



EMERGENCY PLANNING COMMITTEE MINUTES

**Tuesday, June 29, 2004
3:30 p.m. Police Auditorium**

1. CALL TO ORDER

The meeting was called to order at 3:35.

2. ROLL CALL

The following members were present:

Captain John Teague, Chair
Rod Conway, Deputy Fire Marshal, Keizer Fire District
Larry Morgan, EVAK
John Vanderzanden, Marion County
Mary Nathe, EVAK
Anne Rasmus, EVAK
Ray Hansen, EVAK
Jacque Moir, City Council
Mike Dye, EVAK
Roger Williamson, American Red Cross
Chris Eppley, City Manager
Rob Kissler, Public Works Director
Debbie Lockhart, Recording Secretary

3. APPROVAL OF MINUTES

Minutes of the May meeting were approved.

4. EMERGENCY OPERATIONS PLAN REVIEW

Captain Teague reported that he had made the changes discussed at the May meeting and offered to print out the changes on different colored paper and distribute them to members.

Officer Teague reminded members that the fall drill had been postponed until next Spring. Continuing with further review, Captain Teague stated that he would read the section out loud and everyone should follow along looking for wording that needed changing and/or typographical errors.

Section 2a: The EMERGENCY MANAGEMENT PROGRAM

Page 2:

Item A.4: Roger Williamson suggested it should read differently. Captain Teague suggested: "With consultation of PIO the City Council can interact with the community." or something of that nature to avoid confusion.

Item B.4: Should read "Work closely with the PIO."

Page 3, Item D.1: After "urban search and rescue" add USAR.

Page 8, Item B.1: The first sentence should read "The Incident Commander is in charge of the command staff and general staff and is....." Captain Teague will research this.

Section 2d: PUBLIC INFORMATION

Page 4, Item 5: Captain Teague noted that he would tweak the rumor response.

Page 7, Item V.A.: Change "Summary" to "Report".

Section 2e: RESOURCE MANAGEMENT

Page 1, Item 1: Captain Teague will work up a "Finance Section" and bring it to the next meeting for review.

Page 2, Section I, C: Remove "City Hall".

Page 3, Section III, B: Replace "will" with "may". John Vanderzanden suggested some definition be added that as the city approaches or reaches the limits of their ability to respond they may declare an emergency and request assistance from Marion County.

5. ROUNDTABLE AND NEW BUSINESS

Captain Teague reported that there would be a Wildfire Interface drill at Roger Williamson's office on Saturday, July 17. Representatives from Polk County, Polk County Fire, Salem, and Salem Fire will be participating. Captain Teague and John Vanderzanden are planning to attend.

Ray Hansen reported that EVAK had an entry in the parade and an informational booth at Keizer Heritage Center. There will be no drill in the fall, but there will be two training sessions held on September 25. Dave Lamb will be doing a training on Road Blocks and on October 23, Larry Morgan will be doing a review of Parts 1 and 2 of Damage Assessment. A training session is tentatively planned for September 9. He added that Bob Emmerich had withdrawn from the exercise planning and Mary Nathe will be taking over.

Jacque Moir reported that the FY 04-05 Budget was adopted at the last Council meeting and \$5,000 is still in the Budget for the Emergency Operations.

John Vanderzanden reported that Marion County is working on administering a \$328,000 State Homeland Security Grant, working on a mass fatality plan, mass casualty plan, a terrorist plan, a bio-terrorist plan and an emergency communications plan. A full-scale WMD exercise is being planned with two interim exercises scheduled before the full-scale exercise on the Capitol Mall in September 2005. There will be a tabletop exercise on September 15 at Marion County Public Works with all the participating agencies. A functional exercise will take place in November. Observers are welcome.

Mr. Vanderzanden continued that Marion County is going to start discussions about finding regional commonalities in the grant process to make the area more competitive in the grant process. He informed members that the County will be inviting individual representatives to participate in this process.

Mr. Vanderzanden added that Marion County is reviewing their Emergency Operations Plan page by page following the example of Keizer.

Chris Eppley reported that the City of Keizer is exploring the use of WiFi or WiMAX as a potential communication source for the City which could have Emergency Management applications.

ADJOURNMENT - The meeting was adjourned at 4:45 p.m.
Next meeting: July 27, 2004, at 3:30 pm in the Police Auditorium.