

**EMERGENCY MANAGEMENT SUB-COMMITTEE (EVAK)
MEETING MINUTES
THURSDAY, NOVEMBER 4, 1999**



IN ATTENDANCE: Lt. Mark Miranda, Joanie Mann, Ray Hansen, Ted Plumb, Linda Doerfler, Barbara Dan, John Dan, Karen Monk, Patty Morley and Bob Emmerich

ABSENT: Rod Conway, Caroline Greene and Ken Gierloff

WELCOME BACK MARK!

Joanie reported that the supply boxes for the Volunteer Center and the EOC are complete. We need two more County Resource Guides. Ray will look into getting copies of Northwest Human Resources Resource Guide.

Joanie reported the newsletter would be mailed the week of November 8, 1999.

Bob distributed copies of the draft of the mission statement and job descriptions for the EOC manual. Please get your input to Bob no later than Tuesday, November 9, 1999. Copies will be prepared for Mark to mail to the full Emergency Management Committee with the agenda for the November 18th meeting.

Ray reported that training presented by Gary Lasater of Northwest Human Services is scheduled for Tuesday, November 9th at 6:30 p.m. at the Fire District Office. All group leaders have been notified with a phone call.

Ray reported that training for all of our citizen volunteers is complete and will be presented by Gary Lasater. Scheduled dates are:

- Thursday, November 18th, 7:00 p.m. Police Auditorium
- Saturday, November 20th 10:00 a.m. Police Auditorium.

Group Leaders will notify all volunteers with a phone call.

Ray has confirmed that CCTV will videotape the November 20th session. Mark will look into a notice in the Keizertimes.

Mark distributed new volunteer application forms, they look great. If you have any of the old ones discard them. Mark suggested we develop a welcome package for new applicants that would include a letter from Mark, a copy of the newsletter and an EVAK Organizational Chart.

Ted Plumb presented the latest drafts of the volunteer call-in and assistance request forms, several changes were suggested. Those changes have been made and Ted will make approximately 300 copies of each for use in our training sessions, and to place in the Volunteer Center Supply Box.

Bob will provide Patty Morley with the new codes for each volunteer for input into our database.

Patty and Ted will work together trying to improve our database. Perhaps a new program will be required.

Bob reported that Wally Mull has confirmed that we will have a small space in City Hall with a desk, bookcase and file cabinet as soon as the Heritage Foundation Building is complete and the library moves. We will also have a contact person on staff.

We need to begin writing procedures for our various activities. Senior Lead for Phone Center, Database and Assistance Center should make notes of all the procedures that need to be developed. We will try to complete this over the next three to four months. Barbara Dan will be our contact point to place them in the proper format.

Ted reported that Mike Wheeler has resigned as a Group Leader but would like to remain as an active volunteer.

Our next meeting is Thursday, December 9, 1999 at 4:30 p.m. at the Keizer Fire District.