



## PUBLIC SAFETY ADVISORY COMMITTEE

Alan Hart • James Hairston • Ken Witkoe

Mark Peila • Ray Dotson • Mark Terry

Council Member Michael Brandstetter, Committee Liaison

Police Chief Mike Zaro, Committee Staff Support

### **Regular Meeting, Wednesday, February 5, 2020 at 5:15 p.m**

Lakewood Police Department

9401 Lakewood Drive SW

Lakewood, WA 98499

1. Call to Order
2. Roll Call
3. Approval of Minutes
4. Public Comments- (Members of the audience may comment on items that are not included on the agenda. Each person will be allowed 3 minutes to speak.)
5. Presentation- Mr. Holtz, CEO, Western State Hospital
6. City Council Liaison Comments
7. Fire Department Comments
8. Police Department Comments
9. Youth Council Comments
10. Unfinished Business
  - SummerFest (Deadline for application is May 15, 2020)
11. New Business
  - Preview of Next Meeting (April)
  - Recruitment for PSAC
12. Reports from Board Members & Staff
  - Community Outreach Reports & Open Discussion on Public Safety
  - Pending Policy / Ordinance Changes
13. Adjournment

<p>The Lakewood Police Station is accessible to persons with disabilities. Persons requesting special accommodations or language interpreters should contact Joanna Nichols, 830-5002, as soon as possible in advance of the meeting so that an attempt to provide the special accommodations can be made.</p>
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## PUBLIC SAFETY ADVISORY COMMITTEE

Regular Meeting Minutes  
Wednesday, December 4, 2019  
Lakewood Police Department  
9401 Lakewood Drive SW  
Lakewood, WA 98499

### CALL TO ORDER

The meeting was called to order at 5:16 p.m.

### ROLL CALL

Public Safety Advisory Committee Members Present: Alan Hart, James Hairston, Ken Witkoe, Ray Dotson, and Mark Terry

Public Safety Advisory Committee Members Excused: Mark Peila

Public Safety Advisory Committee Members Absent: None

City Councilmember Present: Councilmember Marie Barth

Fire Department Staff Present: No one from Fire Department able to attend. Santa Holiday event same day/time.

Lakewood Youth Council Present: No one from Lakewood Youth Council present.

Staff Present: Chief Mike Zaro and Committee Staff Support; Joanna Nichols, Administrative Assistant

### APPROVAL OF MINUTES

Ray Dotson motioned to approve October's meeting minutes. All ayes; minutes were approved.

## PUBLIC COMMENT

No public comments.

## CITY COUNCIL LIAISON COMMENTS

Councilmember Marie Barth asked if there were any questions about the bike lane maps she had sent to Joanna Nichols for distribution prior to the meeting. No one had any questions.

This was Councilmember Marie Barth's last meeting and everyone thanked her for her service to the City and the Committee.

## FIRE CHIEF COMMENTS

No one from Fire Department was able to be present as they had a holiday event scheduled for the same evening.

## POLICE CHIEF COMMENTS

Chief Michael Zaro discussed the Fallen Officer Food Drive numbers (16,000 pounds of food, \$20,000 and 45 blood donations), as well as the Remembrance Ceremony on November 29<sup>th</sup>. Chief Zaro shared the upcoming speed emphasis for the month of December and the Bike Patrol Retail Theft emphasis scheduled for Black Friday.

Chief Michael Zaro discussed some recent cases to include the currently closed Déjà Vu business. Discussion ensued.

## YOUTH COUNCIL COMMENTS

No one from Youth Council was present.

## UNFINISHED BUSINESS

The fireworks letter of recommendation was discussed. James Hairston made a motion to approve the letter as written. All ayes; letter will be sent to Briana Schumacher for City Council.

Ken Witkoe stated that he would be interested in finding a way to educate the public on alternative options regarding the fireworks. Chief Michael Zaro stated he would ask Communications Director Brynn Grimley if she could add it to a Connections Magazine issue, as well as putting it out on social media. Mr. Witkoe also asked about the City providing "media kits" that PSAC members could take to the Neighborhood Association Meetings to educate people directly. Chief Zaro stated it would be possible to take whatever we put out on

social media and create a “packet” or hard copy for this purpose, and we would work on that closer to July, probably around June.

Bicycle traffic safety was also discussed again, and it was requested that perhaps more education of the public could happen regarding that, also. Chief Zaro stated he would put that request in to Brynn Grimley, as well, for a future Connections Magazine issue.

### NEW BUSINESS

Ken Witkoe stated that they needed to complete the Work Plan for 2020. Discussion ensued. It was agreed to add the fireworks letter, adult family homes and the various train and traffic safety issues which have cropped up since it was announced that the trains would be coming through Lakewood, under accomplishments. For next year’s work plan it was agreed to list PSAC recruitment and infrastructure safety issues as areas of focus. Each meeting was discussed and every month was filled except August.

Ken Witkoe discussed the By-Laws and Mission Statement for PSAC, with a question regarding the idea of becoming an ad-hoc committee. Discussion ensued. It was agreed that going to every other month was a great place to start in regards to feeling useful and not wasteful of everyone’s valuable time. While issues for PSAC to tackle may not be plentiful at the moment, there are times that PSAC input and outreach will be needed, and it is important to have a committee in place for those times. It was also agreed that recruitment effort for the committee is important, and something each member should be assisting with, as well as outreach via the Neighborhood Association Meetings.

Ken Witkoe asked if Alan Hart would be willing to head up an organization effort for the Neighborhood Association Meeting outreach. Mr. Hart agreed. It was requested that Joanna Nichols confirm those meetings which are active versus dormant. Councilmember Marie Barth suggested that each member actively commit to attending the Neighborhood Association meetings, ask to be placed on the agenda’s in January/February, and bring PSAC applications with them to let it be known that they are actively recruiting for the Committee.

### REPORTS FROM BOARD MEMBERS & STAFF

Members discussed their Neighborhood Associations, as applicable. Ken Witkoe read Michael Arnett’s last report from Lake City into the record.

ADJOURNMENT

Alan Hart motioned to adjourn the meeting; all ayes. Meeting adjourned at 6:39 p.m.

Public Safety Advisory Committee:

Attest:

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Ken Witkoe, Chair

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Joanna Nichols, Secretary

DRAFT

**PSAC 2019/2020**  
**WORK PLAN AND SIGNIFICANT ACCOMPLISHMENTS**

**Members:**

Chair Ken Witkoe  
Vice-Chair James Hairston  
Alan Hart  
Mark Peila

Mark Terry  
Ray Dotson

**Council Liaison:**

Councilmember TBD

**City Staff Support:**

Chief Michael Zaro  
Admin Assistant Joanna Nichols

**Meeting Schedule:**

1<sup>st</sup> Wednesday, every other month, 5:15 p.m., Police Department

**Accomplishments:**

Date	Topic(s)
12/16/19	Fireworks Recommendation letter to City Council submitted
	Gathered and evaluated information regarding Adult Family Homes. Conclusion: the City is being as proactive as they can be and nothing more can be done via PSAC.
	Worked with City engineers/Public Works regarding train tracks/safety concerns, to include discussion of possible solutions and specific concerns such as Clover Creek train intersection. It is an on-going challenge that the City is staying on top of as best they can.

**(Current Year) Work Plan:**

1.	Recruitment
2.	Energize Neighborhood Associations
3.	Infrastructure Safety Issues
4.	
5.	
6.	

## Public Safety Advisory Committee (PSAC) 2020 ANNUAL WORK PLAN AND MEETING SCHEDULE

**Members:**

Chair Ken Witkoe

Vice Chair James Hairston

Mark Peila

Mark Terry

Ray Dotson

Alan Hart

**Council Liaison:**

Councilmember Michael Brandstetter

**City Staff Support:**

Police Chief Michael Zaro

Administrative Assistant Joanna Nichols

**Meeting Schedule:**1<sup>st</sup> Wednesday of every other month, 5:15 p.m., Lakewood Police Station**2020 Work Plan:**

1.	Recruitment
2.	Infrastructure Safety Issues
3.	
4.	
5.	
6.	

Date	Topic(s)
2/5	Western State Hospital and SummerFest Prep
4/1	Reserve Program Presentation and SummerFest Prep
6/3	Coalition Presentation and Final SummerFest Prep
8/5	
10/7	Election and Work Plan for 2021
12/2	Work Plan and Joint Meeting Prep

**Special Events:**

Date	Event
May 5	Pierce County Law Enforcement Memorial (6 p.m. at Sharon McGavick Center)
June 22	City Council/PSAC Joint Study Session
July 11	SummerFest

		<u>Can and will attend</u>	<u>Cannot attend</u>
<b>Tillicum/Woodbrook</b> Tillicum American Lake Gardens Community Center 14916 Washington Ave SW 6:30 p.m. 1st Thursday of the Month	<b>Active</b>		Ken Witkoe
<b>Lake City</b> West Pierce Fire Station 22 8517 Washington Blvd. 7 p.m. 2nd Thursday of the Month	<b>Active</b>	(back up) Mark Peila	
<b>Lakeview</b> West Pierce Fire Station 20 10928 Pacific Hwy SW Moved to “ad-hoc” meeting	<b>Semi-active</b>	<b>Will notify when meeting</b>	
<b>Springbrook/Pacific</b> Centerforce 5204 Solberg Dr SW 6 p.m. 3rd Thursday of the month	<b>In hibernation</b>	<b>No rep needed</b>	
<b>North Lakewood</b> Elks Lodge 6313 75th St W, Lakewood 7 p.m. on the 4th Tuesday, every other month (Jan, Mar, May, Jul, Sep, Nov	<b>Active</b>	Mark Peila Ken Witkoe	
<b>Northeast</b> West Pierce Fire Station 20 10928 Pacific Hwy SW 7 p.m. 3rd Tuesday of the Month	<b>In hibernation</b>	<b>No rep needed</b>	
<b>Springbrook Connections</b> Centerforce 5204 Solberg Dr SW 2 p.m. 2nd Thursday of the month	<b>Active</b>		

1/14/2020





### SummerFEST Vendor Application

This one day festival attracts over 40,000 people.

Date: Saturday, July 11, 2020

Festival Time: 10:00 am-12:00 am

### **All Vendors Must Operate from 10:00am – 8:00pm**

Location: Fort Steilacoom Park 8714 87th St SW, Lakewood, WA 98498

Contact: Sally Gilpin Martinez 253.983.7758 [smartinez@cityoflakewood.us](mailto:smartinez@cityoflakewood.us)

**Like and Follow us on Facebook and visit our website to stay up to date:**

<https://www.facebook.com/LakewoodWA/>

<https://cityoflakewood.us/summerfest/>

#### Vendor Information & Guidelines

Vendors are selected based on quality and presentation of merchandise and appropriate fit with the spirit of the Festival. *We will only accept hard-copy applications* mailed or delivered to Lakewood City Hall. **We cannot accept applications through email.**

Passport to Sports & Art	<b>\$150</b>	Quality Sports Activity or Art project with attention to serving people of all ages and abilities. Requires enough staff for quality control, safety and optimal experience. In return passport partners get their logo on the Passport given to all festival goers and are highlighted in Connections Magazine to 30,000 households. If new, call Sally at 253.983.7758 for verbal approval first.
Market Vendor Booth Fee		Commercially produced products.
10'x 10'	<b>\$150</b>	
10'x 20'	<b>\$300</b>	
Crafters & Artisans Vendor Booth Fee		Any vendor selling handmade items, jewelry, art, specialty food products that are pre-packaged, etc.
10'x 10'	<b>\$100</b>	
10'x 20'	<b>\$200</b>	
Non-Profit Booth fee		Must provide quality hands on activity for a minimum of 200 youth and families. <b>Please include description in this application.</b>
10'x 10'	<b>\$25</b>	
10'x 20'	<b>\$50</b>	
<b>Application Fee (non-refundable)</b>	<b>\$25</b>	Upon turning in application <b>include</b> the full fee.

**Deadline for application and fees, May 15 2020.**

**Total Fees Enclosed (include application fee): \$ \_\_\_\_\_**

Please MAIL or Hand Deliver your application and check to City of Lakewood Attn: Sally Martinez  
Lakewood City Hall, 6000 Main Street SW 98499. Checks payable to City of Lakewood.

**SummerFEST 2020 Vendor Application**

**Name of Business:** \_\_\_\_\_

Company (Name you want listed): \_\_\_\_\_

Unified Business Identifier (U.B.I.) Number: \_\_\_\_\_ issued by Washington State  
Department of Licensing: (800) 451-7985 or <http://business.wa.gov/BLS> APPLICATION WILL NOT BE  
PROCESSED WITHOUT THIS U.B.I. NUMBER!

**Authorized Representative Name:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: (\_\_\_\_) \_\_\_\_\_ Alternative Phone Number: (\_\_\_\_) \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Check Vendor Type: Crafter/Artisan\_\_\_\_, Market\_\_\_\_, Non-Profit\_\_\_\_

Have you been a vendor at SummerFEST before? Yes\_\_\_\_ No\_\_\_\_

Booth/canopy Size (check one): 10x10 \_\_\_\_\_ 10x20 \_\_\_\_\_

**Passport to Sports/Art:** Size of space needed: \_\_\_\_\_

WE NEED YOUR HELP! Please include a listing and brochure if available, of the products you intend to sell or display. Be specific. These listings are extremely important, as they help market your booth, and reduce duplications or over-saturation of the vendors. **We do not grant exclusivity for any products.**

\*If you decide not to include the product listings, we consider the application as incomplete.

**List products/Activity:**

**There is no electricity;** will you be bringing a generator? Yes \_\_\_\_ No \_\_\_\_ If yes, what size? \_\_\_\_\_

**\*There is no water or electricity available at Fort Steilacoom Park so you must bring your own generator if electricity is required.**

Comments- Provide any additional information that will help us better understand your specific needs:

### Waiver of Liability Release

I assume all risks and hazards incidental to such participation including any damage or loss to myself, my employees/volunteers, my booth and/or my inventory. I hereby waive, release, absolve, indemnify and agree to hold harmless the City of Lakewood, City of Lakewood Parks, Recreation and Community Services Department, event partners, supervisors, staff and volunteers for any claim arising from injury to myself, my staff/volunteers and/or my belongings. Furthermore, in case of any emergency, if I should require medical attention, I give permission for a City of Lakewood representative, or the representative's designee, to secure the emergency medical attention required. Any direction to the contrary should be attached to this form and signed. I agree that pictures taken during the program hours may be used for promotional purposes. Additionally, I do \_\_\_\_/ do not \_\_\_\_ give permission to the City of Lakewood staff to release my name and mailing address to other public entities hosting or planning to host an event similar in nature. By signing here I am stating that I have read and understand all pages of this vendor application packet including the event information, vendor descriptions, vendor fee schedule, vendor requirements, vendor rules and regulations, set-up and tear-down instructions and refund policy. I also understand that I have not been promised exclusivity for my products and/or services and that my submission of this application and payment does not guarantee my participation in SummerFEST. I agree that I will not bring my vehicle into the vendor area before 8pm for breakdown.

By signing you agree to the Waiver of Liability Release and confirm that you have read the Rules and Regulations below.

Contact Person's Signature \_\_\_\_\_ Date: \_\_\_\_\_

***(For office use only)***

Date application received \_\_\_\_\_

Application Approved \_\_\_\_ Declined \_\_\_\_



**SummerFEST 2020 Rules and Regulations - Please keep this portion of the application for your records**

Date: Saturday, July 11, 2020

Festival Time: 10:00am-12:00am **Vendor time: 10am – 8pm**

Vendor Set Up Time: 6:30am – 9:30am (**ALL VEHICLES MUST BE OFF THE FIELD BY 9:30AM**)

Location: Fort Steilacoom Park 8714 87th St SW, Lakewood, WA 98499

Market Vendors operate from 10:00am – 8:00pm

Contact: Sally Gilpin Martinez 253.983.7758 [smartinez@cityoflakewood.us](mailto:smartinez@cityoflakewood.us)

Summerfest website: [www.cityoflakewood.us](http://www.cityoflakewood.us) under “events”

**Rules and Regulations**

- ***Vendors must provide their own canopies, 10lbs weights for each leg, tables, chairs, tie-downs and other equipment.***
- SummerFEST is a public, family friendly event. The Vendor Committee reserves the right to refuse and prohibit any products/service from being sold or distributed.
- The Event Director’s actions and decisions are final.
- The SummerFEST Committee, staff, volunteers and partners are not responsible for any and all losses or damages of product or property associated with SummerFEST.
- ***No refunds will be given*** once you are accepted (including application and booth fee.) If your application is denied, your check will be mailed back to you minus the application fee of \$25.
- All vendors must have vehicles off the field by 9:30am and be set up by **10am**.
- Staff will do their best to reduce duplications or over-saturation of the vendors. **We do not grant exclusivity for any products**

**Event vendors will comply with the following conduct and responsibility requirements:**

- Event vendors will ensure that they and their volunteers conduct themselves in a personable and businesslike manner with customers, event staff/volunteers, public and other vendors.
- All music and noises are to be kept at a comfortable level and are not to bother surrounding vendors.
- All vendors are to stay within their booth space.
- All vendors are to have their booth staffed at all times.
- All vendors will keep their vendor spaces clean and help to keep the premises clear of litter.
- If any vendor should, at any given time, present him/herself in a manner contrary to these rules and regulations, or in a hazardous or offensive manner to the public, other vendors, staff, volunteers, etc, will, upon request of festival staff, immediately stop the offending conduct. Failure to immediately comply will be just cause for revoking a vendor’s permit and his/her removal from the event. No refunds will be given.