



City of Yachats

EMERGENCY PREPAREDNESS COMMITTEE

November 7, 2019

Approved Minutes

I. Call to Order

Co-Chair Rick McClung called the November 7, 2019 meeting of the Emergency Preparedness Committee at 3:00 pm in Room 1 of the Yachats Commons. Members present: Rick McClung, Don Groth, Tom Fisher, James Sanders, Max Glenn, and Don Groth (after minutes vote). Absent: Tracy Crews. Audience: 2.

II. Minutes

A. October 3, 2019

Groth moved to approve the October 3, 2019 meeting minutes as presented: Aye – 4; No – 0; Abstain -1 (Bennett was not present).

III. Announcements

McClung reported Mayor Moore would be sitting in on meetings. He recognized Jill Asch in the audience who had interest in joining the Committee. He stated Asch was completing the requirements to be CERT certified.

Sanders reported he has completed the make-up classes and the CERT training.

Jill Asch indicated she has been in the area for three years. She has been an RN for 35 years and has been med-certified. She has special training in wound and skin care. She stated she went to Haiti to help after their earthquake.

Bennett asked Asch for more information about her work in Haiti. Asch recalled the difficulty of getting into the area due to debris in the harbor. She noted there were people who were still living in tents in Haiti to this day. She stated there was not an ability to med-evac people to Florida, and she witnessed a woman with a head injury pass.

McClung moved to recommend to Council to appoint Asch to the Emergency Preparedness Committee: Aye – 6; No – 0.

III. Business

A. Table Top Review

Bennett stated Demaris' comments indicated that the City would be notified of an emergency event from Central Dispatch in Salem. He noted that they need to ensure the contact information

1 for the City be accurately recorded with Central Dispatch and the Lincoln County Sheriff's
2 Office (LCSO). McClung indicated he would provide the information to the agencies. Groth
3 clarified that the City Manager and McClung were the City contacts. Bennett believed the
4 contacts in the EOP were the City Manager and the Mayor.

5
6 Bennett stated the process of opening an Emergency Operations Center (EOC) appeared to work.
7 He noted that if only one support aspect that was required, an EOC was not necessary. He stated
8 that providing traffic support to the Fire Department and setting up a place for the hotel guests to
9 go required the enactment of an EOC.

10
11 Bennett explained there was no process to determine how the person who would be setting up the
12 EOC could contact the volunteers to come provide assistance. Bennett noted the Committee was
13 one group and Lincoln County CERT was another group. Bennett was not certain if even two-
14 thirds of the Committee was enough to operate the EOC. McClung indicated that this contact
15 process be on the agenda next month.

16
17 McClung added that they learned someone must be CERT trained to perform certain tasks, such
18 as flagging. Bennett noted directing traffic off of Highway 101 was ODOT's purview.

19
20 Asch suggested the Committee speak personally to hotel owners and managers about ensuring
21 they know how to evacuate people. Bennett noted there was an outreach program to vacation
22 rentals and hotels. He added they were trying to do more outreach through the Chamber of
23 Commerce. Asch suggested putting a post card in mailboxes at the Post Office. Bennett stated
24 hotels have had employees attend walk out trainings. Asch suggested that kitchen staff know
25 how to shut down propane tanks.

26
27 Bennett noted the Committee has taken steps to improve communications with the Fire
28 Department and established a liaison with the Fire Board this past year.

29
30 Sanders asked about using Everbridge as Demaris suggested. Bennett referred to the fourth
31 bullet point regarding ways of communicating, noting that all require more training to
32 implement. The methods include: Everbridge, phone app, City website alert, and Facebook.
33 McClung indicated he would ask Demaris for more information on these apps. Bennett
34 suggested having Demaris come train people to use the apps. Bennett noted they need to get
35 people to sign up for the phone app and to train staff on using the app. McClung suggested they
36 could have a post card to encourage people to sign up.

37
38 McClung stated they can use some of the apps to report road closures and other important
39 notices.

40
41 Asch pointed out there are certain areas in town where one cannot get cell phone reception.

42
43 Bennett emphasized the importance of educating people to sign up for alert notices. Mayor
44 Moore stated he talked to Congressman Schrader last week about getting better cell reception on
45 the coast. Asch indicated they should add landlines to the communications options.

1 Bennett indicated they need to determine how they would contact Committee members. Bennett
2 suggested such a list include landlines, emails, and cell phone numbers.

3
4 Bennett suggested adding to a traffic study how the City would do diversions from Highway 101,
5 noting the complication with having parts of Ocean View Drive be one way. Mayor Moore
6 stated the City was applying for a Quick Response on traffic flow on Ocean View Drive, the
7 curbs on intersections, and speed on the north end of town. Groth noted that the Fire Department
8 indicated they were trying to get the speed limit moved further north past the Fire Department.
9 Bennett stated very few areas along Highway 101 along the coast have flashing lights for a Fire
10 Department. He did not imagine ODOT changing this policy.

11
12 The Committee discussed options for traffic diversions under various scenarios. Sanders noted
13 that unless they have people on scene quickly, drivers will resort to whatever routes they can
14 find. Fisher added that the City needed more people trained to do flagging on the roads. Sanders
15 and Asch reported they did not get training in flagging as part of their CERT training. McClung
16 indicated he would find out when the next flagging classes would be offered in the area.

17
18 Bennett suggested they have at least an outline of what would be needed to use the Commons as
19 a place for people to seek refuge, including logging in and out, how many tables and chairs
20 would be needed, how to provide snacks and water, and the like. Bennett noted that the City was
21 not capable of setting up a “shelter” as “shelter” implies triage, emergency services, and other
22 skilled services. He also said they needed to establish how to contact the Red Cross to make a
23 request to set up a shelter.

24
25 Sanders stated City of Newport Emergency Management was offering a shelter training class.
26 Bennett asked Asch and Sanders to provide a summary of the meeting and bring back any
27 materials they might provide.

28
29 McClung summarized they would discuss at the next meeting:

- 30 - Procedure of contacting members and other citizens
- 31 - Flagging class date
- 32 - Review of site visit to storage containers.

33 34 **IV. Other Business**

35 **A. From the Committee**

36 Bennett asked about getting people through the basic FEMA courses. Mayor Moore indicated he
37 has asked Council to take the basic classes.

38
39 McClung stated he hoped to get upgraded radio equipment when the City moved to the 501
40 Building.

41 42 43 **B. From Staff – none**

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45 McClung adjourned the meeting at the meeting at 4:04 pm.

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Rick McClung

Date

Minutes prepared by H H Anderson on November 18, 2019