

1. 2:00 P.M. Agenda

Documents:

[2025-01-06 Emergency Preparedness Agenda.pdf](#)

2. Meeting Material

Documents:

[2024-12-02 EP Summary.pdf](#)



**CITY OF YACHATS
EMERGENCY PREPAREDNESS COMMITTEE
Monday, January 6, 2025 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. Selection of Chair & Co-Chair for the year
 - c. State of the City: February 6th
- III. Citizen's Concerns**
- IV. Reports**
 - a. Fire Dept Report - No Report
 - b. Finance Report (Don)
 - 1. Replace Conex on Radar
 - 2. Emergency Shelter Supplies
- V. Current Business**
 - a. Emergency Shelter presentation – guests Steve Rupnow & Rick Booth of Red Cross (Review FEMA attachments below)
 - b. How to set up the Commons - Volunteer or 2 Write the protocol draft
 - c. Newsletter Articles - need writers, short article each month
- VI. Ongoing/New Business**
 - a. Establish Focus/Use of each Conex
 - 1. Spring Event: redistribute supplies- committee +additional volunteers
 - 2. Identify additional supplies to get in the 25-26 Budget

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 12/26/2024 By: Kimmie Jackson, Recorder.

VII. Other Business

- a. From Committee
- b. From Staff

Attachments

[FEMA - Emergency Management Institute \(EMI\) Course | IS-406: Operating a Shelter](#)

[FEMA - Emergency Management Institute \(EMI\) Course | IS-405: Mass Care/Emergency Assistance Overview](#)



CITY OF YACHATS
EMERGENCY PREPAREDNESS MEETING
SUMMARY

December 2, 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, Kathy McCullough, and Mary Reeves. Absent: Tracy Cahn, Drew Roslund, Katheryn Torrence, Jill Asch, Susan Oppenheimer, and Steve Oppenheimer. Staff: Recorder Kimmie Jackson. Audience: 6

I. Announcements & Citizens' Concerns: None

Tabletop Exercise Discussion

The team discussed the November 18th tabletop exercise put on by the county, which was engaging and thought-provoking. It was suggested the possibility of connecting with communities outside the city, such as Star Creek, to encourage them to think about emergency preparedness; the need to develop a protocol for the city's emergency center at the Commons, which would be activated after a certain period of power outage; and has been working on a budget for this initiative and plans to invite Red Cross representatives to discuss sheltering next month. It was mentioned setting a note to the county emergency management people about shelter and what they have to offer, directing her to two online FEMA courses.

There are two online courses: 'Emergency Mass Care Emergency Assistance Overview' and 'Operating a Shelter'. It was suggested that the committee members watch these courses, particularly the second one, as it provides a comprehensive guide on shelter operations, an 81-page booklet from FEMA, which includes a list of material resources and guidelines for opening and closing a shelter. It was proposed that the committee members watch the

1 courses before the January meeting with Red Cross; a meeting should be set
2 up with the Fireside Overleaf owner and their staff to discuss the use of
3 connects at the fire department and coordinate a protocol that takes care of
4 both groups. Lastly, it was mentioned that Member Cahn expressed interest in
5 the wayfinding project but noted that no response yet.

7 **Opening Commons as Emergency Shelter**

8 The members discussed the protocol for opening the Commons as a warming
9 or emergency shelter; and suggested that the decision to open the shelter
10 should be made by the Mayor and City Manager, with input from the
11 Emergency Committee; the shelter should be opened in response to a local
12 disaster, such as a power outage or wildfire, and that the decision to open the
13 shelter should be made by any one of the three decision-makers. The
14 discussion also touched on the need for a local disaster protocol, which could
15 be based on the FEMA guidelines – the decision to open the shelter should not
16 necessarily require a public meeting, as this could delay the process.

17
18 The team discussed the potential roles of public works staff and volunteers in
19 emergency situations, such as setting up generators and managing shelters.
20 She suggested reaching out to Katherine Torrance for her expertise in policy
21 creation. It was proposed the idea of partnering with local motels to provide
22 temporary shelter for vulnerable individuals during emergencies, and the
23 possibility of collaborating with Job Corps and C & K Market for mutual support
24 during emergencies; emphasized the need for clear roles and responsibilities
25 within the emergency group to ensure efficient response to emergencies.

27 **Communication Plan**

28 Discussion on emergency preparedness, focusing on the roles of various city
29 staff and volunteers; suggested including Public Works& Streets Commission,
30 Parks & Commons Commission, and youth program staff in the emergency
31 response team. It was also emphasized the importance of communication,
32 suggesting the use of the Lincoln County Emergency text system and
33 neighborhood groups to disseminate information; proposed a protocol for
34 accessing the Conex access and suggested a visit to the Conex sites to assess
35 their readiness. Also highlighted the need for a map of areas with active
36 neighborhood groups and the potential use of the newsletter to reach a wider
37 audience.

1
2 The discussion about the organization's preparedness for potential disasters,
3 focusing on evacuation routes, assembly areas, and the distribution of
4 supplies; and suggested a practice run to familiarize the team with the setup
5 and roles during an emergency, then emphasized the need for more food
6 supplies and the use of a cart for easier transportation of heavy items.
7

8 **Updating Emergency Operation Document**

9 The Chair initiated the process of updating the Emergency Operation
10 Document (EOP) in the Conex, which was last updated in 2014; also suggested
11 assigning chapters of the EOP to team members for review and suggested
12 getting a couple of hard copies; the need to replace the outdated EOP in the
13 Conex with the 2019 version; need to find out who replaced James on radios.
14 Don Groth agreed to assist with budget information presentation after the first
15 of the year. It mentioned again the need to update the list of items in the
16 Conex's.
17

18 **Budgeting and Property Relocation Plans**

19 The need to create a budget for the upcoming year and the potential
20 replacement of the Conex at the south tank; identifying potential properties for
21 relocation and possibly soliciting landowners directly; there was mention the
22 idea of offering mowing services as a trade for property maintenance. It was
23 encouraged that everyone attends FEMA classes before a meeting with the Red
24 Cross in January. The conversation ended with no further items to discuss.
25

26 **Next Steps**

- Mary Reeves to send out the link to FEMA online courses on emergency sheltering to committee members.
- Committee members to complete FEMA online courses before the January meeting with Red Cross.
- The Chair contacts Katherine Torrence about potential involvement in policy creation for emergency protocols.
- Committee to visit the Connex on Radar Road on Thursday 12/5/24 at 11 AM to assess contents and needs.
- The Chair to obtain and distribute updated copies of the Emergency Operations Plan (EOP) to replace outdated versions in the Conexes.

- The Chair to assign EOP chapters to committee members for review and suggestions.
- Don Groth to work with Neal Morphis on formatting budget information for presentation after the first of the year.

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2 **The meeting adjourned at 3:17pm**

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4 **By: Kimmie Jackson, Recorder**