

1. 2:00 P.M. Agenda

Documents:

[2024-12-02 Emergency Preparedness Agenda.pdf](#)

2. Meeting Material

Documents:

[2024-11-04 EP Summary.pdf](#)



CITY OF YACHATS
EMERGENCY PREPAREDNESS COMMITTEE
Monday, December 2, 2024 at 2:00pm
To Be Held Via Zoom & In Person Located at:
Commons Bldg., Civic Meeting Room 1
441 Hwy 101 N., Yachats, OR 97498

Join Zoom Meeting
<https://us02web.zoom.us/j/88005525235>
Meeting ID: 880 0552 5235

AGENDA

- I. Call to Order**
- II. Announcements & Correspondence**
 - a. No paper documents at meetings beyond the agenda – bring your laptop
 - b. Comments on 11/18 county tabletop
 - c. Newsletter Articles - need writers, short article each month
- III. Citizen's Concerns**
- IV. Reports**
 - a. Fire Dept Report - Representative requirements
- V. Current Business**
 - a. Newsletter Articles - need writers, short article each month
 - b. Discussion with Yachats Rural Fire District: (Frankie & Shelby)
 - 1. Function of Conex at FD
 - 2. Role of YRFD during the various types of events - EPC Roll
 - c. Establish a document to use Commons as an Emergency Shelter
- VI. Ongoing/New Business**
 - a. Establish Focus/Use of each Conex
 - 1. Review contents - Volunteer to review Conex supply lists and suggest additions/modifications
 - 2. Protocol for 1st person opening the door – (All)
 - 3. Develop Contact(s) at each Conex to have access to conex
 - b. Wayfinding to Assembly Areas and Conex (1-2 volunteers)
- VII. Other Business**
 - a. From Commission
 - b. From 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. 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.
Posted 11/25/2024 By: Kimmie Jackson, Recorder.



CITY OF YACHATS
EMERGENCY PREPAREDNESS MEETING
SUMMARY
November 4, 2024

The regular meeting of the Emergency Preparedness Committee was called to order by Chair Linn West at 2:00 p.m. in the Civic Meeting Room of the Yachats Commons. Members present: Don Groth, and Katheryn Torrence. Absent: Kathy McCullough, Tracy Cahn, Drew Roslund, Jill Asch, Susan Oppenheimer, and Steve Oppenheimer. Staff: Recorder Kimmie Jackson, City Manager Bobbi Price, and City Clerk Neal Morphis.

Audience: 7

I. Announcements & Citizens' Concerns

A new possible committee member, Dr. Tom Rafalski, a physician, plans to join the committee in January.

Tabletop Exercise (November 18) – A training exercise organized by research associates in Lincoln County was scheduled. Various groups, including CERT, hospitals, and fire departments, are invited to participate to improve community preparedness.

A CERT (Community Emergency Response Team) training based on FEMA guidelines is planned for April at Oregon Coast Community College, focusing on comprehensive emergency response skills. Encouraged all committee members to attend the exercise and it was suggested to extend the invitation to the CERT group. Also mentioned a CERT training organized by the CERT group will be in April. A member suggested inviting the Lions Club to the tabletop exercise and possibly arranging presentations for them. Kimmie agreed to extend the invitation to nonprofits and organizations but noted that the event might become too large if too many groups were invited.

1 **II. No Reports for today's meeting**

2 **Fire Department Board Meeting Discussion:** The Chair discussed the need for
3 a fire department representative and the possibility of a commissioner attending
4 the Fire Department Board meeting.
5

6 **III. Current Business**

7 **Warming Center Protocol:** The committee discussed establishing a warming
8 center at the Commons for extended power outages or natural disasters. Key
9 considerations included:

10 Necessary supplies (mats, blankets, canned food, and hot beverages);
11 protocols for managing and operating the center, such as registration, safety,
12 and occupancy limits; and the budget allocation, with \$20,000 earmarked for
13 necessary resources.
14

15 **Newsletter and Public Engagement:** The committee proposed using short
16 articles in the newsletter to keep the community informed about emergency
17 preparedness, such as what to do in case of power outages.

18 **Equipment and Supplies Management:** They reviewed existing supplies in the
19 emergency storage containers (Conex) and discussed the need to restock,
20 particularly food items. They emphasized the need for sustainable food
21 options with long shelf lives and discussed potential collaboration with local
22 vendors for discounted supplies.

23 **Community Engagement and Protocols:** The committee debated involving
24 more community organizations, such as Lions Club, and ensuring structured
25 engagement with local emergency services, including fire and police, to
26 streamline response and management in case of emergencies.

27 **Next Steps**

Send a reminder to the committee about the November 18th tabletop
exercise.

- Communicate with Frankie and try to get her for next month's meeting to discuss the Fire Department's position and intentions.
- Chair to contact Drew regarding how people will access the Conex at the fire station.
- Can and distribute the current Conex protocols within the next week.

- Committee members to think about and potentially write short newsletter articles about emergency preparedness topics.
- Torrence to write an article for the newsletter about what Conex is and their locations.
- Committee to review first aid supplies in the Conex's after the tabletop exercise and meeting with Frankie.
- Committee to consider adding water purification methods (besides straws) to the Conex's.
- Committee to identify potential assembly areas near each Conex.
- Committee to consider creating a GIS map showing creek locations for water sources.

1

2 **The meeting adjourned at 3:45pm**

3 **By: Kimmie Jackson, Recorder**