



MINUTES
KEIZER EMERGENCY PLANNING COMMITTEE

Wednesday, April 29, 2026
Robert L. Simon Council Chambers
930 Chemawa Road NE
Keizer, Oregon

- 1. CALL TO ORDER** CALL TO ORDER: City Manager Adam Brown called the meeting to order at 6:02 p.m.

Attendance was noted as follows:

Members Present:

Janet Poot, Keizer CERT
Krista Carter, Marion Co.
Emergency Management
Rhonda Rich, Citizen at Large
Brian Butler, Keizer Fire District
Darrell Fuller, American Red
Cross
Joe Hutchinson, Salem
Emergency Manager

Absent:

Ron Lee, Marion Co. Fire District

City of Keizer Members Present:

Shaney Starr, Council President
Adam Brown, City Manager
Tim Wood, Assistant City Manager
Andrew Copeland, Police Chief
Keare Blaylock, Public Works
Director

**2. ANNUAL
VOLUNTEER
RECOGNITION**

Leslie Risewick, Member of the Volunteer Coordinating Committee, recognized the Emergency Planning Committee volunteers by thanking them and reading the proclamation appreciating them. She handed out Certificates of Appreciation and pens as a token of appreciation.

**3. ELECTION OF
COMMITTEE
CHAIR & VICE
CHAIR**

City Manager Brown explained the history and purpose of the Emergency Planning Committee. Each Committee member introduced themselves.

City Manager Brown opened the floor for Chair and Vice Chair nominations.

Andrew Copeland nominated Darrell Fuller as Chair. Seconded by Krista Carter.

There was a consensus for Darrell Fuller to be Chair.

Darrell Fuller nominated Janet Poot to be Vice Chair. Seconded by Shaney Starr.

There was a consensus for Janet Poot to be Vice Chair.

4. DISCUSSION

a. Emergency Operations Plan

City Manager Adam Brown shared that staff had prepared a cross-reference comparing the existing plan with the proposed updated plan to help facilitate review. He suggested beginning with the new plan and then looking back to identify changes from the prior version. Mr. Brown also noted that emergency operations plans differ among Cities and acknowledged staff assistance in developing the updated draft. He then asked whether the proposed review format was acceptable to the Committee.

There was discussion about the changes. The new inclusion of Community Lifelines was discussed in relation to Emergency Support Functions (ESFs).

Krista Carter, Marion County Emergency Management, explained that the update to the plan was done through a grant. She suggested that the City also consider separate hazard annexes.

Mr. Brown shared that all of the Department Heads reviewed and made comments on the Plan. Chair Fuller shared that he provided the plan to the American Red Cross, and they thought the plan was good.

It was explained that the Committee would review the Plan and make a recommendation to the City Council about the Plan. Discussion ensued regarding the Community Resilience Challenges Index.

It was noted that the Plan would need to be reviewed every five years. There was discussion about potentially moving the list of Medical Care Clinics and Centers to an Appendix that could be changed more easily.

Discussion ensued regarding Figure 1-4 National Risk Index.

There was a question about emergency management authority in relation to City ordinances.

There was discussion about potentially having more questions for the consultants.

There was a comment about making sure that everyone who had a role in the Plan was included in the conversation.

Mr. Brown shared that he had a list of Memorandum of Understandings (MOUs). Chair Fuller offered that the Red Cross could provide a MOU for inclusion as well.

There was a question about a formal continuity of the Operations Plan. Mr. Brown shared that there was a draft Plan.

There was a request to update Table 1-6 on City Lines of Succession to be

clearer.

Discussion ensued regarding the next steps to review the Plan. The group would meet again after the budget season. There was discussion about the Committee meeting again on June 17th at 3 p.m.

5. ADJOURNMENT Meeting adjourned at: 7:29 p.m.

Minutes approved: _____