

**City of Yachats**  
**EMERGENCY PLANNING COMMITTEE - SUMMARY**  
**March 7, 2022**

**I. CALL TO ORDER**

Chair Thomas Fisher called the meeting to order at 2:01 pm. Members present via zoom were: Bob Bennett, Don Groth, Tracy Crews, James Sanders, Jill Asch, MaryBeth Selby, Dayna Capron, Linn West, Ann Stott, Patty Hodgins

**II. NEW BUSINESS**

**A. Introduce New Red Cross Resident**

(0:58) Was going to introduce a new Red Cross member living in Yachats but she was unable to make it today. Selby advised she has spoken to Joann (?) and a meeting will be set up to determine if she (Joanne) will support the Emergency Preparedness Fair.

**B. Review EPC Goals 2022-2023**

(2:02) Fisher referred to list provided in the packet.

**C. New City Manager/Yachats EOP**

(2:57) Fisher wants to make sure the new City Manager is involved or at least knowledgeable in what the EPC does. Jenny advised she was meeting the City Manager (Lambert) on March 10<sup>th</sup>. Selby and Crews advised that Fisher should ask to be included in the meeting with the City Manager. The Letter of Promulgation on the EOP needs to be updated with current council member.

**III. ONGOING BUSINESS**

**A. Update on Cemetery Conex (owned by YRFPD)**

(5:58) The Conex has been removed from the site. Bennett advised there is still one Conex over there that needs to be removed but it so deteriorated that the weather needs to be better before it can be pulled out. The other one off of Chief Albert Drive was removed by a private party. Fisher advised the Cemetery Board is open to placing a new container on the property.

(7:47) Fisher thought subcommittees to handle the various Conex units would be a good idea. He indicated he would be on the subcommittee. Not sure how to prepare the property if City staff needs to do it or if would sub contracted out. Selby suggested asking the Trails Committee to help. Perhaps also ask Job Corps. Indicated that she (Selby) and Crews had sent emails suggesting that subcommittees make sure a plan is put together and the project is followed through. She indicated she put a draft MOU onto the Google Workspace.

(10:08) Discussion continued on what is needed and how to proceed with the preparation of the area for a new Conex. Electricity would be required.

1 Bennett indicated there would need to be an MOU with the Cemetery  
2 Board.

3 (12:42) Selby suggested investigating solar power and Crews indicated  
4 the cache at Safe Haven Hill is run by solar and the building can be used  
5 for other things after the emergency has occurred. She can obtain specs  
6 and costs.

7 (13:36) Sanders said he would be on the subcommittee as did Selby.

8 (14:03) Discussion on placement of current containers north and south,  
9 who placed them and costs. Selby asked about the punch list and Groth  
10 indicated McClung most likely has a copy.

11 Subcommittee will be Fisher Selby, Sanders and Selby felt McClung  
12 should also be involved.

13 (16:11) Bennett advised he was working on item #12 *Work with Yachats*  
14 *Rural Fire District to establish a cache and evacuation site at the new fire*  
15 *station*. He believes it can be accomplished with approximately six hours  
16 of time from Staff and Public Works for a couple of months. Permission  
17 from the City Manager will be needed to charge the time.

18 (17:14) Selby questioned if there was a project plan to show what was  
19 needed. Bennett discussed possible numbers that would be at the site and  
20 what would be appropriate. Need to determine size and where it could be  
21 placed and then obtain an MOU.

22 (19:40) Selby decided another meeting with the subcommittee should be  
23 held to work out the details for the YRFPD unit, then proceed to the  
24 cemetery Conex and she has also been gathering information for a unit at  
25 Cape Ranch Road.

26 (20:57) Bennett advised the south Conex needs to be replaced and has  
27 been in the budget for almost two years. Discussion held regarding  
28 moving the South Conex.

29 (22:12) Discussion was held regarding the subcommittee tackling some of  
30 the items needing to be done versus getting the City Manager to approve  
31 staff time. Crews asked what things can the subcommittee do to move the  
32 process along so there is a clear idea of what is needed from staff so  
33 when there is a meeting there is the ability to say this is what we need  
34 from you and this is where we are.

35 (25:54) Fisher indicated the need for a meeting and to determine if the  
36 subcommittee will take care of item #2, #3 and #4 on the goal sheet.

37 (27:46) Crews asked West of Public Works how this fits in with their  
38 commission and talking to the City.

39 (28:02) West responded that in conversation with McClung, they were  
40 looking to replace both the Conex at the cemetery and the south Conex at  
41 the same time; ordering them in "bulk" might result in a better price. There  
42 are many sources available. He indicated there are steps to follow and  
43 Public Works has the lead in this work.

1 (29:12) Stott responded to Crews question about the relationship between  
2 EPC and PWS and Council. The past year has been troublesome getting  
3 information/communication back and forth. She expressed pleasure at  
4 what Lambert has accomplished. She advised the Committee to prepare  
5 whatever they can to get the City Manager “up to speed”. The way this  
6 should work is that anything the Committee prepares needs to go through  
7 West as the chair of Public Works and Streets and he will relay that  
8 information to the City Manager. She recommended that the committee  
9 come up with a one-page summary of the whole situation; with bullet  
10 points. Introduce why it is an issue, where the units are located with  
11 perhaps a map, the steps needed to be taken and where staff time will be  
12 needed. She continued by saying this committee was doing a great job  
13 and thanked them. Stott also felt the meeting with Jenny would be a good  
14 introduction for Fisher to meet with Lambert.

15 (35:07) Groth felt it would be better if the group meet physically at the  
16 Commons. Selby said she would send an email to the subcommittee and  
17 discuss a couple potential dates and times and figure it out.

18 (35:58) Fisher advised that the Cascadia Event and the Emergency  
19 Preparedness Fair will cover the certification requirements. Indicated  
20 McClung has the information on who has completed the FEMA and NIMS  
21 training; thinking that McClung is the only one with that training.

22 **B. Update on YRFPD Sponsorship of SLOCERT**

23 **C. Update on Evac Trail to Firehouse**

24 **D. Update of Preparedness Fair**

25 (37:15) Selby indicated they are in the process of lining up speakers and  
26 volunteers and coming up with an estimated budget. She has spoken to  
27 the Boy Scouts, the Red Cross, Lincoln County Emergency Preparation  
28 Team, Sanders has reached out to CERT, Crews has reached out to OSU  
29 contacts. CERT will possibly bring a food truck to give out hot dogs. The  
30 Art Guild, Debbie Aiken, has done some art. Sent art to get quotes on give  
31 aways like tote bags and tee shirts for the “Beat the Wave” run as well as  
32 some stickers and pins. All the documents regarding the different  
33 disasters have been ordered from FEMA. The CEO of Cascadia Quakes  
34 is donating some backpacks for a raffle and to be used in a training  
35 exercise. She is also included a pet backpack. Crews is working with an  
36 animal group to get a training set up on how to protect the pets. Selby also  
37 sent Roslund an email requesting a couple of rooms at the Overleaf so  
38 encourage speakers to come. The Commons has been reserved.

39 (40:02) Sanders indicated he has been in touch with the local CERY group  
40 and they have verbally indicated they would be willing to help on the  
41 program list. He sent the program list to the executive board and he  
42 anticipates they'll discuss it at tomorrow's meeting. He has also spoken to  
43 a HAM radio operator and he recommended someone that would be

1 willing to help. He also contacted some disaster relief folks located in  
2 Willamette Valley and they will bring a mobile feeding unit; 5K meals a day  
3 can be put out of the unit; they are willing to give out cookies.

4 (42:53) Asch felt it important that evacuation maps of Yachats and the San  
5 Marine area be given to every attendee and well as yes and no signs.

6 (43:22) Fisher advised there were about 2K updated evacuation brochures  
7 at City Hall and another 800 that had updated with labels. He said at one  
8 point they were supposed to be distributed to residents through a mass  
9 mailing but that didn't happen due to staff issues. He continued, saying  
10 that Roslund asked for some for his hotel rooms and that Roslund was  
11 going to contact the other hotels in the area and to see if they wanted  
12 some.

13 (44:40) Sanders indicated that Capron in City Hall had the new maps and  
14 then went on to inquire as to supplies in the room behind the Council  
15 Room and questioned if they are still there and if they were useable.  
16 Morphis advised he hasn't had an opportunity but he will go check.

17 (45:51) Groth said he thought Kimmie brought most of the Emergency  
18 Preparedness information over to City Hall and suggested that Morphis  
19 check in the vault. He referred to packets for teams and what each team  
20 member was responsible for.

21 (47:39) Crews began her update on what she has been doing for the  
22 Emergency Preparedness Fair. She has reached out to folks who did a  
23 workshop on health care access during disasters. OSU Veterinary School  
24 is also running a First Aid for Pets and they are going to come out and do  
25 a workshop. OSU Extension has resources and she has been reaching  
26 out to them. Oregon Sea Grants has agreed to sponsor up to \$2K for the  
27 event and that is why Selby is working on a budget so Crews can submit  
28 that information in the grant writing. She (Crews) has also put together a  
29 Google form to the public asking what expertise people might have and  
30 would be willing to share. Questioned if it was appropriate to create an  
31 Emergency Preparedness Face Book page.

32 (50:06) Selby asked if Morphis knew the procedure needed to get a Face  
33 Book page for Emergency Preparedness. He replied he did not have an  
34 answer to that.

35 (51:01) Asch asked if anyone was in charge of advertising to make sure  
36 the community is aware of the Fair. Groth suggested contacting James  
37 Kerti.

38 (51:27) Crews felt getting volunteers and information out to the public  
39 thought Face Book is important and streamlining getting information out  
40 but what are the limitations regarding the City. Asked if West or Stott had  
41 any idea how to proceed.

42 (52:51) West advised he had no knowledge of the Face Book page and  
43 that Public Works did not use one. He advised that perhaps the best way

1 to proceed was to go through Quinton and the Yachats News asking for  
2 volunteers.

3 (53:36) Stott indicated that Face Book "stuff" is independent of the City.  
4 She advised McClung posts information on the village page as does  
5 MaryEllen O'Shaughnessey. Another source is the City newsletter which  
6 is being brought back. It would be good to write an article for that. In  
7 summary she said: get the article in the newsletter, have McClung post on  
8 Face Book and have Yachats News write an article right now and talk  
9 about upcoming plans.

10 (55:01) Fisher advised he has attempted to contact Quinton several times  
11 and has been unsuccessful. Crews said she would contact him.

12 (56:26) Discussion continued regarding a Face Book page.

13 (59:45) Fisher moved back to the goal sheet talking about the Google  
14 Drive item. His issue is that he would like to have a calendar for the EPC,  
15 but does not have the information he needs to put on the calendar. Does  
16 there need to be a subcommittee for Google Drive? Asked for feedback  
17 from the committee. Discussion had as to what needed to be tracked on a  
18 calendar.

19 (1:04:15) Review of Emergency Operations Plan (EOP) and update as  
20 needed. How often should it be done? Fisher indicated he and several  
21 others attended a seminar on EOPs and there was good information.  
22 Discussion ensued. Is there a committee needed for that or can one  
23 person handle it. Selby felt a subcommittee was needed. Bennett  
24 discussed that regarding the current EOP, primarily how an operations  
25 center would be established and that there was nothing written down as to  
26 how an evacuation would be accomplished.. Went on to discuss a  
27 checklist for before and after an emergency event. Tabletop discussions  
28 supply "lessons learned" and how the EOP can be updated/changed.

29 (1:10:59) Fischer advised the Comprehensive Guide is 140 pages put he  
30 would send an abbreviated version and indicated there were several  
31 graphics regarding the six steps. Groth suggested loading those onto the  
32 Google Drive as a central location for everyone.

33 (1:12:32) Selby reiterated that she felt it would be good to have a smaller  
34 group of people responsible for updating the EOP to make sure it  
35 happens. Discussion held about proceeding and people who had  
36 information. Groth suggested the actual subcommittee be formed in June  
37 or July after everyone's project load lessens. Bennett referred back to the  
38 conversation where the signature page of the EOP still needed to be  
39 signed by the City Manager. He felt if that was done then the EOP would  
40 be officially recognized by the management structure. Discussion then  
41 returned to the meeting with Jenny and the City Manager and getting the  
42 EOP in front of the City Manager to sign.

1 (1:17:03) Selby indicated that the advice Stott supplied regarding the  
2 Conexes also applies here. If Fisher can't get into the meeting with Jenny  
3 then go through West and Public Works.

4 (1:18:14) Fisher agreed to waiting to form a subcommittee until summer  
5 was a good idea. Bennett indicated that the EOP was on the City website  
6 and suggested that people take a look at it. It is structured and used  
7 verbiage to allow the City to obtain monetary and Federal assistance. He  
8 stressed that documentation of materials, funds and everything else need  
9 to be done.

10 (1:21:05) Crews questioned what needs to be done and if what exists now  
11 is up to date so that if there is an emergency the City would not be denied  
12 reimbursements, etc. Can the list of names, etc. be updated now to show  
13 that a good faith effort is being made? Bennett responded that having the  
14 City Manager sign the EOP makes the plan viable.

15 (1:23:03) Fisher indicated he was going to present the City Manager with  
16 the letter to be signed and then go over the succession of responsibility.

17 (1:25:23) Fisher discussed #11 on the goal sheet, Map Your  
18 Neighborhood (MYN). Something to think about...neighborhood caches.

19 (1:25:56) Asch talked about getting forms. Asked who would be grabbing  
20 these forms "if the big one hits". She also asked where the other  
21 committee members were located in town. Thought it would be good to  
22 know where everyone was. She also discussed the committee mapping  
23 their neighborhood to know what resources are in the neighborhood.

24 **E. Update on CRE22**

25 **IV. OLD BUSINESS**

26 **A. Update on EOC Development**

27 **B. Updating Mitigation Plan**

28 (1:24:08) Needs to be updated every five years. McClung's concern was  
29 that all the bases were covered to allow for FEMA and government grants.  
30 He spoke particularly to the earthquake valve.

31 **V. OTHER BUSINESS**

32 **A. From the Committee**

33 **B. From the Staff**

34 Meeting adjourned at 3:32 pm.

35  
36 Transcribed by Contractor, L.F. Barrett on March 27, 2022