

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

**Monday
February 4, 2013**

**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, Police Chief Sydney Jackson, and Council Liaison to the EPPSC Councilmember Les Rubstello.

FLAG SALUTE

Chair Brady led the flag salute.

APPROVAL OF AGENDA IN CONTENT AND ORDER

Vice Chair Rojas moved to approve the agenda. Commissioner Lone seconded the motion.

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

PUBLIC COMMENT – None

SPECIAL PRESENTATION – None

BUSINESS ITEMS

3. Discussion of City’s Use of Police Cameras

Chief of Police Sydney Jackson described the scope and background, explaining one of the goals of the Woodinville Police Department is to reduce the crime rate. Video camera technology is one available resource to add to the Police Department as a “force multiplier.” Today’s technology is faster, less expensive, wider reaching and has greater functionality in hardware and software analytics. She described use of video cameras at Rotary Park. A 2010 Safety Grant provided for the purchase of a replacement camera at Rotary Park. She explained a live demonstration was provided to the Council using a camera mounted outside Council Chambers.

Chief Jackson reviewed the principle objectives of video monitoring in public areas:

- Promote a safe environment by deterring acts of theft, vandalism, harassment, and assault.

- Assist in the identification of individuals involved in criminal activity.
- Assist in the safe daily operation of City parks and facilities.
- Assist law enforcement agencies in investigating criminal activity

She also reviewed preliminary guidelines and general principles of use:

- To ensure there is no violation of a person's reasonable expectation of privacy, video cameras shall be focused on public areas, city streets and city owned property.
- The City shall comply with all local, federal and case law applicable to the use of surveillance cameras in public space.
- Video monitoring and/or recording will be conducted in a professional, ethical and legal manner with appropriately trained and supervised employees approved by the Police Chief.
- Video technology shall only be used to investigate crimes when reliable, actionable information has been presented to, and approved by, the Police Chief.
- Notice that video surveillance is in use may be posted in proximity to where it is deployed and/or posted on the City website, unless it is being used as part of an authorized undercover operation.
- Information obtained through video monitoring and/or recording will be used exclusively for safety and security purposes and only released in accordance with policy or as required by law.
- Video data shall only be retained for 30 days unless the Police Chief finds that incident-specific data must be retained in the course of an investigation. (This is subject to discussion and the capabilities of current City server systems.)
- Violations of this policy and procedure could result in disciplinary action and may subject those involved to criminal and/or civil liability under applicable state and federal laws.

Chief Jackson explained video technology will not be used for:

- General surveillance of the public
- To issue notices of infraction for traffic or civil violations
- Profiling of individuals
- Surveillance of areas with an expectation of privacy

Chief Jackson relayed recommendations made to the City Council:

- Bring the issue to the Emergency Preparedness and Public Safety Committee for discussion and recommendations.
- Public Opinion Survey
- Community meetings
- Public hearings at City Council meetings

Discussion followed regarding the vendor that made the presentation to the Council (Leverage Information Systems), automated license plate readers, community partnerships with businesses, equipment costs, potential camera locations, future ability to allow police access to a business' security cameras with a 911 call, review of data following a crime, fixed versus zoom cameras, potential vandalism, signs as a deterrent, whether cameras actually lead to a reduction in crime rates, ability to gray out windows, security of data, records retention and public records requests,

2013 budget for cameras/automated license reader, importance of demonstrating to public that areas can be grayed out, and potential for a solar energy source.

Action: Commissioners interested in moving forward. Recommended determining high crime areas and camera locations and possibly businesses interested in partnering before presenting to public. This item was requested to be scheduled on the next EPPSC agenda for further discussion.

1. Minutes

September 10, 2013

Vice Chair Rojas moved to approve the minutes of September 10, 2013. Commissioner Clinton seconded the motion.

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

December 10, 2012

Vice Chair Rojas moved to approve the minutes of December 10, 2013. Commissioner Clinton seconded the motion.

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

2. Appointment of Chair and Vice Chair

Chair

Commissioner Lone nominated Marc Rojas as Chair. Commissioner Rojas declined due to his work schedule.

Commissioner Rojas nominated Mace Brady as Chair. Commissioner Clinton seconded the nomination.

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

Vice Chair

Commissioner Clinton nominated Marc Rojas as Vice Chair. Commissioner Lone seconded the nomination.

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

4. Request to Council for Removal of Absent Commissioner

Staff provided a draft letter from the EPPSC to the City Council requesting formal removal of Commissioner Krakoff in accordance with the EPPSC's bylaws.

Vice Chair Rojas moved to accept the letter as written. Commissioner Clinton seconded the motion.

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

Council Liaison to the EPPSC Councilmember Les Rubstello advised review of all boards and commissions is an agenda item for the Council retreat in March.

REPORT FROM EMERGENCY MANAGER

Commissioner Clinton moved to cancel the February 11, 2013 meeting. Vice Chair Rojas seconded the motion.

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

Mr. Schmitz reported one application has been received for the Commission vacancy; the deadline for applications is March 1, 2013. Council will interview candidates on March 12, 2013.

Mr. Schmitz reported there is a fixed camera focused on the Police substation door to enable staff to see who is ringing the bell.

REPORTS FROM COMMISSION MEMBERS

Commissioner Clinton reported she will learn at next week's post-surgery appointment whether further surgery is necessary. She may also be locating outside Woodinville. She will resign if further surgery is necessary or she moves out of Woodinville, potentially in August or September.

PUBLIC COMMENT – None

UPCOMING AGENDA TOPICS

- a) **Continued Police Camera Discussion**
- b) **Bike Club Presentation**

ADJOURNMENT

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

Vote: All voted in favor of the motion, and the motion carried (4-0). The meeting was adjourned at 8:25 p.m.

Respectfully submitted,

Linda Fava
Staff Liaison