



PUBLIC SAFETY BOARD REGULAR MEETING

**Tuesday, September 12, 2023
at 5:00 p.m.**

In person at the Snohomish Carnegie 105 Cedar Avenue Snohomish, WA 98290
and remote on-line/telephone access via *Zoom*

ONLINE Zoom remote meeting access: <https://us02web.zoom.us/j/81340641233>
or call in at (253) 215-8782 and use meeting ID # 813 4064 1233

AGENDA

- 1. CALL TO ORDER**
 - a. Roll Call
 - b. Flag Salute
- 2. PRESENTATION**
 - a. Update on the LID Levy - Chief Don Waller, Fire District #4
- 3. PUBLIC COMMENT on Items Not on the Agenda**
- 4. APPROVE AGENDA Contents and Order**
- 5. APPROVE Minutes of Previous Meeting(s)**
 - a. Minutes of the July 11, 2023 and August 8, 2023 regular meetings
- 6. DISCUSSION ITEMS**
 - a. Tour the Snohomish County Department of Emergency Management communications trailer
 - b. Prepare for Townhall
 - c. Provide Council recommendations based on survey results
 - d. Prepare content for the next community survey
 - e. Prepare Coalition of Neighborhoods survey and one-pager
 - f. 2023 Workplan Updates:
 - Neighborhood Watch
 - Coalition of Neighborhoods
 - Emergency, Community, and Individual Preparedness
- 7. BOARD MEMBER COMMENTS**
- 8. STAFF MANAGER UPDATES**
 - a. Update from GIS on Neighborhood Watch Map
- 9. ADJOURN**

NEXT MEETING: The next regular meeting is scheduled for Tuesday, October 10, 2023 at 5:00 p.m. in person at the Snohomish Carnegie (105 Cedar Ave) and online via Zoom.

Specialized accommodations will be provided with 5 days advanced notice. Contact the City Clerk's Office at 360-568-3115. This organization is an Equal Opportunity Provider.

Public Safety Commission Meeting Minutes
July 11, 2023

1. **CALL TO ORDER:** The regular meeting was called to order at 5:01 p.m., held in person at the Snohomish Carnegie, with a remote attendance option available via Zoom.
 - a. Roll Call

Commissioners Present: Brian Mills, Chair; Debby Lippincott, Vice Chair; Teri McDonell, Peter Messinger

Commissioners Absent: Jill Clark Fulmer, Stephanie Strom, Holly Urness

Staff: Shari Ireton, Community Engagement & Strategic Initiatives Director; Ann Ray, Community Outreach Specialist; Emily Guildner, City Attorney
 - b. Flag Salute
2. **PUBLIC COMMENT on items not on the agenda:** None
3. **APPROVE AGENDA:** Director Ireton asked that the Staff Report be moved after Discussion Item 5b. Agenda approved as amended (4-0).
4. **APPROVE Minutes of the Previous Meeting:** The minutes of the June 13, 2023 regular meeting were approved as submitted.
5. **DISCUSSION ITEMS**
 - a. OPMA Training

City Attorney Emily Guildner provided a brief training for the Commission on the Open Public Meetings Act (OPMA) and Public Records Act (PRA), including the following:

 - The legislative mandate and legal basis for open meetings (RCW 42.30.030)
 - All governing bodies (either Council, those who act on behalf of the Council, or those who take public comment) are subject to OPMA
 - What constitutes a meeting (any discussion between a quorum of members such as e-mail, social media posts, etc.)
 - b. 2023 National Night Out

The Commission discussed what was needed for the upcoming National Night Out on August 1 at Averill Field.
 - c. Update: Survey Results
 - d. Update: Community Engagement Opportunities

The Commissioners discussed agenda items 5c and 5d together, reviewing options for gathering more survey responses from the community.

e. Updates: 2023 Workplan

For Neighborhood Watch, Director Ireton said that staff would change the email address on the City's webpage from Commissioner Messinger's personal address to info@snohomishwa.gov.

6. STAFF MANAGER UPDATES

Director Ireton reported presenting the Coalition of Neighborhoods model to the City Council at their July 5, 2023 meeting. Council asked that the Commission help provide guidance and first steps.

Director Ireton explained the participation of public safety agencies at Commission meetings was voluntary (should either the Police or Fire District have something to share), or by direct request from the Commission when/if there was a matter that required guidance from public safety authorities. Staff would also share updates from these agencies on an as needed basis.

Director Ireton proposed adding September was "Preparedness Month" to the August agenda for further discussion and planning.

Director Ireton reviewed next steps for 2023 and planning for 2024:

- Commissioner Messinger suggested that Neighborhood Watch be assigned to the group working on the Coalition of Neighborhoods. Director Ireton asked Commissioner Messinger to bring the existing Neighborhood Watch map to the next meeting so the City's GIS Coordinator could plot current NWs, existing districts, add former wards for context, etc. Director Ireton asked Commissioners to reach out to current NWs and identify central locations for non-represented neighborhoods so they might accomplish the Coalition of Neighborhoods work requested by Council.
- Regarding Citizen Corps, Director Ireton asked Commissioners to review the flyer per the Commission's work plan. Chair Mills would continue to work on finalizing an evaluation for the Commission to make a recommendation to Council.
- For Emergency Preparedness, Director Ireton asked Commissioners Urness and McDonell to continue working on community engagement and public awareness ideas. Currently, revisions to the CEMP, HMP, COOP and EOP were underway, with upcoming Commission meetings set aside to discuss implementation. The Commission agreed to consider shifting the Town Hall from a sole focus on NW to also include community preparedness:
 - What was Neighborhood Watch's role in an emergency?
 - To share information on personal preparedness and the Prepare in a Year program.
 - Utilize a survey to gain input on the Coalition of Neighborhoods from Town Hall attendees.

7. BOARD/COMMISSION MEMBER COMMENTS: None

8. PUBLIC SAFETY AGENCY UPDATES: None

9. **COUNCIL LIAISON COMMENTS/UPDATES**

Councilmember Ray said she would be transitioning off the Commission and that this would be her last meeting. She thanked everyone for their hard work.

10. **ADJOURN:** The meeting adjourned at 6:30 p.m.

Approved this 12th day of September, 2023.

By: _____
Commissioner Brian Mills, Chair

**Public Safety Commission Meeting Minutes
August 8, 2023**

1. **CALL TO ORDER:** The regular meeting was called to order at 5:04 p.m., held in person at the Snohomish Carnegie, with a remote attendance option available via Zoom.

- a. Roll Call

Commissioners Present: Brian Mills, Chair; Debby Lippincott, Vice Chair; Stephanie Strom; Peter Messinger; Jill Clark Fulmer; Holly Urness

Commissioners Absent: Teri McDonnell

Staff: Shari Ireton, Community Engagement & Strategic Initiatives Director; Ann Ray, Community Outreach Specialist

- b. Flag Salute

2. **PUBLIC COMMENT on items not on the agenda:**

Michael Ervick, Washington CERT leader and member of Everett and Snohomish County's CERT team, was invited by the Public Safety Commission to speak. His purpose was to bring CERT groups back to Snohomish.

Anita Huntley, Emergency Preparedness Nurse with Christ the King, offered assistance with September's preparedness events, and asked to be part of the discussion around emergency response.

3. **APPROVE AGENDA:** Agenda approved as submitted (6-0).
4. **APPROVE Minutes of the Previous Meeting:** Minutes for the July 11, 2023 meeting were not available.
5. **DISCUSSION ITEMS**

- a. National Night Out Report

Commissioners agreed it was a very successful event, though turnout was lower than expected. The community was engaged in conversations, and more surveys were handed out.

- b. Community Engagement Report and Additional Survey

Director Ireton would provide the full survey data for review. Next steps would be to summarize survey results, make recommendations to Council (if any), and consider a second survey

- c. September National Preparedness Month - Engagement and Education

Commissioner Urness proposed getting the DEM communications trailer to Snohomish before the next meeting. Commissioner Fullmer Clark suggested the next Town Hall

focus on preparedness and what people can do to help their neighbors.

d. Updates: 2023 Workplan

- Neighborhood Watch/Coalition of Neighborhoods. Commissioner Messinger noted that there were at least three new Neighborhood Watches since the beginning of 2023. Director Ireton would investigate putting related resources on the City's website. Commissioner Lippincott asked that these two aspects of the workplan be uncoupled to avoid a quorum; the Commission agreed.
- Coalition of Neighborhoods. Commissioner Lippincott said they were waiting for a workplan.
- Citizen Corps. Commissioner Mills stated the program no longer existed; FEMA stopped support for Citizen Corps and instead had an Office of Community and Individual Preparedness. In preparation for the Town Hall, Commissioner Mills would familiarize himself with the new documents. The Commission agreed to merge Commissioner Mills' work with overall emergency preparedness work, making the focus on community and individual preparedness.
- Emergency Preparedness. Commissioner Urness and Director Ireton would provide a list of dates and times of upcoming trainings and exercises.

6. **BOARD/COMMISSION MEMBER COMMENTS:** For the sake of transparency, Commissioner Mills announced he was running for Fire Commissioner.

7. **PUBLIC SAFETY AGENCY UPDATES:** The City partnered with the Snohomish Police Department to use ARPA funds to purchase seven radar signs to encourage drivers to follow posted speed limits. Those have been installed at:

- 300, 600, 1700 and 2100 blocks of Pine Avenue
- 400 block of 13th Street
- On Maple Avenue near intersections with Tenth Street and Pine Avenue

8. **STAFF MANAGER UPDATES:** Director Ireton shared the following:

- Special event planning measures undertaken by City and Police staff.
- The Neighborhood Watch map would be digitized by the City's GIS Specialist.
- Launch of the Volunteers in Parks program was pending installation of gates and other safety features by City staff.
- Comprehensive Plan progress was highlighted in the latest issue of the *Snohomish Quarterly*.

9. **COUNCIL LIAISON COMMENTS/UPDATES:** None

10. **ADJOURN:** The meeting adjourned at 6:30 p.m.

Approved this 12th day of September, 2023.

By: _____
Commissioner Brian Mills, Chair