



City of Yachats

EMERGENCY PREPAREDNESS COMMITTEE

March 5, 2020

Approved Minutes

I. Call to Order

Rick McClung called the March 5, 2020 meeting of the Emergency Preparedness Committee at 2:00 pm in Room 1 of the Yachats Commons. Members present: Tracy Crews, Tom Fisher, James Sanders, W. John Moore, Don Groth, Max Glenn and Bob Bennett. Absent: Jill Asch. Staff Present: City Manager Shannon Beaucaire. Audience: 1.

II. Approve Minutes of February 6, 2020

Bennett moved to approve the February 6, 2020 minutes as presented: Aye – 8; No – 0.

III. Business

A. Lincoln County Emergency Management, Jenny Demaris

Jenny Demaris, Lincoln County Emergency Manager, presented a slideshow on Covid-19. She indicated she was asked to come talk about pre-planning for Covid-19. She stated she and her coworkers prepared a training to help with business continuity planning. She indicated if the City can answer all of the questions, they will be prepared.

The major steps include:

- Stay Informed: day, time frequency, source trustworthiness, process for updates
- Essential Functions and Key Personnel: legal mandates, grant obligations, human resource requirements or limits, main functions to cover, key positions
- Resource Assessment - Supplies: conservation, alternatives, stockpiles
Do you need to order more in advance?
Orders taking longer to fulfill
- Resource Assessment – Staff: leadership line of succession, cross training staff, alternate staffing patterns, Telecommuting, Personal Protective Equipment (PPP)
Can staff work at night to take care of family during day
- Sheltering in Place/Telecommuting: food-water-supplies for 14 days, redundant methods of communication, pets, work related access to supplies and information

- 1 • Communications: methods, bridging gaps, schedules, legally required meetings,
2 digital files, client groups
- 3 • Communications – Notifications: reduce stigma and marginalization, guidance on
4 self-monitoring and self-care, posting signs (especially at entrances and
5 bathrooms), digital information by email, printed copies, hand sanitizer (don't
6 touch your face and wash your hands)
- 7 • Financial Considerations: qualify for reimbursements, documentation of activities,
8 documentation of expenses, documentation of mutual aid agreements,
9 contingency fund, specific fiscal responsibilities (e.g., payroll, procurement, etc.)
- 10 • Alternate Plans Assessment: increasing travel restrictions, consideration of
11 cancellations, disinfecting practices, conservation and optimization.
12

13 Demaris explained the information that is available on the County website and provided
14 links to the Oregon Health Authority page and the CDC. She noted that people can call
15 211 to connect with the Oregon Health Authority and get updates. She highlighted the
16 data that is available from various information sources, such as Johns Hopkins.
17

18 Fisher clarified that Public Health determines whether someone has to stay home.
19 Groth clarified the County got an information packet to Sea Aire.
20

21 Crews asked Demaris to share information about what might be required given the high
22 elderly population in Yachats. Demaris stated County Health can assist in providing
23 resources for people sheltering in place for 14 days. They also have ways to check to
24 see if people are OK when they are living alone and to deliver medications or food.
25 Manager Beaucaire asked if there are best practices around pre-emptive actions such
26 as closing facilities, deep-cleaning, disinfecting, and the like. Demaris indicated they
27 are still collecting data to formulate best practices. Demaris noted that increasing the
28 frequency of what people already do for health protections could be useful. Groth
29 clarified there are different requirements for child care facilities. Manager Beaucaire
30 indicated some of the supplies are currently on backorder. Demaris explained the
31 process they will use to prioritize to see who first get the supplies once they are
32 available.
33

34 Crews clarified that the County wants people to call 211 rather than use the County
35 hotline. Crews indicated she had a fact sheet that would be excellent to include with the
36 next water bill mailing. Demaris stated they were creating a series of videos done by
37 local experts that will soon be available.
38

39 **B. Emergency Container Tub Costs**

40 Jackson will have this information at the next meeting.
41

42 **C. Emergency Shelter Workshop**

43 Sanders stated he attended the City of Newport sheltering training. He learned that any
44 group can decide to set up a shelter as long as they have the necessary resources. He
45 also noted these groups can get the Red Cross involved. He reported that the
46 recommendation was to have local people to get a shelter started and the Red Cross

1 would send their people as soon as they could. Bennett stated the Red Cross told him
2 that there were certain requirements to meet to be called a shelter. Sanders had a
3 guide provided at the training. Sanders stated the trainers were open to answering
4 questions or even providing additional training.

5
6 Sanders stated that someone needs to have the authority to start a shelter and that
7 person should have some knowledge of how to proceed. Bennett suggested having a
8 facilitator come in to help a group prepare and to involve Facilities Manager Hoen in the
9 process.

10
11 Glenn indicated he was asked to find out whom from the Red Cross they need to
12 contact to get more information.

13
14 McClung indicated he found a checklist in the EOP for Public Health. He noted Hoen
15 had contacted him about what was in the EOP for something like a Coronavirus
16 outbreak. Fisher noted that Coronavirus will not be the only virus to have an outbreak.
17 Bennett suggested they work with the Fire Department as their facility would likely
18 remain after an earthquake event.

19 20 **D. Status Check on Way Finding Grant**

21 Moore stated that the grant application for signage is still pending. McClung stated he
22 asked for signage to direct people from the beach to the hillside. Bennett stated there
23 were still two assembly signs needed (Horizon Hill and the Fire Department).

24 25 **E. Animal Shelter Information and Newport Containers**

26 Crews reported at 10:30 on April 2, 2020, she has lined up people to open up Safe
27 Haven to examine the containers. Between 12:00 and 1:00 pm where Laura Braxling
28 will make a presentation on preparedness and aftercare for pets at Hatfield. Crews
29 indicated they could meet at the parking area underneath the bridge at 10:30. Crews
30 also noted Braxling was willing to do a public presentation in Yachats. Crews will
31 investigate having another date to have these events giving that not many members
32 were able to go on April 2, 2020.

33 34 **IV. Other Business**

35 **A. From the Commission** - none

36 **B. From Staff** - none

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38 McClung adjourned the meeting at the meeting at 3:09 pm.

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43 _____
Rick McClung Date

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45 Minutes prepared by H H Anderson on April 11, 2020