

**CITY OF WOODINVILLE  
EMERGENCY PREPAREDNESS COMMISSION  
Regular Meeting**

**Monday  
December 14, 2009**

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

**1. CALL TO ORDER**

The meeting was called to order at 7:02 p.m. by Chair Yabroff

**2. ROLL CALL**

**PRESENT:** Chair Stephen Yabroff, Vice Chair Peter Tountas, Commissioners Nancy Montgomery, Al Taylor, Rick Chatterton, Janine Brown (ex-officio), and Dominic Marzano (ex-officio).

**ABSENT:** Commissioner Lillie Clinton.

Also present were City Manager Rich Leahy, Executive Assistant/Deputy City Clerk Linda Fava, Management Analyst Zach Schmitz, and Dave Leggett, Public Information Officer, Woodinville Fire & Life Safety District.

**3. FLAG SALUTE**

Chair Yabroff led the flag salute.

**4. APPROVAL OF MINUTES**

**a) October 26, 2009**

**Vice Chair Tountas moved that the minutes of October 26, 2009 be approved as amended. Commissioner Chatterton seconded the motion.**

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

**5. APPROVAL OF CONTENT AND ORDER**

**Vice Chair Tountas moved to approve the agenda in content and order. Commissioner Chatterton seconded the motion.**

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

**6. PUBLIC COMMENT – None**

**7. SPECIAL PRESENTATION – None**

**8. UNFINISHED BUSINESS – None**

**9. NEW BUSINESS**

**a) First Reading of *Woodinville Weekly* Article #7 (Generator)**

Commissioners reviewed article #7 and made the following revisions:

- Clarified the difference between standby (starts automatically), backup (permanently mounted, started manually) and portable (portable, started manually) generators
- Recommended the use of at least 12 awg extension cords
- Removed the paragraph regarding PSE's contractor referral service

It was agreed to review and approve the article for publication at the Commission's January meeting.

### **b) Commission Roles and Responsibilities**

City Manager Rich Leahy recommended delaying this discussion until the Council held its policy/priority-setting workshop. He commented on the Council's interest in establishing a Public Safety Commission or changing the role of the EPC Commission.

Commissioners expressed interest in discussing the following:

- The EPC's original role and responsibilities
- Status of the EPC's goals
- Input from the Council regarding the continuing role of the EPC
- The process for forwarding issues identified by the Public Safety CAP to the Council
- Additional public safety issues

### **c) Public Safety Citizen Advisory Panel (CAP)**

Mr. Leahy explained in October the Council directed the formation of the Public Safety CAP to advise the EPC about the safety of walkways and bikeways and all other public safety issues. The CAP's membership is two Councilmembers, six citizens and one or more Emergency Preparedness Commissioners. The duration of the CAP is no longer than two months or four meetings. Staff's recommendations for membership include a geographic balance of citizens, advertising the openings, and seeking nominations. The Council authorized the EPC to select the citizen members.

Mr. Leahy reviewed the proposed meeting schedule:

- Meeting 1: Briefing from staff on accident history and public safety issues
- Meeting 2: Identify and define main public safety issues, areas or locations
- Meeting 3: Review and evaluation possible solutions
- Meeting 4: Prioritize issues, areas or locations and solutions

Discussion followed regarding selection of a new Police Chief, crime and accident data to be provided to the CAP, and membership on the CAP. Commission suggestions included having the Police Chief attend the first CAP meeting scheduling at least one of the CAP meetings at an EPC meeting, encouraging a business representative whose business relates to pedestrian/bicycle safety to serve on the CAP, and geographic diversity of CAP members.

It was agreed Vice Chair Tountas and Commissioner Chatterton would represent the EPC on the CAP.

## **10. WFLSD LIAISON REPORT**

Dave Leggett, Public Information Officer, WFLSD, reported the District has selected a new Fire Chief. Interim Deputy Chief Joel Kuhnhehn will be reassigned within the District. The District is updating its self-assessment plan via an accreditation process. A brief discussion followed regarding updating the CERT database, utilizing ESCA to provide advanced and refresher CERT training, and involving CERT-trained individuals in outreach activities.

## **11. COUNCIL LIAISON INPUT – None**

## **12. EMERGENCY MANAGER REPORTS**

Mr. Leahy reported icy conditions this morning necessitated the closure of 1-2 roads in the City.

## **13. COMMISSIONER REPORTS**

Commissioner Chatterton commented on a recent visit to “earthquake country” and the need to be prepared.

Vice Chair Tountas displayed a flight emergency pack available at aeronautic supply stores. He also demonstrated an inexpensive LED flashlight.

Commissioners discussed the status of pending *Woodinville Weekly* articles. Commissioner Taylor agreed to submit a draft an article regarding emergency communications for the next meeting.

Chair Yabroff offered to meet with the new Chamber of Commerce Director.

## **14. PUBLIC COMMENT – None**

## **15. UPCOMING AGENDA TOPICS**

- a) *Woodinville Weekly* Articles 7 & 8
- b) CAP Member Selection
- c) Input from Council regarding the EPC’s Role & Responsibilities
- d) Cinema/Movie Ads regarding Emergency Preparedness

## **16. ADJOURNMENT**

**Vice Chair Tountas moved to adjourn the meeting. Commissioner Montgomery seconded the motion.**

**Vote: All voted in favor of the motion, and the motion carried (5-0). The meeting was adjourned at 8:10 p.m.**

Respectfully submitted,

Linda Fava  
Staff Liaison