

**Keizer Emergency Management Committee Meeting
Minutes
Thursday, July 22, 1999**

Pro-tem Emergency Manager, Greg Frank called the meeting to order at 4:10 p.m.

The following members were present:

Francis Kessler ~ City of Salem
Roger Stevenson ~ City of Salem-Fire
Jeffrey D. Kresner ~ American Red Cross
Joanie Mann ~ Claggett Creek Neighborhood Association
Jacque Moir ~ Keizer City Council
Verena Wessel ~ West Keizer Neighborhood Association
Bob Emmerich ~ Emergency Volunteer Coordinator
Greg Frank ~ Keizer Fire Chief- Pro-tem Emergency Manager
Chad Wollersheim ~ Keizer Fire Department
Kevin Clark ~ Marion County Fire District #1
Ron Barlotta ~ Mitsubishi Silicon America
Rob Kissler ~ Keizer Public Works Director

Minutes Review/Approval

The minutes of June 17, 1999 were approved as mailed.

Incident Review

None reported

RMP (Risk Management Plan)

Mr. Kessler gave a brief background of the Willow Lake Treatment Plant Risk Management Plan that was submitted to the EPA in June 1999. He shared some of the information in the plan and precautions taken and worse case scenarios in the case of an accidental chlorine spill. Mr. Kessler stressed that the chance of a spill was highly unlikely, but they were required to cover this scenario by the EPA. He explained in order to help relieve the Waste Water Treatment Plant from excessive liability they were currently working on a design plan to use none gaseous chlorine at the plant within the year.

Responding to questions Mr. Kessler answered that there were no Hazardous Material or Pollution Team based at the WasteWater Treatment Plant and in case of an emergency he and his team would respond.

Volunteer Organization

Mr. Emmerich noted that the first meeting of the group leaders would take place this evening. The Emergency Management's Newsletter would be a quarterly event that would take place separate from COP Talk.

Mr. Emmerich shared the suggested name from the group of volunteers was EVAK- Emergency Volunteers Assisting Keizer. He felt it was important to separate their group from the CERT group.

It was the consensus of the Committee to accept the name of EVAK for the volunteers.

Mr. Emmerich indicated that a first draft of the job descriptions for the volunteers should be ready in September with a final draft going before the Council in November.

Plans for a phone exercise with the volunteers was tentatively scheduled in September with the assistance of Bruce Visser.

Mr. Visser requested that the four senior lead volunteers be invited to attend the monthly Emergency Management Meeting.

Ms. Wessel moved a motion to include the senior leaders in the monthly Emergency Management Meetings. Councilor Moir seconded the motion and carried, all present voting aye.

Public Works Update

Mr. Kissler noted that progress was taking place regarding the Keizer Dike. He shared that a draft of the Keizer Dike Ordinance would be brought before the Council soon.

Responding to questions, Mr. Kissler noted that if approved the construction schedule would be tight for the completion of the dike for this rainy season. Also, because of the difference in budgeting schedules between the City and the Corp they may wish to hold off on this project until June of next year.

Mr. Kissler noted that the project would take approximately 90 days to complete.

School Access

Mr. Emmerich shared that Lt. Miranda had drafted a letter to the Council with the Emergency Management Committee's suggestions regarding the school access. Unfortunately, the school district cancelled the scheduled hearing and no new date has been scheduled to bring this issue back to Council.

Manual Review

> 4- Resource Lists

Councilor Moir suggested that Silicon Mitsubishi be added to the resource list as they had volunteered to assist in an emergency.

There was also discussion of adding a contact person to the list rather than just a company name. After discussion it was the consensus of the Committee to add a copy of the Marion County Resource Guide to the manual, as their guide is update frequently.

> 3k- Public Health Epidemic

None changes were made to this section

Roundtable

Councilor Moir shared that the July 12th Council Meeting was cancelled as the School District requested the hearing not take place regarding the new schools in Keizer. No date was scheduled at this time.

Councilor Moir noted that during the July 19th Council Meeting the Floating Structures Ordinance was passed along with the overturning of the Hearings Officer's decision regarding the Viesko Haul Road.

Pro-tem Chair Frank requested that Mr. Emmerich submit the names and addresses of the volunteer leaders to him to allow agendas and meeting notices to be sent to them.

Next Meeting: September 23, 1999 at 4:00 p.m.

Pro-tem Chair Frank adjourned the meeting at 4:47 p.m.