

1. Agenda

Documents:

[2020-02-06 Emergency Preparedness Agenda.pdf](#)

2. Meeting Materials

Documents:

[2019-12-05 Emergency Preparedness Minutes.pdf](#)



CITY OF YACHATS

Emergency Preparedness Committee
441 Hwy 101 N., Yachats Commons, Room 3
Thursday February 6, 2020 at 2:00pm

AGENDA

- I. Call to Order
- II. Approve Minutes December 5, 2019; January 2020 meeting was cancelled
- III. Business
 - 1. Update assembly area sign map
 - 2. Potential grants
 - 3. Create maintenance schedule for Conex's supplies
- IV. Other Business
 - a. From the Committee
 - b. From the Staff

This is a sub-committee working on behalf of Public Works & Streets Commission. This meeting is open to the public and interested citizens are invited to attend. This is not a community forum; audience participation is at the discretion of the sub-committee members.

This meeting is open to the public and all interested persons are invited to attend. This meeting will be audio taped. All items to be considered by the Commission must be submitted to City Hall no later than one week prior to the meeting. Minutes of all public meetings are available for review at City Hall, or on the City website at www.yachatsoregon.org.

In accordance with ORS 192.630, City of Yachats will make a good faith effort to provide accommodations for any person desiring to attend a public meeting, if the request is made at least 48 hours in advance of the meeting time. The meeting room is physically accessible to persons with mobility devices; a sign language or foreign language interpreter may be available, with advance notice. Call City Hall at 541- 547-3565 or Oregon Relay 1-800-735-2900 (TDD) two days in advance.

Posted:01/31/20





City of Yachats

EMERGENCY PREPAREDNESS COMMITTEE

December 5, 2019

Draft 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 - none

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 to Moore that the process set forth in the Emergency Operations Plan (EOP) that was used for the Table Top exercise seemed to work.

Moore reported Drew Roslund indicated the Overleaf/Fireside had extra blankets that could be stored for emergency use. Asch added that she had numerous of the silver emergency blankets.

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

B. Storage Containers

Clerk Kimmie Jackson handed out a list of supplies in the containers. Fisher stated the need for a new location for the south container still needs to be found. Jackson believed there was authorization to purchase a new container. Groth noted there was \$7,000 in the fund for the

1 current year. Groth recalled that McClung has wanted to replace the north container as well.
2 Jackson noted they would need electrical service to the new location. Groth noted the issue with
3 having the container next to the water tank was if the water tank failed and caused damage to the
4 container and the contents. Commissions discussed the costs associated with new containers.

5
6 Jackson recalled that the previous City Recorder purchased items each year for the containers.
7 Asch reported she and Sanders could get discounted rates on the 29-year meal packs. Crews
8 reported the South Beach group has colored coded the boxes in the containers to easily identify
9 purposes, such as medical or food. She indicated the group was compiling a report on best
10 practices for supplies in the container.

11
12 Bennett stated the Committee had asked for cost centers for Emergency Preparedness operations
13 and CIPs. Moore indicated he would raise the issue at the next Finance Committee meeting.

14
15 Asch asserted that one container on the north end of the City was not enough. Crews indicated
16 the population can reach 4,000 at peak times in the summer. Asch also stressed the importance of
17 organizing neighborhoods to ascertain what equipment and supplies were available. Asch
18 stressed the importance of having something to sanitize water.

19
20 Crews noted the Committee had discussed using some of the transient lodging tax to cover
21 supplies and requiring vacation rentals to have a three-day go bag.

22
23 Crews indicated they could talk with McClung about plans for the storage containers. Crews
24 also wanted to set some time to examine what boxes were needed and when they could order
25 them. Jackson indicated the City has an account with Uline and Buckwald can order them.
26 Crews suggested they discuss this issue at the next meeting.

27 28 **C. Emergency Management Call List**

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

30
31 Bennett noted they also need to ensure that the emergency contact list needed to be consistent
32 with what was on file in Salem's 911 Center and the Lincoln County Sheriff's Office. Jackson
33 indicated she would ask Jenny Demaris if she had sent the information to Salem. Jackson noted
34 she and the City Manager no longer live within the City limits.

35
36 Jackson indicated she would check with the City Manager about who would be contacting the
37 Red Cross to establish a shelter. Bennett noted the person to contact the Red Cross would be
38 whomever was in charge of the Emergency Operations Center.

39
40 Bennett recalled that they were needing a list of people who can be called to assist with
41 operations. Jackson recalled the City had started a list of people who replied to an article in the
42 Newsletter that could be used as a starting point.

43
44 Manager Beaucaire reported that there was a cabinet in the Commons kitchen that was labeled
45 "Emergency Preparedness" that was leaking a black substance. She indicated they located the
46 keys and found canned tomatoes that were leaking and dead mice. She noted there was also

1 mold. She reported she had a pest control person properly clean the cabinet. Bennett did not
2 recall ever storing emergency food in the Commons.

3
4 Crews recalled Joan Davies had gotten some surplus food to store. No staff or Committee
5 members knew of where those items might be located.

6
7 Asch stated that she learned at the CERT training that the City could open a shelter before the
8 Red Cross set up.

9
10 **D. Moving meeting to 2:00 pm**

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

12
13 Fisher moved to change the time of Emergency Preparedness meetings to 2:00 pm on the first
14 Thursday of the month.

15
16 **E. Jill Asch Application for membership** – previously appointed.

17
18
19 **IV. Other Business**

20 **A. From the Committee**

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

25
26 Moore moved to approve the language for the Emergency Preparedness goals and functions for
27 the budget document: Aye – 6; No – 0.

28
29 Fisher asked how the new Fire Station should be incorporated in the Tsunami evacuation route
30 maps. Bennett indicated they need to update the maps.

31
32 **B. From Staff**

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

35
36 Crews adjourned the meeting at the meeting at 4:01 pm.

37
38
39
40
41 _____
Rick McClung

Date

42
43 Minutes prepared by H H Anderson on December 16, 2019
44