

1. Agenda

Documents:

[2019-09-05 Emergency Preparedness Agenda.pdf](#)

2. Meeting Materials

Documents:

[2019-08-01 Emergency Preparedness Minutes.pdf](#)



CITY OF YACHATS

**Emergency Planning Committee
Work Session Meeting**

441 Hwy 101 N., Yachats Commons, Room 3
Thursday September 5, 2019 at 2:00pm

AGENDA

- I. Call to Order
- II. Approve Minutes August 01, 2019
- III. Business
 - 1. Budget 2019/2010 Discussion
 - 2. Table Top Discussion
 - 3. Available Training
- IV. Other Business
 - a. From the Committee
 - b. From the Staff

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.

This meeting is open to the public and all interested persons are invited to attend. This meeting will be audio taped. All items to be considered by the Commission must be submitted to City Hall no later than one week prior to the meeting. Minutes of all public meetings are available for review at City Hall, or on the City website at www.yachatsoregon.org.

In accordance with ORS 192.630, City of Yachats will make a good faith effort to provide accommodations for any person desiring to attend a public meeting, if the request is made at least 48 hours in advance of the meeting time. The meeting room is physically accessible to persons with mobility devices; 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:09/04/19





City of Yachats

EMERGENCY PREPAREDNESS COMMITTEE

August 1, 2019

Draft Minutes

I. Call to Order

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

II. Minutes

A. June 6, 2019

Bennett moved to approve the July 9, 2019 meeting minutes as presented: Aye – 7; No – 0.

III. Business

A. Capital Spending Requirements

Committee members discussed what was needed for the emergency containers and what was needed to store surplus towels and blankets from the hotels. McClung estimated \$4,000 for getting electric to the location, \$3,000 for the Conex container, and \$1,000 for materials and labor. McClung indicated he has not yet found another location for the container south of the bridge. He added the south container does need to be replaced at a cost of \$5,000. He suggested another \$5,000 for supplies. He suggested \$20,000 total for Emergency Preparedness. Bennett suggested the supplies should be operations, bringing the capital total to \$15,000.

Bennett asked if more communications equipment was needed. McClung suggested putting a new communication system at the 501 Building. Groth suggested this could be piggy-backed with Public Works Department expenses. McClung suggested keeping the existing radio system at the Commons building as a backup. McClung estimated the cost for the equipment and installation to be \$5,000.

Bennett raised an issue of getting the Commons building assessed for being seismic readiness. He noted the City Manager had sent information about grants to retrofit buildings to be seismic ready. 3:17 lost this

Crews reviewed the history of the vertical evacuation structure at Hatfield. Crews noted the work involved injected concrete down to 100 feet.

1 Nixon reported that On-Star systems have the ability to identify who was in disaster areas. He
2 noted this system will work
3

4 Bennett suggested that the traffic study address the issue of possible diversion routes in the event
5 of highway blockages during disasters. The Committee discussed options of linking to the
6 Forest Service roads. In the event of the bridge being inaccessible, there is a road that extends
7 from Yachats River Road to connect with Highway 34.
8

9 Glenn clarified that hotel surplus blankets be split between the containers. Crews suggested that
10 they be vacuum sealed.
11

12 Bennett summarized the fiscal needs for Emergency Preparedness are:

13 \$10,000 for operations – supplies and trainings

14 \$15,000 for CIP – emergency storage containers (one additional and one replaced).
15

16 Nixon raised the issue of getting communications equipment to transfer paper information and
17 forms to digital formats. Bennett suggested Jenny Demaris might have information on what was
18 being planned for this process.
19

20 Fisher suggested there be some way for the Committee to see the contents of the containers.

21 McClung recalled it had been two years since the last inventory of the containers.
22

23 The Committee agreed to have their October 3, 2019 meeting to be a tour of the containers. The
24 start time for this tour was set for 2:00 pm instead of the usual 3:00 pm start time. Groth noted
25 they should get information from Clerk Jackson on previous inventories.
26

27 **IV. Other Business**

28 **A. From the Committee**

29 Bennett stated that the tabletop exercise will need two rooms. Bennett clarified that the fire date
30 was September 13, 2019 at 2:00 pm, but the tabletop could be any date. He recalled they picked
31 2:00 pm in order to create the need to address the children coming from the schools on buses.
32 Bennett indicated he still needed to talk with Demaris about sending a test communication on the
33 county emergency network.
34

35 Bennett estimated time requirements to be:

- 36 • 30 minutes for set up
- 37 • 2 hours actual exercise (time uncertain)
- 38 • 30 minutes for review of outcomes
39

40 Bennett indicated he would talk to Robert Jaegge from the Fire Department to determine how
41 long the exercise would take. Sanders noted that they need to check with Manager Beaucaire
42 about her availability to participate. Bennett added they might want to get Facilities Manager
43 Heather Hoen to be involved for the shelter component. Bennett noted that they should call it a
44 “Receiving Facility” rather than a “Shelter,” as only the Red Cross can set up shelters.
45

46 Bennett stated they would need a projector or television screen for the exercise.

1
2 Crews suggested using a Doodle Poll to ascertain availabilities for the tabletop date. Crews
3 suggested the week of September 16-20, 2019.
4

5 Crews met with Laura Braxling from the Lincoln County Animal Shelter about responses for
6 pets. Braxling indicated there was a new requirement that there be plans in place for pet
7 evacuations. McClung add that pets cannot be in the same building as humans. Crews stated
8 Braxling was willing to make a presentation to the community. Glenn stated there is a vet in
9 Junction City who specializes in this area.
10

11 Crews recalled previous discussions about planning an event as part of the fire station opening to
12 do education around emergency preparedness. Bennett indicated he would ask the fire
13 department at their next board meeting.
14

15 Sanders asked about tabling at the Farmers Market. Nixon indicated his limitations keep him
16 from staffing a table. Crews noted they had previously set August 18 and September 15, 2019.
17 Crews indicated she could work 9:00 am - 12:15 pm and Sanders could do 12:15 – 2:00 pm.
18 Crews indicated she would contact Betty Johnstone for materials to display. Sanders indicated
19 he could help set up the table.
20

21 Crews stated she would tell Braxling that the Committee welcomed her presentation for the
22 November 2019 meeting.
23

24 **B. From Staff – none**
25

26 Nixon adjourned at the meeting at 4:09 pm.
27
28
29
30

31 _____
32 Larry Nixon

Date

33
34 Minutes prepared by H H Anderson on August 21, 2019
35