



**Emergency Planning Committee Minutes
Tuesday October 28, 2003
3:30 p.m. Police Auditorium**

1. CALL TO ORDER

The meeting was called to order at 3:35 p.m.

2. ROLL CALL

The following members were present:

Sgt. John Teague, Chair
Mary Nathe, EVAK
Larry Morgan, EVAK
John Vanderzanden, Marion County Emergency Management
Roger Williamson, American Red Cross
Bob Emmerich, EVAK
Greg Frank, Keizer Fire District
Rod Conway, Deputy Fire Marshal, Keizer Fire District
Jacque Moir, Councilor
Debbie Lockhart, Recording Secretary

3. APPROVAL OF MINUTES

Minor changes were made to the September 23, 2003 minutes. The Committee approved the June 24, 2003 minutes as submitted and the September 23, 2003 minutes with changes.

4. EOP SECTION THREE REVIEW

Sgt. Teague distributed Section 3-f of the EOP and committee reviewed.

III. RESPONSE PLANNING

- B. Sanitation and Health:** Roger Williamson suggested that the National Guard be deleted as a source for potable water trucks. Discussion followed with committee concluding that there was no need to list sources in the EOP.

Committee discussed the need for building inspections to determine structural integrity after a flood. It was determined that a paragraph should be added under Building Inspection addressing this issue.

- C. Debris Removal:** Mr. Williamson questioned procedures regarding household garbage such as construction debris, household furnishings, etc. Rob Kissler

responded that the first step would be to contact the city's solid waste haulers and develop a strategy dealing with this problem. Referring to the "collection points" in the paragraph, Mr. Kissler noted that they should be public ground, possibly Volcano Stadium parking lot or the parking lot at the Little League park. He stated that this was definitely an area that needed to be worked on. Mr. Vanderzanden pointed out that if citizens hauled their debris to the solid waste sites, they would have to pay for disposal, so, if the City set up alternate sites, they should charge for the service.

Sgt. Teague noted that the Policing section of the EOP should direct people to watch for illegal dumping and possibly an ordinance could be passed which would authorize the stopping of people hauling debris to find out their destination.

Mr. Kissler suggested that there be coordination with the solid waste haulers and they set up the transfer station in order to accommodate the citizens in a time of need. Sgt. Teague noted that he would put some discussion in the EOP regarding private debris removal. Mr. Vanderzander suggested that a memorandum of agreement between Public Works and the solid waste haulers be considered establishing a procedure for working together to address this issue.

There were no further comments on the remainder of the EOP.

5. FIRST QUARTER 2004 EXERCISE

Committee agreed to hold the exercise on Monday, April 26 at 5:00 pm. The Fire District will be the lead agency on this exercise. Consideration is being given to having the exercise begin as a HAZMAT on the railway with winds coming into Keizer, evacuation activities (possibly the Volcanoes stadium or Gubser area), and injuries, etc. Further into the exercise it will become a WMD. Committee discussed the possible choices of noxious gases and decided to make the decision by the next meeting. Sgt. Teague noted that details such as wind speeds, areas affected, game plan, time frame and terrorist details need to be considered.

6. EVAK

Bob Emmerich reported that the reorganization into the core group is going to necessitate review of all of the procedures and a number of changes. The purposes will not change, just the procedures. This will be done with an eye to simplicity. Initially they seemed to be a little cumbersome in nature and this process is to streamline them. There will be a subcommittee meeting for the coordinators on November 6 at 5:00 pm.

John Vanderzanden reported that a meeting was held to establish simple protocols in responding to real world scenarios. Representatives from OSP, FBI, Salem Fire, Salem Police, Salem Emergency Management, and EVAK attended the meeting. The critical focus was the establishment of step by step procedures. The group

determined that it would be beneficial to create a "job aid" so that, for various situations, all respondents have similar task lists. For example, in a given situation the incident commander would call 9-1-1 center and say, "We have a Blue Card situation." Each party would then be able to pull its Blue Card and follow the instructions thereon.

Mr. Vanderzanden reported that the Sheriff's Office now has a new Command Post Vehicle. It is set up with two dispatch panels and it could be used as the liaison between the Command Center and the 9-1-1 center on the scene.

In summary, Mr. Vanderzanden stated that the discussion has just begun and will continue on November 19 at the Fire District #1 Training Facility at Brooks. At this meeting they will be working on a baseline product with adjustments to follow, checking agencies' evacuation protocols and standardizing those protocols across jurisdictions and agencies. Discussion will evolve to practice which will evolve to the right kind of equipment being put in place to aid in responding to various scenarios.

Mr. Vanderzanden reported that the group is very close to completing a total write of a Mass Fatality Plan and a complete re-write of the Mass Casualty Plan which includes a job aid for the incident commander which outlines the first 15 steps in either situation. He concluded that Marion County has finished Phase 1 of the Marion County Natural Hazards Mitigation Plan. All eight natural hazards of concern have been identified. Historical presentation and mapping for flood, wild fire, mudslide, earthquake, windstorm and extreme winter storm are finished. Phase 2 should start in January with the help of an anticipated grant and should take about a year.

In response to questioning from Sgt. Teague regarding WMD grants, Mr. Vanderzanden stated that the 2004 WMD equipment grants have not been formally sent out from Department of Justice to the states yet. They will probably be received in December or January. Sixty days after receipt, it must be submitted. Mr. Vanderzanden suggested that every agency should be thinking about what they would like to write a grant for because the time frame is limited. He stated that as soon as he gets the information, he will let everyone know and encouraged everyone to know their justification, and equipment desired and to think regionalization.

7. ROUNDTABLE AND NEW BUSINESS

Mary Nathe reported that there was a good response to the core group training and that there would be some new people trained to do some work.

Roger Williams noted that any references in the EOP that refer to the Federal Response Plan should be changed to the National Response Plan. He noted that probably within a couple of years, the Federal Response Plan will no longer be in effect, but will be replaced by the National Response Plan.

John Vanderzanden reported that the Sheriff's Office Command Post vehicle was available for use by other agencies for operations. He said he would attempt to secure the vehicle for the April 26 exercise.

Chief Frank noted that Thursday, October 30, 2003 at 7:00 pm is a CERT graduation exercise at Marion County Regional Training Center. There will be about 21 participants. Additionally, there are 22 applicants for the spring class.

8. ADJOURNMENT

The next meeting was planned for November 25, 2003, at 3:30 pm in the Police Auditorium.

The meeting was adjourned at 4:35 p.m.

Corrected Minutes

SECTION 3-f**FLOOD****I. LEAD AGENCY - Public Works****II. DESCRIPTION**

The Willamette River runs north along side the west side of Keizer. The West Side of Keizer experienced severe flooding in 1964 and as a result a dike was constructed in 1965. The dike held in 1996 when the Willamette River rose over flood stage. Some minor flooding did occur in the lowlands of the northwest side of the city. There are also two small streams in Keizer which are subject to slow rise and flooding during severe rain events. These creeks are Claggett Creek, which flows to the north through the central section of the city, and Labish Ditch, which flows west across the north portion of Keizer. Flooding from these creeks did occur during 1996 in the lowlands of the northeast side of the city. In 2001, a cooperative effort with the US Army Corps of Engineers resulted in the completion of a low concrete "flood wall" built atop of and designed to reinforce the dike along the river.

The severity of the impact of a future flood would, of course, be determined by the extent of the flooding. Some disruption of normal services could result. Based upon the flooding impact on life and property, the City Manager will determine whether or not to implement this plan. If the City Manager is not available, the Incident Commander is authorized to make the determination.

III. RESPONSE PLANNING

Planning and preparedness for flood incidents is the responsibility of the Public Works. Remaining City departments are responsible for planning to maintain their own operations and services during periods of flooding and for supporting Public Works as requested.

Duties and responsibilities listed under the EOC checklists remain the responsibility of the Public Works Department unless the EOC is activated and staffed.

IV. COMMUNICATION

A. Flood Information

The National Weather Service's River Forecast Center is responsible for alerting and warning the population when rainfall is enough to cause rivers to overflow their banks and when melting snow may combine with rainfall to produce similar effects.

Flood warnings are forecasts of impending floods, and are distributed to the public by radio and television, and through local government by LEDS. The warning message tells the expected severity of flooding (minor, moderate, or major), the affected river, and when and where flooding will begin.

Flash Flood warnings are the most urgent type of flood warning issued, and are also transmitted to the public over radio, television, and by other signals depending upon local need. Due to terrain in the Keizer area, it is not likely that the city will suffer from flash floods. Even a catastrophic failure of upstream dams on the Santiam River or the middle fork of the Willamette River would allow many hours of warning and a relatively show, albeit substantial, rise in water levels.

B. Public Information

Public Works will ensure the development of appropriate instructions to the public concerning actions to protect life and property. In addition, the Department will provide information and guidance to the Public Information Officer. Special plans may be required to reach areas of impact that may be without power and telephone service.

V. EMERGENCY SERVICE ACTIONS

A large-scale flood, while rare, can create the need for long periods of repair and restoration. This may necessitate personnel, equipment, materials and supplies remaining at the scene for long periods after the floodwaters recede. In addition to the activities and responsibilities listed in the all-hazards plan (Section 2-a) the following are checklists of tasks which may need to be accomplished in preparation for, response to, and recovery from a flood. They should not be considered all-inclusive; some emergencies will require tasks that are not listed.