

KEIZER EMERGENCY MANAGEMENT

Meeting Minutes 11-3-11

Rob Kissler, Keizer Public Works
John Vanderzanden, Marion County Emergency Management
Bill Lawyer, Keizer Public Works
Carrie Anderson, Keizer Police Dept.
Krista Rowland, Marion County Emergency Management
Rod Conway, Keizer Fire
Brad Bradley, Keizer Public Works
Jennifer Warner, Keizer Public Works

1. *Welcome and Introductions*
2. *Updates from Rob:*
 - *EVAK Update – still looking for a contact person to head this program up. Going to make one last attempt with Kevin Clark and Jim Trett. Also try to make contact through CERT – Al Rasmus to invite to meetings.*
 - *EOC Setup – would like to accomplish this in near future and do a trial setup. The old schematic from Teague is not compatible with current room at Civic Center and layout of power outlets/server connections. Need to test all equipment and make a new schematic. Will be sending out an email with an invite.*
3. *New Business – Rob spoke on NIMS training and flow chart of training. Each City has their own point of contact within their agency to track each individuals training records. City of Keizer is to track City Hall, PWs and PD all together under one agency at this time. Carrie from PD is to work with Lt McCowan in gathering certificates from PD and forward to Jennifer. Krista mentioned that Lonni with OEM would like to see each agency within the City split into separate NIMSCAST accounts, however at this time Keizer is lumped into one rolling account and needs to get records current and compliant before exploring splitting of accounts. Bill and Brad have completed PWs gathering of documentation from field staff. Now we need to create our organizational chart in order to determine level of training needed and fill in the missing gaps.*
4. *COOP – Continuity of Operations Plan – a plan that someone could use in case of an event that determines the functions and tasks that need to continue operations for the next 24 hrs, 72hrs or up to 3 weeks. Chain of authority and line of succession and who is involved needs to be specified in plan. Defining the critical parts and critical staff by position not by person is the first thing. Plan needs to be updated and saved on our own server by Dec 10th to meet the Dec 31st deadline (possibility Marion County is working on extension of contract for use of database and templates but acting on assumption Dec 31st is still deadline). There were individuals from the City of Keizer assigned to update the plan however that didn't take place.*

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COOP cont - PD said they have their own plan and will not need to be included in the overall City Hall plan. After update of the City Hall COOP plan, PW's needs to develop their own plan. Also Keizer needs to identify our alternate sites. Krista is going to see if PWs has already started a plan.

5. Open Forum – Roundtable

- Rod – KFD as an alternate site is not an option. Only boardroom space due to their own operations.*
- PD n PW need to work on identifying some alternate sites. Key factors – back up power, city water or well, etc. Also do generator tests.*
- John – MC received their acceptance letter for Citizen Corp grant money and using it up before it expires.*
- John/Rob - VHF radios inventory – making sure enough on stock to distribute to PD in case of event. John to check his inventory and any information and forward to Rob.*
- John - Found out there are multiple thousands of poly sandbags at \$ 0.10 a piece in bundles of 100 at State Surplus. Keizer will do some more research on their inventory and condition of current stock and take advantage of these.*
- All - Discussion on transition of Rob leaving and change of duties*
- Rob – Invitation to his retirement party on Nov 16th 3pm to 6pm at Civic Center. Please feel free to attend.*
- Need to start including Marion County Fire in meetings. Rod to get contact and forward to Jenn.*

NEXT MEETING FOR EOC SETUP: January 11th, 2012 @ 9:00 a.m. (plan on approx. 3 hours)

Will include in invite: CERT – Al Rasmus, IT – Bill Hopkins, HAM – Dave Moir, Ray Hansen (?), ARES - Jarit Pitochelli –, Keizer staff - Chris Eppley, Tim Wood, Nate Brown, Machell DaPina invited to join at some point but not required for whole setup