



**EMERGENCY PLANNING COMMITTEE MINUTES**  
**Tuesday, August 29, 2006**  
**3:30 p.m. Police Auditorium**

**1. CALL TO ORDER**

The meeting was called to order at 3:30 p.m.

**2. ROLL CALL**

**The following members were present:**

Captain John Teague, Chair  
Jacque Moir, City Council  
Richard Cooper, EVAK  
Carrie Meier, Assistant to Capt Teague  
Ray Hanson, EVAK  
Mary Nathe, EVAK  
Greg Frank, Keizer Fire  
Mike Dye, EVAK

Rob Kissler, Public Works  
Nate Brown, Community Development  
Dianne Hunt, Human Resources  
Chris Eppley, City Manager  
Debbie Lockhart, Deputy City Recorder

**3. APPROVAL OF MINUTES ~ Captain Teague stated that:**

- He was still in the process of working on NIMS compliance.
- Councilors and Department Heads would be run through IS100/IS700 prior to the first of the year.
- Marion County submitted for the Homeland Security Grant which includes an outside firm to review EOPs for NIMS compliance. This will be done for Keizer also.
- Resource typing is required for NIMS compliance. He will make a general record inventory to satisfy this requirement.
- By the end of the year he hopes to be in NIMS compliance.

Minutes were approved as submitted.

**4. EMERGENCY OPERATIONS PLAN REVIEW**

**Section 2d: Public Information ~ No comments, one typographical error.**

**Section 2e: Resource Management ~ Captain Teague reminded everyone that when logistics and planning sections were referred to, those are now staffed by volunteers. Finance would be taken care of by the City and City and Fire would take care of operations. Mutual Aid Agreements have been reviewed and are adequate.**

**Section 2f: Evacuation ~ Attachment C will be referred to early in this section because it explains how to do an evacuation. Members agreed to remove the Evacuation Contact Form (Attachment D) and use only Evacuation Contact Log (Attachment E).**

**Section 2g: Sheltering and Mass Care** ~ This section is developed by the Red Cross and is unchanged. Captain Teague explained the three levels of care for Pandemic flu: home, hospital and shelters. Should shelters be opened by the Red Cross, he assumes that food would be provided. He will verify this with Roger Williamson.

**5. UPCOMING TRAINING ~**

- September 8 at 9 a.m.: Marion County Public Health Pandemic Flu discussion focusing on helping public health agencies deal with the surge in patients and the lack of personnel to provide care. They are looking for volunteers to help run the PODs (Points of Distribution).
- September 7: EVAK Orientation
- September 16: EVAK Training including planning and logistics review. Paul Pfnister will also review the Transportation Evacuation side of EVAK.
- 50 GMRS radios have come in but they need pre-programming. Mike Dye volunteered to program them.
- November 1 and 2: Marion County Public Health POD exercise. Marion County Emergency Management might open their EOC to run some exercises and if they do Keizer may do so also. This needs to be discussed soon.

**6. EVAK UPDATE ~** Ray Hanson distributed the EVAK newsletter and reviewed the contents.

**7. PANDEMIC FLU ~** Captain Teague distributed a federal publication regarding Pandemic flu and proposed goals and objectives. He pointed out that city staff is developing a continuity plan for the city should an epidemic occur. He added that to avoid getting the flu individuals should keep their hands out of their eyes, wash their hands frequently and wear an N-100 mask. 100 masks will be ordered this year with additional funds being budgeted for masks in subsequent years until an adequate supply has been compiled.

Dianne Hunt explained that the Continuity Plan would identify the key tasks that the City needs to perform in the event of staff reduction/displacement including cross training so that operations can continue during an emergency. She added that staff should be prepared to provide information and links on the website and Channel 23. Discussion then took place regarding an emergency preparedness website which would include links and information such as the 72-hour kit and the Marion County Pandemic flu website. Captain Teague suggested this be discussed in detail at the October 24 meeting.

**8. ROUNDTABLE AND NEW BUSINESS ~** Greg Frank reported that CERT registration closes Friday. There should be 16 in the class. To date 120 have been trained and 90 are still active.

Meeting adjourned at 4:13 p.m.

*Next meeting: October 24, 2006, at 1530 in the Police Auditorium.  
Emergency Services Actions Review with Police, Public Works and Fire*