

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

**Monday  
December 10, 2012**

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

**CALL TO ORDER**

The meeting was called to order at 7:01 p.m. by Chair Brady.

**ROLL CALL**

**PRESENT:** Chair Mace Brady, Vice Chair Marc Rojas and Commissioners Dennis Lone and Lillie Clinton.

**ABSENT:** Commissioners Angelo Krakoff and Janine Brown (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**

Chair Brady led the flag salute.

**APPROVAL OF AGENDA IN CONTENT AND ORDER**

Chair Brady requested Discussion of Action to Remove Absent Member be added as Agenda Item 5.

**Commissioner Lone moved to approve the agenda as amended. Commissioner Clinton seconded the motion.**

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

**PUBLIC COMMENT**

Management Analyst Zach Schmitz offered to forward Commissioners a citizen's email regarding the Council upcoming discussion in January about the purpose of the EPPSC.

**SPECIAL PRESENTATION – None**

**BUSINESS ITEMS**

**1. Minutes of September 10, 2012**

Commissioner Clinton referred to the report of her comments on page 3, requesting the specific location she referenced be included.

*Action: Executive Assistant/Deputy City Clerk Linda Fava will listen to the audio and report back at the next meeting.*

## **2. Reappointment of Ex-Officio Position – Janine Brown**

Chair Brady reviewed the staff report.

**Vice Chair Rojas moved to confirm the reappointment of Janine Brown to the Emergency Preparedness and Public Safety Commission for the term ending November 1, 2015. Commissioner Clinton seconded the motion.**

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

## **3. Emergency Support Functions: 11- Food and Water, 12- Energy, and 13- Public Safety, Law Enforcement and Security.**

### ESF 11 – Food and Water

Mr. Schmitz explained FEMA Point of Distribution information will be incorporated into the document at some point. Commissioner Clinton raised the issue of providing assistance to the special needs population during an emergency. Following a brief discussion, Mr. Schmitz suggested including language in ESF 6 - Mass Care regarding organizations responsible for soliciting information about the special needs population. Discussion continued regarding the Red Cross' involvement in mass distribution of food and water and factors in selecting a point of distribution or shelter. Commissioners requested the following specific changes:

- Delete reference to Woodinville Parks and Recreation Department
- Delete VI.B, move VI.B.1 to VI.A.4, re-letter subsequent paragraphs
- Change “mass feeding” to “mass distribution”

### ESF 12 – Energy

Commissioners reviewed and no changes were made. Mr. Schmitz reported on Seattle City Light's use of social media.

### ESF 13 – Public Safety, Law Enforcement and Security

Commissioners reviewed and no changes were made.

## **4. Spring Bike Event**

Commissioner Lone relayed a representative from Cascade Bicycle Club was interested in a bicycle event in Woodinville to distribute information regarding bicycles on the trail as well as making a presentation to the EPPSC. Mr. Schmitz reported the All Fools parade and festivities is being moved to the summer; that event and the summer concert series may be opportunities to distribute information regarding trail safety.

***Action: Commissioner Lone will invite the Cascade Bicycle Club to make a presentation at an upcoming meeting, possibly the January 14 meeting.***

## **5. Discussion of Action to Remove Absent Member**

**Vice Chair Rojas moved to submit a letter to the Council requesting they take action in accordance with the EPPSC bylaws to remove EPPSC member, Angelo Krakoff. Commissioner Lone seconded the motion.**

Discussion followed regarding the bylaw that allows removal of a Commissioner after three unexcused absences, timeline for the Council to take action, and how a Commissioner is informed that action has been taken. Mr. Schmitz encouraged the Commission to be consistent in the future with requesting removal of Commissioners who have three unexcused absences.

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

### **REPORT FROM EMERGENCY MANAGER**

Mr. Schmitz reported Brightwater has informed the City that they will be included on the list of contacts in their Response Plan and will be notified when an incident occurs.

Mr. Schmitz reported the City is changing their 800 MHz radio frequency to better coordinate with all responders. He reported the 2013-2014 budget includes an additional police officer as well as the purchase of a Public Works vehicle that can be equipped with a snow plow.

### **REPORTS FROM COMMISSION MEMBERS**

Commissioner Lone inquired about efforts to fill the vacancies on the EPPSC. Ms. Fava explained the two vacant positions have been advertised in the Woodinville Weekly and Woodinville Wire since April. Two recent applicants who reside outside the City can only be considered for the vacant ex-officio position. There have been similar difficulties filling Planning Commission and Tree Board vacancies.

Commissioner Clinton reported on a recent public education meeting at the Renton Office of Emergency Management where attendees were provide a flash drive with preloaded information such as Take Winter by Storm, How to Have a Successful Disaster, etc. It was agreed to add a presentation by Commissioner Clinton on “How to Have a Successful Disaster” to the next meeting’s agenda.

**PUBLIC COMMENT – None**

### **UPCOMING AGENDA TOPICS**

- a) **Bylaw Enactment to Request Council Consider Removal of Absent Commissioner**
- b) **How to Have a Successful Disaster (Commissioner Clinton)**

### **ADJOURNMENT**

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

**Vote: All voted in favor of the motion, and the motion carried (4-0). The meeting was adjourned at 9:05 p.m.**

Respectfully submitted,

Linda Fava  
Staff Liaison