



PUBLIC SAFETY BOARD REGULAR MEETING

**Tuesday, November 14, 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/84568586300>
or call in at (253) 215-8782 and use meeting ID # 845 6858 6300

AGENDA

- 1. CALL TO ORDER**
 - a. Roll Call
 - b. Flag Salute
- 2. PUBLIC COMMENT on Items Not on the Agenda**
- 3. APPROVE AGENDA Contents and Order**
- 4. APPROVE Minutes of Previous Meeting(s)**
 - a. Minutes of the October 10, 2023 regular meeting
- 5. ELECTION OF VICE CHAIR**
- 6. DISCUSSION ITEMS**
 - a. Townhall review
 1. Coalition of neighborhoods materials
 2. Neighborhood Watch materials
 3. Emergency preparedness materials
 4. City staff materials
 - b. 2024 Workplan discussion
- 7. BOARD MEMBER COMMENTS**
- 8. STAFF MANAGER UPDATES**
- 9. ADJOURN**

NEXT MEETING: The Public Safety Board will host a Public Safety and Emergency Preparedness Town Hall meeting Thursday, November 16, 2023 at 6 p.m. at the Snohomish Carnegie, 105 Cedar Avenue. The next regular meeting is scheduled for Tuesday, December 12, 2023 at 5 p.m. at the Snohomish Carnegie, 105 Cedar Avenue, 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 Board Meeting Minutes
October 10, 2023**

1. **CALL TO ORDER:** The regular 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.

- a. Roll Call

Boardmembers Present: Stephanie Strom, Peter Messinger, Teri McDonnell, Jill Clark Fulmer, Debby Lippincott

Boardmembers Absent: Holly Urness

- b. Flag Salute

2. **PUBLIC COMMENT on items not on the agenda:** None
3. **APPROVE AGENDA:** Agenda approved as submitted (5-0).
4. **APPROVE Minutes of the Previous Meeting:** Minutes for the September 12, 2023 regular meeting were approved as submitted.
5. **ACTION ITEM - Election of Public Safety Board Chair**

Boardmember Clark Fulmer nominated Debby Lippincott; seconded by Boardmember Strom. Boardmember Lippincott was unanimously elected as Chair.

6. **DISCUSSION ITEMS**

- a. Board vacancy. A recommendation will be considered at the next City Council meeting.

- b. Townhall preparation:

- i. Confirm date, time and location. Confirmed for November 16, 2023, 6-8 p.m., at the Snohomish Carnegie.

- ii. Finalize tables and stations. Tables and staffing finalized as follows:

- City-hosted Table (TextMyGov, Report a Concern, etc.) -- City Staff Ann Ray and Velvet Franz
- Emergency Preparedness (Prepare in a Year, SnoCo Alerts, etc.) -- Boardmembers McDonnell and Furness, with Snohomish County Department of Emergency Management (DEM)
- Public Safety -- Snohomish Police Department and Fire District #4
- Neighborhood Watch (how to sign up, benefits, etc.) -- Boardmembers Clark Fulmer and Messinger
- Coalition of Neighborhoods (windshield survey, one-pager) -- Boardmembers Lippincott and Strom

- c. Preparation of Coalition of Neighborhoods survey and one-pager. Boardmembers Strom and Lippincott will meet with City staff to review.

- d. Presentation of survey results to Council. Boardmembers requested to attend the November 21, 2023 City Council meeting to present an update of the public safety survey.
- e. 2023 Workplan updates.
 - i. Neighborhood Watch/Coalition of Neighborhoods. Boardmembers worked on the programs and opted to focus on each topic separately. Boardmember Clark Fulmer would work on a customizable charter to include as part of the information kit.
 - ii. Emergency Preparedness. No update to report.
- 7. **BOARDMEMBER COMMENTS:** Boardmember Clark Fulmer suggested looking at the charter to ensure the workplan aligned with Council goals. The Board discussed reviewing the Public Safety Board bylaws in January.
- 8. **STAFF MANAGER UPDATES:** Staff provided the following updates:
 - DEM has updated their website's hazard viewer for Snohomish County, which outlines natural and human caused hazards.
 - Snohomish County Health and Safety Hub is a resource for information about personal preparedness and public alert resources.
 - Staff completed ICS 300 training on EOC operations for expanding and complex incidents. ICS 400 training is scheduled for November.
 - Avenue D between First Street and Second Street will be closed October 18, 2023 for paving.
 - The *Great ShakeOut* is October 19, 2023, and everyone should take a moment at 10:19 a.m. to "Drop, Cover and Hold on", regardless of their location.
- 9. **ADJOURN:** The meeting adjourned at 6:30 p.m.

Approved this 14th day of November, 2023.

By: _____



PUBLIC SAFETY BOARD STAFF REPORT

Date: November 14, 2023

Agenda Section: DISCUSSION ITEMS

From: Staff

Subject: Townhall review

1. Coalition of neighborhoods materials
2. Neighborhood Watch materials
3. Emergency preparedness materials
4. City staff materials

ATTACHMENT(S):

Neighborhood Watch Materials for Website _ Town Hall [UPDATED].pptx
Snohomish Coalition of Neighborhood Watches.docx
NW Presentation Icon Mockup.png
PREVENT PORCH PACKAGE THEFT.docx
Neighborhood Watch Template - Trifold.pptx

A Connected Neighborhood is a Protected Neighborhood

Starting Your Own Neighborhood Watch in Snohomish



What's the purpose of a Neighborhood Watch?

Neighborhood Watches, first and foremost, create a neighbor- to-neighbor connection.

By forming and joining a Neighborhood Watch, you and your neighbors have agreed to build community and look out for each other.

Isn't Neighborhood Watch a crime prevention tool? We don't have much crime on our street.

It can be, yes — and so much more. With an established Neighborhood Watch, you can feel comfortable reaching out to neighbors and offering or asking for help.

What are potential outcomes of forming one?

- Understanding who to call about concerns — and when
- Getting to know your local law enforcement
- Collaborating on disaster preparedness
- Looking out for neighbors with special needs

Is there a structural format we have to follow?

Not at all! What works for one community might not work for another. Your watch will decide how to stay in touch, when to meet, how formal or informal the meetings are, whether you'll center around fun activities, etc. The ultimate goal is fostering community; how you get to that goal is up to you.

I'm interested! How do we get started?

- Consider the size. Generally, neighbors should be able to see each other's houses.
- Set a date and time for the event. Consider seasonality and what else is going on in the community.
- Invite our SPD liaison and the Public Safety Board to your event. Your guests can answer questions and share ideas for getting organized.
- Recruit interested members. A great way to do this is to go door to door with a printed flyer for the kickoff event.
- At the event, set out a signup sheet where people can add their names, house numbers, and contact information.
- Choose your captains or co-captains. They will be the main contact and keep the watch organized.

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Starting Your Own Neighborhood Watch in Snohomish



What a Neighborhood Watch is

- ✓ Getting to know our neighbors around us
- ✓ Learning home security tips from our police department
- ✓ Looking out for each other, and feeling comfortable helping
- ✓ Knowing how to identify and report concerning activity (such as signs of a burglary)

What a Neighborhood Watch is Not

- X Policing - we leave that to our trained law enforcement

Learn more:

<https://www.snohomishwa.gov/679/Neighborhood-Watch>

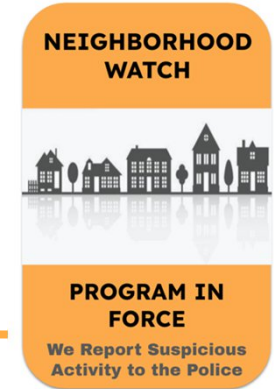
<https://www.nnw.org/>

What is the Public Safety Board?

The PSB acts in an advisory capacity to the City Council to inform Council of decisions and policy in all matters pertaining to public safety. The board focuses on public safety issues and acts as a conduit and forum for public input in all matters pertaining to public safety including but not limited to crime incidences and trends, life safety issues, neighborhood watch, emergency preparedness, traffic calming measures, pedestrian safety and seasonal and emergent public safety issues. The board, to the extent practicable and permitted by law, shall support and promote community efforts to utilize the Neighborhood Watch Program, disaster preparedness, and CERT team programs.

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Starting Your Own Neighborhood Watch in Snohomish



Who Should I Call?

Use this guide to help you decide who to contact when you see something concerning:

If you see something atypical at a fellow Neighborhood Watch member's house, and think they might want to know about it, contact your neighbor directly.

If you see suspicious activity in your neighborhood, contact the Snohomish Police Non-Emergency Line and ask to speak to a deputy.

If you witness a crime or are concerned about someone's safety, call 911 immediately.

Snohomish Police
Non-Emergency

425-407-3999

— Call 911 in an —
emergency

When in doubt about whether you should report something, call the non-emergency line and ask to speak with a deputy.

The patrol units in Snohomish are never too busy to call someone back and discuss what they are concerned about.

Snohomish Coalition of Neighborhood Watches

Our Mission Statement

The Snohomish Coalition of Neighborhood Watches is a non-political organization of neighborhood block watches within the City of Snohomish.

Our sole purpose is to strengthen community connection, prevent crime, and increase safety.

Advisory Body

City of Snohomish Public Safety Board

Start your own Neighborhood Watch

- Consider the size and boundaries. Generally, neighbors should be able to see each other's houses.
- Set a date and time for the kickoff event. Consider seasonality and what else is going on in the community.
- Invite our SPD liaison and the Public Safety Board to your event. Your guests can answer questions and share ideas for getting organized.
- Recruit interested members. A great way to do this is to go door to door with a printed flyer for the kickoff event.
- At the event, set out a signup sheet where people can add their names, house numbers, and contact information.
- Decide on particular focus areas, if any. Crime prevention? Disaster planning?
- Choose your captains or co-captains. They will be the main contact and keep the watch organized.
- Decide how often you'll meet. If you're not sure, a good start is quarterly.
- Choose how you'll stay in touch. Email lists, a Facebook group, and text threads are all good options. [Note: NextDoor has pre-set neighborhood boundaries that do not allow editing, so it's best to use a platform that's more flexible.]
- Stay updated. Follow the City of Snohomish on social media or watch your inbox for

Snohomish Quarterly magazine.

NEIGHBORHOOD WATCH



PROGRAM IN FORCE

**We Report Suspicious
Activity to the Police**

PREVENT PORCH PACKAGE THEFT

Believe it or not, package theft most often occurs in daylight hours.

Thieves are always looking for easy opportunities. A porch with a stack of packages and a full mailbox in plain view is hard to resist.

In fact, some opportunistic thieves will follow delivery trucks by hanging back and observing which houses on the block get a package — then follow up and swipe them all. Delivery drivers who notice they're being followed are advised to call this in to law enforcement, but they aren't always aware as they rush through their route. And with package theft on the rise, couriers are using methods to protect themselves from undelivered and lost claims. (That's one major reason why you get pictures of delivered boxes - so they have proof they completed the delivery.)

Doorbell / security cameras often deter porch pirate activity, but not always (you've seen the videos!). Still, they do provide one more layer of security, as well as potential up-close images for evidence. Without evidence, there's little you can do about a stolen package besides filing a report.

But there's a lot you can do to protect your purchases! As with any crime of opportunity, the solution is to remove the opportunity as much as is reasonable.

Take advantage of these readily available security solutions:

- Out of sight & out of mind:
 - You can create a profile with courier companies and add delivery instructions (such as the side door, or somewhere less conspicuous, like behind a planter). There are porch lockbox options, but they can be

expensive and are only worth it if you get multiple, high-value packages on a regular basis, so this is a good workaround.

- Use delivery security tools:
 - Follow tracking links to stay aware of important packages, and retrieve the packages as soon as you get the delivery notification.
 - Require signatures upon delivery if you know you'll be home and have the option at checkout.
- Have your packages sent to a different location:
 - Take advantage of a courier pickup location (like the UPS Store)
 - Amazon lockers are in Snohomish at Safeway, 7-Eleven and Rite Aid
 - Send them to your office, if you work at one
- Team up with neighbors:
 - If you're expecting something valuable, you can ask a neighbor if they'll be home and can grab it when you get the delivery notification
 - Definitely tell your neighbors if people shouldn't be on your porch

See something suspicious?

- Call the Snohomish PD non-emergency line to report odd activity, like cars that seem to be scoping out the block.
 - SPD logs these reports to both inform their onsite responses and detect trends in the community.
- If you can do it subtly, use your phone camera to zoom and take a picture of license plates through your window.

For more ideas: <https://www.bobvila.com/articles/package-theft/>

Snohomish Police Department Non Emergency Line: 425-407-3999

— [STREET] — NEIGHBORHOOD WATCH



— KICKOFF —

SAY HELLO TO YOUR NEIGHBORS

[DAY OF WEEK], [DATE]

ANYTIME BETWEEN [TIMES]
[ADDRESS]

— HELLO, NEIGHBOR! —

It's your neighbors,
[NAME] and [NAME].

We came by today to let you know we're piloting a Neighborhood Watch group for the [NUMBER - ex; 200-300] blocks of [STREET NAME]

Why now? Two reasons:

1) [EXAMPLE] We've been lucky to have a low-crime street that we've all enjoyed, and we'd all like to help keep it safe and friendly.

2) Establishing more neighborhood watches is important to both our city government and law enforcement, because they make a very real difference in fostering community, preventing crime, and enabling coordination in a disaster.

Neighborhood watch is a small but effective commitment: simply getting to know your neighbors helps you feel comfortable reaching out to them when you think they may need help.

WHAT NEIGHBORHOOD WATCH IS

- Getting to know our neighbors around us
- Learning home security tips from our police department
- Looking out for each other, and feeling comfortable helping
- Knowing how to identify and report concerning activity (such as signs of burglary)

WHAT IT ISN'T

- ✗ Policing - we leave that to our law enforcement

WHAT'S THE COMMITMENT?

- Simply staying in touch!

LET US KNOW IF YOU'RE INTERESTED!

 [CONTACT INFO]



PUBLIC SAFETY BOARD STAFF REPORT

Date: November 14, 2023

Agenda Section: DISCUSSION ITEMS

From: Staff

Subject: 2024 Workplan discussion

ATTACHMENT(S):

2024_Workplan_Focus_Options.pdf

Potential 2024 Public Safety Board initiatives:

1. Coalition of Neighborhoods program outreach
Goal: Ensure and provide for Public Safety
 - a. Community engagement opportunities
 - i. Create opportunities to share what a coalition might look like in Snohomish
 - ii. Start discussion on what would define a neighborhood, physical barriers, size.
 - b. Survey residents to gauge interest and develop recommendation
 - c. Develop recommendations to staff for a program tailored for the Snohomish community based on feedback from residents.

2. Volunteer in Parks program partnership with the Parks and Forestry board.
Goal: Support and encourage meaningful community involvement
 - a. Educate Parks and Forestry board on initiating Neighborhood Watch program for parks.
 - b. Coordinate community outreach in targeted neighborhoods for VIP program
 - c. Work with staff and PD to create training curriculum
 - d. Recruit and train volunteers

3. Emergency Preparedness, Response, Recovery
Goal: Ensure and provide for public safety
 - a. Research potential community trainings that may be offered
 - b. Conduct outreach and surveys to determine the level of community interest in emergency preparedness/response and type of trainings
 - c. Develop information campaign for the community on what to expect when an emergency or disaster strikes.
 - d. Work with staff and DEM to create “Prepare in a Year” training for neighborhoods and community groups

4. Public Safety campaign for sharing information or concerns.
Goal: Ensure and provide for public safety
 - a. Review concerns brought to the attention of the PSB and City
 - b. Provide community outreach programs/information on how to contact the city.
 - i. Report a concern
 - ii. TextMyGov
 - iii. Code Enforcement
 - iv. Public Meetings – Boards, Commissions, City Council

5. Cultural competency training opportunities
Goal: Cultivate an equitable and inclusive community
 - a. Discuss types of cultural training that would be beneficial for community members.
 - i. Guided discussion with subject matter expert.
 - b. Identify gaps in understanding or community fear/concerns and create recommended solutions
 - c. Create opportunities for neighborhood engagement
 - d. Increase awareness of National Night Out to underrepresented communities

6. Neighborhood Watch Program Development

Goal: Ensure and provide for public safety

- a. Distribute materials to existing and potential neighborhood watch programs
- b. Develop process for tracking existing and identifying new neighborhood watch groups.
- c. Develop a program for keeping individual neighborhood watch groups connected with the City and active.