



**CITY OF YACHATS
EMERGENCY PREPAREDNESS MEETING
SUMMARY
January 6, 2025**

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: Drew Roslund and Katheryn Torrence Absent: Jill Asch, Susan Oppenheimer, Steve Oppenheimer, Don Groth, Kathy McCullough, and Mary Reeves. Staff: Recorder Kimmie Jackson. Audience: 8

I. Announcements & Citizens' Concerns:

Tracy Cahn has moved from the area and has resigned from this committee.

II. Selection of Chair & Vice-Chair for 2025

Move this item to the February Meeting

III. Announced the State of the City to be held on February 3rd at 5:30 p. m.

IV. Reports:

- a. Fire Dept Report - No report. Chair Linn West will schedule a meeting with Fire Chief Franke and Shelby to discuss emergency procedures and use of the Conex at the fire station.
- b. Finance Report (Conex & Supplies)- No report.

V. Current Business

a. Red Cross Steve Rup now - Set up Commons

Mr. Rupnow gave a presentation regarding protocols for an emergency shelter. Parks & Commons Commission Chair Meg Simans and Vice Chair Dan Sterling, and to get perspective and tour the building for possible uses with Chair Linn West and Mr. Rupnow. Discussed were the square footage needed per person (red Cross standard is 40 sq ft per person) parking ADA/RV parking; considerations are when to open and for how many people; feeding, sanitation, sleeping (cots/pads/blankets that can be vacuum packed), ready-to-eat meals that don't require external water, licensed food providers (check with the Health Department); needing information on the generator and what it will power and for how long; the staff that will be needed to run the shelter 24-hours, on 12-hour shifts or other plans.

Also mention possible security, a monitoring system of accounting for each individual needing assistance, and a schedule for staff and volunteers. The facility used should take into consideration a place for rest/quiet time, a kids' area, staff,

1 and volunteer place to rest, possible pets (may need to require Kennel), and the
2 potential use of volunteers' homes as temporary shelters and the possibility of a
3 trial run or dry run for the shelter plan.
4

5 Public Works & Streets Staff will be holding a practice run of the water purifying
6 system and will perform a demonstration in the near future.
7

8 Discussion continued among the members on ideas to move forward using the
9 Commons as the shelter, and what items will be needed; discussed the potential
10 for volunteers to offer their homes as temporary shelters in case of emergencies.
11 Mr. Rupnow stressed the importance of confidentiality in shelters and the need for
12 a protocol for handling requests for specific individuals. The tour of the building
13 followed after this meeting.
14

15 **b. Newsletter Articles**

16 Katheryn Torrence suggested an article be written asking residents to volunteer
17 possibly their time and homes for use of a warm place, shower, or any other way
18 they can participate. This list will be confidential with the City. It was suggested to
19 meet with the Presbyterian church, other churches, restaurants, and the Commons
20 Coordinator to gather information on how they will all be able to donate their
21 services.
22

23 **VI. New Business**

24 **a. Spring Event**

25 Chair Linn West stated that City Manager Bobbi Price would like to have a trial run
26 on setting up an emergency. The date will be determined.
27

28 **b. 25-26 Budget/supplies needed**

29 Chair Linn West stated that, based on today's discussion, he will update the CIP
30 request for emergency shelter supplies and replace Conex's.
31

32 The meeting adjourned at 3:28 p.m.

33 By: Kimmie Jackson, Recorder