



EMERGENCY PLANNING COMMITTEE MINUTES
Tuesday, October 24, 2006
3:30 p.m. Police Auditorium

1. CALL TO ORDER

The meeting was called to order at 3:30 p.m.

2. ROLL CALL

The following members were present:

Captain John Teague, Chair	Rod Conway, Keizer Fire
Jacque Moir, City Council	Roger Williamson, Red Cross
Carrie Meier, Assistant to Capt Teague	Cathy Clark
Ray Hanson, EVAK	Kevin Clark
Ann Rasmus, EVAK	Rob Kissler, Public Works
Mike Dye, EVAK	Dianne Hunt, Human Resources
Red Vanis, EVAK Observer	Chris Eppley, City Manager
Larry Morgan, EVAK	Debbie Lockhart, Deputy City Recorder

3. APPROVAL OF MINUTES ~ Minutes were approved as submitted.

4. EMERGENCY OPERATIONS PLAN REVIEW ~ Captain Teague reported that he would move the Administrative Overview to the last section in the fall of the odd year for review so that it would be done just prior to submission to Council. He pointed out that in Section 2f he had added a Section V, Evacuation of Pets and Service Animals and read through the addition. Discussion took place regarding special needs and emergency evacuation procedures.

Section 2a Emergency Management Program: Captain Teague noted changes he had made: **Section I:** Replacing team leader with coordinator (first paragraph) and adding "or his designees" to the last paragraph. **Section II, B, 3** change "oversee" to "monitor" and delete parenthetical remark. Added 7: "Recognize his or her incident command responsibilities but delegate as appropriate." E, 1, reword to address search and rescue. **Section III, A,** delete last sentence in first paragraph and "at the auditorium" in the next paragraph, and C, reword to indicate equipped as necessary. Formatting changes on page 8. **Section IV, B, 2 –** all officers (Incident Commander, Public Information Officer, Liaison Officer, Safety Officer, etc.) should consistently be required to maintain unit logs and ensure the safety of the personnel. B, 2, i removed City Manager or designee. C, 1, b, will be reviewed and addressed. Discussion followed regarding addition of an "Intelligence" section.

Section 2b Alert and Warning: Section V change "will" to "may" and add to end of paragraph "or his designee". Roger Williamson pointed out that emergency radio 1650 is operational. Captain Teague noted that this would need to be added to several locations in the plan.

Section 2c Communications: Section I, A replace last two line of first paragraph with "however, WVCC can contact the PW department after hours." **Section III**, B, phone numbers will be added to the second paragraph. C, delete "Communications; nevertheless," and the General Message form. Additional changes will refer to requisition forms and ham radios.

Section 2h Reporting, Declaration of Emergency and Damage Assessment:

Section I, discussion took place regarding Incident Status Report vs. Incident Action Plan. Captain Teague will address this for the next meeting. **Section II**, A, add "/Marion County Fire District 1" to "Keizer Fire District". B, delete "declaring a State of Emergency and" and replace "will" with "may" (*The State may provide...*). Delete all of last paragraph. **Section III**, Damage Assessment forms will be included in this section. B, add after first sentence: "Secondary Damage Assessments often occur during the recovery phase." C, 1, change "will" to "may" and add "or coordinate" after the word "lead" and "for Priority 1 Assessments" to the end. Number 4 was added: "4. EVAK volunteers are trained and can be expected to lead damage assessments for Priority 2 assessments."

Section 2i Recovery: Section I First paragraph: Normal was put in quotes. Following discussion regarding citizens vs. residents members agreed to address this at a later date. Last sentence, remove "converted to mitigation measures for" to "pushed forward toward the mitigation of". **Section II**, A, 7 changed to "Ensure initial damage assessment is complete and documented." B, 3, changed to "Ensure temporary housing and feeding of displaced persons." 4, add "Continue to". C, 4, change to "Conduct secondary damage assessment." **Section V**. Disaster Application Center section replaced by V. Disaster Recovery Center. (handout provided).

Captain Teague noted that Roger Williamson had written Section 2g - Sheltering and Mass Care, which will be distributed at the next meeting.

5. **EVAK UPDATE** ~ Larry Morgan reported that 6-8 people signed up at the Fire District Open House. The next EVAK regular meeting is November 2 and the exercise is on November 4. He urged everyone to attend. Captain Teague reviewed the schedule for the exercise noting that it is an earthquake response exercise.
6. **CITY WEBSITE** ~ Discussion took place regarding adding earthquake disaster response links to the Keizer website.

7. ROUNDTABLE AND NEW BUSINESS ~ Captain Teague reported that

- He had ordered 200 masks that filter out 95% particulates and kill 99.9998% of the germs that come through the mask. Masks have a 5-year life expectancy.
- He is meeting with Council on November 13 at a work session to review NIMS 100 and 700 and bring Council into NIMS compliance.

Dianne Hunt suggested that thought be given to general disaster links to be placed on the city website.

Mike Dye urged that current city maps be on hand for EVAK. Rob Kissler noted that he would like to include GIS information on the maps as well.

Rod Conway reported on the "gold powder spill" and a fatal fire which occurred on October 13.

Jacque Moir reported that Group Mackenzie who designed Keizer Fire station and Woodburn and Tualatin Police Departments has been hired to do the Keizer facilities.

Meeting adjourned at 4:13 p.m.

***Next meeting: November 28, 2006, at 1530 in the Police Auditorium.
Emergency Operations Plan Review with Police, Public Works and Fire
Sections 3a, 3c and 3k will be reviewed.***