



City of Yachats

## EMERGENCY PREPAREDNESS COMMITTEE

December 5, 2019

### Approved Minutes

#### **I. Call to Order**

Vice Chair Tracy Crews called the December 5, 2019 meeting of the Emergency Preparedness Committee at 3:00 pm in Room 1 of the Yachats Commons. Members present: Tracy Crews, Don Groth, Tom Fisher, James Sanders, and Jill Asch (after minutes vote). Absent: Rick McClung, James Sanders, and Max Glenn. Staff Present: Clerk Kimmie Jackson. Audience: 2.

#### **II. Minutes**

##### **A. October 3, 2019**

Bennett moved to approve the November 7, 2019 meeting minutes as presented: Aye – 4; No – 0.

#### **III. Announcements**

#### **III. Business**

##### **A. Membership – W. John Moore**

Moore stated he wanted to be part of the Committee because of the importance of issues that come before the Committee. He learned at a League of Oregon Cities meeting that it was important for mayors to be part of Emergency Preparedness and to know the procedures for emergencies. Moore reported he completed course IS-100 and will complete the other online classes soon.

Bennett reported that the process in the EOP that was used for the Table Top exercise seemed to work.

Moore reported Drew Roslund indicated they had extra blankets that could be stored for emergency use.

Bennett moved to appoint W. John Moore to the Emergency Preparedness Committee: Aye – 5; No – 0.

##### **B. Storage Containers**

1 Clerk Kimmie Jackson handed out a list of supplies in the containers. Fisher stated the need for  
2 a new location for the south container still needs to be found. Jackson believed there was  
3 authorization to purchase a new container. Groth noted there was \$7,000 in the fund for the  
4 current year. Groth recalled that McClung has wanted to replace the north container as well.  
5 Jackson noted they would need electrical service to the new location. Groth noted the issue with  
6 having the container next to the water tank was if the water tank failed and caused damage to the  
7 container and the contents.

8  
9 Jackson recalled that the previous City Recorder purchased items each year for the containers.  
10 Asch reported she and Sanders could get discounted rates on the 29-year meal packs. Crews  
11 reported the South Beach group has colored coded the boxes in the containers to easily identify  
12 purposes, such as medical or food. She indicated the group was compiling a report on best  
13 practices for supplies in the container.

14  
15 Bennett stated they Committee had asked for cost centers for Emergency Preparedness  
16 operations and CIPs. Moore indicated he would raise the issue at the next Finance Committee  
17 meeting.

18  
19 Asch asserted that one container on the north end of the City was not enough. She also stressed  
20 the importance of organizing neighborhoods to ascertain what equipment and supplies were  
21 available. Asch stressed the importance of having something to sanitize water.

22  
23 Crews noted the Committee had discussed using some of the transient lodging tax to cover  
24 supplies and requiring vacation rentals to have a three-day go bag.

25  
26 Crews indicated they could talk with McClung about plans for the storage containers. Crews  
27 also wanted to set some time to examine what boxes were needed and when they could order  
28 them. Jackson indicated the City has an account with Uline and Buckwald can order them.  
29 Crews suggested they discuss this issue at the next meeting.

### 30 31 **C. Emergency Management Call List**

32 Moore reported the City Manager had provided Councilors with an emergency contact list.

33  
34 Bennett noted they also need to ensure that the emergency contact list needed to be consistent  
35 with what was on file in Salem's 911 Center and the Lincoln County Sheriff's Office. Jackson  
36 indicated she would ask Jenny Demaris if she had sent the information to Salem. Jackson noted  
37 she and the City Manager no longer live within the City limits.

38  
39 Jackson indicated she would check with the City Manager about who would be contacting the  
40 Red Cross to establish a shelter. Bennett noted the person to contact the Red Cross would be  
41 whomever was in charge of the Emergency Operations Center.

42  
43 Bennett recalled that they were needing a list of people who can be called to assist with  
44 operations. Jackson recalled the City had started a list of people who replied to an article in the  
45 Newsletter that could be used as a starting point.

1 Manager Beaucaire reported that there was a cabinet in the Commons kitchen that was labeled  
2 “Emergency Preparedness” that was leaking a black substance. She indicated they located the  
3 keys and found canned tomatoes that were leaking and a dead mouse. She noted there was also  
4 mold. She reported she had a pest control person in to properly clean the cabinet. Bennett did  
5 not recall ever storing emergency food in the Commons.

6  
7 Crews recalled Joan Davies had gotten some surplus food to store. No staff or Committee  
8 members knew of where those items might be located.

9  
10 Asch stated that she learned at the CERT training that the City could open a shelter before the  
11 Red Cross set up.

12  
13 **D. Moving meeting to 2:00 pm**

14 Moore indicated he and Glenn have a standing meeting with the City Manager at 4:00 pm.

15  
16 Fisher moved to change the time of Emergency Preparedness meetings to 2:00 pm on the first  
17 Thursday of the month.

18  
19 **E. Jill Asch Application for membership – previously appointed.**

20  
21  
22 **IV. Other Business**

23 **A. From the Committee**

24 Bennett stated his handout was the narrative that would be included with the upcoming budget.  
25 Moore asked if the Committee wanted this information included with the Commission Rules  
26 document. Bennett explained this information was more about goals and what Emergency  
27 Preparedness wanted in the budget documents.

28  
29 Moore moved to approve the language for the Emergency Preparedness goals and functions for  
30 the budget document: 6-0

31 Fisher asked how the new Fire Station should be incorporated in the Tsunami evacuation routes.  
32 Bennett indicated they need to update the maps.

33  
34 **B. From Staff**

35 Jackson indicated she would talk to the City Manager about her future role with Emergency  
36 Preparedness.

37  
38 Crews adjourned the meeting at the meeting at 4:01 pm.

39  
40  
41  
42 \_\_\_\_\_  
43 Rick McClung Date

44  
45 Minutes prepared by H H Anderson on November 18, 2019  
46