

Keizer Emergency Management Sub-Committee Meeting
Thursday, October 14, 1999

IN ATTENDANCE:

Ted Plumb, Rod Conway, Ray Hansen, Linda Doerfler, Caroline Greene, Patty Morley, Joanie Mann, Barbara Dan and Bob Emmerich

ABSENT:

Lt. Mark Miranda, Greg Frank and Ken Gierloff

Ray Hansen has the video of the October 2, 1999 exercise, if you are interested in viewing this please contact him. The video will be returned to Bob for placement in our library.

Ted distributed revised forms for use in the phone center. Some additional changes were suggested. Ted will make those changes and contact Bob so we can run copies to place in our emergency boxes.

Bob met with Wally requesting staff support to assist in finalizing our manual job descriptions, organizational chart and various other activities. Wally requested a formal written request that was given to him on October 11, 1999. A reply should follow shortly, and Bob will follow up.

For simplicity purposes and ease of communicating with volunteers, we will discontinue the use of groups "A", "B", "C", and "D" terminology in the volunteer center. In it's place we will refer to those people working on the phones and answering the phones as the "volunteer phone center." Those people previously working in groups "B" and "C" who match requests for assistance for volunteer needs will be referred to in the future as the "volunteer assistance center." Ted will make appropriate changes in the organizational chart to reflect this new terminology. As a result of this change the group leaders previously in group "A" will remain the same. The group leaders in "B" and "C" will now all be group leaders in the volunteer assistance center with Ted Plumb and Caroline Greene as senior leads.

Ray discussed the training schedule that we decided was necessary as a result of our October 2, 1999 exercise. He has made contact with appropriate people and we will have a joint training session that will provide training for volunteer phone center people and volunteer assistance center people that will be no more than an hour and a half in length. Tentative dates are as follows:

- Group Leaders November 9, 1999 at 6:00 p.m. Location to be determined
- Volunteers November 18th and 20th

The newsletter will be distributed the week of October 18, 1999.

New recruitment form combining volunteer's interest is needed. Bob will develop and bring back to this group.

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The Emergency Manual Volunteer Draft of Mission and Responsibilities: will be prepared by Barbara Dan with input from Caroline and Ted. Job Descriptions will be completed by Barbara Dan.

Reminder: Please get your timesheets into Ted Plumb

Joanie will secure a total of eight new boxes, six for the volunteer phone center and two for the volunteer assistance center. They will contain the standard supplies, and we will try to get sufficient Marion County Resource Guides for each box.

Ted showed copies of the FEMA courses that he has downloaded from the Internet. He will keep the manuals until we secure a place to start an Emergency Management Library.

Patty distributed a printout of all volunteers in the new format. The report detailed by the major categories, volunteer skill availabilites. Bob will work with Patty on revising our codes and having a master code sheet available for those people working in our volunteer center. The new codes will provide for an interest by volunteers to be indicated in (1) EOC Activity, (2) Phone Center Activity (3) Volunteer Assistance Center Activity.

Thank you letters were sent to Bruce Visser, Scott Holley from CCTV and all participants in our October 2, 1999 exercise.

We are in need of a senior lead for our Emergency Operation Center. Joanie will review group leader lists and contact a person to assume those responsibilities and will contact Bob when complete.

Patty Morely turned over the three manuals with all the volunteer application forms to Bob. Bob will retain until we secure space for the Emergency Management Volunteer Activities.

The next subcommittee meeting will be Thursday of November 4th at 4:30 p.m. Location to be determined.

KEIZER EMERGENCY MANAGEMENT

KEIZER EMERGENCY MANAGEMENT EVAK SUB COMMITTEE MEMBERS

October 15, 1999

NAME	POSITION	ADDRESS	PHONE
Mark Miranda	Emergency Manager	Keizer Police Department Chemawa Road N.E.	390-3713 X 118
Rod Conway	Fire District Representative	Keizer Fire District 661 Chemawa Road N.E.	390-9111
Joanie Mann	EOC Volunteer Coordinator	5264 7 th Ave N.E.	390-8461
Bob Emmerich	Volunteer Center Coordinator	6188 Crampton Drive	390-1626
Open	EOC Senior Lead		
Gay Hansen	Phone Center Senior Lead	7482 2 nd Ave N.	393-4228
Linda Doerfler	Phone Center Group Leader	5719 Kalmia Drive N.E.	399-4311
Caroline Green	Assistance Center Senior Lead	4895 Ventura Loop N.	461-1153
Barbara Dan	Assistance Center Group Leader	P O Box 20176	390-9013
Ted Plumb	Assistance Center Senior Lead	1067 Dearborn N.E.	390-6403
Karen Monk	Assistance Center Group Leader	318 Hazelbrook Drive N.	463-5937
Patty Morley	Data Coordinator	455 Hornet Court N.	393-8180
Ken Gierloff	KNAG Representative	4035 Arnold N.E.	393-7167

BOX 21000 ♦ 930 CHEMAWA ROAD N.E. ♦ KEIZER, OREGON 97307-1000
503-390-3713 ♦ FAX 503-463-7798

KEIZER EMERGENCY MANAGEMENT

EVAK VOLUNTEER GROUP LEADERS

October 15, 1999

NAME	ADDRESS	HOME PHONE	WORK PHONE	ASSIGNMENT
				EOC PHONE CENTER ASSIST CENTER
Bannister, Kelli	981 Sagrada Circle N.	390-2363		X
Beach, Kathie	3692 Rivercrest Drive N.	393-9679		X
Blevens, Lynn	187 Russell Drive N.	463-1321		X
Blevens, Kathy	1165 Modena Ave N.	393-6595	399-3151	X
Dan, Barbara	P O Box 20176	390-9013		X
Dan, John	P O Box 20176	390-9013		X
Doerfler, Linda	5719 Kalmia Drive N.E.	393-4340	399-4311	X
Doneth, John	633 Glynbrook Street N.	393-3100	304-1328	X
Dopson, Katherine	973 Sagrada Circle N.	304-9411	682-8686	X
Dye, Mike	1680 Stonehedge Drive	390-3133	393-9439	X
Emmerich, Bob*	6188 Crampton Drive N.	390-1626		
	<u>*Volunteer Center Coordinator</u>			
Fitzpatrick, Michael	442 Lakefair Circle N.	390-3798	393-0331	X
Green, Caroline*	4895 Ventura Loop N.	463-1153	981-2761	X
	<u>*Senior Lead Assistance Center</u>			
Hansen, Ray*	7482 2 nd Ave N.	393-4228		X
	<u>*Senior Lead Phone Center</u>			
Hittle, Christie	1369 Juniper Street N.	393-6916	393-6916	X
Hollingsworth, Karen	P O Box 20392	540-9130		X
Mann, Joanie*	5264 7 th Ave N.E.	390-8461	390-6375	
	<u>*EOC Volunteer Coordinator</u>			
Merrill, James R.	686 Lockhaven Drive N.E.	463-9852	399-5721	X
Monk, Karen	318 Hazelbrook Drive N.	463-5937	463-5937	X
Morley, Patty	455 Hornet Court N.	393-8180		X
Neuman, Louis	5355 Melrose Court N.	390-4852		X
Plumb, Ted*	1067 Dearborn N.E.	390-6403	588-6380	X
	<u>*Senior Lead Assistance Center</u>			
Warner, James K.	7245 Wheatland Road N.	463-4961	390-1144	X
Wheeler, Mike	1835 Dixon Street N.E.	393-2758	364-2530	X
Wooddell, Sheba	5030 Newberg Drive N.	463-1414		X

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