



City of Yachats

EMERGENCY PREPAREDNESS COMMITTEE

July 9, 2019

Approved Minutes

I. Call to Order

Chair Larry Nixon called the July 9, 2019 meeting of the Emergency Preparedness Committee at 2:00 pm in Room 1 of the Yachats Commons. Members present: Bob Bennett, Rick McClung, Larry Nixon, Max Glenn, Tom Fisher, and Don Groth. Absent: James Sanders and Tracy Crews. Audience: 1.

II. Minutes

A. June 6, 2019

Bennett moved to approve the June 6, 2019 meeting minutes as presented: Aye – 6; No – 0.

III. Business

A. Discussion of Tabletop exercise with Fire Department

Bennett reported he met with Robert Jaegge from the Yachats Rural Fire Department. He reported the next step for the tabletop was to establish a grid flow chart which identified the key players and when they would be acting. Jaegge explained a call would come in, Salem would be notified, Chief Petrick would be contacted, a radio channel would be established, and Petrick would contact the City Manager. Jaegge explained scenarios related to hose setups. He also explained scenarios around fire containment and water needs.

Bennett reported that from the time the fire starts to the time the EOC is formed and ready for a City Notify could be 10 or 15 minutes. Then the City would need to set up its EOC. Bennett explained the City Manager would need to assign two people to each of the diversion and shelter assignments. Bennett explained City staff would initially be responsible for setting up the diversion.

Groth clarified that Jaegge would be requesting all support from Salem, including a County Sheriff. Bennett pointed out that the City team should contact the Fire EOC (Jaegge) for support such as ambulances.

Jaegge stated there needs to be a phone number established for the table top room.

Bennett explained the “parking lot” concept for the training, in which as problems are identified, they are placed in the parking lot to be resolved at a later time.

1 Bennett explained the County now has an option for people to use their cell phones to sign up for
2 community (Yachats) information. He suggested that they send out a test message during the
3 exercise to determine how many people are set up in the system. He also noted they could post a
4 notice on Facebook. Jaegge suggested notifying the local radio station. Groth stated that News
5 Lincoln County would also be an option. Bennett asserted that it could be possible to use the
6 Lincoln County alert system (Reverse 911) to notify of a highway closure in Yachats.

7
8 Bennett stressed that the point of the exercise was to validate and/or improve the
9 communications outlined in the EOP and with the Yachats Rural Fire Protection District.
10 Bennett indicated that James Sanders was willing to work with him to have pre-prepared cards to
11 represent the scenarios that could arise.

12
13 Bennett suggested the Facilities Manager could be involved in the process. Jaegge suggested
14 Public Works was better suited to handling issues outside of the Commons. Bennett added that
15 the City EOC needs to immediately set up a Recorder to document everything. Jaegge referred
16 to the FLOP anagram for the components needed: Finance, Logistics, Operations, and Planning.
17 Bennett provided an example of locating a credit card to get water and snacks for the shelter.

18
19 Bennett explained they will need two separate rooms for the exercise, one for the City and one
20 for Fire. Jaegge suggested that Chief Petrick be in the room with the City. Bennett indicated the
21 exercise would require a projection system for posting information and photos.

22
23 Jaegge added that the Trails group would be an excellent resource to help direct people as they
24 have vests and know the lay of the land.

25
26 Jaegge explained the area is considered a crime scene so fencing would be needed to keep people
27 out until investigation could be done.

28
29 Bennett expected that the exercise would take about three hours with another 45 minutes to wrap
30 up. Jaegge suggested that each person have a sign to indicate what their role is.

31
32 Nixon clarified with McClung that he can track water usage and tank levels remotely but he must
33 be at the plant to operate it. Jaegge noted Public Works may need to open manhole covers to
34 handle the runoff from the 4,000 gallons per minute being used on the fire.

35
36 Bennett added that they should ask Dan Serbu from the Dublin House to send a test fax. Jaegge
37 indicated he would handle this step.

38
39 The Committee agreed to aim for September 13, 2019 as a table top training date.

40 41 **B. Emergency Preparedness table at Farmers Market**

42 Nixon reported he contacted Betty Johnstone about materials for the Farmers Market. Glenn
43 reported George Mazeika, Farmers Market Manager, stated no one showed up for the Emergency
44 Preparedness table at the last Farmers Market.

1 **IV. Other Business**

2 **A. From the Committee - none**

3 **B. From Staff – none**

4
5 Nixon adjourned at the meeting at 2:55 pm.
6
7
8
9

10
11 _____
12 Larry Nixon

Date

13 Minutes prepared by H H Anderson on July 26, 2019
14