

MINUTES
KEIZER EMERGENCY MANAGEMENT COMMITTEE
WEDNESDAY, OCTOBER 23, 1996
KEIZER CITY HALL
LIBRARY/CONFERENCE ROOM

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
Rod Conway - Keizer Fire District
Greg Frank - Keizer Fire District
Dotty Tryk - Keizer City Manager
Joe Edgell - Keizer Public Works
Mark Bevans - Keizer Public Works
Bob Newton - Keizer City Council
Tracy L. Davis - Keizer City Recorder

Dotty Tryk, City Manager informed the committee that Diane Bassett, citizen representative was unable to attend today's meeting.

INTRODUCTIONS , DISTRIBUTION OF OPERATIONS PLAN COMMITTEE
MEMBERSHIP

After brief introductions, Sergeant Miranda distributed the emergency operations plan which was completely redrafted to reflect the current laws and procedures as established by the Federal Government, State of Oregon and the City of Keizer. He pointed out the preface contains the resolution adopting section one of the draft plan and the creation of this committee to review and test this plan in the future. The committee suggested adding representatives from Red Cross, an amateur radio club, the Salem-Keizer School District and Search and Rescue Explorer Post 18. It was further decided that upon the expiration of his term, Bob Newton will become a citizen representative and a new council representative will be chosen.

In addition, section one gives the administrative overview and overall responsibilities of the emergency operations plan. Sergeant Miranda pointed out the plan review cycle, training and exercise section and the distribution list. Bob Newton suggested distributing a copy of the manual to Explorer Post 18.

FOLLOW-UP REVIEW

Joe Edgell briefed the committee on his investigation to purchase a generator for the City Hall and Police Department building. Mr. Edgell announced he had received a total bid of \$66,000 for two new generators that would provide the necessary power during an outage. However, these are natural gas operated and he would like further time to explore natural gas vs. diesel operation. Furthermore, he has not received a report on the actual amount kilowatts necessary to provide power for both buildings. Mark Bevans reported recently he found a used generator, in need of rewiring at the state surplus building for \$3000. He believed it would be more economically feasible if a used machine could be purchased rather than a new one. In addition, another alternative may be to install a transfer switch in both buildings and rent the generators when necessary. Mr. Edgell indicated he is awaiting further information and will provide a report at the next meeting. Upon receipt, each of these alternatives can be discussed in further detail.

In regards to the permit entry process used during last February's flood, Bob Newton reported he has reviewed the possibility of using a computerized program through Marion County or a multiple listing agency which can provide homeowner information. The Keizer Community Development Department will explore this option and report back to Mr. Newton on the feasibility. Mr. Newton indicated this may be a partial solution to the problems experienced in February. Dotty Tryk, City Manager pointed out there may be some types of emergency occurrences that will not allow a homeowner to return for any reason.

Joe Edgell reported he has received a bid of \$5,809 to install a radio tower at the City Hall building. This will allow agencies better communication with the Emergency Operations Center. Responding to an inquiry from Sergeant Miranda, Mr. Edgell noted the capacity of the tower may be expanded in the future. In addition, Mr. Edgell indicated the Public Works department applied for license for a new frequency channel to enhance the communication system, however approval has not been received at this time.

Responding to an inquiry from Joe Edgell, Sergeant Miranda indicated he would contact Brad Nanke to check on the status of the floor plan of the City buildings. This will be an essential tool to have in preparing for future emergency drills.

GOALS

One of the goals of the Emergency Management Agency was to review and redraft the emergency operation plan. With the plan now completed, Sergeant Miranda expressed his desire for the Committee to review the previous goals



and prepare to move forward by creating additional goals. It was decided this would be an agenda item for the next scheduled meeting.

OTHER ITEMS AND NEXT MEETING

It was suggested a presentation by Dianne Suek, Administrative Assistant be scheduled for the next meeting to review the upgrade and extended capabilities of the phone system.

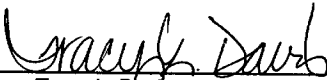
Bob Newton expressed his desire to schedule a "table top" exercise to walk through the entire emergency plan and familiarize all key players with the updates and new processes. The Committee determined Saturday, February 8, 1997 from 8:00 a.m. to 12:00 p.m. be set aside for this exercise. This will provide an opportunity for all involved parties to analyze any areas of the plan requiring improvement. Members of the subcommittee chosen to plan this exercise are: Bob Newton, Joe Edgell, Mark Miranda, Mark Bevans and a representative from Marion County.

In addition, Mr. Newton requested the Fire District provide a written procedure of the evacuation process used in February.

Sergeant Miranda provided the committee with handouts announcing a flood preparedness workshop sponsored by the US Army Corp of Engineers and Oregon Emergency Management on December 5, a mass fatalities incident course recruitment announcement, a copy of the minutes of the Capital Area Emergency Management Coordinators meeting and a copy of a recent Statesman Journal editorial reviewing earthquakes in the Salem area. Sergeant Miranda displayed the earthquake map prepared by a state task force.

The next meeting of the Emergency Management Committee will be Wednesday, December 4, 1996 at 2:00 p.m.

The meeting was adjourned at 3:09 p.m.



Tracy L. Davis
City Recorder

