Keizer Emergency Management
EVAK Volunteer Sub-Committee Minutes
Thursday, August 31, 2000

The meeting was called order at 5:02 p.m.

The following members were present: Bob Emmerich, Ted Plumb, Lt. Mark Miranda, Rod Conway, Linda Doerfler, Pam Jones, Barbara Dan, Judy Shaffer, Ray Hansen, Mike Dye, James Merrill, Caroline Greene, Paul Pfinster, Michael Fitzpatrick and Cindy Perry

Updated Group Leader and Organizational Chart:
Mr. Emmerich supplied copies of this information and reviewed it with the group. He noted some of the organizational changes within the group.

Time Sheets
Mr. Emmerich requested that anyone who had not turned in a time sheet to do so as soon as possible to Mr. Plumb.

Quarterly Schedule Update
Mr. Emmerich provided a handout of the 2000 Activities Schedule. It was noted that the exercise scheduled for November 18, 2000 was still tentative.

Marion County Resource Guide -Table of Contents
Mr. Emmerich provided this handout to be used as a resource tool. He indicated that the complete Resource Guide was not to be distributed to the public due to the number of private phone numbers of City and County personnel listed in the guide. He indicated that copies were available for the Subcommittee's use if they were to take on a project.

Mr. Emmerich asked for volunteers to review the Resource Guide and highlight the top ten phone numbers that they felt would be needed in an emergency. It was suggested that a small flipchart could be organized for volunteers to use when manning the phones. After discussion Mr. Hansen volunteered to take on the task of this review.

Next Orientation: October 12th at 7:00 p.m.
It was noted that Christie Hittle had volunteered to contact the volunteers who had not previously attended an orientation.

Next Exercise: November 18th at 10:00 a.m.

FMAGIC

This Exercise date is tentative. Discussion of Coordinators inviting participants who had not attended an exercise was discussed. The group discussed the possibility of the EOC being activated during the exercise and making this a joint exercise with city staff.

Mr. Emmerich explained that the intent of the volunteers was to assist city staff in an emergency and not to duplicate services.

OEM Presentation
Lt. Miranda summarized the conference of the OEM, which took place in Eugene. He shared that Keizer's Emergency Management Group received recognition for the excellent organization and implementation of the group. It was noted that Mr. Emmerich received a statewide award for his work with Emergency Management. GREAT JOB BOB!

Project List Review:
Mr. Merrill requested assistance in providing community awareness regarding the Emergency Management Group. Mr. Emmerich suggested speaking with the Chamber of Commerce, the Rotary and the Kiwanis and to supply a presentation to these groups.

Mr. Merrill agreed to review the procedure manual.

The group discussed the need for a logo. Mr. Emmerich displayed a couple examples that had been drawn. Mr. Plumb felt Ms. Monk would be an excellent candidate to prepare a logo. Lt. Miranda offered to assist Ms. Monk with this project.

Ms. Shaffer shared that she would like to organize a meeting regarding Pet Care and Rescue during an emergency. A tentative date of September 20th at 6:30 p.m. was set. She indicated she would contact interested individuals to attend. Ms. Shaffer also noted that she would attempt to contact the Human Society and members of the OVMA in an effort to organize these groups for emergency pet care and rescue.

Mr. Plumb shared that pamphlets were available regarding the proper way to sandbag. The group discussed the possibility of producing a "how to sandbag" video in conjunction with McNary High School. Mr. Pfinster agreed to contact McNary about organizing this project.

It was noted that *Job Descriptions* were almost complete.

Ms. Jones shared that she had attended the VOAD (Volunteer Organization Active in Disasters) Meeting. She noted that the group reviewed the third draft

of the "Activation and Donation Plan". A final draft was scheduled for review in January 2001.

Mr. Pfinster shared that he had been in contact with various organizations regarding transportation during an emergency and had been receiving a good response. He noted he would continue to work on this project and provide updates, as they became available.

Roundtable:
Mr. Conway shared that the Fire Department would be holding an Open House on Monday, October 9th at 6:30 p.m. The group discussed a table being set up at the open house to provide handouts and materials to the public. Mr. Hansen, Mr. Plumb and Mr. Dye volunteered to man this table.

Mr. Emmerich shared that ID badges would be mailed to volunteers in the future rather than being picked up at City Hall.

The group discussed "giveaways" that could be supplied to volunteers and provided with handouts with the groups logo to make the public more aware of EVAK. Items suggested were magnets, notepads and pens. Lt. Miranda noted he received catalogs that contained these types of products. He agreed to review them and report back at the next meeting.

Members of the group expressed concern with the lack of knowledge that the volunteers had of the City hall phone system. It was felt that some training would benefit the volunteers. Mr. Emmerich was volunteered to contact Dianne Hunt regarding this issue.

With no further business the meeting was adjourned at 6:15 p.m.