

Minutes of the  
**EMERGENCY PREPAREDNESS COMMITTEE**  
Friday, January 31, 2014  
Council Chambers

Present: Chair Bill Brehm, Vice-Chair Robert Mushen, Committee Members Les Wierson, Sam Steidel, Karolyn Adamson and Fire Chief Mike Balzer

Excused: Committee Member Doug Wood

Staff: Police Chief Jason Schermerhorn, City Manager Rich Mays, Public Works Director Dan Grassick and Administrative Assistant Alisha Gregory

CALL TO ORDER

Chair Brehm called the meeting to order at 10:00 a.m.

APPROVAL OF THE AGENDA

Motion: Mushen moved to approve the agenda as presented; Wierson seconded the motion.

Vote: Brehm, Mushen, Wierson, and Adamson, Steidel and Balzer voted AYE; the vote was 6/0 in favor and the motion passed unanimously.

**(1)** Consideration of the Minutes of the Emergency Preparedness (EPREP) Committee Meeting of December 6, 2013.

Motion: Adamson moved to accept the minutes as written; Mushen seconded the motion.

Vote: Brehm, Mushen, Wierson, Adamson and Balzer voted AYE; Steidel was not on the committee for the December meeting and recused himself from voting; the vote was 5/0 in favor and the motion passed unanimously.

DISCUSSION ITEMS

**(2) Introduce New Committee Member**

Chair Brehm introduced new member Sam Steidel. Steidel applied and was appointed by the City Council to the EPREP Committee in December after the resignation of Molly Edison.

**(3) Election of Chair and Vice Chair**

Motion: Wierson nominated to appoint Bill Brehm as the Chair for 2014; Mushen seconded the motion.

Vote: Brehm, Mushen, Wierson, and Adamson, Steidel and Balzer voted AYE; the vote was 6/0 in favor and the motion passed unanimously.

Motion: Adamson nominated to appoint Bob Mushen for the Vice Chair position for 2014; Wierson seconded the motion.

Vote: Brehm, Mushen, Wierson, and Adamson, Steidel and Balzer voted AYE; the vote was 6/0 in favor and the motion passed unanimously.

#### **(4) Evacuation Route Maps**

Wierson gave a report on evacuation route maps, noting that he will have copies for review at the February meeting.

#### **(5) Flood Insurance**

This item was discussed in conjunction with item (6) Spring / Summer Forum.

#### **(6) Spring / Summer Forum**

Adamson suggested that flood insurance be added as a topic to the spring/summer forum, or the possibility of an emergency preparedness fair. The Committee discussed participating in the Earth Day activities and Sandcastle Day. Chief Schermerhorn stated that there is a parade the day before Sandcastle Day that they could participate in.

Adamson stated that a representative from the Insurance Commissioner's office in Salem will be able to come and talk about flood insurance. They discussed having insurance brokers participate in a booth to give more information on flood and earthquake insurance. Brehm suggested the Committee focus on Tsunami insurance. The Committee discussed premiums, zones, and FEMA.

The Committee discussed a booth at the Earth Day event, concentrating on the container program, insurance, and the new evacuations maps, if ready by that time. The Committee also discussed participating in the Sandcastle Day parade. Chief Schermerhorn stated that the Committee may also have an opportunity for a booth on Sandcastle Day. Adamson will be working on a container program brochure and hopes to have it available by then.

The Committee discussed a possible emergency preparedness fair in conjunction with Earth Week. Steidel will check with the Red Cross and see if they would be available to bring materials for the fair as well.

Motion: Mushen moved to have a booth at the Earth Day event and combine several topics, including: tsunami/earthquake insurance, the container program, and evacuation route mapping; and to have Adamson contact flood insurance brokers to participate; Adamson seconded the motion.

Wierson suggested the Committee schedule a pot luck on Labor Day weekend or Memorial Day weekend to help reach second home owners.

Vote: Brehm, Mushen, Wierson, and Adamson, Steidel and Balzer voted AYE; the vote was 6/0 in favor and the motion passed unanimously.

#### **(7) Evacuation Sites**

Wierson stated that he will know more information about the evacuation sites once the maps have been completed. Mushen expressed concerns that having too many evacuation sites may cause confusion. The Committee discussed the differences between cache sites, evacuation sites, and assembly sites.

Brehm noted that the Committee were to discuss site preparation, not site placement and number. Steidel stated that he will discuss the Incident Action Plan (IAP) at the next Precon meeting to get back on track with a strategic view. A discussion on food, sanitation, and water took place. Grassick stated that he is working on getting propane tanks for each site.

The Committee discussed assembly areas and training site leaders.

**(8) Business Training**

Mushen reported that he will be restricting his efforts to hotels at this time, and has been encouraged by recent training at the Tolovana Inn. The Committee discussed issuing a certificate to businesses that have undergone evacuation training. Mays stated that he would put something together to show appreciation.

The Committee discussed other businesses that would benefit from the training.

Wierson suggested that once the new maps are completed, each hotel receive a laminated copy for each room.

**(9) OEM/Children's Center Run Update**

The Committee discussed combining the fun run with emergency preparedness. The Committee discussed possible ideas, such as ending the run at a cache site, or carrying your "go bag" during the run. They discussed possible dates for the run. The consensus was to have the run take place in early October. Mays will contact the State and set a date for the run.

**(10) Safe Houses**

Wierson led a discussion on active safe houses. The Committee discussed actively recruiting safe houses and leaders for each area. Mushen voiced concerns with designating a specific person in each area, as they may not be present in the event of a tsunami. Steidel recommended designated positions, not designated people. The Committee discussed difficulties recruiting, not only homes to be used, but volunteers that have the time and desire to be more involved. Brehm stated that he will follow up with Mayor Mike Morgan, as he had expressed interested in becoming a safe house. The Committee discussed marketing specific areas to recruit volunteers.

**(11) Other Goals and Projects**

There was none.

**(12) Good of the Order**

Adamson stated that she wrote a to Molly Edison to thank her for her service on the Committee. Mays confirmed that the City sent a letter as well.

Brehm noted that the next Emergency Preparedness Committee meeting will be Friday, February 28th.

Steidel reported that the Arcadia Beach area has organized a group of volunteers and currently have fourteen barrels and twelve 5 gallon buckets at a cache site. He noted that the group has expressed the need for a radio to communicate with the City in the event of a tsunami.

PUBLIC COMMENT

There were none.

ADJOURNMENT

Chair Brehm adjourned the meeting at 11:19 am.

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Alisha Gregory, Administrative Assistant

Minutes of the  
**EMERGENCY PREPAREDNESS COMMITTEE**  
Friday, February 28, 2014  
Council Chambers

Present: Chair Bill Brehm, Vice-Chair Robert Mushen, Committee Members Les Wierson, Karolyn Adamson and Fire Chief Mike Balzer

Excused: Committee Member Doug Wood, Sam Steidel and City Manager Rich Mays

Staff: Police Chief Jason Schermerhorn, Public Works Director Dan Grassick and Administrative Assistant Colleen Riggs

Also Present: Paula Vetter, Pre-Con Committee

CALL TO ORDER

Chair Brehm called the meeting to order at 10:00 a.m.

APPROVAL OF THE AGENDA

Motion: Mushen moved to approve the agenda as presented; Wierson seconded the motion.

Vote: Brehm, Mushen, Wierson, and Adamson, and Balzer voted AYE; the vote was 5/0 in favor and the motion passed unanimously.

**(1)** Consideration of the Minutes of the Emergency Preparedness (EPREP) Committee Meeting of January 31, 2014.

Motion: Wierson moved to accept the minutes as written; Adamson seconded the motion.

Vote: Brehm, Mushen, Wierson, Adamson, and Balzer voted AYE; the vote was 5/0 in favor and the motion passed unanimously.

DISCUSSION ITEMS

**(2) Volunteer Appreciation Night**

Chair Brehm announced that the City is hosting a Volunteer Appreciation Night, Wednesday, March 5, 2014, starting at 5pm at the Chamber of Commerce Community Hall. He said he knew some would not be able to attend as it is also Ash Wednesday. He said that he would not be able to attend the event. Vice Chair Mushen said he could attend and would give a short presentation of what EPREP has been working on to the group. Others indicated they would be at the event as well.

**(3) Earth Day Event**

Chair Brehm said that EPREP and Pre-Con would have a table at the April 26 Earth Day event this year. He said they will ask for 2 tables and 6 chairs and will display the personal containers and have various brochures for the public. Discussion followed about the event and who to discuss the setup with; Brehm said he will speak to Elaine Trucke at the CB History Center and also Barb Knop for details. This event coincides with the April opening of the cache container sites; containers will be open on the Sunday and there will be emergency practice drills on the Saturday. The committee discussed the event and which brochures, maps and other items need to be organized and ready for the event.

#### **(4) 4th of July Parade**

Chair Brehm said that Molly Edison will get the candy for the parade. He said he would like to organize it like last year; Wierson and Brehm will supply the trucks and about 6 people will walk with the trucks handing out brochures and candy. He added the committee will discuss this in more detail closer to the event.

Schermerhorn added that Friday, June 20th at 7:30 pm is the Sandcastle Parade, and thought the EPREP committee would like to participate. Schermerhorn said this will be the Sandcastle Parade's 50th anniversary and they want a lot go public participation. He suggested that the EPREP committee could participate and march with the banner. He added that the Sandcastle paraders will also participate in the Portland Starlight Parade Saturday May 31st at 8:30 pm.

#### **(5) Evacuation Route Maps**

Wierson gave a progress report and prefaced it by saying that things he is sharing are not "set in stone". He then showed the new maps and which would be put on a metal sign and be installed by Memorial Day. The new map shows the new tsunami inundation line. He said the idea is to keep the map two-tone like the official DOGAMI map.

He reported that they need to order more Tsunami Evacuation Route directional maps because only about one-third of the City has the directional signs. More need to be installed. He also said that the beach egress signs still need to be made. Wierson said that the DOGAMI maps show 10 assembly areas and Grassick is ordering more evacuation route signs which may be delivered and installed by Labor Day if the budget allows.

Wierson said for of the new evacuation maps have been reviewed. He and Grassick explained the maps and the reasoning for the color choices; blue indicating that the area will be under water. The committee discussed the usage of colors and what to show on each map.

Discussion followed about the new DOGAMI map showing the Hallmark Hotel and Breakers Point as being in the safe zone now. Wierson said that unfortunately, if you are at the assembly area in the Hallmark or Breakers point, and if the predictions are wrong and the water is higher, there is no way to get to any higher ground. (No escape route from these islands of safe areas).

Wierson said he is proposing to use a symbol that says Shelter Information re: safe houses. This way evacuees would know if they are headed in the right direction or need some changes. He added that someone in the committee should review this after Wierson and Grassick are through. Wierson added that the committee needs to discuss what to do after people have evacuated. Mushen says he thinks there should not be too many symbols or different maps available because when people are in a panic they will not have time to review the maps.

#### **(6) Safe Houses**

Wierson reported that he has identified houses that are in the safe zone (above the inundation line); about 91 houses in total. He then led a discussion of the Map Your Neighborhood items he had included in today's packet of information. He said volunteers would man the 8th Street assembly area and he would like to have volunteers for each assembly area. He said the residents need to be self sufficient and not count on the City to help everyone. Chair Brehm said that even if a person is mobility challenged they cannot give up and stop; the event may not be as bad as one assumes and a person just has to keep going to get to higher ground. Grassick said that with a Cascadia event the 'wave' could be instantaneous depending on the location of the fault. The water will go out first, and that the first wave is actually just from the subsidence and it is followed by the large wall of water.

**(7) Business Training**

Vice Chair Mushen reported that he met with upper and mid-management for the Hallmark and Surfsand and they both want to schedule a training event. He said he is waiting to hear back from them. Mushen said he will schedule the training at their convenience to get as many employees as they can. He added that EPREP committee members are welcome to attend/observe the training.

**(8) Summer/Fall Events**

Chair Brehm said that community pot lucks, the Children Center's run, and having a meeting specifically to attract second home owners have all been suggested. Brehm said he will talk to Linda Beck-Sweeney who manages second home rentals and she may be able to assist with organizing training. He then asked for any other ideas.

Grassick said that the City is still working on the run (item 9) with the Oregon Emergency Management (OEM) group. Mushen said he thought EPREP should have a booth at the run to promote awareness.

Discussion followed about how to contact second home owners? Grassick said the City could put messages in the utility bills, but with so many people using electronic payment, many people don't even open the bills. Adamson suggested a mailing. Mushen suggested leaving a door bag with information in it. Wierson said he still has many bags of information from a previous door to door campaign and one problem they noted was that second home owners may not be back for months and leaving things on peoples' doors is a security issue. It was decided to discuss home notification at the next meeting.

**(9) OEM/Children's Center Run Update**

See item 8.

**(10) Other Goals and Projects**

Adamson handed out draft for the new container brochure. She said it will concentrate on the containers alone. She asked the members to review it and let her know what they thought. She would like a list of suggested container contents in the brochure with a link to the City website where people could read more detailed information. Grassick said he had heard of an interesting way to pack the barrels: use a 5 gallon bucket for the items that need to be cycled out and pack the big barrel with non-perishable items.

Grassick said that regarding the trail on Yukon, the City got the attorneys to agree to put in an emergency trail from the end of Yukon up to the highway. It will follow the city waterline easement. He said that once all is signed, Public Works will construct the trail. The committee then discussed other easements.

**(12) Good of the Order**

Adamson asked about highway bridge over Ecola Creek and could the state reinforce it. Wierson said they would have to replace the whole thing. Grassick added that this bridge is not a high priority with ODOT and it does not rate very high on ODOT's list of bridges to replace. The committee discussed the bridges in town and options to evacuate the downtown area.

PUBLIC COMMENT

None.

ADJOURNMENT

Chair Brehm adjourned the meeting at 11:20 am.

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Colleen Riggs, Administrative Assistant

Minutes of the  
**EMERGENCY PREPAREDNESS COMMITTEE**  
Friday, March 28, 2014  
Council Chambers

Present: Vice-Chair Robert Mushen, Committee Members Les Wierson, Karolyn Adamson, Doug Wood, and Fire Chief Mike Balzer

Excused: Chair Bill Brehm, Committee Member Sam Steidel, and City Manager Rich Mays

Staff: Police Chief Jason Schermerhorn, Public Works Director Dan Grassick and Administrative Assistant Colleen Riggs

CALL TO ORDER

Vice Chair Mushen called the meeting to order at 10:00 a.m.

APPROVAL OF THE AGENDA

Motion: Adamson moved to approve the agenda as presented; Wierson seconded the motion.

Vote: Mushen, Wierson, Wood, Adamson, and Balzer voted AYE; the vote was 5/0 in favor and the motion passed unanimously.

**(1)** Consideration of the Minutes of the Emergency Preparedness (EPREP) Committee Meeting of February 28, 2014.

Motion: Adamson moved to accept the minutes as written; Balzer seconded the motion.

Vote: Mushen, Wierson, Wood, Adamson, and Balzer voted AYE; the vote was 5/0 in favor and the motion passed unanimously.

DISCUSSION ITEMS

**(2) Congratulations to Molly Edison**

Vice Chair Mushen announced that former EPREP Committee member Molly Edison had received the Citizen of the Year award at the City sponsored Volunteer Appreciation night, March 5, 2014. Everyone agreed congratulations were in order. Mushen said Adamson was the founder of the EPREP Committee and had recruited Edison and others to join the original committee. A discussion followed about the past of EPREP. Wierson and others said that a letter to Edison from the Chair and Vice-Chair of the committee would be good; the committee should acknowledge her accomplishments.

**(3) Earth Day Event**

Vice Chair Mushen summed that the EPREP and Pre-Con committees' involvement in the Earth Day festivities would span 3 days. Friday, April 25th the cache containers would be open from 1-4pm to receive new barrels and allow residents to repack their existing barrels. Saturday, April 26th is the parade and the Earth Day fair, 10am - 3pm at the US Bank parking lot. He said members need to assist with setting up the booths, barrels, brochures and other handouts. Adamson said she will give Riggs a draft of the new updated cache container brochure on Tuesday, April 1st to have them prepared in time for the Friday start. Wierson added that the cached containers will be open again on Sunday, 9am - 3pm for people to bring back their barrels for storage. Schermerhorn said that security measures for the cache containers have been implemented.

Vice Chair Mushen said that he and Adamson had met with regional food bank representatives to review the food that is stored at the Oscar container. Mushen said he is pressing the food bank to use air tight

containers. This is not only to keep the food fresher, but to deter any rodents that may get in the containers somehow. Also, the use of containers like the rectangular fish totes (\$4.95 from Costco) can stack easily and fit onto the size pallets the food bank likes to use. He added that the boxes that the food is stored in now are starting to sag a bit from the humidity and the weight of being stacked. Grassick said that the City could assist with locating the containers for the food bank. Discussion followed about what type of container is best.

#### **(4) Evacuation Route Maps**

Wierson said that the new draft evacuation maps are now with Mark Scott of Cartomation to finish and that the old maps are still on the City webpage. He suggested taking the old maps off the webpage and putting the draft ones on it for public comment. He said he would like to have larger copies of the draft maps in time for Earth Day.

Discussion followed about which maps should be in the folders, at the hotels, displayed around the town etc. In answer to a question, Grassick explained to the committee that the budget for this year has been used up. Anything else the committee wishes to do is over budget.

Adamson said she noticed that getting the hotels involved in educating the public is showing a return; she said she has spoken to tourists who have all said that they have seen the maps at the hotels and staff have been able to answer their questions.

Vice Chair Mushen mentioned an email sent to Riggs recently from Doug Croucher of Bandon, OR. Bandon is interested in speaking with someone from Cannon Beach's EPREP committee to discuss starting their own committee, container site etc. Mushen said he will contact Mr. Croucher. It was noted that Sam Steidel would be a good person to discuss the container program with Mr. Croucher.

#### **(5) Safe Houses**

Wierson said he and Wood will distribute new maps to the North End, and will deliver other information using the fire department's green bags, much like what they did last year. He said he is concerned though that the other areas of the City do not have safe houses and volunteers that could distribute information and help organize their areas.

Mushen said he wanted to add that he thinks people need to give more credence to security when establishing safe houses. He said that the community has never been in an emergency of the magnitude that will come from a Cascadia event or other tsunami and people may not be as friendly when they are scared and hungry. Discussion ensued about how to prepare for better security and not to necessarily be armed, but to at least have a plan in case there is a confrontation. Schermerhorn added that a lot will come down to the fact that it will probably be a state of emergency and martial law will prevail; but people need to have training. Mushen added it is best to be aware, if not armed.

Paul Knoch of the Christian Conference Center voiced his concern to the committee regarding the safety of the cache containers. He said that people will want to take care of their families and if someone hasn't shown up yet, what may happen to their barrel? How long will people's barrels be reserved? Schermerhorn said this type of thing will be part of the training that will be done on Friday, April 25th. He said the committees are addressing this issue. He added that the whole process is evolving and the committee is working on things like crowd control; how to keep people busy and calm.

Wierson noted that with the revision of the tsunami inundation line on the new DOGAMI maps, there are approximately 25% more houses in the safe zone. He said he wants to encourage people in these areas to work on developing safe houses.

#### **(6) Business Training**

Vice Chair Mushen reported that due to the weather, the training scheduled with the Surfsand has yet to be rescheduled. He added that training with Hallmark needs to be scheduled and that the training with the Tolovana Inn went very well. He again invited committee members to participate in the trainings.

It was decided that Wierson and Brehm would start distributing the new DOGAMI maps to the banks, post office, businesses, etc. before the Earth Day event.

Jenee Pearce-Mushen posed a question to the committee. She asked if the evacuation walks she leads for the Community Church are the same as the walks done with the business training. She was assured they were different. She said that even if there is only one or two people that participate in her evacuation route walks, she believes it is beneficial. The people who go on the walks can then lead others. Wood asked if the walks she lead were timed, and she answered that she times every evacuation walk she leads; rain or shine.

Paul Knoch added that the walk his group practices from the Conference Center to the Bible Church takes 24 minutes; a little longer than the goal. He said if the people could change the route and go over the bridge to higher ground it would be helpful. He added that he read that in Japan a school did not have a plan because they thought they were high enough and everyone perished; teachers and children. He said it is best to have a plan and practice that plan.

Vice Chair Mushen said that the education process is an uphill battle, but we cannot stop trying.

**(7) FY 2014-15 Budget**

Vice Chair Mushen said without the City Manager present there wasn't a lot to discuss about this topic. Grassick said that the entire EPREP budget was about \$100,000 (to include salaries etc.) and that next month's meeting he should have some numbers for the committee to look at. In answer to a question, Grassick answered that any money regarding the bridge was a separate item. This brought on a discussion about the bridges (over Ecola Creek in town and on Hwy 101 and how to get ODOT to involved. Mushen suggested the City do something itself and not rely only on ODOT and Adamson suggested to explore grants.

**(8) 4th of July Parade**

Vice Chair Mushen said that Molly Edison is spearheading this again this year and is in charge of organizing the candy and the vehicles etc. He said the committee will march in the parade and hand out brochures and candy. Wierson said he and Brehm will be driving their trucks in the parade again.

**(9) OEM/Children's Center Run Update "Race the Wave"**

Police Lt. Christopher Wilbur gave a presentation on the fun run which will benefit the Cannon Beach Children's Center. He said that last week members of the CB Children's Center, City of Cannon Beach, Red Cross, FEMA, Clatsop County Emergency Management and the Oregon Emergency Management met to discuss and plan the event. It will be a 5 km fun run to raise awareness of tsunamis. He said that FEMA promised to provide the people, infrastructure, etc. to make this happen. The name of the run is CASCADIA Race the Wave. Wilbur continued saying that the focus is on having events and booths to promote tsunami awareness and companies REI and Nike may also get involved. He added that the plan is to start the race at the inundation zone and end at a cache container site. He said it is in the planning stages and some logistical issues need to be worked out. The race will be held Sunday, September 28th to attract as many "out-of-towners" as possible.

Jenee Pearce-Mushen added that the day before this event, is the SOLVE beach cleanup so there should be a lot of people in town.

**(10) Other Goals and Projects**

Adamson started a discussion that EPREP and the City of Cannon Beach need to address the problem of the bridge. Wood said the committee really needs buy-in from the Council on this issues, which has not happened. Mushen observed that there are 2 new Councilors so now may be a good time to readdress the issue. Mushen and Wood agreed to speak to a local ODOT representative before the next EPREP meeting and will report their findings. Grassick explained to the committee how ODOT funding works for projects and what types of projects compete with our ideas. He stressed that what Cannon Beach may consider a high priority is not necessarily a high priority for ODOT.

More discussion ensued about trails.

**(11) Good of the Order**

Discussed in item 10.

**PUBLIC COMMENT**

Paul Knoch said he had some items he would like to mention to the committee:

- 1) He asked if the Bible Church is a Red Cross shelter? Schermerhorn answered that it is a City emergency shelter.
- 2) He said that he has found a great water filter that is economical. The Sawyer mini filter can filter 100,000 gallons of water and only costs \$20.00 It can be purchased at REI, and he said he thought it was a wonderful addition to a emergency barrel.
- 3) He suggested that when there has been a real emergency, the City automatically schedule a community meeting to review (debrief) how it went. The committee thought that was a good idea and discussed the timing - one or two weeks after the event.

ADJOURNMENT

Vice Chair Mushen adjourned the meeting at 11:25am.

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Colleen Riggs, Administrative Assistant

Minutes of the  
**EMERGENCY PREPAREDNESS COMMITTEE**  
Friday, April 25, 2014  
Council Chambers

Present: Chair Bill Brehm, Vice-Chair Robert Mushen, Committee Members Les Wierson, Karolyn Adamson, Doug Wood, and Sam Steidel

Excused: Fire Chief Mike Balzer

Staff: City Manager Rich Mays, Police Chief Jason Schermerhorn, Public Works Director Dan Grassick and Administrative Assistant Colleen Riggs

CALL TO ORDER

Chair Brehm called the meeting to order at 10:00 a.m.

APPROVAL OF THE AGENDA

Motion: Mushen moved to approve the agenda as presented; Adamson seconded the motion.

Vote: Mushen, Wierson, Wood, Adamson, Steidel, and Brehm voted AYE; the vote was 6/0 in favor and the motion passed unanimously.

**(1)** Consideration of the Minutes of the Emergency Preparedness (EPREP) Committee Meeting of March 28, 2014.

Motion: Mushen moved to accept the minutes as corrected; Adamson seconded the motion.

Vote: Mushen, Wierson, Wood, Adamson, Steidel, and Brehm voted AYE; the vote was 6/0 in favor and the motion passed unanimously.

DISCUSSION ITEMS

**(2) Earth Day Event**

Chair Brehm led a discussion of the event scheduling to include the delivery and setup of awnings, banner, tables, staffing etc. The committee decided who would be at each evacuation cache sites on Sunday April 27th. Adamson suggested that the EPREP committee should not throw candy to the spectators during this year's Earth Day Parade, the members discussed the possibility of eye injuries and other issues.

**(3) 4th of July Parade**

Chair Brehm said that Molly Edison will get the candy and he will get it to the vehicles in the parade. Other logistics were discussed such a parking and placement in the parade. Wierson said that CERT volunteers will also be walking with the EPREP trucks and will distribute flyers.

**(4) Evacuation Route Maps**

Wierson reported on the updates. He said the new DOGAMI maps are labeled 'CANNON BEACH' whereas the old ones say 'CANNON BEACH and ARCH CAPE' and he asked the members to please not use the old ones. He said the Chamber of Commerce has been given an entire box of DOGAMI maps, he and Brehm have left copies around town at the liquor store, library, and post offices. He said when they took them to the two local banks, they were informed that the banks would like to receive some

evacuation training. He added that they have tried to leave the brochures at restaurants (at the cash registers) but they seem a little reluctant.

Wood asked when the new maps would be on the sign posts around town. Wierson said they are being ordered now and they should be replaced by Memorial Day. He added that there will be an additional 10-15 for the beach areas. As for the trail maps, Wierson reported that Mark Scott of Cartomation will be working on them next week and should have a draft of all 10 maps by the May meeting. He said he will give the same draft to Council for it's June 3rd meeting and hopefully Council will approve the new maps at their July meeting. Wierson said he would like to get the new maps out to the public by posting them on the website and in the newspaper and he was going to work with Erick Bengel of the Cannon Beach Gazette on a press release.

Wierson said there will be about 100 new signs to be installed over the next 6 months after Council approval. The committee discussed the installation of the different types of signage and what would be ready for the 4th of July (assembly point signs, arrows etc. ). They also discussed what will be practiced at the drill this weekend. Wierson said the new signs are targeted for Labor Day but that could change according to the Public Works schedule. Wierson agreed with Wood saying that it would be good to get as many of the maps posted and then fill in with more maps at a later date, rather than wait until all the maps are ready for posting.

Assembly area duties were discussed and Steidel reported that the assembly area procedures are still being worked on. It was agreed to discuss this again before November.

10:30 am Chief Schermerhorn was called out of the meeting.

#### **(5) Safe Houses**

The committee discussed getting people out of the tsunami zone quickly and agreed a pedestrian bridge would be helpful. Wierson said he felt the committee needed to find funding for a feasibility study; Grassick has identified some grants, and Wierson said he thought the committee should try to meet with the Meyer Memorial Trust. He said they usually work with non profits, but he thought they may work with City and he would like to find out if they are interested in helping the City develop a standard plan for foot crossings in tsunami zones. This led to discussions about what the City of Seaside has done with their bridges. Wierson said that the pedestrian bridges could be part of the trail system.

Chair Brehm asked Wierson to report on the status of safe houses. Wierson said he is concerned that although there are active safe houses established in the North End there are none in the rest of the City. Wood agreed, saying he does not think there is much interest in the other areas. He said each homeowner will have to make a decision for themselves. Mushen said he does not feel comfortable going to neighborhoods to try to coerce them to become a safe house. Wood said that they may have no choice when the City has declared an emergency clause. Steidel asked about making a brochure about safe houses to get the word out and Wierson said that since safe houses are not city sanctioned, he did not think the EPREP committee could do that. Steidel said maybe it be done on a private level and he suggested developing a marketing strategy to target homeowners (guided by the City, but not done by the City). He said it will make people aware who are not already aware. Wood said he thinks the maps will suffice; when they see the map and see if their house is shown in blue ( under water) they may then decide to participate. The committee then discussed the pros and cons of different methods of making people aware.

#### **(6) Business Training**

Vice Chair Mushen reported that the training has been delayed by spring break. His short term goal is to train all hotels by high season. He is now trying to schedule 2 trainings per day to have it done by mid June. He said he will also look at training the staff of the city's banks. Mushen summed that over the next 6 weeks he will be doing hotel training - not just providing maps but training the personnel.

**(7) OEM/Children’s Center Run Update “Race the Wave”**

Mays reported the ‘Race the Wave’ is scheduled for September. He said the next meeting will be Tuesday, May 6th here in the Council Chambers at 9:30am. Mays said he thinks EPREP could volunteer to assist with the race. Mushen agreed, saying it is an educational opportunity. Mays added that it is also a public awareness issue. He said the route hasn’t been finalized yet, and that FEMA and the State will handle all the publicity and logistics.

**(8) Budget Items**

Grassick presented a description of the items included in the proposed EPREP budget and Mays summed it for the committee. Grassick and Mays answered the committee’s questions.

Chair Brehm asked for a motion recommending the budget.

Motion: Adamson moved that the EPREP Committee endorses budget developed by staff; Mushen seconded the motion.

Chair Brehm asked for any more discussion; there was none.

Vote: Mushen, Wierson, Wood, Adamson, Steidel, and Brehm voted AYE; the vote was 6/0 in favor and the motion passed unanimously.

11:20: Schermerhorn returned to the meeting.

**(9) Highway 101 Bridge**

Wood discussed the bridge research he has done and presented options. Brehm said the pedestrian bridge across Ecola Creek by the old school had been on the agenda off/on over the years.

Wood and Mushen said they would like to approach ODOT on an informal basis to discuss how best to approach them about reinforcing the bridges. Mushen said he could talk to his contact in ODOT about traffic bridges first and pedestrian bridges as an alternative. Mays expressed his concern that the City has an excellent relationship with the Astoria ODOT office now and would not want to jeopardize that relationship; he warned about talking about a city contribution to the effort without first getting backing from the City Council. Mushen added that the Council has never been supportive of a pedestrian bridge and he would like an endorsement by the EPREP committee before he and Wood approach ODOT about the bridge subject.

Motion: Adamson moved that the EPREP Committee endorses the effort Mushen and Wood will make to contact ODOT about the bridges; Wood seconded the motion.

Chair Brehm asked for any more discussion; there was none.

Vote: Mushen, Wierson, Wood, Adamson, Steidel, and Brehm voted AYE; the vote was 6/0 in favor and the motion passed unanimously.

**(10) Other Goals and Projects**

Chair Brehm said that Paul Knoch knows an expert survival technique person who could speak at a forum and asked what the committee thought. Steidel said he will be speaking to Mr. Knoch today at the Echo cache opening and that Knoch has researched this person. He said it may be a good draw for a forum but needs he felt it needed more research. He will talk to Knoch to see what this person is like. Mushen cautioned that the committee should be cautious about survivalists; they are often extreme. Brehm suggested this person come speak to the committee instead of a public forum and the committee members expressed support for that. Adamson then spoke about forums in general.

Schermerhorn was called out of the meeting again at 11:25 am.

**(11) Good of the Order**

Chair Brehm shared this month's issue of 'Popular Mechanics' saying it had an interesting article about the tsunami pod. He said he was willing to share his magazine.

Steidel spoke about a water bottle filter system being in the development stage and being devised for ships that uses reverse osmosis to filter salt water into drinking water.

Steidel said he knows of a man who is working with forest companies to build a drone to search for wildfires. He said it might be interesting to work with him to develop something to be used for search and rescue.

Wierson mentioned the after-disaster home inspection training that is scheduled to be held here at City Hall, Wednesday, May 14th beginning at 8:00 am. He highly recommended it and said that Grassick, Mays and other city employees will be attending the training.

**PUBLIC COMMENT**

ADJOURNMENT

Chair Brehm adjourned the meeting at 11:35 am.

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Colleen Riggs, Administrative Assistant

Minutes of the  
**EMERGENCY PREPAREDNESS COMMITTEE**  
Friday, May 30, 2014  
Council Chambers

Present: Chair Bill Brehm, Vice-Chair Robert Mushen, Committee Members Les Wierson, Karolyn Adamson, Doug Wood, and Sam Steidel and Fire Chief Mike Balzer

Excused: None: Dan Grassick and Doug Wood to arrive late.

Staff: City Manager Rich Mays, Police Chief Jason Schermerhorn, Public Works Director Dan Grassick and Administrative Assistant Colleen Riggs

CALL TO ORDER

Chair Brehm called the meeting to order at 10:00 a.m.

APPROVAL OF THE AGENDA

Motion: Wierson moved to approve the agenda as presented; Mushen seconded the motion.

Vote: Mushen, Wierson, Wood, Adamson, Steidel, Balzer and Brehm voted AYE; the vote was 7/0 in favor and the motion passed unanimously.

**(1)** Consideration of the Minutes of the Emergency Preparedness (EPREP) Committee Meeting of April 25, 2014.

Motion: Adamson moved to accept the minutes as presented; Mushen seconded the motion.

Vote: Mushen, Wierson, Wood, Adamson, Steidel, Balzer and Brehm voted AYE; the vote was 7/0 in favor and the motion passed unanimously.

DISCUSSION ITEMS

**(2) Earth Day Event Recap**

Chair Brehm asked for input. Mushen said not as many people stopped by the booth as he had expected. Adamson said someone from the Nehalem area was interested in the entire program. Mushen said that person had called him yesterday for information. Wierson said not a lot of people stopped by the booth but many were interested. He said it seemed that emergency preparation did not fit well with the upbeat side of Earth Day. The Committee discussed why people are not jumping at the chance to have a barrel. Balzer said he had opened Arch Cape barrel site recently and it is just starting. Arch Cape has less than 100 people full time. It was agreed that it is difficult for Cannon Beach and Arch Cape to communicate to the second home owners. Schermerhorn said there have been lots of articles in the local newspapers. Wierson said he has enough green bags to distribute information to his area in the North part of town (door hangers). Mushen said most mail gets discarded, and Brehm suggested using the door hanger bags for the rest of town. Balzer said he has a good stack of them. Brehm said they need volunteers to distribute the bags to the rest of town. Wierson said they need the documents to put in the bags. Discussed how to get all 10 areas of town interested.

10:10 am Schermerhorn had to leave the meeting.

Steidel said the committee needs to agree on what should be in the bags; info from CERT, EPREP. etc. Brehm suggested they form a sub committee to organize and report back next month. Mushen and Steidel will consult with the EPREP committee next month to decide what to put in the green bags for the door

distribution. Steidel said they need a reference to identify which homes are vacation rentals so no green bags are distributed to them.

Doug Wood joined the meeting at 10:13am.

### **(3) 4th of July Parade**

Chair Brehm said he will drive his truck with Molly Edison inside. Wierson and Wood will walk and they will wear their CERT gear. Wierson suggested inviting CERT members to join them in the parade. Brehm said he will figure out the logistics of where to start and park the truck etc. and report back at the next meeting.

Adamson: said she is not volunteering for the Parade at this time, as her husband will be scheduled for surgery and she does not know when that will be.

Wierson said he will hand out the new Cannon Beach DOGAMI maps and will have some of the emergency cache site brochures as well.

10:17am Schermerhorn returned.

### **(4) Farmers Market Booth**

Brehm announced that EPREP has a booth reserved for Tuesday, August 12th and he is asking for volunteers. He asked if the committee would like to reserve a booth for a second market and the committee discussed the idea. Brehm asked for a motion.

Motion: Mushen moved for Chair Brehm to try to reserve a booth for a second date at the Cannon Beach Farmers Market; Wood seconded the motion.

Chair Brehm asked if there was more discussion. There was none.

Vote: Mushen, Wierson, Wood, Adamson, Steidel, Balzer and Brehm voted AYE; the vote was 7/0 in favor and the motion passed unanimously.

Brehm said he will contact Bob Lundy of the CBFM to try to reserve a second date.

Brehm asked for volunteers to man the booth on August 12th. Wood and Mushen volunteered for the 1pm -3pm time slot and Steidel and Adamson volunteered for the 3pm - 5pm time slot. Brehm and Wierson will set up the booth at noon.

10:25 am Dan Grassick joined the meeting.

### **(5) September Fun Run**

Chair Brehm invited Tiffany Brown, Emergency Manager, Clatsop County Emergency Management and Barb Knop, representing the Cannon Beach Preschool and Children's Center (CBPCC) to join them at the table to discuss the 'Race the Wave' event scheduled for September 27th. Ms Brown said she had a power point presentation she could bring to the next EPREP meeting which may be helpful to them. She said that FEMA is spotlighting Cannon Beach and their emergency services efforts with this race. She said Federal, State, County, City levels are banding together for this event to help bring awareness to the public. The exact details of the race have not been worked out, but it is to start at the Tolovana Wayside, go up the beach, cut through Gower Street and around to Sunset going under the highway and up Elk Creek to end at the Echo Emergency Cache Container site. She added that there would be a street fair set up at the end of the race.

Brown said her organization is working with Oregon Emergency Management (OEM) to organize all the agencies, and Clatsop County CERT teams have also been approached to help. The responsibilities of the

EPREP Committee has not been determined yet.

Grassick suggested that if EPREP had a booth at the street fair, Steidel could demonstrate how to fill an emergency barrel, they could pass out evacuation maps etc. Brown said race should start about 9:00 am and the street fair would end at about 1:00 pm. She said there will be booths manned by Clatsop County, Red Cross, OHSU (disaster readiness for vulnerable populations - disabled, homeless, second language learners), the military (possibly the Coast Guard), and CERT to name a few. There will be a shuttle bus to take people back to the race start at Tolovana Wayside. She said the street fair may extend down Elk Creek Rd to the RV Park and possibly Coaster Construction. Grassick said it will be defined when they know just how many booths will participate. Brown said they have limited the race to 200 runners.

Barb Knop said the CBPCC will be the recipient of the funds raised from this event.

Grassick asked if the City could speak to Justin Ross, OSHU (vulnerable populations) and Brown said he is coming to speak at the county June 21st 1-3pm about disaster readiness for vulnerable people. She will forward the information to Mays.

Brown said that on Monday, June 23rd Ross is giving another 8 hour training/workshop/presentation mainly for care givers and medical supply companies and she will send that information to Adamson and the City.

Brown said the next meeting of the 'RACE the WAVE' committee will be Tuesday, June 24th at 9:30am here at City Hall. Justin Ross will be here for that meeting.

Brown said Steidel and Mushen may wish to discuss outreach efforts. She said DOGAMI will be putting out money for outreach and to talk to her about what this committee would like to do for outreach. Mushen and Steidel said they would get back to her before June 30th. They said they want to explore creative ways to outreach - tents for booths etc. They said they will notify EPREP and Pre-Con. Brown said her department has more information she will bring to Cannon Beach and Arch Cape.

#### **(6) Evacuation Routes**

Wierson reported that he and Grassick have gone over 2 drafts of the maps and made changes. He said the maps still need a review and thinks the committee should distribute the maps to City Council, EPREP, and Public Works for their review. Wierson pointed out some changes to the new maps; they dropped the distant tsunami line as it was too confusing. He said they have used blue areas to show which areas and homes are in the inundation zone. "GET out of the BLUE".

Wierson said if it is ok with the EPREP Committee, he will get the drafts out for review to get them back before the RACE the WAVE in September. Mushen said he didn't think the maps would be approved by the race, but he thought they should still be passed out. The consensus of the committee was to proceed with the distribution of the maps for review.

#### **(7) Safe Houses**

Wierson said he did not have much to report except that his main emphasis is on getting out the green door hanger bags of information by Labor Day.

Brehm said that Haystack Heights area is forming a group for a safe house.

#### **(8) Business Training**

Mushen reported that progress is slow. He said the local businesses have been very busy with the spring breaks. He said that the Hallmark and Surfsand management training has been done, but they still need to walk the evacuation routes with the employees. He added that next Thursday he will speak to the US Bank. He is also going to contact the new pastry shop where Waves of Grain used to be.

Mushen said to Adamson he would take the cache emergency container brochures with him to distribute.

**(9) Highway 101 Bridge**

Mushen said he called Larry McKinley of ODOT and he will give them some dates for Wood and Mushen to schedule a meeting with him. Mushen said McKinley appears to be willing to listen to them and that he is anxious to keep a good image for ODOT. Mushen said he hopes the meeting will happen soon and he and Wood can report back to the committee at the next EPREP meeting.

Grassick reported that on June 16th, DOGAMI will be presenting information / having a meeting in Astoria with all the Clatsop County cities to discuss what will happen *after* a subduction zone event. He said their idea is to create a map to show the most high risk areas in the county with regards to land slides and bridge failures.

**(10) Other Goals and Projects**

Adamson asked the committee which City employees have keys to the lock boxes and cache sites. Mays said keys are with Public Works, and all EPREP members. Discussion followed about who has keys and that a list should be made and the lock boxes.

**(11) Good of the Order**

Brehm summarized his action items:

- call Paula Vetter to get a list of vacation homes
- find out more about the 4th of July Parade
- call Bob Lundy to get a second Farmers Market booth

Schermerhorn said he wanted to remind the committee that the Sand Castle parade starts at 6:30pm Friday, June 20th and if they wanted to participate, to please get back to him soon.

**PUBLIC COMMENT**

None

ADJOURNMENT

Chair Brehm adjourned the meeting at 11:30am.

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Colleen Riggs, Administrative Assistant

Minutes of the  
**EMERGENCY PREPAREDNESS COMMITTEE**  
Friday, June 27, 2014  
Council Chambers

Present: Chair Bill Brehm, Vice-Chair Robert Mushen, Committee Members Les Wierson, Karolyn Adamson, Doug Wood, Sam Steidel and Fire Chief Mike Balzer

Excused: None: Mays, Schermerhorn, Mushen and Wood will arrive late.

Staff: City Manager Rich Mays, Police Chief Jason Schermerhorn, Public Works Director Dan Grassick and Administrative Assistant Colleen Riggs

CALL TO ORDER

Chair Brehm called the meeting to order at 10:01 a.m.

APPROVAL OF THE AGENDA

Motion: Wierson moved to approve the agenda as presented; Adamson seconded the motion.

Vote: Wierson, Adamson, Steidel, Balzer and Brehm voted AYE; the vote was 5/0 in favor and the motion passed unanimously.

**(1) Consideration of the Minutes of the Emergency Preparedness (EPREP) Committee Meeting of May 30, 2014.**

Motion: Wierson moved to accept the minutes as presented; Balzer seconded the motion.

Vote: Wierson, Adamson, Steidel, Balzer and Brehm voted AYE; the vote was 5/0 in favor and the motion passed unanimously.

10:05 am Mays and Schermerhorn joined the meeting.

Chair Brehm interrupted the meeting to say a few words about Rich Mays and how the EPREP Committee will certainly miss his input and his dedication to their efforts. The committee gave Rich a standing ovation and presented him with a signed gift. He spoke a few words about his experience with the EPREP Committee and how much he enjoyed working them.

DISCUSSION ITEMS

**(2) Evacuation Route Maps**

Wierson spoke about the new metal map signs which show the changes indicated by the new DOGAMI maps. He handed out a sample to each member and asked that they review the legend at the bottom for clarity and accuracy. He said he wanted to get input and direction so that he could get the new maps to the printer in time to have them posted by Labor Day weekend. He also handed out a list of places that had metal map signs that would need replacing and asked for input if any member could think of place that was not on his list. He said there would not be maps at the bus shelters, but they would have decals instead. Wierson said he would like a recommendation from the committee to ask the City Council to approve the new maps.

10:14 am Mushen joined the meeting.

Much discussion followed about the terminology of assembly area, secondary assembly area, safe houses,

information areas, and other terms emphasizing that simplicity and accuracy are important and how to not confuse the people who are evacuating or give them a false sense of security. The members did not want people to think that if they reached a 'secondary assembly area' they could just stop and rest; they could slow down at that point, but not stop until they reach the assembly. area.

10:28 am Grassick joined the meeting.

Discussion continued about the terminology and what should be shown on the metal signs. Also discussed was when to use the 'i' information symbol.

10:34 am Wood joined the meeting.

10:49 am Adamson excused herself and left the meeting.

More discussion continued about the legend and what changes to recommend making to the signs for the Council to review. Several attempts at designing motions were made and Steidel suggested taking each item and voting on them individually vice collectively, since it was difficult to get a consensus which addressed all the variables. Members agreed to that.

The Committee agreed to have all changes to the maps listed in separate motions:

Motion: Steidel moved to recommend that the yellow line designate the highest inundation by the DOGAMI maps; Wierson seconded the motion.

Discussion: Wood said not to mention the orange line and Wierson said that had already been agreed.

Vote: Wierson, Mushen, Steidel, Balzer, Wood and Brehm voted AYE; the vote was 6/0 in favor and the motion passed unanimously.

Motion: Steidel moved to recommend using the blue color to indicate the area within the inundation zone; Wierson seconded the motion.

Discussion: none

Vote: Wierson, Mushen, Steidel, Balzer, Wood and Brehm voted AYE; the vote was 6/0 in favor and the motion passed unanimously.

Motion: Steidel moved that the 'i' information sign symbol indicates where there are sources of information, specifically the Oscar, Echo and Tango evacuation sites and the 8th Street assembly area as well; Wierson seconded the motion.

Discussion: none.

Vote: Wierson, Mushen, Steidel, Balzer, Wood and Brehm voted AYE; the vote was 6/0 in favor and the motion passed unanimously.

Motion: Steidel moved to recommend these changes to Council for their review. To change the red 'A' symbol to a black 'S' symbol with the descriptor: 'Safe Elevation' after it; Mushen seconded the motion.

Discussion: None.

Vote: Wierson, Mushen, Steidel, Balzer, Wood and Brehm voted AYE; the vote was 6/0 in favor and the motion passed unanimously.

- Motion: Steidel moved that the changes made in the past 4 motions be presented to Council as recommendations; Mushen seconded the motion.
- Discussion: Wood said he thought that a motion was not needed and it could be covered as a 'bullet point'. When asked by Chair Brehm if he wanted the motion withdrawn, Wood said no.
- Vote: Wierson, Mushen, Steidel, Balzer, Wood and Brehm voted AYE; the vote was 6/0 in favor and the motion passed unanimously.

The committee thanked Wierson for his work on the evacuation maps. Wierson said the goal is to get approval to make and post the signs before Labor Day. Wood asked if this recommendation would be presented to Council at the July 1st meeting, and Mays said the agenda is already established and the July 8th work session is also full. He said the August 12th work session would be the soonest. Wood suggested planning a printing before it goes to Council. Wierson said he thought it could be done. Mays said it is really a courtesy to put it before Council and they don't need to approve it.

Wood suggested a 6th motion,

- Motion: Wood moved that the committee act and take the map changes to the mapper and proceed with printing as appropriate, consistent with the 4 motions that were passed and that City Council be informed of our actions; Mushen seconded the motion.
- Discussion: None.
- Vote: Wierson, Mushen, Steidel, Balzer, Wood and Brehm voted AYE; the vote was 6/0 in favor and the motion passed unanimously.

### **(3) 4th of July Parade**

Chair Brehm reported that Molly Edison already had the candy, and that Molly will ride with Brehm in his truck with kids in the back throwing out candy. Wierson reported that he had sent information to the CERT group and that he and Wood will be at the parade wearing their CERT gear. Brehm said the assembly area is on Harrison Street and that the parade starts at 11:00am. Wierson said he will pass out the DOGAMI maps and he will also get the banner.

### **(4) Farmers Market Booth**

Chair Brehm reminded the committee that they will be manning a booth at the Cannon Beach Farmers Market on Tuesday, August 12th. He said the assignments have already been made and they can address the booth assignments for the Tuesday, September 30th Farmers Market at a later meeting.

### **(5) Highway 101 Bridge**

Mushen reported that he and Wood spoke to Larry McKinley of ODOT and had a good meeting. He said he will speak to Grassick and report more later. Mushen said they will probably not have any success getting Hwy 101 bridge over Ecola Creek retrofitted, but Mr. McKinley was very receptive to assisting with a pedestrian bridge on ODOT property across Ecola Creek. McKinley had suggested the City try for a grant to assist.

Wood added that McKinley advised that the sympathy will be on the biking, trail and evacuation side of things, and to stress that in a grant request.

Mushen said he and Wood went to speak to McKinley as citizens; not representing the City. McKinley told them that they will need a transportation policy and he suggested the City hire a consultant to design

the trail, map it and present it to the State. Mushen said he will report again to the committee.

**(6) Door Hanger Campaign**

Mushen reported that he spoke to Tiffany Brown, Emergency Manager, Clatsop County Emergency Management about the book mark they have with pertinent emergency phone numbers on it She will give EPREP 400 of them for the door hangers. These numbers are good for use in and immediately after an event.

Steidel said he spoke to Ms Brown about funding magnets with information on them and that this will be information a person will want to use before an event. Steidel suggested developing a checklist to put in the bag as well.

Wierson said he has enough volunteers to stuff about 300 green bags, and Brehm reported that he has not been able to contact Paula Vetter for the vacation rental list yet.

**(7) Fall Events**

Steidel and Grassick said they attended the 'Race the Wave' meeting 2 days ago and were impressed with the amount of progress and information at that meeting. The street fair will be at the top of the hill near the ECHO container site and Steidel said he volunteered the EPREP Committee to help organize the street fair. He said there are 8 vendors already not counting the EPREP, PRE-CON and Fire Department booths. Grassick reported that the traffic pattern has been laid out, the event is Sunday, September 28th and it will be limited to 200 runners.

11:32 am Wood excused himself and left the meeting.

**(8) Business Training**

Mushen said he had nothing to add, other than he had trained 2 more businesses since last the meeting.

**(9) Other Goals and Projects**

Brehm said he would like to meet the new Interim City Manager, since that position is so instrumental to this committee. Mays said he will retire a week before she comes on board.

Schermerhorn said that August 5th is the National Night Out Picnic BBQ at City Park. This is for city residents to meet members of the Police and Fire Departments.

Wierson told of a book regarding foraging he had recently acquired and passed out a handout regarding it.

**(10) Good of the Order**

None

**PUBLIC COMMENT**

None

ADJOURNMENT

Chair Brehm adjourned the meeting at 11:36 am.

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Colleen Riggs, Administrative Assistant

Minutes of the  
**EMERGENCY PREPAREDNESS COMMITTEE**  
Friday, July 25, 2014  
Council Chambers

Present: Chair Bill Brehm, Vice-Chair Robert Mushen, Committee Members Les Wierson, and Karolyn Adamson

Excused: Doug Wood, Sam Steidel, Fire Chief Mike Balzer

Late: Police Chief Jason Schermerhorn

Staff: Public Works Director Dan Grassick and Administrative Assistant Colleen Riggs

CALL TO ORDER

Chair Brehm called the meeting to order at 10:05 a.m. He noted that since there are 4 members present, they do have a quorum and therefore can make motions.

APPROVAL OF THE AGENDA

Motion: Wierson moved to approve the agenda as presented; Mushen seconded the motion.

Vote: Mushen, Wierson, Adamson, and Brehm voted AYE; the vote was 4/0 in favor and the motion passed unanimously.

**( 1) Consideration of the Minutes of the Emergency Preparedness (EPREP) Committee Meeting of June 27, 2014.**

Motion: Wierson moved to accept the minutes as corrected (end of meeting time corrected to 11:36am); Adamson seconded the motion.

Vote: Mushen, Wierson, Adamson, and Brehm voted AYE; the vote was 4/0 in favor and the motion passed unanimously.

Chair Brehm introduced Paula Vetter of the Pre-Con committee who was participating in today's meeting.

Chair Brehm recognized the guests from the PUARL (Portland Urban Architecture Research Laboratory); a part of the University of Oregon in Eugene and Portland (item 4 of agenda) who were attending today's meeting. Professor Hajo Neis, and team members Annie Ledbury, Kaeli Nolte, Perrin Wright all introduced themselves and were welcomed by the EPREP Committee members.

DISCUSSION ITEMS

**( 2) Recap 4th of July Parade**

Chair Brehm reported that the parade went well; they passed out all 500 DOGAMI maps, and the candy, but did not pass out the Family Cache Container brochure. Wierson said they thought there would be a better venue to distribute those brochures. Vetter noted that they out of brochures and candy before the end of the parade. Brehm said next year they will try to distribute the handouts better so they last the entire route.

**( 3) Evacuation Routes: New Maps**

Wierson explained the procedure the Committee followed in updating the City's evacuation maps to the

PUARL team. He said the maps were changed to reflect the new information that came from the updated DOGAMI maps. Wierson said he wants to present the maps to the City Council at the next meeting, and will distribute the 11x17 sized maps to Public Works Committee and other committees for comment before going further. Grassick clarified that the maps are an agenda item on the August 12th work session for information only; the Council has already approved the evacuation maps and since the committee has only revised/updated them, it would be for the Council's information only. This was also discussed and agreed to in last month's EPREP meeting. Wierson said the maps are already displayed at the bus shelters, on the sea wall and most have been placed around town. Brehm, Mushen and Wierson said they will attend the work session to answer any questions of the Council.

Wierson explained to the PUARL team that education is the primary function of the EPREP Committee.

He also explained the door hanger campaign, the practice evacuation walks and the business walks and business program. He went on to describe the differences between the assembly areas and the cache container sites.

Adamson said she had to leave the meeting by 10:50am so if there are any action items that need to be addressed, it should be done now. Chair Brehm reviewed the agenda and said he did not see any action that needed to be taken.

#### **(4) Tsunami Evacuation and Wayfinding Charrette**

Members of PUARL now joined the discussion. Professor Neis explained the word charrette and how it applies to the meeting they are sponsoring in Astoria on the 29th and 30th of this month. He said it is a venue for specialists to work together to come up with solutions to problems that they all share.

Annie Ledbury explained the 'Charrette' project. She said people will be coming from all along the coast and there will be lectures from leading experts and DOGAMI. She said they will be asking for input from everyone who attends.

Professor Neis explained the term wayfinding - meaning to get from one place to another, and that there may be various ways to reach the same objective. An example was that the goal would be to ensure people get from the tsunami inundation zone areas to the safe assembly areas, but there could be different maps they would use depending on their local knowledge. He said you would need different, more detailed maps for visitors to reach the same destination as a local. The locals would need less information.

Annie Ledbury said in the Wayfinding Charette, they will be approaching the problem from various viewpoints - urban planning, visitors, city staff, to come up with a plan. And that even if there is a plan, things rarely go as planned and that also needs to be taken into consideration.

Perrin Wright described the team's midnight evacuation walk from the previous night and that they noticed that some of the signs were not obvious to people unfamiliar with the trails and it was a little hard to know if they were on the right path.

The team all encouraged the EPREP Committee members to attend the Wayfinding Charrette and share their expertise and knowledge. Grassick said he was already registered. Professor Neis said he would like to have someone from the committee explain what it does to the other city committee members who are not as far along in their planning. Also, if EPREP Committee members could not attend both days, he suggested that Tuesday would be the most beneficial.

10:50 Karolyn left the meeting. Chair Brehm noted that there was no quorum now, so no motions could be entertained.

Brehm added an item to the agenda:

**(5) Farmers Market**, reminding members that they will be staffing a booth on Tuesday August 12th. Set up is at noon and the booth will be staffed by two groups dividing up the 2-5pm market.

**(6) “Race the Wave”**

Grassick reminded the committee that the 5 km “Race the Wave” fun run was scheduled to start at 9:00am Sept. 28th and will start at Tolovana Park and end at the Echo Cache Container site on Elk Creek. He went on to explain the fun run being organized by Oregon Emergency Management, FEMA and DOGAMI as well as the emergency preparedness street fair that will follow.

Grassick said he will need some members of the committee to assist in the set up and staffing of the EPREP booth at the cache site; much like at the Farmer’s Market. He said the next meeting will be held here at City Hall at 9:00am Tuesday, August 26th and the entire group will be attending the meeting or finalize the plans.

11:00am Chief Schermerhorn joined the meeting.

**(7) Door Hanger Campaign**

Chair Brehm said he recently got a list of addresses from Paula Vetter to determine which homes are second homes. He said they will need volunteers to help distribute the green bags. Mushen asked if there was a target date and it was agreed to distribute in September or October. Discussion followed about whether to distribute to all homes or start with the second home owners. This will be decided at a later date.

**(8) Business Training**

Chair Brehm explained the program to the PUARL team.

Mushen reported that he had to reschedule the bookstore owned by Val Ryan as everything is still unsettled there after her passing. It was agreed that both Mushen and Brehm would approach the new bakery, Sea Level, together to do the training.

Mushen explained that once a business has been trained, the business receives a sticker . He said the committee wants to make it a friendly competition. Mushen added that we can’t avoid the event, but can make it safer. Grassick suggested the PUARL team go to the Christian Conference Center and speak to Paul Knoch about how they do their evacuation. Wierson said their evacuation manual is very comprehensive.

**(9) Other Goals and Projects**

Chair Brehm asked Mushen for an update on the ODOT assistance for a bridge.

Mushen said he had read that Cannon Beach must have a transportation plan to apply for a grant, but Grassick explained that due to the population size of the city, we are exempt from that requirement. Mushen and other members explained to the PUARL team the effort that has been made to make a pedestrian bridge over the Ecola Creek, observing that the vehicle bridge will be gone. Mushen said if they can tie the bridge into a pedestrian trail system, it may be more likely to receive grant funds.

**(10) Good of the Order**

Chair Brehm said he met with Interim City Manager Jennie Messmer yesterday after the Pre-Con meeting to brief her on the EPREP committee.

**PUBLIC COMMENT**

Professor Neis asked if the EPREP Committee had researched the idea of a berm or vertical tower regarding tsunamis. The committee members described their ideas and that they had decided against a vertical refuge after seeing what happened in Japan. Wierson said the easiest and fastest way to save people in Cannon Beach is to get them to high ground. He said that people can get out of the inundation zone anywhere in Cannon Beach in the 15 minutes before the tsunami hits. The committee agreed that even a landscaped berm is not really an option in Cannon Beach at this time.

Chief Schermerhorn reminded the committee of the National Night Out party being held Tuesday, August 5th, 5:00 pm - 7:00 pm at the City Park and Council Chambers. He said there is space for an EPREP booth and that CERT is also invited.

**ADJOURNMENT**

Chair Brehm adjourned the meeting at 11:30 am.

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Colleen Riggs, Administrative Assistant

Minutes of the  
**EMERGENCY PREPAREDNESS COMMITTEE**  
Friday, August 29, 2014  
Council Chambers

Present: Vice-Chair Robert Mushen, Committee Members Les Wierson, Doug Wood, and Fire Chief Mike Balzer

Excused: Chair Bill Brehm, Karolyn Adamson and Sam Steidel, Public Works Director Dan Grassick

Staff: Police Chief Jason Schermerhorn, and Administrative Assistant Colleen Riggs

CALL TO ORDER

Vice Chair Mushen called the meeting to order at 10:00 a.m.

APPROVAL OF THE AGENDA

Motion: Wood moved to approve the agenda as presented; Wierson seconded the motion.

Vote: Wierson, Wood, Balzer and Mushen voted AYE; the vote was 4/0 in favor and the motion passed unanimously.

**( 1) Consideration of the Minutes of the Emergency Preparedness (EPREP) Committee Meeting of July 25, 2014.**

Motion: Wood moved to accept the minutes as presented; Wierson seconded the motion.

Vote: Wierson, Wood, Balzer and Mushen voted AYE; the vote was 4/0 in favor and the motion passed unanimously.

DISCUSSION ITEMS

**( 2) Farmer's Market Booth**

Wierson reported that the August 15th booth was fairly well attended, but you had to work the crowd. He said that most of the people they talked to were tourists. He also said that no one came to relieve Steidel and himself. Vice Chair asked if he thought the turnout made it worth while? Wierson said he thought it was. Vice Chair Mushen asked for a motion whether to continue with the second Farmers Market booth September 30th.

Motion: Wood moved the committee should staff the booth again at the Farmers Market September 30th; Balzer seconded the motion.

Vote: Wierson, Wood, Balzer and Mushen voted AYE; the vote was 4/0 in favor and the motion passed unanimously.

Wood and Mushen both volunteered to assist in September.

**( 3) Business Training**

Vice Chair Mushen reported that he and Chair Brehm are scheduled to train people at the Sea Level Bakery. He said that training the motel personnel are a high priority but right now they are too busy. He

said they can concentrate on them after Labor Day when the tourism slows a little.

**(4) Safe Houses**

Wierson gave his report saying group meetings are being held in the North end of town tomorrow. Mushen asked what the committee could do to get the success of Wierson's program to the other areas in the City? Wierson suggested this be discussed at a future meeting. Mushen said they need to find someone with a passion for the program to spearhead it in their own neighborhood. Wood said that he thought there would be more interest after the green bags have been distributed. He said he thought the committee would need to approach people they think already had an interest in safe houses, rather than go door to door.

**(5) "Race the Wave"**

Schermerhorn asked if EPREP was manning a booth. The committee said they had decided to. Schermerhorn said the run is on Sunday, Sept 28th. He said there would be about 10-15 other booths at the street fair and should be staffed from 10:00am to 2:00pm. He said the booths will be located near the Elk Creek cache site. All on the committee agreed it was a worthwhile project. Schermerhorn said the state (Oregon Emergency Management) and FEMA are managing the logistics so it is not going to be too demanding on City of Cannon Beach staff. He said those organizations are very enthusiastic about the success of the event.

Vice Chair Mushen said the committee will discuss the booth setup and other issues at the pre-con meeting.

**(6) Evacuation Route Maps**

Wierson reported the maps and signs were presented to Council at the August 12th work session and were well received. He said the Council had a good discussion and suggested that the signs show 'you are here' on them. Wierson said that could be done with stickers. He went on to say that when the evacuation route maps are posted on the City webpage, people can download and print off whichever one they want. He said he got a price for the printing of maps at Copies and Fax and it was good. He also showed the committee a mock up of the green 'assumed safe elevation' signs and said the committee will order 10 of them to be made.

Motion: Wood moved the authorize the preparation of 10 assumed safe elevation signs; Balzer seconded the motion.

Vote: Wierson, Wood, Balzer and Mushen voted AYE; the vote was 4/0 in favor and the motion passed unanimously.

Wierson then displayed the metal signs of the DOGAMI map. He said they have 50 of this type of sign and he would like authorization to purchase the after market 'you are here' stickers as well as stickers that say "Haystack Rock". He said it is one of the biggest landmarks known to residents and tourists and it would be good to have it identified on the signs.

Motion: Wierson moved the authorize the ordering of the 'you are here' stickers as well as the 'Haystack Rock; stickers; Wood seconded the motion.

Vote: Wierson, Wood, Balzer and Mushen voted AYE; the vote was 4/0 in favor and the motion passed unanimously.

Wierson suggest a news release in the week of September 15th to bring attention to the new maps and signs and will work with Riggs on a press release.

**(7) Door Hanger Campaign**

Wierson reported that he has put a list together of what should be included in the green plastic bags.; DOGAMI maps, pedestrian map, the index of the evacuation route maps so people can print off their own, an information sheet discussing the orange and yellow areas and their meanings, a message from the Mayor, and the cache container brochure. Wierson said he had estimated the cost to be approximately \$1,120 to pass out this information to every home in the city. He said the money would be coming out of the EPREP budget. He suggested to start the campaign at the North end of town. Estimated \$330 for North end West and \$98 for North end East.

Discussion followed about how to ensure the information got to the 2nd home owners and did get taken by the renters. More discussion followed about the program in general. It was agreed to distribute the information to the entire city but start at the North end.

Motion: Wierson moved to distribute the door hangers to the entire city starting at the North end; Wood seconded the motion.

Vote: Wierson, Wood, Balzer and Mushen voted AYE; the vote was 4/0 in favor and the motion passed unanimously.

**(8) Wayfinding Charrette**

Wierson discussed his handout which was the report that was used at the Wayfinding Charrette held in Astoria recently. He said he, Grassick and Brehm attended the meeting. He said that Cannon Beach was the model used and it was good to be there to answer questions and explain our program. He said he would like the committee to read the report. Wierson then described some of the ideas that were being promoted at the charette and said he would like comment from the committee members after they have had a chance to read the report. Vice Chair Mushen suggested the committee read the report and discuss their ideas at a later meeting.

**(9) Newport FM Radio Station**

There was no discussion of this agenda item.

**(10) Other Goals and Projects**

The committee discussed the pre-con meetings and how to notify the participants when the meetings are to be held. Wood shared his schedule saying that the next pre-con meeting will be Thursday, September 4th.

**(10) Good of the Order**

Wierson said the next evacuation route walk will be September 12th and encouraged members to participate.

**PUBLIC COMMENT**

None

**ADJOURNMENT**

Vice Chair Mushen adjourned the meeting at 10:48 am.

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Colleen Riggs, Administrative Assistant

Minutes of the  
**EMERGENCY PREPAREDNESS COMMITTEE**  
Friday, September 26, 2014  
Council Chambers

Present: Chair Bill Brehm, Vice-Chair Robert Mushen, Committee Members Les Wierson, Doug Wood, Karolyn Adamson, Sam Steidel and Fire Chief Mike Balzer

Excused: none

Staff: Police Chief Jason Schermerhorn, Public Works Director Dan Grassick and Administrative Assistant Colleen Riggs

Also present: Barb Knop and Amy Rahl of the Cannon Beach Preschool & Children's Center; Tiffany Brown, Clatsop County Emergency Management; Erin Ward, and Ryan Ike of FEMA; plus 9 other FEMA community support personnel; Paula Vetter, Pre-Con Committee; Cruz Flores, Public Works Foreman and Shawn Cole and Paul Phillips of the Public Works Department.

CALL TO ORDER

Chair Bill Brehm called the meeting to order at 10:00 a.m and welcomed the FEMA visitors.

APPROVAL OF THE AGENDA

Motion: Mushen moved to approve agenda as presented; Steidel seconded the motion.

Vote: Brehm, Mushen, Wierson, Wood, Adamson, Steidel, and Balzer voted AYE; the vote was 7/0 in favor and the motion passed unanimously.

**(1) Consideration of the Minutes of the Emergency Preparedness (EPREP) Committee Meeting of August 29, 2014.**

Chair Brehm mentioned that a correction had already been made to the minutes.

Motion: Mushen moved to accept the minutes as corrected; Wierson seconded the motion.

Vote: Brehm, Mushen, Wierson, Wood, Adamson, Steidel, and Balzer voted AYE; the vote was 7/0 in favor and the motion passed unanimously.

DISCUSSION ITEMS

**(2) Farmer's Market Booth September 30th**

Chair Brehm said the schedule needed to be confirmed for Tuesday's booth at the market. The schedule is:

Set up and take down: Bill Brehm & Les Wierson.

1 - 3 pm: Doug Wood and Karolyn Adamson

3 - 5 pm: Bill Brehm and Karolyn Adamson

Chair Brehm said that after the run on Sunday the committee should take the banners, brochures etc to City Hall so everything is ready for the Farmers Market.

### **(3) “Race the Wave”**

Chair Brehm opened with a brief outline of the events; the community symposium on Saturday Sept 27th here at City Hall in the Council Chambers as well as the post event discussion on Sunday Sept 28th after the race and street fair.

The discussion turned into a “RACE the WAVE” meeting.

Discussion about the logistics of the symposium and event followed. Amy Rahl showed the t-shirts etc. and spoke about the timing of the run. Ward, Ike and committee members discussed other pertinent items regarding the preparation of the run. Steidel discussed the setup for the street fair, parking, schedule for the setup as well as the placement of the port-a-potties and other sanitary receptacles (trash bins). Food, first aid, communications (radios), media and other items were discussed and logistics confirmed.

The FEMA Community Support personnel all introduced themselves to the committee.

Steidel said that for EPREP committee members, there is no requirement to attend the symposium on Saturday here at City Hall unless they want to. But if they do want to attend, he said they should arrive at about 1:00pm. Also, for Sunday, if they wish to help Steidel, they need to be available at 7:30am. He said he will be there all day. Tear down should occur at about 1:00 pm Sunday.

CERT was discussed. Fire Chief Balzer said that the local CERT group is effectively on-hold as they no longer have a leader and no one has stepped up to take that position. Tiffany Brown gave input as to what the County will do to assist in the training of a new CERT leader. Chair Brehm said this needs to go on to a future agenda but the group needs to get back on track.

The “RACE the WAVE” meeting finished at 11:10 am.

### **(4) Wayfinding Charrette Recommendations**

Chair Brehm discussed the Charrette that took place in Astoria. Wierson said he had 10 recommendations from the Charrette and thought it should be brought up at the next meeting. Grassick said they are still awaiting the final report which includes recommendations from the University of Oregon group.

10:12 am Grassick, Ward, Ike and Public Works personnel adjourned to meet and discuss RACE the WAVE items in further detail.

### **(5) Evacuation Route Maps**

Wierson said he is ready to make the news release but the maps need to be on the City webpage first.

### **(6) Safe Houses**

Wierson said they still need a safe house representative in each of the 10 evacuation route areas.

### **(7) Door Hanger Campaign**

Wierson reported that he is waiting for the maps. Has a concern that if the bags are put on all the houses, they may sit there for over a month - this could be a safety hazard as people will know that no one is staying there. Wierson said that volunteers will know who will be away in their own areas and can hold those bags. Brown suggested they add the emergency ‘passports’ to the bags as well. Wood suggested to put the information in a ziplock bag before putting it into the green bags to keep everything dry.

### **(8) Ecola Creek Bridge**

Mushen said he and Wood spoke to ODOT and said there could be grant money but to qualify, Cannon Beach needed a transportation plan. He said he has since found out that due to the size of Cannon Beach

they did not actually need a transportation plan. Mushen said it may also be easier to get grant money if you approach the issue from a trail aspect. Wood suggested it could be beneficial to them to tie it into a parks trail plan.

Mushen said the next cycle is next spring so the groundwork needs to be started and it could connect the north and south trails.

**(9) Business Training**

Mushen said the Surfsand Resort is scheduled for a training next week.

Schermerhorn said he will have his new intern translate the cache container brochure into Spanish.

**(10) November/December Meeting Dates**

Chair Brehm suggested to combine the November and December to December 12th with a second choice of December 5th. Riggs will reserve the room and report back to the committee.

**(11) Other Goals and Projects**

none

**(12) Good of the Order**

Wood reminded the committee that there will be openings on the EPREP Committee starting in January. Chair Brehm said he will resign at the end of December and the Vice Chair can run the January meeting.

**PUBLIC COMMENT**

none

**ADJOURNMENT**

Chair Brehm adjourned the meeting at 11:36 am.

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Colleen Riggs, Administrative Assistant

Minutes of the  
**EMERGENCY PREPAREDNESS COMMITTEE**  
Friday, October 31, 2014  
Council Chambers

Present: Chair Bill Brehm, Vice-Chair Robert Mushen, Committee Members, Doug Wood, Karolyn Adamson, Sam Steidel and Fire Chief Mike Balzer

Excused: Les Wierson

Staff: Police Chief Jason Schermerhorn, Public Works Director Dan Grassick and Administrative Assistant Colleen Riggs

Also Present: Paula Vetter

CALL TO ORDER

Chair Bill Brehm called the meeting to order at 10:00 a.m.

APPROVAL OF THE AGENDA

Motion: Adamson moved to approve agenda as presented; Mushen seconded the motion.

Vote: Brehm, Mushen, Wood, Adamson, Steidel, and Balzer voted AYE; the vote was 6/0 in favor and the motion passed unanimously.

**(1) Consideration of the Minutes of the Emergency Preparedness (EPREP) Committee Meeting of August 29, 2014.**

Motion: Adamson moved to accept the minutes as corrected; Mushen seconded the motion.

Vote: Brehm, Mushen, Wood, Adamson, Steidel, and Balzer voted AYE; the vote was 6/0 in favor and the motion passed unanimously.

DISCUSSION ITEMS

**(1) “Race the Wave” Recap**

Chair Brehm asked for input. Adamson said she had identified things that could be improved for next time. Wood said it was good to get hands on experience and he noticed that most of the people attending were out-of-towners. Mushen said the event seemed to get the message out to the people Steidel said he would like to alternate the fair every other year, to keep things fresh and Adamson agreed that they may do something else next time.

Wood said he thought the Children’s Center probably lost money as the sponsors did not appear to donate to the center and the only money maker for the center was the t-shirts they sold. Steidel, suggested that whoever was the recipient of funds next year should look into the financials of the race and know what they are getting into and what they need to do to capitalize on the event. Discussion continued and the consensus was that it was a good event and it provided the committee with hands on experience which was a benefit. Also, it was noted that lots of people were interested in the cache containers and how that program was developed.

**(2) Farmer’s Market Booth Recap**

Chair Brehm asked for input. Adamson said she thought the location of the booth in September contributed to the increased number of people who visited. The consensus of the committee was that it is

a good idea to continue to staff a booth at the market in the future. Adamson said visitors from the hotels and second homeowners visit the market and Steidel said it is a good venue for distributing information.

Wood suggested that the City require hotels to post evacuation information. Steidel said he thought about 90% of the hotels and rental homes already post information. Wood withdrew his suggestion saying he preferred to wait and hear more about the business trainings. Mushen said that when he first started trying to educate the hotels, they were reluctant to admit to the possibility of a tsunami, thinking it would be bad publicity, but, Mushen said that stance has been changing and the hotels are more receptive to the training.

### **( 3) Evacuation Route Maps**

Chair Brehm read Les Wierson's report into the record. A copy will be included in today's meeting record copy. The committee discussed the options for people to get copies of the evacuation route maps 1) download and print off the copy on the webpage, 2) obtain one from City Hall and 3) purchase the maps at Copies and Fax.

### **( 6) Safe Houses**

Chair Brehm read Les Wierson's report into the record. A copy will be included in today's meeting record copy. The committee discussed Haystack Heights and the Tolovana area and the need for safe houses. It was observed that the south end of Cannon Beach is lacking safe houses whereas the north end is well represented. Vetter said there is some confusion between safe houses and 'map your neighborhood' and she would like some instruction from Wierson to know how to approach people in the south to describe the two.

Wood suggested Cannon Beach take note of how Manzanita/Nehalem organizes their emergency preparation; it is on a non-profit basis, not run by the City and they utilize CERT volunteers. There is no CERT organizer here in Cannon Beach at this time. Mushen suggested that Wierson, who is a CERT volunteer get the ball rolling in the south end.

Adamson asked how to stimulate someone to get the CERT program started and asked if it was a state or FEMA program. Balzer said it is FEMA and that it needs to be sponsored by the fire department, police department or a city. Balzer said there has to be volunteer leaders to step up and get it going. Steidel said we as citizens need to get it started and then approach FEMA for training and assistance.

Wood explained that the 'map your neighborhood' program is designed for groups of 25 homes and he thought you could find someone within those groups to step up, as they already demonstrate an interest in preparation. He said he did not think someone who is on a committee is the type of person to get involved in CERT. He said the CERT program is 'high intensity' and it is more likely to be staffed by someone who is already interested, as in from the 'map your neighborhood' program.

Chair Brehm spoke about the Haystack Heights area and that some people have already said they would be interested in assisting in safe houses.

Steidel suggested EPREP Committee build interest so people get curious and they may want to learn more and assist; he said the booth, the fair and the run have all assisted in creating interest. Wood suggested that people who belong to other organizations in Cannon Beach; library, food pantry etc may be interested in taking on more. Mushen said he thought that offering another CERT class would create interest.

Balzer said that if there is no one to take on the leadership role of CERT, it does not make sense to train people; they will have no where to go with their knowledge.

Chair Brehm clarified an Action Item from this discussion. He asked if anyone had received the information from Tiffany Brown of Clatsop County Emergency Management. He said he will contact her and he will also ask her opinion as to how to attract people who could be leaders.

## **(7) Business Training**

Mushen reported that the Tolovana Inn had about 50 employees who went on the evacuation route. He said that the Hallmark has not returned his calls from his contact with them over a month ago. He said he could use some help from either eprep or pre-con committee members to assist him contacting the businesses.

He said all businesses at Sandpiper Square have done a training together and it only took about 20 minutes. Vetter said she will contact businesses in the Village Center about scheduling a training. Mushen said it is best to train now before the holidays start. Steidel volunteered to help Mushen if he needs assistance now and then.

Vetter asked if it would be a good idea to train a lot of people at the Coaster Theatre? Mushen thought that would be a good idea. He said that trainings are usually only a half hour at the most, even with questions.

10:52 Adamson had to excuse herself to go to work.

## **(8) Pedestrian Bridge**

Mushen reported that Wood and he need to get a plan (engineered) and coordinated with the trail system to try for a grant. Wood said that combining with trails would be the best way to get funds. He thinks the City needs to weigh in on how they feel about a trail system and how to incorporate access to areas north of town.

Mushen suggested he and Wood approach the Parks Committee Trails sub-committee about a north end trail connecting with a bridge.

Brehm asked if there would be a presentation to City Council? Wood suggested Parks needs to consider it first. Mushen suggested a small bridge like the one over the wetlands. Wood said it has to be earthquake proof and the wetland bridge is not. Steidel suggested they contact the Trails sub-committee. Mushen and Wood said they contact Barb Knop, chair of the Parks and Community Services Committee soon.

## **(9) Forums - What Next?**

Chair Brehm introduced this item asking the committee if they thought the forum should be started up again. Mushen and other members agreed that it is time now. He said people were burned out but he thinks they are ready now. Balzer suggested the committee show the citizens what it is doing now. It was agreed that April would be a good time and it would be good to concentrate on the topic of earthquakes again. Wood asked if the committee thought it would be good to do a series of briefings or bring in a professional? Wood suggested getting Linda Kozlowski of Nehalem/Manzanita to speak.

Steidel said a forum would be a good venue to show what EPREP is doing and generate interest among the citizens. Vetter said she would continue to work with the Manzanita/Nehalem group and ask them to come speak at Cannon Beach. She asked if people could be trained in Manzanita if there was no available CERT training in Cannon Beach. Balzer reiterated that it isn't that there aren't people here who want to be trained, but without a leader and program, it would be wasted. The key is to get someone to become the CERT leader. Wood added that the county, Seaside and Manzanita all have trainings that people could attend.

Discussion followed about the possible topics and speakers to have at the forum:

- 1) Update on progress
- 2) Tom Horning re: potential for slides
- 3) Get more people involved

Vetter said she is attending a Disaster Forum in Manzanita on Tuesday Nov 4th. and she can then contact Linda Kozlowski to try to get someone from there to attend our forum

**(10) Order of Succession**

Chair Brehm asked the committee about when he should resign; at the end of the meeting in December or in January. The committee members discussed the fact that there will be two vacancies on the committee at the end of the year with both Steidel and Brehm leaving. Riggs pointed out that several committees are having to fill vacancies or have members renew for January and the normal progression would be to have the Council appoint applicants at the December 2nd City Council meeting for people to start in January. Each committee needs to elect their officers at their first meeting in January anyway.

Chair Brehm said he will resign at the December 5th EPREP meeting and the Vice Chair (Mushen) can run the January meeting.

Motion: Wood moved to stay with the official City timetable for appointing members to committees; Mushen seconded the motion.

Vote: Brehm, Mushen, Wood, Steidel, and Balzer voted AYE; the vote was 5/0 in favor and the motion passed unanimously.

**(11) Other Goals and Projects**

Chair Brehm discussed his talk with the Newport radio station. He said he was contacted a couple of months ago by the radio station and they asked to have a Cannon Beach EPREP member answer questions on their Friday morning show. At the time, the EPREP committee was very busy with the race etc, and he told the radio host that it wouldn't work out for that month. He said he has not heard back from them at all. Discussion followed and the members agreed that unless the radio host contacted the committee again, they wouldn't pursue the topic.

**(12) Good of the Order**

Grassick reported that the security cameras are ready to go in at the cache sites.

Chief Schermerhorn said that a request for qualifications (RFQ) for Bill Vanderberg's position (Emergency Manager) will be going out soon. He said if any committee members have any suggestions, to please advise Grassick or himself. Grassick said the person should start in early February 2015. He said they are looking for someone who understands the command system, and who will guide the City to finish the action plan template. He added that the City has budgeted \$15,000 for the position and the successful applicant will likely attend 2 pre-con meetings, 1 EPREP meeting and a couple occasional meetings per month. Grassick added that the person will concentrate on education and training. The RFQ will go out to the Oregon Office of Emergency Management, Clatsop County Emergency Management and CREST.

Steidel said he thought the emphasis should be on continued management rather than new development.

**PUBLIC COMMENT**

none

**ADJOURNMENT**

Chair Brehm adjourned the meeting at 11:41 am.

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Colleen Riggs, Administrative Assistant

Minutes of the  
**EMERGENCY PREPAREDNESS COMMITTEE**  
Friday, December 5, 2014  
Council Chambers

Present: Chair Bill Brehm, Vice-Chair Robert Mushen, Committee Members, Les Wierson, Doug Wood, Karolyn Adamson, and Sam Steidel

Excused: Fire Chief Mike Balzer, Public Works Director Dan Grassick

Staff: City Manager Brant Kucera, Police Chief Jason Schermerhorn, and Administrative Assistant Colleen Riggs

Also Present: Paula Vetter

CALL TO ORDER

Chair Bill Brehm called the meeting to order at 10:00 a.m.

APPROVAL OF THE AGENDA

Motion: Wood moved to approve agenda as presented; Mushen seconded the motion.

Vote: Brehm, Mushen, Wierson, Wood, Adamson, and Steidel voted AYE; the vote was 6/0 in favor and the motion passed unanimously.

**(1) Consideration of the Minutes of the Emergency Preparedness (EPREP) Committee Meeting of October 31, 2014.**

Motion: Wierson moved to accept the minutes as presented; Steidel seconded the motion.

Vote: Brehm, Mushen, Wierson, Wood, Adamson and Steidel voted AYE; the vote was 6/0 in favor and the motion passed unanimously.

DISCUSSION ITEMS

**(2) Welcome New City Manager**

Chair Brehm introduced Brant Kucera to the Committee. Kucera said he met most of the committee at the Pre-Con meeting which was quite interesting. Committee members welcomed Kucera to the meeting.

**(3) Evacuation Route Maps**

Chair Brehm asked for input. Wierson reported saying that of the 3 areas, North, Middle & Tolovana, the City will start installing the new signs in the North end of Tolovana. He said the signs and the 'you are here' decals have been ordered and there will be 20 signs installed in each of the 3 areas. Wierson said that the Oregon Department of Geology and Mineral Industries (DOGAMI) and Dr. Rizzo of Oregon State Emergency Management will be sending Cannon Beach their recommendations about evacuation from the beach. He pointed out that you can't easily see the egress routes while on the beach. He said Dr. Rizzo will be sending a report to EPREP and he wants a discussion of it to be on the agenda. Wierson said there is not much interest in walking the evacuation routes now compared to the interest after the Japanese tsunami. Mushen said people do practice the routes but not at night or in a rainstorm. He and Chief Schermerhorn agreed to have some practice walks at night. Wierson said that some of the evacuation routes go through difficult terrain which would be dangerous in the dark and perhaps in those areas reflectors would help. Wood said he thought that would be good for the practice but may not be needed during the real thing. The committee discussed some ideas to improve the visibility of the routes.

Wierson explained the evacuation route program to Kucera. Chair Brehm said properly posting the assembly sites and routes is a priority. Wierson said that all the evacuation routes promoted by the committee traverse over public land. Vetter said when the event actually happens, people will go where ever they have to - public land or private. Discussion followed about how to get people to practice the walks and that people need to practice all of them as who knows where they will be when they they need to evacuate. Steidel suggested a variation on what the City of Newport does: they hide glass balls on the beach for people to find. He said Cannon Beach could come up with an evacuation route treasure, put it at he end of one of routes and that may get people to walk the different routes. Wierson said they did that 3 years ago and it was very successful, only in this case people had to find safe houses. He added that mostly Breakers Point residents participated. Wierson added that Jenee Pearce-Mushen needs support from the committee to promote the evacuation walks and the committee needs to look at how to educate people to go to a safe area.

#### **(4) Safe Houses**

Chair Brehm asked Wierson for his report.

Wierson said there are 40 homes above the tsunami zone and people won't necessarily know which ones are safe houses. He said that he estimates about 2/3 of the people coming up the evacuation routes will be second home owners and they will need shelter. He said there are some safe areas in Elk Creek Road and Sunset Blvd. He said he has recently found out that some people have initiated their own 'safe house' among their neighbors and are not involved with the larger safe house program. He said people need to know where the assembly areas and shelter areas are located and it should be a goal of the committee for next year. Steidel said that is one of the goals he would like to have the City Council address.

Wood said it is difficult to know what will occur during an event and it will become clear afterwards. He said only after the event will people know which houses are still useable. He said that martial law will be in effect and with the help of authorities or individuals, homes can be opened up to be used as needed. He said anything in the houses will be utilized: food, shelter, clothing etc. He added that the committee should focus on making people aware of the evacuation routes, which will get them safe within the 15 - 20 min. after a Cascadia event. He said he thought the committee should implement a 'map your neighborhood' program to identify the available resources.

Adamson had some questions about how the businesses would assist in an event, and Mushen described the training he gives. Wierson said the best information he has seen is at the Cannon Beach Conference Center as it is very detailed. Wood said the detail they go into is especially useful for a remote tsunami where there is more time. Members discussed other businesses, such as the Tolovana Inn who might be able to utilize this information.

Wierson said it would help Jenee Pearce-Mushen with the evacuation walks if some of the committee would show up for the walks as well. Vetter asked where the walks were posted and that perhaps they need to be advertised more. Wierson said the list is posted through the Church, the CB Gazette, and with flyers.

#### **(5) Business Training**

Mushen reported that he has scheduled training at the Hallmark Resort for 50 people in mid January. He said he has talked to half of the downtown businesses and the other half have declined any training. He suggested the businesses be invited to do a group training at the forum in the Spring. Mushen said he is moving ahead slowly and appreciates that Steidel has offered to assist with the training.

#### **(6) Ecola Creek Bridge**

Mushen reported that he is trying to get on the Parks & Community Services (Parks) agenda to discuss the topic. Has spoken to Parks Chair, Barb Knop, who is very supportive. He said he wants to lengthen the Cannon Beach trail and get grant funding to make a pedestrian bridge over Ecola Creek. Wood said it is fortunate that he and Mushen have a good relationship with ODOT. Steidel said that Grassick is looking

into whether we need a traffic plan or not to qualify for a grant.

Adamson brought up the possibility of using private property to stage a bridge. She said that years ago the Swigarts had a bridge over Ecola Creek but it has since collapsed. Discussion followed about other places to make a crossing. Wierson suggested a bridge that survives the earthquake but not the tsunami would be good to have - just to get people out of the area. Wierson suggested a foot bridge near Hwy 101 or a bridge through Swigarts property to be included as part of the trail system; one that could survive an earthquake but not necessarily a tsunami would be very beneficial in evacuating people. Wood said he thought they should identify the cost of both so things can proceed. He said he would like to explore 'shared cost' so the City does not have to fund the entire thing. The committee discussed who would work on delineating where ODOT property ends and the Swigart property begins for mitigation purposes. Wood said he could look at Google Earth and Wierson said he has some historical maps that could be used as well.

MOTION: Adamson moved to have the subcommittee (Wood and Mushen) take on the task of researching the delineation of the property and the width of creek; Wierson seconded.

Vote: Brehm, Mushen, Wierson, Wood, Adamson and Steidel voted AYE; the vote was 6/0 in favor and the motion passed unanimously.

## **(7) Next Forum**

Chair Brehm began a discussion about the next forum and the topics that should be included.

MOTION: Adamson moved to establish a subcommittee to make an outline to design the next forum; Mushen seconded.

Discussion followed about who to ask to come speak at the forum in order to attract more people, and whether to do more than one forum. It was suggested to have topics unrelated to EPREP just to draw in people. It was agreed that a subcommittee could take the time to research, organize and develop the forum program, saving the EPREP committee time. The subcommittee could bring back suggestions for review.

Brehm asked for the vote.

Vote: Brehm, Mushen, Wierson, Wood, Adamson and Steidel voted AYE; the vote was 6/0 in favor and the motion passed unanimously.

Wierson spoke about the last forum held at the Coaster Theatre. He said there were only about 10 people beside the Council and the EPREP Committee who attended. He suggested that the Coaster Theatre may not be right venue and said that Breakers Point has offered their facilities.

Chair Brehm said that a lot of what has been spoken of today was also discussed in the Pre-Con meeting. He said that some things that were identified to be in the forum in the Pre-Con meeting have now possibly been tossed out by the idea of having non EPREP topics featured at the forum.

MOTION: Mushen moved that Adamson and Paula Vetter be appointed to the forum subcommittee. Wood seconded.

Chair Brehm asked for discussion. There was none.

Vote: Brehm, Mushen, Wierson, Wood, Adamson and Steidel voted AYE; the vote was 6/0 in favor and the motion passed unanimously.

Brehm said that he has learned that a forum should be limited to one hour of presentation maximum and then questions, otherwise you lose the audience. Mushen added that there can be more than one forum in the year.

**(8) Chair Brehm Resignation**

Chair Brehm said he will submit a resignation letter to City Manager Kucera and Mayor Morgan. He read the letter to the committee He said his resignation is effective Dec.31st and he is leaving because he is moving.

Steidel said he is also resigning as of December 31st.

Vetter presented Brehm with a card and a gift from the committee, saying how he will missed and what a great job he had done.

**(9) Other Goals and Projects**

None.

**(10) Good of the Order**

Molly Edison spoke about Bill Brehm She said she talked him into joining EPREP years ago and and he talked her into coming back to EPREP. She said he will be missed.

Steidel passed out a writeup of what was decided at the Pre-Con meeting asking for committee input.

**PUBLIC COMMENT**

Molly Edison spoke about Bill Brehm She said she talked him into joining EPREP years ago and and he talked her into coming back to EPREP. She said he will be missed.

**ADJOURNMENT**

Chair Brehm adjourned the meeting at 11:28 am.

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Colleen Riggs, Administrative Assistant