

*Keizer Emergency Management Committee Meeting Minutes
Thursday, July 27, 2000*

1. Attendance

The following members were in attendance and the meeting was called to order at 4:05 p.m.

Lt. Mark Miranda, Rod Conway, Ted Plumb, Ray Hansen Louis Neuman, Barbara Dan, Karen Monk, Councilor Jacque Moir and Recording Secretary-Cindy Perry

2. Minutes Review/Approval

The minutes of June 22, 2000 were approved as written.

3. Incident Review

Mr. Conway reported a house fire on Modoc Street that took place after an ember from a fire department burn floated to the rooftop of the home igniting the fire. He indicated the department was reviewing procedures to prevent this from happening again.

4. Volunteer Organization

Mr. Plumb reported that the August newsletter would be distributed soon and they were in the process of reviewing information on a new bulk mailer to distribute the newsletters.

Mr. Plumb shared an Emergency Management Exercise would take place on Saturday, July 29th at 10:00 a.m. in the auditorium. This exercise would be by invitation only. Additional meetings taking place were:
Orientation/training, October 12th at 7:00 p.m. and October 14th at 10:00 a.m.
EOC Workshop- August 21-August 24th
Practice Drill-November 18th at 10:00 a.m.

Ms. Monk reported that she attended the Community Alert Network Workshop and explained that this was a telephone network that would allow numerous calls to be placed to citizens in an emergency situation. She indicated that the cost to join the network was \$5,000 to \$7,000, in addition to, a fee of 81 cents to one dollar per call.

5. Public Works Update

In Mr. Kissler's absence Councilor Moir explained that the River Wall pre-construction meeting would take place next week and the overlaying project for River Road would occur during the evening hours to minimize the effect on businesses and the traffic.

6. LEPC (Local Emergency Planning Committee Grant

In Mr. Visser's absence Lt. Miranda explained that this grant was to fund two positions from Keizer to attend their conference.

7. Polk County Drill, June 23rd

Lt. Miranda noted that he attended the mock drill and explained that it consisted of a bus being overturned to allow agencies to see how they would need to react to a mass injury/casualty situation.

8. EOC Drill, July 6th

Lt. Miranda explained that this drill was to allow staff to learn how to set up the EOC Center. It was suggested that this become an annual drill to keep staff up to speed. The Committee discussed what staff's roll would be in an emergency situation and it was felt that cross training in various positions within the EOC was important.

9. Manual Review/Section 1-Administrative Overview

Lt. Miranda noted that suggests for this section would be incorporated into the manual and a staff report would be submitted to the Council at the August 21, 2000 City Council Meeting.

10. Roundtable

Councilor Moir noted that Judy Peterson and Richard Walsh had applied for the position vacated by Councilor Campbell. Roy Duncan had applied to fill Council position one during the November election and that Council President Christopher would be running to fill the mayor's position.

Councilor Moir reported that the Chemawa Activity Center Public Hearing was continued until August 21, 2000 and that the Library Task Force would be supplying an update from their telephone survey during the August 7th Council Meeting. She noted that the survey was administered to 300 randomly selected citizens.

11. Next Meeting/September 28, 2000 at 4:00 p.m.

Lt. Miranda adjourned the meeting at 4:50 p.m.