EMERGENCY PLANNING COMMITTEE MINUTES
Tuesday, May 18, 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
   Mary Nathe, EVAK
   Anne Rasmus, EVAK
   Debbie Lockhart, Recording Secretary

3. **APPROVAL OF MINUTES**
   Minutes of January and March meetings were approved.

4. **EMERGENCY OPERATIONS PLAN REVIEW**
   Captain Teague stated that he would read the section out loud and everyone should follow along looking for wording that did not make sense and needed changing and/or typographical errors.

   Chapter 2b – ALERT AND WARNING:
   Section II General Guidelines, Section D: Captain Teague noted that he needed to get some sort of educational tool on Channel 23.
   Section IV Mobile Public Address Systems: It was agreed to delete the words "through the Law Enforcement and Fire Departments branch directors". The section should read "Direction of these assets shall be the responsibility of the Incident Commander with input and support from the Planning, Logistics, and Operations Sections."
   Section V Door-to-Door Alert: This section was changed to read "Direction of this procedure shall be the responsibility of the Incident Commander."

   Examples of the Emergency Alert System Message, Emergency Alert Warning Log, Major Events Log and General Message form were distributed to members for review.

Chapter 2c – COMMUNICATIONS:

Section I Communication Points, A. Dispatch: Captain Teague suggested changing the first sentence to: "Willamette Valley Communications Center has day-to-day dispatch responsibilities for the City of Keizer Police Department, the Keizer Fire District and Marion County Fire District No. 1 accessible by dialing 9-1-1 or 503-390-2000." Members agreed to remove the sentence "In a major emergency, 9-1-1 will continue to receive requests for assistance and information related to the emergency."

Section II Communication Systems, C. Cellular Telephones: Members agreed to change this section to read: "The City of Keizer, Keizer Fire District and Marion County Fire District No. 1 have multiple communication systems including telephones, cellular telephones and mobile radios. In addition there are radios available through ARES (Amateur Radio Emergency Services)."

Section III. Emergency Communications, A. General: Captain Teague suggested adding a line referring to the PIO chapter.

Captain Teague volunteered to forward the changes made to everyone.

5. EXERCISE REVIEW

All attendees participated in the event and previously attended debriefings so it was unnecessary to review the exercise.

6. EVAK UPDATE

Captain Teague reported that EVAK would have a parade entry and he had purchased banners for that; KARE would be involved in a Marion County Public Works Dog Fest to promote the new Dog Control program; GMRS radios were going to be purchased; and a volunteer software program has been decided upon. The current database can be sent to this new software vendor to be incorporated into the new program.

Captain Teague added that at the last meeting members discussed having an EVAK only exercise in November. The dates have been set for that. It will be a tabletop exercise.

7. ROUNDTABLE AND NEW BUSINESS

Larry Morgan reported that he had been approached about doing another "Damage Assessment" and a follow-up on the original one so a two-hour new one could be done and then the follow-up of an hour. This way both could be taken at the same time or persons just wanting the follow-up could attend that one.

Captain Teague reported that the Oregon Emergency Management Workshop Association workshop is this week but no one is attending.

ADJOURNMENT - The meeting was adjourned at 4:05 p.m.
Next meeting: June 29, 2004, at 3:30 pm in the Police Auditorium.