAL OF AGENDA IN CONTENT AND ORDER

**Commissioner Montgomery moved to approve the agenda in content and order.
Commissioner Lone seconded the motion.**

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

PUBLIC COMMENT – None

SPECIAL PRESENTATION

**Legal Advisory Training for Commissioners, Presented by Kristin Eick of Ogden
Murphy Wallace**

Kristin Eick, Ogden Murphy Wallace, described Commissioners' responsibilities under WMC. She reviewed the Open Public Meeting Act (OPMA) including the definition of a meeting, procedural meeting requirements, email and telephone calls, executive session procedures, exemptions to the OPMA, and penalties for an OPMA violation.

Ms. Eick provided background on the Public Records Act (PRA) including statutory disclosure requirements, what constitutes a public record, exemptions from the PRA, and penalties for a PRA violation. Ms. Eick reviewed the City's Code of Ethics (WMC 2.36) including violations, penalties, and State law. She also reviewed Robert's Rules of Order.

During and following Ms. Eick's presentation, discussion ensued regarding the inability to cure a violation of the OPMA by disclosure, the difference between transacting City business and passively receiving information via email, whether notes are a public record, ex-officio members, the use of Robert's Rules, and the process for Commissioners to obtain the City Attorney's advice.

BUSINESS ITEMS

1. 2012 Work Plan Review (con't)

Commissioners reviewed tasks, target dates and the status of the goals in the 2011-2012 Work Plan. Discussion included new Commissioners completing online NIMS training, the purpose of the EPPSC receiving/reviewing crime reports, educational opportunities offered at the Emergency Management Institute in Maryland, and scheduling a field trip to new Public Works facility.

Commissioner Montgomery moved that the task "Receive/Review Crime Reports" be moved to Goal #1, of the Emergency Preparedness & Public Safety Commission Work Plan as Task H. Commissioner Lone seconded the motion.

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

Action: Continued review of the Work Plan was added to the next meeting agenda.

2. Citizen Outreach Discussion (con't)

Commissioner Montgomery reported Commissioner Krakoff identified a school-focused survey that could be used to survey parents at Woodinville schools. He will research it further and present information to the Commission at a future meeting. Commissioner Montgomery reported on her meeting with Northshore School District Security. NSD recently received a grant for a trailer at Wellington Elementary to store emergency supplies. NSD Security encouraged her to contact the Communications Coordinator to distribute the survey. She also plans to contact Leota Junior High PTSA.

Action: Commissioner Krakoff will present the survey to the Commission at a future meeting.

3. Revision of Commission Bylaws

Chair Brady reviewed the proposed revision to the Bylaws to change from two meetings per month to one meeting.

Commissioner Lone moved that the Emergency Preparedness and Public Safety Commission's Bylaws be amended to strike "and fourth" in Item #1 under Article III, reducing meeting occurrences to once monthly.

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

REPORT FROM EMERGENCY MANAGER

In preparation for a field trip to the Public Works facility, Mr. Schmitz requested Commissioners identify what information they are interested in so he can have answers to their questions. He begins a 3-day NIMS ICS 300 class tomorrow at ESCA.

REPORTS FROM COMMISSION MEMBERS

Commissioner Montgomery suggested Chair Brady contact Commissioner Clinton regarding her ability to attend meetings particularly with the change in the meeting schedule. A brief discussion followed regarding Commissioner absences.

Commissioner Minsk submitted his resignation effective April 23 due to concern with his ability to attend meetings.

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

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

Commissioner Marzano reported King County and Washington State Offices of Emergency Manager offer numerous classes throughout the year; he encouraged Commissioners to visit their website for further information. He also reported on the availability of NIMS ICS 300 and 400 classes.

Commissioner Brown referred to an article in the *Woodinville Weekly* regarding bicycle safety on the Sammamish River Trail through Wilmot Park. It was agreed to add bicycle safety to a future agenda.

PUBLIC COMMENT – None

UPCOMING AGENDA TOPICS

- a) **Work Plan (con't)**
- b) **Outreach (Commissioner Krakoff)**
- c) **Bicycle Safety**

ADJOURNMENT

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

Vote: All voted in favor of the motion, and the motion carried (4-0). The meeting was adjourned at 9:17 p.m.

Respectfully submitted,

Linda Fava
Staff Liaison