



City of Yachats
Emergency Preparedness Committee
DRAFT Meeting Summary Minutes
City Hall, 441 Hwy 101 N, Yachats, OR 97498
Monday, January 5, 2026

Work Session

Regular Session

I. Call to Order

II. Announcements & Correspondence

**Audio/Video is not available
due to inappropriate
material.**

(00:01–05:58) Members discussed recent email communications related to forecasted storm events and emergency notifications. The importance of early notification and redundancy in volunteer communications was emphasized to ensure preparedness when severe weather is anticipated.

III. Citizen's Concern

IV. Reports

(06:06–06:23)

a. December 2025 Summary Minutes

No formal amendments were discussed.

b. Fire Department Report

No Fire Department report was presented.

c. Finance Report

No Finance Report was presented.

V. New Business

(16:10–22:50)

a. Committee to Workgroup Transition

Members discussed transitioning portions of its work to smaller workgroups to focus on specific tasks, including protocol development, outreach, and event planning; and agreed that workgroups would enable more focused discussions and more efficient progress toward defined objectives.

b. Power: Solar

Solar access and backup power needs were briefly discussed in the context of emergency operations, including maintaining power for communications and shelter operations during outages.

c. Order for Cemetery Conex -determine priority items

Members discussed the need to identify priority items for storage and use at the Cemetery Conex. Emphasis was placed on inventory awareness, accessibility, and ensuring supplies are appropriate for emergency response needs.

d. Order for Commons Shelter - determine priority items

The committee discussed priority supplies for the Commons Emergency Shelter, including food, sanitation, medical, and communications resources. The need for flexibility depending on the scale of an emergency was noted.

e. Shelf Construction at Cemetery Conex

Members discussed shelf construction at the Cemetery Connex to improve organization and access to stored supplies.

VI. Ongoing Business

(06:21–12:07)

a. Commons Emergency Shelter

The committee discussed operations, including access to the building during emergencies, kitchen use, and coordination with volunteers. Members emphasized the need for clear access procedures and written protocols to ensure the shelter can be opened and operated if City staff are unavailable.

b. Crestview & Radar Conex repair/paint

Members discussed the condition of the Crestview and Radar Conex units, including repairs, painting, and general maintenance to ensure readiness and security.

c. Restaurants for Emergency Shelter

The committee discussed food options for the emergency shelter; members agreed that for minor incidents, operating independently may allow greater flexibility than relying on external agencies. The importance of identifying volunteers with food handler permits and potential community partners was noted.

VII. Other Business

(10:23–34:16)

a. Red Cross Emergency Simulation – 2027

The committee discussed prior communication with the Red Cross and noted that Red Cross involvement would be appropriate for large-scale emergencies. Smaller, localized events may be handled independently to allow operational flexibility.

b. Emergency Fair 9/26

Members revisited plans for an Emergency Preparedness Fair focused on the “Two Weeks Ready” initiative. The need to identify a chair or co-chairs for the event was discussed, with further planning to occur at a future meeting.

c. Article for Newsletter

Members discussed including emergency preparedness content in regular newsletters, particularly seasonal topics such as winter preparedness, first aid kits, and “Two Weeks Ready” messaging. Members supported using short, repeatable articles.

d. From Committee

Members discussed developing written emergency protocols, particularly for Connex operations. Priority was placed on establishing communications first, followed by access procedures, inventory awareness, tent setup, sanitation supplies, kitchen operations, and medical support. The committee also discussed identifying local medical professionals who could assist during emergencies and documenting appropriate contact information.

e. From Staff

Nothing from staff.

VIII. Adjourn

Adjourn Committee Meeting at 2:35 pm

Minutes prepared by: Kimmie Jackson, Recorder



CITY OF YACHATS
EMERGENCY PREPAREDNESS COMMITTEE
MEETING SUMMARY MINUTES
City Hall, 441 Hwy 101 N, OR 97498
Monday, December 1, 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	P
Kathryn Torrence	A
Mary Reeves	A
Kathy McCulloch	P
Susan Oppenheimer	A
Seve Oppenheimer	A
Tom Rafalski	P

Staff Members	
Kimie Jackson, Recorder	

- III. Announcements / Correspondence** The new Connex at the cemetery is scheduled for placement on December 2, though electrical service remains unresolved due to the high cost of required underground power installation. Alternative power options, including solar, will be evaluated. The Committee reviewed remaining setup needs—shelving, moisture control, supply planning—and noted that the container must be outfitted before full use.

IV. Citizens’ Concerns - None

This meeting was an informal discussion.

Members received an update on walkie-talkie availability in the Conexes and discussed the need for standardized training, clarification of programmed frequencies, and replacement of missing or expired rechargeable batteries. The

Committee also acknowledged a strong public response to the request for emergency shelter clothing donations and agreed to continue accepting items. At the same time, staff search for a long-term storage solution at the Commons.

The Committee confirmed its intent to hold an Emergency Preparedness Fair in September, with a central focus on “Two-Week Ready” preparedness. Vendor outreach and coordination with Oregon Emergency Management and Lincoln County will begin early in the new year.

In compliance with the Public Works & Streets Commission requirement, the Committee reviewed draft emergency preparedness goals, including establishing the Commons as a designated emergency shelter, improving and maintaining Connex inventories, replacing expired supplies, and reevaluating recommended food and equipment needs.

The Committee further discussed conducting hands-on summer training sessions on tent setup and radio operation to ensure familiarity with aging equipment; addressed potential temporary placement options for future Conex units due to property limitations and easements near the Crestline water tank area, recognizing that any placement would be temporary and dependent on long-term development plans.

Kathy will write a newsletter article regarding toiletry donations for the emergency shelter.

Adjourn Committee Meeting at 3:00 pm
Minutes prepared by: Kimmie Jackson, Recorder