



City of Yachats

EMERGENCY PREPAREDNESS COMMITTEE

August 6, 2020

Draft Minutes

I. Call to Order

Rick McClung called the August 6, 2020 meeting of the Emergency Preparedness Committee at 2:00 pm via Zoom. Members present: Tracy Crews, Don Groth, Max Glenn, and Bob Bennett. Absent: John Moore, Jill Asch, Tom Fisher, and James Sanders. Staff present: Deputy Recorder Kimmie Jackson. Audience: 1.

II. Approve Minutes of July 2, 2020

Groth moved to approve the July 2, 2020 minutes as presented: Aye – 5; No – 0.

III. Business

A. South Beach Emergency Caches - Cinamon Moffett

Cinamon Moffett stated she volunteered with the South Beach Community Disaster Cache group consisting of volunteers and local businesses in the area that manage the Safe Haven Hill Disaster Caches. She presented information to the Committee with a slide show including topics of starting points, inventory, storage, site plan,

She explained Phase I planning addresses needs in the first two days. She noted that they have received funding from grants and agencies and were working to learn to write for additional grants.

Moffett explained all of the aspects they planned for given the groups they were serving. They identified and what and how much supplies would be needed. She highlighted they also looked at what was needed to support the supplies, such as cups or some way to distribute the water from fifty-gallon drums. Crews added that this planning was just for the first two days as evacuees would move to a red cross shelter. Groth suggested Yachats establish a base camp south of the bridge in addition to the fire station base camp. Moffett indicate she had an excel sheet of their inventory.

Moffett explained how they established how much space they would need in containers and the size of the containers. She highlighted that they are storing items on top of the water barrels. She explained they mark items with colored duct tape and the containers are organized by putting what would be needed first nearest the doors. She indicated they deliberately chose to organize by need rather than where it would fit.

1 Moffett explained they have a code-accessed lock box that contain the keys for the
2 containers any other locks. She stated her wish was to have a lock box that would open
3 with an accelerometer which would automatically drop a key upon shaking. McClung
4 clarified she did not know of commercial ones and was hoping someone local could
5 build it.

6
7 Moffett explained they wanted a site plan so they did not end up with situations such as
8 having the medical tent next to the latrine. She highlighted some of their nuanced
9 planning for issues like children arriving without their parents. Crews added they have
10 also planned for pets and items such as muzzles for dogs who do not get along. Moffett
11 added that stray dogs would likely make their way to high ground.

12
13 Moffett stated that a manual is being prepared to help people organize and deploy with
14 command binders. She provided an example of food protocol. Crews stated as this
15 was a phase one site, the cooking is set up at the Community College.

16
17 Moffett explained how the manage who owns items in the cache and conduct
18 maintenance.

19
20 Moffett indicated they have been fortunate to have high community buy-in and
21 participation in drills.

22
23 Moffett reported they were changing their maps as Hatfield has built a vertical
24 evacuation building. McClung clarified that the building is rated XXL/9+. Crews
25 reviewed discussions they have been having about how they get off the rooftop with
26 items such as drop ladders and inflatable slides. Moffett added that DOGAMI has
27 indicated Safe Haven Hill would likely have steep banks at the bottom which would
28 require ropes to get down.

29
30 Glenn asked Moffett how much time she spent on this work. Moffett indicated that
31 emergency management was 5% of her time, and often she spent more on the topic,
32 especially with the new building. She added they get support from nearby groups.

33
34 Crews explained that Hatfield has an Oregon Coast Quest Program, where quests are
35 established to help educate people. One quest leads people up to Safe Haven Hill.
36 Moffett added they are still adding supplies to the containers as they were currently at a
37 level to serve about 2000 people.

38
39 Bennett noted the evacuation arrows on the maps and clarified that these were the
40 DOGAMI maps. Moffett indicated these were the newest DOGAMI neighborhood maps.

41
42 Moffett and Bennett discussed personnel changes at DOGAMI that could impact
43 updating and producing maps.

44
45 Moffett showed the first page of the command binder in the “open me first” box in the
46 cache.

1
2 Jackson clarified with Moffett that some of her plans were based on FEMA documents
3 but some she created for the coastal environment. Groth clarified that Yachats can work
4 from these files.

5
6 Committee members thanked Moffett for her presentation and excellent work.
7

8 **B. National Incident Management System**

9 Jackson opened the National Incident Management System (NIMS) document on the
10 courses that people should take. Crews noted Manager Beaucaire and McClung have
11 taken the courses and the recommendation was that Committee members take the
12 basic level course. Bennett indicated he had taken courses and speculated he might
13 need to do some refresher class.
14

15 Crews noted the link for the FEMA page with the courses was broken. She suggested
16 they all take the 100 and 700 courses.
17

18 Groth indicated he had not seen the NIMS compliance form. The Committee noted the
19 Operations Plan in the packet was a working document dated July 27, 2020. Bennett
20 reviewed the history of updating the Emergency Operations Plan. Groth suggested
21 someone could compare the documents to see if the latest Yachats version was
22 consistent with this County document. Bennett indicated he would compare the two
23 documents.
24

25 Bennett noted while they agreed to have the fire station as the base station, they need
26 to get the coordinates to send to relevant parties and they need to have Public Works
27 talk to the Fire Department where to locate the evacuation signs at the fire station.
28 Bennett indicated he could raise the issue at the next Fire Board meeting.
29

30 Crews asked if a memo of understanding with the Fire District was needed for placing
31 the cache at the fire station. Bennett believe they would. Groth added that the fire
32 station likely has a supply storage area and the City could provide funds to add to that
33 caches. Crews noted that having the fire station serve this purpose would help show
34 the importance of that facility to the public.
35

36 Glenn stated he recently learned that the City owns one of the tax lots that the old fire
37 station was on.
38

39 Groth noted that they still need to address the long-term approach to sheltering people
40 on the south end of town and whether those people could get to the fire station. Crews
41 noted it was easier for the Red Cross to have one sheltering location. Crews also
42 wanted to determine a main area south of the bridge that could serve as a base station.
43

44 The Committee discussed priorities for establishing a base station at the fire station, a
45 possible staging area south of the bridge. Crews thought a cache akin to South Haven
46 Hill could service the south part of the city for a few days until people could get across

1 the river to get to the fire station. Groth stated there was still concern that the south
2 water tank could fall down and noted the importance of finding a new location for the
3 storage containers.

4
5 Crews clarified that Bennett would work with the Fire Department and Public Works to
6 get the sign up.

7
8 Bennett noted that Chief Petrick had a concerned that a larger portion of her
9 constituents are north of the fire station. Crews suggested they could work with Chief
10 Petrick to write grants and perhaps the City could provide matching funds for a grant.

11
12 Groth wanted to review the emergency operation binders. He recalled that Jenny
13 Demaris was going to send electronic copies of the materials for the binders. Jackson
14 clarified these were the binders in the box in the Council Chambers. She stated she
15 would inventory what was in the boxes. The Committee also discussed where the
16 binders should be housed and the pros and cons of having them in a storage container
17 or the at the command center. Groth suggested they have multiple copies.

18
19 Glenn asked about updating the maps with DOGAMI. Groth stated Betty Groth had the
20 updated GIS version and they were waiting on the fire station to finalize the update
21 before getting it to the state.

22
23 Jackson asked Crews to send her Moffett's materials.

24
25 **IV. Other Business**

26 **A. From the Committee** - none

27 **B. From Staff** – none

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30 Crews adjourned the meeting at the meeting at 3:24 pm.

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35 _____
Rick McClung

_____ Date

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37 Minutes prepared by H H Anderson on August 11, 2020