

ACTION SUMMARY

Date:	March 1, 2024
Time:	2:00 p.m.
Place:	441 Hwy 101 N., Civic Meeting Room 1
Attending:	Linn West, Interim Chair, James Sanders, Don Growth, Drew Roslund, Katheryn Torrence, Kathy McCulloch, Michele Robbins; Staff: Neal Morphis, Kimmie Jackson and Bobbi Price
Absent	Jill Asch & Mary Reeves

1. Agenda Item and Notes, Decisions, Issues	
Topic	Discussion
Announcements or Correspondence	None
2. Agenda Item Citizens Concerns	
	None
4. Agenda Item Reports	
	Fire Dept report was given and mentioned the fire chief was going to attend the cemetery board and ask them to revisit have a Conex on their property and will report back. Also is looking for a company that can drill a one-and-a-half-inch hole through steel to install the loc box on the Conex.
	Emergency Preparedness Fair Dates are June 13 th & 14 th and September 20 th & 21 st . Times to be determined.
Action Items:	
5. Agenda Items Current Business	
	Interviewed Peter Hurst and Tracy Cahn.
	A presentation was given by Bob Bennett regarding the previous table top from 2019. After reviewing the information, it was identified that roles need to be assigned to volunteer and staff, texted

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	<p>communications between the groups; Bennett answered questions based on the results of the last tabletop, including the agencies involved and participated. Lincoln County Management and the fire department also played a role in the exercise.</p>
Action Items	<p>Motion was made to accept both candidates for the emergency preparedness committee and pass onto council to approve request.</p> <p>The vote was called and passed unanimously.</p> <p>Jackson will prepare the resolution for council approval on the 17th .</p> <p>Staff to post the website for members to be able to sign up and to available training to be more informed how the trainings are conducted.</p>
6. Agenda Items Current Business	
	<p>Bob Bennett gave an introduction to how table tops work and how he was able to prepare for them and gave examples. Mr. Bennett answered questions from the members. The tabletop was conducted by slide presentation between the city and fire department while using the city's operations plan, identified short comings, plans needed based on time frames.</p> <p>The recorder will send member the website on classes that should be taken by the members.</p> <p>Mr. Bennett will send the materials to West to pass along to the members.</p>
Action Items:	<p>Need to verify and update the contact rooster; determine who is in charge of the emergency operation plan.</p>

7. Agenda Items New Business	
	<p>West called to elect a chair; will move forward until all new members have be accepted by Council; move this item to next month's agenda.</p>

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	City Manager updated: ask the group to elect a chair for the fair; spoke to the importance of this committee.
Action Items	Katheryn Torrence and Kathy McCulloch have volunteered to chair this event.

Adjournment:	3:52 p.m.
Prepared By:	Kimmie Jackson, Deputy City Recorder