



CITY OF YACHATS
EMERGENCY PREPAREDNESS COMMITTEE
MEETING SUMMARY MINUTES
City Hall, 441 Hwy 101 N, OR 97498
Monday, November 3, 2025

- I. Call to Order Emergency Preparedness Meeting 2:00 pm**
- II. Roll Call** – Attendance was noted, with only three members present. No major decisions were made due to limited attendance.

Committee Members	P/A
Linn West, Chair	P
Don Groth	A
Drew Roslund	A
Kathryn Torrence	A
Mary Reeves	P
Kathy McCulloch	P
Susan Oppenheimer	A
Seve Oppenheimer	A
Tom Rafalski	A

Staff Members	
Kimie Jackson, Recorder	

III. Announcements / Correspondence

IV. Citizens' Concerns - None

This was an informal discussion on the items below.

Shelter Operations

The committee discussed local shelter readiness and agreed that the City can operate independently of the Red Cross for smaller events. Wristbands will continue to be used to secure sleeping areas. Room 3 was designated for registration and sleeping, and the main room for greeting, waiting, and first aid. Intake forms will include screening for medical and mental health needs.

First Aid and Supplies

A new shelter first aid kit is being assembled with laminated setup instructions and medical record forms. Volunteers are encouraged to obtain food handler certifications to allow meal preparation on-site. The members reviewed sanitation for cots and approved collecting donated sweatshirts, sweatpants, and blankets through community outreach.

Storage and Equipment

Supplies will be stored in lockable cabinets and a Conex container at the cemetery site, which Public Works will prepare mid-November. Electrical service will be installed underground.

Communications and Training

The committee discussed radio use and emergency communications. A training session will be held in early 2026 for committee members, Public Works, and city staff. Communication between Conex sites, City Hall, and the Fire Department will be included in the plan.

Next Steps

Assignments include finalizing the first aid kits, completing the Conex site preparation, and developing a simplified radio communication plan. The next meeting will include an inventory and equipment review.

Adjourn Committee Meeting at 3:25 pm

Minutes prepared by: Kimmie Jackson, Recorder