



**City of Yachats**  
**Emergency Preparedness Committee**  
DRAFT Meeting Summary Minutes  
City Hall, 441 Hwy 101 N, Yachats, OR 97498  
Monday, February 2, 2026

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**Work Session**

**Regular Session**

**I. Call to Order**

**II. Announcements & Correspondence**

(01:07)

- a. Fire dept. Open House, 2/7/26, 11a-3p
- b. State of the City 2/10/26, 4:30p
- c. This committee expects to be a work group next month.
- d. Key boxes have been installed on the Conex's

**III. Citizen's Concern**

**IV. Reports**

- a. Fire Dept. Report (West)
- b. Finance Report (West)
- c. Summary Minutes

**V. Current Business**

(09:35)

- a. Cemetary Conex Status

Discussion continued regarding responsibility for opening and managing Conex units during an emergency. Members identified the need to designate individuals who live near each Conex location to serve as primary access contacts. Potential volunteers living adjacent to the cemeter, Conex, were identified, with follow-up needed to confirm availability and roles.

b. Order for Emergency Shelter – determine priority items

The committee continued planning for a one-day event on September 26, 2026, from 11:00 a.m. to 3:00 p.m.

Members agreed to organize the fair around the “Be 2 Weeks Ready” framework. The proposed format includes eight informational tables corresponding to the program’s core units: Preparing to Prepare, Emergency Planning, Food, Water, Waste and Hygiene, Shelter, First Aid, and Emergency Management. The committee discussed coordinating with the Oregon Department of Emergency Management, the Red Cross, and other partners to staff tables and provide materials.

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

**VI. Ongoing / New Business**

(15:51)

a. Radio / Walkie-Talkies (James Sanders)

Radio/Walkie Talkies, protocol, and for the Commons - James Sander gave a demonstration to the Committee members on instructions regarding the use of handheld radios stored in the Conex units. Discussion emphasized proper radio etiquette, including pressing the transmit button before speaking, pausing briefly, speaking slowly in short declarative statements, identifying oneself before transmitting, and using “over” and “clear” to signal the end of transmissions; the limited effective range of the radios, particularly in areas with vegetation, structures, and elevation changes. Real-world testing showed that radio range falls significantly short of advertised specifications and is most reliable for short-distance, line-of-sight communication.

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**

Adjourn Committee Meeting at 3:38 pm

**Minutes prepared by: Kimmie Jackson, Recorder**

