

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

**Monday
June 10, 2013**

**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 (arrived 7:20 p.m.) and Commissioners Dennis Lone, Garrett Frazier, and Lillie Clinton.

ABSENT: 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

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

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

PUBLIC COMMENT

Woodinville Fire & Rescue Commissioner Kevin Coughlin introduced himself.

Commissioner Garrett Frazier introduced himself and described his background. Introductions were made by the other Commissioners who then described their backgrounds.

SPECIAL PRESENTATION – None

BUSINESS ITEMS

1. Minutes of March 11, 2013

Commissioner Lone moved to approve minutes of March 11, 2013. Commissioner Clinton seconded the motion.

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

2. Continued Discussion of Bike Event

Commissioner Lone recalled Cascade Bike Club made a presentation to the Commission in March regarding programs they offer. The decision for the Commission is whether to proceed with an event in Woodinville this year, possibly at Celebrate Woodinville in August.

(Vice Chair Rojas arrived at 7:17 p.m.)

Vice Chair Rojas announced he is resigning from the Commission due to a promotion and relocating to New York.

Chair Brady expressed his appreciation for Vice Chair Rojas' service on the Commission.

(Vice Chair Rojas left the meeting at 7:23 p.m.)

3. 2013-14 Work Plan

Chair Brady described the purpose of the Work Plan, reviewed the goals on the Work Plan and suggested the Commission identify its three priority goals.

Management Analyst Zach Schmitz suggested the format of the EPPSC's Work Plan be revised to be similar to the Planning Commission with a Work Plan element, description and quarter when the element will be addressed rather than goal, reference, task, and target date.

Discussion followed and Commissioner suggestions included:

- The Commission be a resource to the community regarding emergency preparedness and public safety
- Offering more emergency prepared continuing education opportunities (such as CERT) in Woodinville so citizens do not have to travel to other jurisdictions
- Reviewing the Council's Work Plan to identify goals/tasks that relate to the EPPSC
- Identifying actionable tasks within each goal

Action: Mr. Schmitz will identify actionable tasks within Goals 1, 2 and 4 for the Commission's review and prioritization at the next meeting

Commissioner Frazier moved to identify Goals 1, 2 and 4 as Commission's focus for the remainder of the year. Commissioner Clinton seconded the motion.

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

4. Review of Brightwater Response Plan

Mr. Schmitz described how the Brightwater Response Plan relates to the Emergency Support Functions (ESF) in the City's Comprehensive Emergency Management Plan (CEMP).

Discussion followed regarding Brightwater operations, response hierarchy, FEMA's role, recovery efforts, and standards for Brightwater notifying the City.

Commissioner Lone moved to approve the Brightwater Response Plan as presented. Commissioner Frazier seconded the motion.

Vote: All voted in favor of the motion, with the exception of Commission Clinton who abstained, and the motion carried (3-0-1).

REPORT FROM EMERGENCY MANAGER

Mr. Schmitz reported the June 11 Council meeting will include consideration of a reduction in the number of Emergency Preparedness & Public Safety Commissioners from 7 to 5. Another potential change is conducting meetings with Commissioners seated at the dais, rather than around the table, in order to utilize the room's existing audio system.

REPORTS FROM COMMISSION MEMBERS

Commissioner Lone reported on the City's June 5 emergency exercise (simulation of a response to an earthquake) that included activation of the Emergency Operations Center (EOC). He suggested the EPPSC be invited to observe emergency exercises. Mr. Schmitz offered to provide the EPPSC a recap of the exercise.

Commissioner Clinton advised she has submitted a public records request for the audio of the February 4, 2013 EPPSC meeting. She has concerns with the use of video cameras for crime prevention and has submitted an editorial to the Woodinville Weekly. A brief discussion followed regarding public areas that would be recorded, existing video camera at Rotary Park, and ability of the public to request a copy of the recording.

Mr. Schmitz advised staff will begin advertising for the vacancy on the EPPSC.

PUBLIC COMMENT – None

UPCOMING AGENDA TOPICS

- a) **2013-2014 Work Plan Continued**
- b) **Recap of the June 5 Emergency Exercise**
- c) **Appointment of Vice Chair to Fill Vacancy**

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 8:58 p.m.

Respectfully submitted,

Linda Fava
Staff Liaison