



EMERGENCY PLANNING COMMITTEE MINUTES
Tuesday, August 31, 2004
3:30 p.m. Police Auditorium

1. CALL TO ORDER

The meeting was called to order at 3:40

2. ROLL CALL

The following members were present:

Captain John Teague, Chair
Rod Conway, Deputy Fire Marshal, Keizer Fire District (arrived 3:55)
Charlie Crawford, Safety Specialist, Salem Hospital
Mary Nathe, EVAK
Anne Rasmus, EVAK (arrived 3:45)
Ray Hansen, EVAK
Jacque Moir, City Council
Mike Dye, EVAK
Chris Eppley, City Manager
Debbie Lockhart, Recording Secretary

3. APPROVAL OF MINUTES

Captain Teague reported that he did not change "summary" to "report" on Page 7, Item V.A. as noted in the Minutes; and he added a "Finance" section to Section 2e. He added that he made the other changes discussed at the June meeting and distributed the changes on colored paper to those in attendance. The Minutes of the June meeting were then approved.

4. EMERGENCY OPERATIONS PLAN REVIEW

Section 2f: EVACUATION

Page 3, third paragraph: Members discussed defining "Reception" in this section. Captain Teague agreed to review the paragraph and clarify the issue.

Page 7, Sections 3b & c: Rod Conway stated that the Fire District has a supply of this tape. Captain Teague noted that the section was written backwards: If they intend to evacuate it should be labeled "EVACUATED" not "OCCUPIED", and if they do not intend to evacuate, it should be labeled "OCCUPIED" not "EVACUATED". Captain Teague requested ordering information from the Fire District and offered to order some tape to be stored at the District site.

Section 2g: SHELTERING AND MASS CARE

This section had no changes

5. ROUNDTABLE AND NEW BUSINESS

EVAK Update: Ray Hansen distributed the EVAK newsletter and pointed out upcoming events. He encouraged all members to read the newsletter which will also be posted on the Keizer.org website. He added that this fall the coordinators will be meeting to discuss direction for EVAK, and possible combining of the Information Group and the Assistance Group.

ADJOURNMENT - The meeting was adjourned at 4:00 p.m.

Next meeting: September 28, 2004, at 3:30 pm in the Police Auditorium.