

PUBLIC SAFETY COMMISSION



REGULAR MEETING

**Tuesday
November 8, 2022
5:00 p.m.**

In person at the Snohomish Carnegie, 105 Cedar Avenue
with remote access via Zoom:

ONLINE Zoom access: <https://us02web.zoom.us/j/84022456386>
or CALL in at (253) 215-8782 and use Meeting ID# 840 2245 6386

AGENDA

1. **CALL TO ORDER:**
 - a. Roll Call
 - b. Flag Salute
2. **APPROVAL OF AGENDA**
3. **APPROVAL** of the minutes of the October 11, 2022 regular meeting (P.3)
4. **GENERAL PUBLIC COMMENTS** on items not on the agenda
5. **DISCUSSION ITEMS:**
 - a. Meeting Minutes and Agenda Format
 - b. Public Safety Town Hall - Run of Show Review
 - c. December Meeting Schedule
 - d. Commissioner Orientation Packet
 - e. Commission's Annual Report for the City Council
 - f. 2023 Priorities/Work Plan
6. **PUBLIC SAFETY AGENCY UPDATES:**
 - a. Snohomish Police Department
 - b. Fire District #4
 - c. Other
7. **STAFF REPORT:** Timeline and Process for Recruiting New Commissioners

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8. **COUNCIL LIAISON UPDATES**
9. **COMMISSION MEMBER UPDATES**
10. **ADJOURN**

NEXT MEETING: To be determined.

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.



CITY OF SNOHOMISH

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Public Safety Commission Meeting Minutes October 11, 2022

1. **CALL TO ORDER:** The meeting was called to order at 5:00 p.m., held in person at the Snohomish Carnegie, with a remote attendance option available via Zoom.

Commission Members Present:

Stephanie Strom
Debby Lippincott
Jill Fulmer Clark
Brian Mills

Staff:

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

Other:

Councilmember Donna Ray
Chris Veentjer, Admin. Sgt.
Deputy Chief Brian Hodkinson

Absent:

Peter Messinger

2. **APPROVE AGENDA**

MOTION by Lippincott, second by Strom to approve the agenda. Motion passed (4-0).

3. **APPROVAL** of the minutes of the September 13, 2022 regular meeting

MOTION by Strom, second by Lippincott to approve the minutes. Motion passed (4-0).

4. **GENERAL PUBLIC COMMENTS** on items not on the agenda:

Teri McDonald reported a kick-off meeting this Friday with neighbors.

5. **DISCUSSION ITEMS:**

- a. Address Absent Commissioners/Vacancies

Commissioner Brovan resigned from the Commission due to health reasons.

Vice-Chair Mills read a letter from Mayor Redmon regarding the removal of Vince Cavanaugh from the Commission due to continued absences and failure to respond regarding his participation.

Director Ireton will work with the City Clerk's Office to recruit applicants to fill the two vacancies. The application link will be shared with Commission members to help solicit interested parties.

Commissioners discussed whether it was typical to have a Co-chair or Vice Chair. Commissioner Lippincott read operating guidelines for chair and co-chair on alternating years ("In May of each year").

AGENDA ITEM 3.

b. Public Safety Town Hall

For the Town Hall on November 17, Commissioner Mills will introduce members and provide an overview of the meeting and formation of Neighborhood Watches. Staff will be available to help as needed. Tentative agenda as follows:

1. Councilmember Ray and Commissioner Messinger will discuss the benefits of NWA programs (10 minutes each = 20 minutes total).
2. Sgt. Veentjer will discuss the role of the Police Department (total 10 min)
3. Commissioner Clark-Fulmer will explain how to set up and use a "tool kit" (total 10min)
4. Information, flyers etc. can all be available online through the website.
5. General Q&A will begin after presentations; specific questions can be relayed to appropriate group.
6. Brief Break (total 5 min)
7. Around 7 p.m. - Breakout into groups: provide tables and chairs, keeping organic conversation and movement. There will be three stations -- Police, NW, Commission -- with City staff at a table to help with NW requests and Commission membership applications (about 45 minutes).
8. Brief conclusion, with members and staff available to answer any additional questions.

Printed materials needed for the town hall

- Trifold
- How to – 2-3 bullet points with QR code to direct to NW page
- Agenda with QR code to direct to NW page

Public Relations: Staff already posted on the City's website as a Newsflash, with other social media postings, announcements at Council and community meetings, and a featured article in the *Snohomish Quarterly*.

The Commission will finalize details at its November 8, 2022 meeting.

c. Review Commission Priorities

Commissioners reviewed their progress in meeting goals of the Commission set out last year.

6. **STAFF REPORT:** Director Ireton reported staff was working on a Neighborhood Watch sign design that would be branded for the City, with public safety funds potentially paying for signage and installation. Commissioners asked that it be included in the annual report to Council. Staff needed to further coordinate with the City's Engineering and Streets Department. Mention of the Town Hall would be included in the latest *Snohomish Quarterly*.
7. **PUBLIC COMMENTS** on items not on the agenda: None.
8. **COUNCIL LIAISON REPORT:** Councilmember Ray reported on recent discussions about emergency response coordination. Neighborhood Watches were a good alternative to share emergency preparedness information with the community in light of reduction of services DEM was able to provide. She thanked staff and the Mayor for their support of public safety, and to the Commission members for their hard work over the past year.

AGENDA ITEM 3.

9. **PUBLIC SAFETY AGENCY UPDATES:** Deputy Chief Hodkinson reported Fire District #4's 2021 annual report may be available by the next meeting. Commissioners requested a presentation of the report.

10. **COMMISSION MEMBER UPDATES:** Next meeting agenda topics:

- Town Hall update, Council report, priorities, calendar, update on Commission members, add PD/Fire report to agenda (standing)
- Updating the orientation packet – Commission guidelines, priorities, OPMA rules, roles and responsibilities, Newsflash subscriptions

11. **ADJOURN.** There being no objection, the meeting adjourned at 6:58 p.m.

Approved this 8th day of November, 2022.

Chair