1. 2:00 P.M. Agenda

   Documents:

   2022-04-04 Emergency Preparedness Agenda.pdf

2. 2:00 P.M. Meeting Materials

   Documents:

   DRAFT Conex MOU YRFPD VERSION 3-31-22.Pdf
   Meeting Summary 02.07.22 Emergency Preparedness.pdf
   Meeting Summary 03.07.22 Emergency Preparedness.pdf

CITY OF YACHATS
Emergency Preparedness Committee
Yachats, OR 97498
ZOOM MEETING
Monday, April 4, 2022 at 2:00pm

Join Zoom Meeting
https://us02web.zoom.us/j/86268718302

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AGENDA

I. Call to Order

II. New Business

A. CRE22 – Doc Prep
B. CRE22 – Public Outreach

III. Ongoing Business

A. Update – City Manager
B. Update – Mass Care and Shelter
C. Update – EOC tech assist – Session 2
D. Update – Cache Subcommittee – Visit firehouse, MOU, Funding, Hatfield visit

E. Update – Preparedness Fair
   a. Inviting our state representatives to the EP fair
   b. Update on the event planning and approval of EPC funds to support the event
   c. Oregon Sea Grant has agreed to bear the burden of a large portion of the costs but there will likely be a small amount of funding needed

IV. Old Business

A.

V. Other Business

A. From the Committee
B. From the Staff

********NOTICE OF POSSIBLE CITY COUNCIL QUORUM***

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 The Audio of all public meetings are available for review at City Hall, or on the City website at www.yachatsoregon.org . 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.

DRAFT

Community Emergency Cache Memorandum of Understanding

This Memorandum of Understanding (MOU) between the Yachats Rural Fire Protection District (YRFPD) and the City of Yachats establishes principles associated with the emplacement of a twenty-foot (20') shipping container (conex) by City of Yachats on YRFPD property.

<u>BACKGROUND:</u> This portion of the Oregon Coast is subject to potential natural disasters such as: wildfires, earthquakes and tsunamis. To prepare for this, local governments are establishing caches of emergency basic survival supplies for the benefit of survivors until outside agencies can bring supplies from unaffected areas. YRFPD has been accumulating such supplies for many years. City of Yachats also desires to accumulate such supplies in a secure means and in a relatively survivable location. YRFPD currently has adequate space near its main fire station at 2056 Highway 101 N for a twenty foot long shipping container (conex) and outside of the tsunami inundation zone.

<u>AGREEMENT</u>: YRFPD and City of Yachats agree to the following. City of Yachats shall be allowed to emplace a twenty-foot conex on YRFPDs property subject to the following conditions:

- YRFPD will designate the location for the conex and will attempt to provide easy access without compromising access to and around YRFPD facilities by YRFPD vehicles.
- If it becomes necessary to move the conex, for building maintenance or other YRFPD determined reason, such move will be coordinated with City of Yachats and paid by YRFPD.
- City of Yachats shall retain sole ownership of the conex and anything stored therein.
- YRFPD assumes no responsibility for protecting either the conex or its contents.
- Each party to this agreement will ensure that the other is covered by party's liability insurance and will provide proof of same within 15 days of the effectivity of this MOU.
- City of Yachats will have unlimited access to the conex through prearranged dates and times, so as not to interfere with YRFPD operations.
- YRFPD can limit the amount and type of flammable liquids or corrosives to be stored in said conex. YRFPD retains absolute sole right to determine if something is a hazard, even if not listed above, and, if it is so determines, City of Yachats agrees to remove it at once.
- City of Yachats will provide YRFPD a copy of the latest inventory of the conex.

- City of Yachats shall provide YRFPD with key(s) to the conex. YRFPD will endeavor to notify City of Yachats in advance whenever it deems a need to enter the conex, unless an emergency exists.
- Both parties agree that the purpose of the cache of supplies is for emergency lifesaving activities and these supplies will be used as needed in the event of such a disaster.
- City of Yachats intends to equip the conex with heat and/or dehumidification. YRFPD will provide access to a 120 volt AC outlet and the use of electricity for this purpose. City of Yachats will reimburse YRFPD at the rate of $60 (sixty dollars) per month toward said costs, subject to annual revision to reflect the cost of electricity. This number is based on twice the average monthly cost for the City of Yachats south conex location.
- YRFPD will endeavor to be a good landlord and will endeavor to advise City of Yachats of any possible issues with the conex, specifically including a loss of electrical power.

EFFECTIVITY AND CANCELLATION: This MOU will become effective upon approval by both parties. This MOU can be cancelled by either party, by notifying the other, in writing. If cancelled by YRFPD, City of Yachats will be provided sixty (60) days to move said conex from YRFPD property.

________________________________ ____________
Heide Lambert, City Manager, City of Yachats Date

________________________________ ____________
Frankie Petrick, Fire Chief/District Administrator, YRFPD Date

City of Yachats
EMERGENCY PLANNING COMMITTEE - SUMMARY
February 7, 2022

I. CALL TO ORDER

Chair Thomas Fisher called the meeting to order at 2:02 pm. Members present via zoom were: Bob Bennett, Don Groth, Tracy Crews, James Sanders, MaryBeth Selby, Rick McClung, Dayna Capron and Neal Morphis

Fisher began the meeting with an update on the Cascadia Rising Exercise in June and trainings that would be available. Selby questioned their schedule of trainings indicating that trainings were listed but notification was never received from Jenny. Fisher advised he only sent information out to Bennett, McClung and Sanders as he thought they were the only ones interested. He said he would be happy to send the information to everyone. Advised there are three separate sessions for the EOP Tech Assistance training and he will send that to all. Sanders advised he signed up for the Wednesday meeting and is willing to go Friday if needed. Discussion was held that Kimmie and McClung are the only ones that have access to the Friday meeting via Basecamp.

II. NEW BUSINESS

A. Assign Names to Yachats Messaging

(7:57) Memo from Jenny regarding sending out text messages. Currently McClung is the only one who has been trained and has used this. Fisher questioned whether or not the rest of the staff should be trained to do this or if the Committee was comfortable with just McClung knowing how to do this.

Discussion held regarding having several people on the staff trained to do this.

(11:20) Crews felt it important that the City Manager meet with Jenny, the subgroup of the Committee and talk about the role of the City Manager with regard to Emergency Preparedness.

Discussion held on what the text system could be used for and making a presentation to the City Council.

(19:21) Capron advised that the new City Manager starts on February 14 but obviously with the backlog in City Hall will need some time to settle in. Crews emphasized that if the City Manager is in charge then she needs to know the emergency protocols.

(20:19) Selby asked if Capron could get Emergency Preparedness on the calendar for the end of February and Capron advised she would pass it along. Discussion held on who would attend the meeting and how formal it should be.

(22:42) Discussion returned to the Cascadia Rising meetings and Crews wanted to be sure someone was attending and taking notes. Fisher gave an overview of the meetings

and who was currently signed up to attend. Crews mentioned the importance of all the information being in a particular computer file or folder so it would all be in one place and accessible. Discussion held as to who wanted access to this file. Fisher and McClung also talked about the information on Basecamp and discussion continued as where information was stored and who was able to access it. McClung suggested using the web page so the information is available to everyone.

(29:11) Selby felt it was important for the commission to have private folders showing projects commission wants to accomplish, etc. Discussion ensued regarding setting up Google Drive.

(31:37) Fisher advised Crews that all the seminars would be videoed and will be made available.

(33:08) Fisher asked McClung if anyone on staff was trained in any of the command center seminars, etc. McClung advised he is the only one for at least the six years. McClung said his mission is to have a base of people trained.

(35:59) Morphis advised he has Google Drive set up and he can send it to others. Selby requested that a folder be set up for Cascadia Rising and the Emergency Preparedness Fair.

(37:51) Crews suggested having a timeline indicating what and when things needed to be updated. Selby suggested a master calendar for the EPC.

B. Needed Signatures for Red Cross Agreement

C. EOC/EOP Tech Assistance

D. Trail Access to Fire House

(39:25) Fisher was unsure if there were any updates needed. Selby indicated the commission was going to get back together to discuss any priorities the EPC might have regarding the trail for evacuation purposes. Also discussed a possible NEPA survey and the EPC being able to pay for some of the surveys. Waiting for Forestry Service to advise of next meeting date.

(42:14) Bennett advised that regular meetings had been held with Frankie at the Firehouse regarding Conex/storage but that Kimmie was the doing a lot of the work and when she left there was no staffing to continue working on it. The number of people that might use that area was calculated and supplies. He also felt that the Ya'Xaik trail would not be a feasible route for Diversity Drive as it is too long.

(45:19) Discussion held regarding what Kimmie was working on. Bennett discussed determining supplies and then discussed the needs of visitors versus residents and how to address that.

(46:30) Asch indicated it was her understanding that SeaAire was planning on the Firehouse for evacuation and asked if they would be bringing supplies and then mentioned Fireside and felt that the kitchen staff there would be able to put together go bags for the guests.

(47:32) Groth advised that SeaAire plans to evacuate east just above the flood line of the facility and not go to the fire department. He also stated that Fireside and Overleaf would not need to use Diversity Drive to evacuate with the new path. Discussion was held regarding supplies, the

need to have a Conex as there was not enough storage at the firehouse and whether or not a Conex could be placed there.

(52:36) Roslund advised his concern is his two hotels and getting the word out to the other hotels and businesses. He indicated he has already budgeted for purchasing and supplying a Conex of his own for Overleaf and Fireside.

(54:38) Selby asked for clarification as to what City staff would be needed for. Discussion was held regarding the Conex buildings throughout the City and supplies needed for each. Also discussed the use of MOUs.

(58:45) Fisher then brought up the Conex being placed at the cemetery. McClung said it has been brought up at Public Works but no action has been taken. Bennett indicated there is money in the budget to replace a Conex but haven't been able to make it happen due to staffing in City Hall. McClung suggested having a member from this committee to speak to Public Works to see if the cemetery Conex could be pushed along. Discussion continued.

(1:03:23) McClung discussed FEMA training that he has had and how having a plan is good but when disaster hits if 5% of that plan is useable you're lucky. He went through what surviving a disaster will be like. He circles back around to what Kimmie was doing at City Hall. He did say the inventory list had been updated and he would locate that and forward it to the committee.

E. Update CRE22

III. ONGOING BUSINESS

A. Hazard Mitigation Plan

(1:28:49) Fisher asked Bennett and Rick if they had time to review it. McClung indicated it does not need to be revised until December 28, 2025.

B. Distant Tsunami/Yachats Preparedness Fair

C. *(1:07:28)* Discussion on mapping neighborhoods and training/workshop sessions being held. Selby discussed her frustration that people just don't understand or realize what a tsunami happening means and don't take evacuation seriously. Selby continued by outlining some of the things that would take place during the training. Hikes to the community caches, speakers come in, etc. Selby asked Morphis to reserve the Commons and the pavilion on June 4th for the EPC Fair. She indicated she and Crews will get together and set up demos, etc. for the fair; i.e. survival first aid, shutting off gas and water, legal papers to bring, etc. Make it engaging and fun.

D. *(1:20:10)* Asch urged other members of the committee to become certified through CERT because you are trained for these emergencies and a given a bag with necessary supplies and tools.

E. *(1:21:16)* Bennett advised he would bring this to the Fire Board at the next meeting felt that they would be very interested as they have felt removed from the community since their move. He will have them contact Selby or Crews. Conversation continued and it was decided that a Sunday event would be better due to the Farmers' Market. Morphis reserved the 4th and 5th of June.

(1:30:13) Selby asked if the committee was planning on setting 2022 Goals as she has started making a list. Feels that is important so they can be reviewed at the end of the year to determine what has been accomplished and what needs to be carried over to the next year. Fisher advised there is such a list and he will send it to her.

(1:30:49) Fisher offered his resignation if someone else was willing to serve as chair of the committee.

F. Drew – Evac Brochures to Hotels

G. Ideas for Community Event

IV. OLD BUSINESS

A. Updated Evac Brochures – Mass Mailing

B. PW&S Conex Update

This was discussed at various times throughout the meeting

V. OTHER BUSINESS

A. From the Committee

B. From the Staff

Meeting adjourned at 3:34 pm.

Transcribed by Contractor, L.F. Barrett on March 23, 2022

City of Yachats
EMERGENCY PLANNING COMMITTEE - SUMMARY
March 7, 2022

I. CALL TO ORDER

Chair Thomas Fisher called the meeting to order at 2:01 pm. Members present via zoom were: Bob Bennett, Don Groth, Tracy Crews, James Sanders, Jill Asch, MaryBeth Selby, Dayna Capron, Linn West, Ann Stott, Patty Hodgins

II. NEW BUSINESS

A. Introduce New Red Cross Resident

(0:58) Was going to introduce a new Red Cross member living in Yachats but she was unable to make it today. Selby advised she has spoken to Joann (?) and a meeting will be set up to determine if she (Joanne) will support the Emergency Preparedness Fair.

B. Review EPC Goals 2022-2023

(2:02) Fisher referred to list provided in the packet.

C. New City Manager/Yachats EOP

(2:57) Fisher wants to make sure the new City Manager is involved or at least knowledgeable in what the EPC does. Jenny advised she was meeting the City Manager (Lambert) on March 10th. Selby and Crews advised that Fisher should ask to be included in the meeting with the City Manager. The Letter of Promulgation on the EOP needs to be updated with current council member.

III. ONGOING BUSINESS

A. Update on Cemetery Conex (owned by YRFPD)

(5:58) The Conex has been removed from the site. Bennett advised there is still one Conex over there that needs to be removed but it so deteriorated that the weather needs to be better before it can be pulled out. The other one off of Chief Albert Drive was removed by a private party. Fisher advised the Cemetery Board is open to placing a new container on the property.

(7:47) Fisher thought subcommittees to handle the various Conex units would be a good idea. He indicated he would be on the subcommittee. Not sure how to prepare the property if City staff needs to do it or if would sub contracted out. Selby suggested asking the Trails Committee to help. Perhaps also ask Job Corps. Indicated that she (Selby) and Crews had sent emails suggesting that subcommittees make sure a plan is put together and the project is followed through. She indicated she put a draft MOU onto the Google Workspace.

(10:08) Discussion continued on what is needed and how to proceed with the preparation of the area for a new Conex. Electricity would be required.

Bennett indicated there would need to be an MOU with the Cemetery Board.

(12:42) Selby suggested investigating solar power and Crews indicated the cache at Safe Haven Hill is run by solar and the building can be used for other things after the emergency has occurred. She can obtain specs and costs.

(13:36) Sanders said he would be on the subcommittee as did Selby.

(14:03) Discussion on placement of current containers north and south, who placed them and costs. Selby asked about the punch list and Groth indicated McClung most likely has a copy.

Subcommittee will be Fisher Selby, Sanders and Selby felt McClung should also be involved.

(16:11) Bennett advised he was working on item #12 *Work with Yachats Rural Fire District to establish a cache and evacuation site at the new fire station.* He believes it can be accomplished with approximately six hours of time from Staff and Public Works for a couple of months. Permission from the City Manager will be needed to charge the time.

(17:14) Selby questioned if there was a project plan to show what was needed. Bennett discussed possible numbers that would be at the site and what would be appropriate. Need to determine size and where it could be placed and then obtain an MOU.

(19:40) Selby decided another meeting with the subcommittee should be held to work out the details for the YRFPD unit, then proceed to the cemetery Conex and she has also been gathering information for a unit at Cape Ranch Road.

(20:57) Bennett advised the south Conex needs to be replaced and has been in the budget for almost two years. Discussion held regarding moving the South Conex.

(22:12) Discussion was held regarding the subcommittee tackling some of the items needing to be done versus getting the City Manager to approve staff time. Crews asked what things can the subcommittee do to move the process along so there is a clear idea of what is needed from staff so when there is a meeting there is the ability to say this is what we need from you and this is where we are.

(25:54) Fisher indicated the need for a meeting and to determine if the subcommittee will take care of item #2, #3 and #4 on the goal sheet.

(27:46) Crews asked West of Public Works how this fits in with their commission and talking to the City.

(28:02) West responded that in conversation with McClung, they were looking to replace both the Conex at the cemetery and the south Conex at the same time; ordering them in “bulk” might result in a better price. There are many sources available. He indicated there are steps to follow and Public Works has the lead in this work.

(29:12) Stott responded to Crews question about the relationship between EPC and PWS and Council. The past year has been troublesome getting information/communication back and forth. She expressed pleasure at what Lambert has accomplished. She advised the Committee to prepare whatever they can to get the City Manager "up to speed". The way this should work is that anything the Committee prepares needs to go through West as the chair of Public Works and Streets and he will relay that information to the City Manager. She recommended that the committee come up with a one-page summary of the whole situation; with bullet points. Introduce why it is an issue, where the units are located with perhaps a map, the steps needed to be taken and where staff time will be needed. She continued by saying this committee was doing a great job and thanked them. Stott also felt the meeting with Jenny would be a good introduction for Fisher to meet with Lambert.

(35:07) Groth felt it would be better if the group meet physically at the Commons. Selby said she would send an email to the subcommittee and discuss a couple potential dates and times and figure it out.

(35:58) Fisher advised that the Cascadia Event and the Emergency Preparedness Fair will cover the certification requirements. Indicated McClung has the information on who has completed the FEMA and NIMS training; thinking that McClung is the only one with that training.

B. Update on YRFPD Sponsorship of SLOCERT

C. Update on Evac Trail to Firehouse

D. Update of Preparedness Fair

(37:15) Selby indicated they are in the process of lining up speakers and volunteers and coming up with an estimated budget. She has spoken to the Boy Scouts, the Red Cross, Lincoln County Emergency Preparation Team, Sanders has reached out to CERT, Crews has reached out to OSU contacts. CERT will possibly bring a food truck to give out hot dogs. The Art Guild, Debbie Aiken, has done some art. Sent art to get quotes on give aways like tote bags and tee shirts for the "Beat the Wave" run as well as some stickers and pins. All the documents regarding the different disasters have been ordered from FEMA. The CEO of Cascadia Quakes is donating some backpacks for a raffle and to be used in a training exercise. She is also included a pet backpack. Crews is working with an animal group to get a training set up on how to protect the pets. Selby also sent Roslund an email requesting a couple of rooms at the Overleaf so encourage speakers to come. The Commons has been reserved.

(40:02) Sanders indicated he has been in touch with the local CERY group and they have verbally indicated they would be willing to help on the program list. He sent the program list to the executive board and he anticipates they'll discuss it at tomorrow's meeting. He has also spoken to a HAM radio operator and he recommended someone that would be

willing to help. He also contacted some disaster relief folks located in Willamette Valley and they will bring a mobile feeding unit; 5K meals a day can be put out of the unit; they are willing to give out cookies.

(42:53) Asch felt it important that evacuation maps of Yachats and the San Marine area be given to every attendee and well as yes and no signs.

(43:22) Fisher advised there were about 2K updated evacuation brochures at City Hall and another 800 that had updated with labels. He said at one point they were supposed to be distributed to residents through a mass mailing but that didn't happen due to staff issues. He continued, saying that Roslund asked for some for his hotel rooms and that Roslund was going to contact the other hotels in the area and to see if they wanted some.

(44:40) Sanders indicated that Capron in City Hall had the new maps and then went on to inquire as to supplies in the room behind the Council Room and questioned if they are still there and if they were useable. Morphis advised he hasn't had an opportunity but he will go check.

(45:51) Groth said he thought Kimmie brought most of the Emergency Preparedness information over to City Hall and suggested that Morphis check in the vault. He referred to packets for teams and what each team member was responsible for.

(47:39) Crews began her update on what she has been doing for the Emergency Preparedness Fair. She has reached out to folks who did a workshop on health care access during disasters. OSU Veterinary School is also running a Furst Aid for Pets and they are going to come out and do a workshop. OSU Extension has resources and she has been reaching out to them. Oregon Sea Grants has agreed to sponsor up to $2K for the event and that is why Selby is working on a budge so Crews can submit that information in the grant writing. She (Crews) has also put together a Google form to the public asking what expertise people might have and would be willing to share. Questioned if it was appropriate to create an Emergency Preparedness Face Book page.

(50:06) Selby asked if Morphis knew the procedure needed to get a Face Book page for Emergency Preparedness. He replied he did not have an answer to that.

(51:01) Asch asked if anyone was in charge of advertising to make sure the community is aware of the Fair. Groth suggested contacting James Kerti.

(51:27) Crews felt getting volunteers and information out to the public thought Face Book is important and streamlining getting information out but what are the limitations regarding the City. Asked if West or Stott had any idea how to proceed.

(52:51) West advised he had no knowledge of the Face Book page and that Public Works did not use one. He advised that perhaps the best way

to proceed was to go through Quinton and the Yachats News asking for volunteers.

(53:36) Stott indicated that Face Book “stuff” is independent of the City. She advised McClung posts information on the village page as does MaryEllen O’Shaughnessey. Another source is the City newsletter which is being brought back. It would be good to write an article for that. In summary she said: get the article in the newsletter, have McClung post on Face Book and have Yachats News write an article right now and talk about upcoming plans.

(55:01) Fisher advised he has attempted to contact Quinton several times and has been unsuccessful. Crews said she would contact him.

(56:26) Discussion continued regarding a Face Book page.

(59:45) Fisher moved back to the goal sheet talking about the Google Drive item. His issue is that he would like to have a calendar for the EPC, but does not have the information he needs to put on the calendar. Does there need to be a subcommittee for Google Drive? Asked for feedback from the committee. Discussion had as to what needed to be tracked on a calendar.

(1:04:15) Review of Emergency Operations Plan (EOP) and update as needed. How often should it be done? Fisher indicated he and several others attended a seminar on EOPs and there was good information. Discussion ensued. Is there a committee needed for that or can one person handle it. Selby felt a subcommittee was needed. Bennett discussed that regarding the current EOP, primarily how an operations center would be established and that there was nothing written down as to how an evacuation would be accomplished.. Went on to discuss a checklist for before and after an emergency event. Tabletop discussions supply “lessons learned” and how the EOP can be updated/changed.

(1:10:59) Fischer advised the Comprehensive Guide is 140 pages put he would send an abbreviated version and indicated there were several graphics regarding the six steps. Groth suggested loading those onto the Google Drive as a central location for everyone.

(1:12:32) Selby reiterated that she felt it would be good to have a smaller group of people responsible for updating the EOP to make sure it happens. Discussion held about proceeding and people who had information. Groth suggested the actual subcommittee be formed in June or July after everyone’s project load lessens. Bennett referred back to the conversation where the signature page of the EOP still needed to be signed by the City Manager. He felt if that was done then the EOP would be officially recognized by the management structure. Discussion then returned to the meeting with Jenny and the City Manager and getting the EOP in front of the City Manager to sign.

(1:17:03) Selby indicated that the advice Stott supplied regarding the Conexes also applies here. If Fisher can't get into the meeting with Jenny then go through West and Public Works.

(1:18:14) Fisher agreed to waiting to form a subcommittee until summer was a good idea. Bennett indicated that the EOP was on the City website and suggested that people take a look at it. It is structured and used verbiage to allow the City to obtain monetary and Federal assistance. He stressed that documentation of materials, funds and everything else need to be done.

(1:21:05) Crews questioned what needs to be done and if what exists now is up to date so that if there is an emergency the City would not be denied reimbursements, etc. Can the list of names, etc. be updated now to show that a good faith effort is being made? Bennett responded that having the City Manager sign the EOP makes the plan viable.

(1:23:03) Fisher indicated he was going to present the City Manager with the letter to be signed and then go over the succession of responsibility.

(1:25:23) Fisher discussed #11 on the goal sheet, Map Your Neighborhood (MYN). Something to think about…neighborhood caches.

(1:25:56) Asch talked about getting forms. Asked who would be grabbing these forms "if the big one hits". She also asked where the other committee members were located in town. Thought it would be good to know where everyone was. She also discussed the committee mapping their neighborhood to know what resources are in the neighborhood.

E. Update on CRE22

IV. OLD BUSINESS

A. Update on EOC Development

B. Updating Mitigation Plan

(1:24:08) Needs to be updated every five years. McClung's concern was that all the bases were covered to allow for FEMA and government grants. He spoke particularly to the earthquake valve.

V. OTHER BUSINESS

A. From the Committee

B. From the Staff

Meeting adjourned at 3:32 pm.

Transcribed by Contractor, L.F. Barrett on March 27, 2022