



**City of Yachats  
Emergency Preparedness Committee Meeting  
To Be Held Via Zoom & In Person  
Monday, February 2, 2026, 2:00 PM**

**In Person Meeting Location:**

Commons Building, Room 3  
441 N. Hwy 101, Yachats OR 97498

**[Join Zoom Meeting](#)**

**<https://us02web.zoom.us/j/88005525235>**

**Meeting ID: 880 0552 5235**

**Agenda**

**Work Session**

**Regular Session**

- I. Call to Order**
- II. Announcements & Correspondence**
- III. Citizen's Concern**
- IV. Reports**
  - a. Fire Dept. Report (West)
  - b. Finance Report (West)
  - c. Summary Minutes
- V. Current Business**
  - a. Cemetary Conex Status
  - b. Order for Emergency Shelter - determine priority items

- c. Article for Newsletter – February (West on Key Box at Conex)

**VI. Ongoing / New Business**

- a. Radio / Walkie-Talkies (James Sanders)
- b. Establish a written protocol for Walkie-Talkies
- c. Establish a written protocol for Commons

**VII. Other Business**

- a. From Committee
- b. From Staff

**VIII. Adjourn**

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 recordings of all public meetings are available for review at City Hall, or on the City website at [www.yachatsurgeon.org](http://www.yachatsurgeon.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 January 27, 2026 By: Kimmie Jackson, Recorder



**CITY OF YACHATS**  
**EMERGENCY PREPAREDNESS COMMITTEE**  
**MEETING SUMMARY MINUTES**  
**City Hall, 441 Hwy 101 N, OR 97498**  
**Monday, January 5, 2026**

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

**I. Call to Order Emergency Preparedness Meeting 2:00 pm**

**II. Roll Call:**

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

<b>Staff Members</b>	
Kimie Jackson, Recorder	

**III. Announcements / Correspondence:** (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.

**IV. Citizens' Concerns - None**

**V. Reports (06:06-06:23)**

- a. December Summary Minutes -No changes.
- b. Fire Dept. Report - No Fire Department report was presented.
- c. Financial Report - No Finance Report was presented.

**VI. 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 - 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 - 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.

**VII. 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. Restaurant 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.

**VIII. 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 9/2026 - 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.

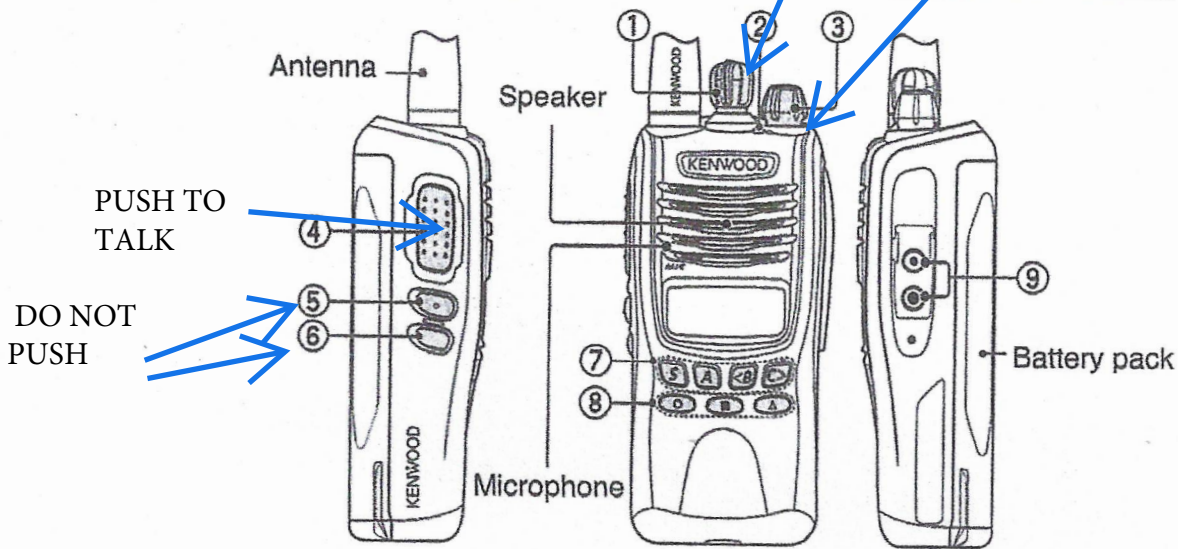
Adjourn Committee Meeting at 2:35 pm

Minutes prepared by: Kimmie Jackson, Recorder

DO NOT  
CHANGE!!

ON/OFF/VOL

**ORIENTATION**



- ① **Selector**  
Rotate to change the operating zone or channel.  
The default setting is [Zone Up/Down].
- ② **LED indicator**  
Refer to the table on page 7 for the LED indicator status.
- ③ **Power switch/ Volume control**  
Turn clockwise to switch the transceiver ON. To switch the transceiver OFF, turn counterclockwise until a click sounds. Rotate to adjust the volume level.
- ④ **PTT (Push to Talk) switch**  
Press and hold, then speak into the microphone to transmit.
- ⑤ **Side 1 key**  
Press to activate its programmable function.  
The default setting is [Squelch Off Momentary].
- ⑥ **Side 2 key**  
Press to activate its programmable function.  
The default setting is [Lamp].

## **Kenwood TK-2312 Simplified Instructions.**

1. Turn On: Rotate the knob on the right side of the top of the radio clockwise to turn it on and to adjust the volume.

2. Select Channel: All emergency cache TK-2312 radios are preset to the channel identified as YPW 1. This stands for "Yachats Public Works" channel 1. The "P" on the radio screen indicates this is the "Priority" channel for use within Yachats. All Public Works radios and the base station radio in Yachats City Hall are preset to this channel.

Eleven other channels have been pre-programmed on these radios. Turn the knob in the center of the top of the radio clockwise to rotate through these channels in the order below. This knob can be rotated counterclockwise taking you backwards through the channels as well. These channels are identified as:

- PW CH 2 (Public Works channel 1)
- FIRE ONE (Fire Department 1)
- FIRE TWO (Fire Department 2)
- SWLND 1 (Southwest Lincoln Water District 1)
- WPW 1 (Waldport Public Works 1)
- SRWD 1 (Seal Rock Water District 1)
- ST NET (Oregon State Network?)
- LCSO 1 (Lincoln County Sheriff Office 1)
- OSP 26 (Oregon State Police (26))
- S A R (Search and Rescue)
- WEATHER (NOAA Weather Service)

The NOAA Weather Service channel is a nationwide network of radio stations broadcasting continuous weather information directly from the nearest National Weather Service office. NWR broadcasts official Weather Service warnings, watches, forecasts and other hazard information 24 hours a day, 7 days a week.

If there is heavy usage of YPW 1, radio users could agree to move to one of the other channels to communicate more effectively and, possibly, more privately. Recognize, however, that any other radio user might be monitoring that same channel as well. NOTE: It is not clear that these frequencies, except for the NOAA Weather Service, will actually be in use by the specific organizations with which they are identified. The Yachats Rural Fire Department has indicated they use a totally different radio with different frequencies and cannot be reached by using the channels identified as FIRE ONE and FIRE TWO.

3. Push the "Push to Talk" (PTT) switch (on the left side of the radio with the raised buttons) to talk on the radio. Release the PTT to listen for a reply.

4. Turn Off: Rotate the knob on the right side of the top of the radio counterclockwise.