



City of Yachats

EMERGENCY PREPAREDNESS COMMITTEE

March 7, 2019

Approved Minutes

I. Call to Order

Chair Larry Nixon called the March 7, 2019 meeting of the Emergency Preparedness Committee at 3:00 pm in Room 1 of the Yachats Commons. Members present: Bob Bennett, Rick McClung, Tom Fisher, Larry Nixon, Max Glenn, James Sanders, and Don Groth. Absent: Tracy Crews. Audience: 1.

II. Minutes

A. February 7, 2019

Groth moved to approve the February 7, 2019 minutes as presented: Aye – 7; No – 0.

B. January 29, 2019

Page 1, top: Remove Joan Davies

Bennett moved to approve the February 7, 2019 minutes as amended: Aye – 7; No – 0.

Business

A. Vacation Rental Representatives

Nixon stated there were many local people involved in the vacation rental industry that would be good candidates to get CERT trained or to help with training. Bennett proposed the idea of contacting these people via a letter. He also noted other issues that have arisen impacting the entire hospitality industry, such as getting evacuation route maps and starting a “follow me” program. He noted there were several regulations that applied to this industry. Glenn suggested having a special event to encourage involvement. Glenn recommended approaching people by asking what they were doing around emergency preparedness and how the Emergency Preparedness Committee could help them. Nixon suggested they put the issue on the April 2019 agenda where the Committee would establish a list of requirements and regulations to include.

Fisher learned through Linda Engle that Waldport was working on a public relations campaign targeting vacation rentals and were considering expanding their reach beyond Waldport. Fisher handed out a summary of their work. He added that Waldport has developed a brochure. He suggested Engle could come to a meeting to explain their plans. Bennett suggested she come to the May 2019 Committee meeting after they have developed their own list. Groth noted there were differences between the needs of the vacation rentals and the hotels.

1 **B. BOLD Planning**

2 McClung indicated he used BOLD Planning for his COOP Planning (Continuity of Operations
3 Plan) and explained having the information in the cloud has made management much easier. He
4 added that Manager Beaucaire was very involved in his COOP work.

5
6 **C. Goals**

7 **1. CERT Training**

8 Nixon noted this area ties into Fisher's conversations with Engle. Engle indicated to Fisher that
9 Waldport was planning an intensive CERT training in May 2019 over two weekends. Sanders
10 indicated he started the training that began in Newport in late February 2019. Glenn asked if the
11 trainers would be willing to do training in Yachats. Groth noted it was important to have a local
12 presence because of the isolation that Yachats would face if the bridges were damaged.

13
14 Bennett noted that this Committee was tasked with maintaining the list of names of certifications
15 received.

16
17 **2. Tsunami Evacuation Plan**

18 McClung explained this plan would be a summary of all of their thoughts on evacuation planning
19 to be available to residents, including finishing the updated map and what tasks need to be done
20 once assembled. This document would also be useful in applying for grants.

21
22 Bennett suggested having another tabletop exercise as one of the Committee's goals. Groth
23 asked if Jenny Demaris had provided updated information for the Incident Position Packs.
24 McClung added that the Committee might want to review the materials as a way to refresh their
25 own knowledge. Fisher recalled Tracy Crews had a lot of information from the South Beach
26 group.

27
28 Bennett summarized the functions of the Committee that would go into the budget document to
29 include:

- 30
31 1. Maintain the city's storm ready and tsunami ready certifications
32 2. Conduct events and exercises to improve city resilience when an emergency occurs
33 3. Conduct events and exercises to improve citizen awareness of how to cope with an
34 emergency event
35 4. Maintain working relationship with Yachats Rural Fire Protection District
36 5. Maintain a working liaison with the Lincoln County organizations in emergency
37 preparedness functions
38 6. Maintain a list of City Staff and citizens who have completed FEMA/NIMS training
39 courses
40

41 McClung noted the Storm Ready status renewal was coming up. He stated Demaris would be
42 sending McClung information on what the City needs to do. The Committee agreed to have
43 Storm Ready Renewal as a goal.

44
45 Groth suggested a goal of updating the container contents.

46
47 **IV. Other Business**

1 **A. From the Committee**

2 Bennett reported he asked the City Council for approval to get the assembly area signs installed
3 and the evacuation signs on the highway replaced with the official ones and Council approved
4 these tasks.

5
6 He and McClung met with Manager Beaucaire to review her comments on the EOP. He
7 explained work was needed to determine what the City Manager was responsible for and what
8 the Committee was responsible for. He explained the City Manager was responsible for
9 operations and the Committee was responsible for planning and paperwork matters. He
10 explained they went through the document making updates for this distinction.

11
12 Groth clarified that the Mayor and/or the City Manager could sign the emergency proclamation.
13 Additionally, the President of Council could create a declaration. He added they worked on
14 wording so the City Manager could delegate her responsibilities to McClung in the event she was
15 not able to get to Yachats.

16
17 Bennett stated their work on the EOP was complete with the exception of some formatting and
18 numbering issues. He planed to forward a clean copy to the City Manager and ask her how to
19 present the document to the Council members who have not yet seen it. Manager Beaucaire
20 wanted the EOP approval on the agenda for the Council in April 2019.

21
22 Bennett stated Manager Beaucaire had several useful suggestions, including considering doing
23 an exercise with YYFAP. McClung noted kids often teach their parents on procedures.

24
25 Bennett reported that there appeared to be genuine interest on the part of Council in working
26 with the Chamber of Commerce.

27
28 Bennett reported YRFPD was now planning to build the additional storage building. He
29 summarized the earlier issues with setting the footings, explaining the first basalt layer was too
30 thin so they had to dig deeper than originally planned. YRFPD saved money in other areas so
31 that these savings plus one-third of their reserves could cover the cost of the storage building.

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33 **B. From Staff – none**

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35 Nixon adjourned at the meeting at 3:56 pm.

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40 _____
41 Larry Nixon

_____ Date

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43 Minutes prepared by H H Anderson on March 17, 2019
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