

MINUTES
KEIZER EMERGENCY MANAGEMENT COMMITTEE
FRIDAY, OCTOBER 24, 1997
KEIZER CITY HALL LIBRARY

The Emergency Management Committee meeting was called to order at 2:00 p.m. by Sergeant Mark Miranda, Emergency Manager. Those in attendance were:

Sgt. Mark Miranda - Emergency Manager/Keizer Police Department
Harold Burke-Sivers - Salem Keizer School District
Bruce Visser - Marion County Emergency Management
Rod Conway - Keizer Fire District
Greg Franke - Keizer Fire District
Gary Willett - Salem Amateur Radio
Ron Barlotta - Mitsubishi Silicon America
Tracy L. Davis - Keizer City Recorder

COMMITTEE MEMBER CHANGES

Sergeant Miranda announced the citizen volunteer position on the committee remains vacant after the previous resignation of Diane Bassett. Any suggestions should be forwarded to him.

Gary Willett announced he will be relocating to Colorado in the near future and will be replaced by another member of the Salem Amateur Radio group.

MANUAL REVIEW

Severe Weather - Section 3-a

The Committee reviewed this section and noted no necessary changes.

Resource Management - Section 2-e

In reviewing this section, the Committee noted all references to the ECC (Emergency Command Center) should be changed to the EOC (Emergency Operations Center).

Bruce Visser inquired why this is a separate section and not incorporated within other sections of the manual. This will be a section that is referred to during several types of events.

Gary Willett noted a spelling error in Section V-E. (The agreement is on file....)

Resource Lists - Section 4

Sergeant Miranda indicated this section will be removed and a reference will be made to the Marion County Resource List. This list is updated bi-annually, therefore saving time and effort in duplication.

Public Health Epidemic - Section 3-k

Bruce Visser pointed out all references to the Public Health Officer should be changed to read Marion County Health Department.

Earthquake - Section 3-d

The committee discussed the Public Works Department being the lead agency in this incident. It was determined this section should be adjusted to change the lead agency to a unified command.

Bruce Visser also indicated a local structural engineer should be identified to do an initial damage assessment as outlined in section III(B)1 or a memo of understanding should be drafted with Marion County to perform this assessment.

Gary Willett pointed out section V(F) should be titled EOC (Emergency Operation Center) rather than Incident Command.

Volcanic Eruption - Section 3-e

The Committee noted there were no necessary changes to this section.

Sergeant Miranda noted the manual review is now up to date. The next sections to review will be Flood and Nuclear Attack/Fallout in November, 1997.

EMERGENCY OPERATION CENTER

Sergeant Miranda indicated Joe Edgell, Public Works has specific information to share, however due to his absence this matter will be held over until the next meeting.



BUDGET ITEMS FOR EMERGENCY OPERATIONS CENTER

The Committee prepared a list of items necessary for the operation of the Emergency Operation Center to be included in upcoming budget discussions. The following list was compiled:

- telephones
- generator
- restroom facilities
- kitchen and supplies
- fax machine
- wiring layout for stations
- vests and caps
- computers with internet connections
- television
- radio (VHF)
- radio (commerce)
- structural analysis check of building
- tables & chairs/furniture
- cots/beds
- MRE (meals ready to eat)
- maps, posters, wall hangings
- office supplies

CELL SITE

Sergeant Miranda announced a lease agreement will be signed in the next few days to construct a cell tower on City Hall property. This will provide increased radio capabilities for the Emergency Operation Center.

OTHER BUSINESS

Sergeant Miranda distributed a guest opinion written by Bruce Visser which was published in the Statesman Journal on October 2, 1997. He announced there will be a Public Information Officer class offered by FEMA in the first part of December. Dianne Hunt, P.I.O. for Keizer will be attending. In addition, he reviewed a recent testing drill conducted by the Salem Communication Center. He noted there were some problems with communications between the center and the Keizer Police Department.



Bruce Visser gave a brief update on the flood control gauges installed along Labish Ditch to provide a warning of rising waters to the residents in Keizer. Furthermore, he noted Sergeant Miranda and Rod Conway of the Keizer Fire District were assisting in preparations of the simulated airplane emergency crash operation set for February, 1998.

Harold Burke-Sivers briefed the committee on the school districts efforts to coordinate emergency communication systems with other agencies.

NEXT MEETING

The next meeting will be held on Tuesday, November 18, 1997 at 2:00 p.m.

ADJOURNMENT

The meeting was adjourned at 3:15 p.m.


Tracy L. Davis
City Recorder

