

City of Yachats
EMERGENCY PREPAREDNESS COMMITTEE
August 2, 2018

Draft Minutes

Chair Marc Courtenay called the August 2, 2018 meeting of the Emergency Preparedness Committee at 3:01 pm in Room 1 of the Yachats Commons. Members present: Marc Courtenay, Larry Nixon, Bob Bennett, Joan Davies, Rick McClung. Absent: Tracy Crews. Don Groth, James Sanders. Audience: 0.

I. Minutes

A. June 7, 2018

Attendees: delete Clerk Judy Richter

Meeting: should read "regular meeting" instead of "quarterly meeting"

Add to Page 1, Line 16: Councilor Glenn asked for an update on how the Emergency Operations Plan update would be handled. Courtenay explained Jenny Demaris indicated they could modify Newport's recently updated EOP to reflect the circumstances in Yachats. Courtenay indicated they would give committee members sections to review and revise. Members suggested they could substitute Yachats for Newport and eliminate non-relevant sections. Courtenay indicated he would forward the Newport plan from Tracy Crews to the Committee members.

Page 1, Line 22: delete "work by the" before "crew"

Page 1, Line 40: delete "and ODOT would be present"

Page 1, Line 40: add "ODOT would provide reader boards."

Page 2, Line 1: should read: "Davies to communicate the Committee's desire for the restaurants to have a seafood special."

Page 2, Line 15: John should be James.

Page 2, Line 18: her should be his

Nixon moved to approve the June 7, 2018 minutes as amended: Aye – 4; No – 0; Abstain – 1 (Bennett was not present).

B. July 5, 2018

Meeting Date: "quarterly" should be "regular"

Page 1, Line 17: Should be Char, not Shar

Page 1, Line 36: after "involved" add "in actual crisis management"

Page 2, Line 2: Bob should be Bennett

Page 2, Line 31: delete "book" after Plan

Page 2, Line 40: delete "a" after serious

Page 2, Line 43: add at then end, "and the Sea Aire assisted living facility, which is on the east side of Highway 101."

Page 3, Line 11: add "and to put it on the City website since the event was not included in the monthly City Newsletter calendar, and it was important to get the meeting announcement to as many residents as possible."

Page 3, Line 17: change "individuals were" to "residents are"

1
2 Nixon moved to adopt the July 5, 2018 minutes as amended: Aye – 5; No – 0.
3

4 **II. Public Comment**

5 6 **III. Reports**

7 **A. Emergency Operations Plan Update**

8 Davies reported she had finished all that could be revised in the Plan. Courtenay noted
9 the City needs to identify a Shelter Manager and an Emergency Preparedness
10 Coordinator, distinct positions from the City Manager or Operations Manager. Nixon
11 suggested the person be a member of the Emergency Preparedness Committee.
12 Courtenay emphasized there are requirements from FEMA that must be met.
13 Courtenay suggested they create a part-time position for someone to fulfill this role and
14 attend all relevant meetings in order to come into compliance with the Plan. Nixon
15 asserted the previous Chair of the Emergency Preparedness Committee handled those
16 duties. Courtenay argued that this work was the most complex responsibilities of all
17 Committee or Commission work and warranted a part time position. Courtenay noted
18 Jenny Demaris might not be available to help in the future if she were elected to the
19 County Commission. McClung suggested such a position would be appropriate for a
20 larger City, but not for Yachats. Bennett recalled Nancy Batchelder coordinated the
21 required certifications in the past, and agreed that maintenance and updating of the
22 Plan and coordinating drills would need to be done by volunteers.
23

24 Courtenay suggested the work of Davies in updating the Plan had saved the City
25 \$40,000. He argued the complexity of updating and managing the Plan requires a part
26 time position. Glenn noted it should be the City Manager who makes staffing decisions.
27 Courtenay responded they could make a recommendation to Council to hire for the
28 position. Courtenay asserted Yachats is the poster child for Emergency Planning, and
29 they should continue to support this work.
30

31 Courtenay suggested that the person be CERT certified and be compensated for the
32 overseeing the amount of work required. Glenn noted this issue falls under the purview
33 of the City Manager. Glenn stated it was not the Committee's responsibility to hire staff.
34 Courtenay clarified he wanted to recommend to Council that they hire a part time
35 position for 10-20 hours per week. Courtenay noted he gets weekly requests to do
36 things for emergency planning.
37

38 Bennett suggested the Committee present to Council that there be approximately 20
39 hours of staff time each month dedicated to ongoing operations needed to maintain the
40 EOP, including but not limited to training, identifying people to attend sessions, keeping
41 certifications up, and making the Committee and Council aware of any needed changes
42 or updates. Bennett recalled he spent at most 10 hours each month on Emergency
43 Planning when he was Chair of the Committee.
44

45 Courtenay stressed the importance of emergency planning and noted there are more
46 active fires in the west than there have ever been.
47

1 Glenn was supportive of having staff time dedicated to this effort. Bennett stated
2 trainings to get certifications were available online. Davies noted she asked several
3 months ago for volunteers from the Committee to get certifications and no one
4 responded. Courtenay wanted to know if the Committee supported recommending to
5 Council to hire a support person. He noted there is a person in town who has the
6 required certification and skills to do the work. Bennett indicated he was comfortable
7 with recommending dedicated hours to Council but not with recommending a position.
8 Bennett suggested they could coordinate some of the activities with Waldport.
9 Courtenay reported he has talked with the Waldport City Manager and Public Works
10 person.

11
12 Bennett moved to recommend to the City Council that approximately 20 hours of staff
13 time each month be dedicated to ongoing operations needed to maintain the
14 Emergency Operations Plan, including but not limited to training, identifying people to
15 attend sessions, keeping certifications up, and making the Committee and Council
16 aware of any needed changes or updates: Aye – 6; No – 0.

17
18 Davies suggested they could see if any of the firefighters wanted to be involved, as they
19 have NIMS training. McClung indicated the firefighters were already overloaded and
20 the Fire Department was trying to find another EMT.

21
22 Courtenay asked if persons who were supposed to have keys to the emergency storage
23 containers actually had the keys and what was being to do replace the rusted
24 containers. McClung indicated he was waiting for the south tank to be completed
25 before moving forward with getting new containers. He noted the estimate for a
26 container was \$3,000 plus \$100 for delivery as of three months ago.

27
28 Bennett recalled there were appendices to the current Yachats Plan that contained
29 outlines for maintenance procedures and conducting inventories. For example, Nixon
30 had gotten coordinates of a potential helicopter pad for the Adobe front lawn. Bennett
31 suggested these appendices be incorporated into the new Plan. Courtenay agreed
32 these items do need to be added to the new Plan. Bennett noted the Plan serves to
33 certify the City as storm and tsunami ready so that the City is eligible for FEMA funds,
34 but the actual operations and procedure within Yachats are separate and do not need to
35 be in the Plan. Bennett suggested what Yachats needs to do after a storm does not be
36 in the Plan for FEMA.

37
38 Glenn recalled that the Plan needed to be updated by August 31, 2018. Members
39 noted the issues specific to Yachats could be addressed after getting the Plan
40 approved. Courtenay clarified that the August 31, 2018 date is the deadline for
41 Committee work. The Plan would need to go to Public Works and Streets Commission,
42 then to the City Manager and Council.

43
44 Courtenay noted the plan would have cost \$40,000. McClung recalled the quote ranged
45 from \$18,000 for a basic version to \$24,000 for a comprehensive version of the Plan.
46 Anderson recalled McClung's numbers were what was reported to the Public Works and

1 Streets Commission and the Finance Committee. Davies indicated Bill Watson told her
2 it would cost \$40,000.

3
4 Bennett clarified what needed to be in the document for FEMA approval and noted the
5 local procedural issues do not need to be included. Davies noted there would be a
6 reference to refer to Public Works Standard Operating Procedures in the Plan, which
7 McClung would provide and/or create at a later time.

8
9 Courtenay recognized all off the work that people had put into the revision, especially
10 the work Davies had contributed. Committee members agreed reviewing the Plan was
11 a beneficial exercise.

12
13 McClung reported the school is private and not connected to the County School District.
14 He indicated they have their own plat. He noted Fire Chief Frankie Petrick stated they
15 do not have an Intergovernmental Agreement with the City. Members noted this
16 agreement is required.

17
18 Courtenay noted they need money to buy a bullhorn and two-way radios. McClung
19 recalled they have \$5,000 in the budget and \$5,000 in the CIP. McClung noted if the
20 containers were upgraded, it might qualify as a CIP project as it would be an
21 improvement and not just a replacement.

22
23 Courtenay asked if members were in favor of calling the Committee the Emergency
24 Preparedness Committee rather than the Emergency Planning Committee. Davies
25 noted Council would need to approve the change in order to change the language in the
26 Yachats Municipal Code.

27
28 Davies noted there were two options for the review cycle of the Plan. The current Plan
29 requires that the Plan be reviewed annual and formally repromulgated by Council once
30 every five years, which would require Council action in 2019.

31
32 Davies moved to approve the 2018 revised Emergency Operations Plan and refer it to
33 the Public Works and Streets Commission for approval: Aye – 6; No - 0.

34 35 36 37 38 **IV. Business**

39 **A. Map Your Neighborhood Event**

40 Will discuss at the next meeting.

41 42 **V. Other Business**

43 **A. From Committee Members – none**

44 Bennett reported he attended the board meeting for the Fire district last month. He
45 suggested the Committee establish a liaison with District, and offered to attend one of
46 the two monthly meetings. Glenn noted an invitation from the committee would be
47 necessary to officially establish the liaison relationship.

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2 **B. From Staff** – none

3 **C. From the Floor** - none

4
5 Courtenay adjourned at the meeting at 4:10 pm.
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8
9

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11
12 _____
13 Marc Courtenay, Chair

_____ Date

14 Minutes prepared by H H Anderson on September 1, 2018