

Minutes of the
EMERGENCY PREPAREDNESS COMMITTEE
Friday, January 30, 2015
Council Chambers

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

Excused: City Manager Brant Kucera, and Karolyn Adamson will be late.

Staff: Police Chief Jason Schermerhorn, Public Works Director Dan Grassick and City Recorder Colleen Riggs

Also Present: Emergency Management Consultant Stacy M. Burr

CALL TO ORDER

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

APPROVAL OF THE AGENDA

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

Vote: Wierson, Vetter, Balzer, Wood and Mushen 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 December 5, 2014.

Doug Wood noted an error in the minutes which Riggs said will be corrected.

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

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

DISCUSSION ITEMS

(2) Introduce New Emergency Manager

Vice Chair Mushen introduced new Emergency Manager Stacy M. Burr. She passed out a handout which she spoke to regarding her suggested outline for how the emergency operations project would roll out. She addressed Capacity Building Training, Work Sessions, Deliverables and the FY 2015-16 goals for the project. (see attached schedule).

Burr said the FY 2015-16 goals are ‘big ticket items’. She pointed out that the citizens need to have a ‘mini city’ in which to live after the disaster and medical care, housing, sanitation etc are all major issues to be addressed to allow citizens and staff to live and function while the initial debris is cleared and while the city is being rebuilt.

Wood suggested a more in-depth discussion between City Staff and Ms. Burr to bring her up to date on what the City has already done towards items on her outline. Wood went on to discuss resiliency of the city and how the committee has envisioned long term objectives, and that the committee and city has focused on a 2-3 week survival time.

Wierson described previous City documents and plans for emergencies.

(3) Comments from Mayor Steidel

Vice Chair Mushen introduced Mayor Steidel. Steidel announced that there is a City potluck planned for Thursday, February 12th and he would like to introduce Ms. Burr to the public. He would like to present an update on what EPREP is doing, and have a barrel present to demonstrate what people might put in. He said the Chamber of Commerce Executive Director, Court Carrier, will also give a presentation (both would be about 15 minutes). Steidel asked the committee if they thought this would be ok. The consensus of the committee was that EPREP was 'on-board' but Wood and Wierson said they would not be able to attend.

(3) Election of Chair and Vice Chair

Vice Chair Mushen asked for input. Discussion followed about who would like to accept the nominations.

Motion: Wierson nominated Adamson to serve as Chair; Vetter seconded.

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

Motion: Wood nominated Mushen to continue as Vice-Chair; Balzer seconded.

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

(5) Evacuation Route Maps

Vice Chair Mushen asked Wierson for his report. Wierson said they are slowly making progress at the South end. He had the new signs displayed at the meeting for the committee to review and he answered questions. He said they have replaced the DOGAMI signs (50) and the 'you are here' stickers etc. Wierson said all the new signs should be posted by Labor Day and he would like to alert the community as to where they can purchase the evacuation route signs. It was the consensus of the committee to defer the announcement until the Earth Day celebrations.

Grassick said the County is getting some standardized signs and will be placing some in our area to include the area near Haystack Rock.

(6) Safe Houses

Chair Mushen asked Wierson for his report. Wierson said the some opportunities for safe houses have presented themselves. He added that using the new DOGAMI mapping, there are now additional 100 possible safe houses. He explained to Burr that safe houses are independent of the city. He stressed that all the EPREP committee does is to encourage people to have them.

10:58 Karolyn Adamson joined the meeting.

(7) Business Training

Vice Chair Mushen reported that the Hallmark was advertising that they were perfectly safe and would encourage their staff to come to Hallmark in the case of an event. He said the Hallmark staff need training to alert them to the fact that they may not be as safe as they are touting. Mushen said he wants to ensure the Hallmark is giving out correct information. He added that Hallmark staff is to try to get people to stay at the Hallmark by saying that they 'will be safe'. He reported that Steidel is going to assist

Mushen with the training. Mushen said he is developing a training schedule and that at this time about 30% of the businesses have been trained.

(8) Ecola Creek Bridge

Vice Chair Mushen reported that if the event happens in summer many people will not be able to get out and the committee has discussed in the past the need for an earthquake proof bridge and the need to expand the trail system along HWY 101 and build a bridge that will survive an earthquake but not a tsunami.

Wood updated the committee about the creek and his research. He said that the bridge would have to be longer than originally anticipated to span the creek when there is a King tide (unusual circumstances that combine to make a very high tide).

Discussion followed about how to get a bridge and trail built. The subcommittee of Wood and Mushen were to take on the task of researching the delineation of the property and the width of the creek. Wood said he would like the committee to propose a new Fir Street bridge.

Burr asked the committee if they would like her to reach out to her contact Dennis Sigrist of Oregon Emergency Management to discuss if a grant may be possible to assist with the Fir Street bridge. Discussion of this followed.

Motion: Adamson moved that Stacy Burr contact Dennis Sigrist regarding the Fir St. bridge; Wierson seconded.

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

Motion: Wood moved that EPREP recommend that the City Council and Budget Committee continue to annually fund the reserve money to replace the Fir Street bridge; Adamson seconded.

Adamson said she will bring this to the Council.

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

Motion: Wierson moved that Grassick investigate and report back to the committee, his assessment of EPREP ideas (such as the bridge, trail) before bringing them before Council; Adamson seconded.

Vetter confirmed this would be in addition to what Stacy Burr is doing.

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

(9) Next Forum

Chair Adamson reported that the subcommittee of Adamson and Vetter were beginning to plan the next forum. Discussion followed regarding topics and people to contact as possible speakers.

(10) Other Goals and Projects

Chair Adamson said she would like to hold a goal session at a later date and asked members to email her listing their goals.

(11) Good of the Order

Wierson brought up the Wayfinding Charrette report saying he is still awaiting a final report from Dr. Rizzo.

Schermerhorn reported that security measures such as a sign-in and visitor lanyard would be implemented at City Hall soon. He also reported that the Cannon Beach Police Department (CBPD) will be taking over CERT and is looking for a leader. He said he recently received the CERT files from Lianne Thompson (past CERT leader). He said CBPD will not oversee the Arch Cape people but will include them in any trainings. Balzer said the Arch Cape people are happy with how they are doing their emergency management now; they have a community club that is working on it.

Adamson spoke about getting the Oregonian to do a piece comparing the emergency management of all the coastal communities.

PUBLIC COMMENT

None.

ADJOURNMENT

Chair Adamson adjourned the meeting at 12:01 pm.

Colleen Riggs, City Recorder

Minutes of the
EMERGENCY PREPAREDNESS COMMITTEE
Friday, February 27, 2015
Council Chambers

Present: Chair Karolyn Adamson, Vice Chair Robert Mushen, Committee Members, Les Wierson, Doug Wood, Mike Balzer and Paula Vetter

Excused: none

Staff: City Manager Brant Kucera, Police Chief Jason Schermerhorn, Public Works Director Dan Grassick and City Recorder Colleen Riggs

Also Present: Emergency Management Consultant Stacy M. Burr

CALL TO ORDER

Chair Adamson 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: Vetter, Balzer, Wood, Mushen Wierson and Adamson 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 January 30, 2014.

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

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

DISCUSSION ITEMS

(2) Goal Setting Priorities

Chair Adamson led the discussion about goals of EPREP. Members described the FEMA trainings the committee members have already taken. Burr said the ICS100/200/700 classes have been changed and she could teach the updated classes tailoring them to Cannon Beach if requested. Kucera said he is interested in goal setting in general and thinks it is very useful. He said he has recently finished the City Council goal setting and that he had participated in an emergency management goal setting just yesterday with City department heads and Ms. Burr. He said the staff had many common threads (ie defining Standard Operating Procedures (SOP) to incorporate into the emergency operating procedures) and he went on to give a few examples. He mentioned the departments that participated; Planning, Public Works, Fire, Police and City Administration. He went on to say that even during the City Council goals session they had mentioned developing the South Wind property to support critical structures and services. He said he believes that developing SOPs to assist the Emergency Operating Procedures (EOP) are very important. He said he the staff goals and EPREP goals should mesh. Kucera added that in a disaster, the City has a defined role and EPREP goals should parallel /support the City's goals. EPREP needs to help the City as the City will be in charge during an emergency. Also, EPREP members' communication with the Emergency Management Consultant, should go through him as her contract is with the City.

The committee discussed goals and training and compared the FEMA ICS trainings and the Cannon Beach Emergency Cache Sites (ECS) trainings. Sam Steidel, in the audience, stated his opinion that

EPREP was not ready for ICS trainings until the ECS trainings were finished. He said that the pre-con group is still developing the procedures for the ECS. Burr and staff indicated that EPREP needs to start meshing with the ICS because it is the standard; used at the city, county, state and national level. Grassick said he has reviewed the program, and believes EPREP has been focused at an operational level with no implementing guidance. He said he was concerned that if the committee works from the bottom up, it may find that it has missed some critical guideline/requirement. That is why, he said, it is important to know and utilize the structure.

Wood said that the committee would be wise to recognize staff and politician changes that have recently occurred and said that EPREP can't accomplish anything without City support. He stressed that the committee needed to work with the City. He said they could list their goals now and see how they meet city goals. Adamson asked for a motion.

Motion: Wood moved to consider the EPREP goals and prioritize them and hand them off to city staff for them to review and compare with how they fit with the City's goals; Mushen seconded the motion.

Vote: Adamson, Vetter, Balzer, Wood, and Mushen voted AYE; Wierson voted NAY and the motion passed.

Mushen suggested to pare down the list of goals.

The committee discussed their lists of goals and prioritized them as follows:

EPREP

- 1) Training
 - a) ICS 100, 200 and 700
 - b) CERT
 - c) Business Community (banking)
 - d) ATC 20/145

- 2) Grants
 - e) Project 1 Bridge (pedestrian)
 - a) Project 2 Mass casualty/ shelter

- 3) Preparedness (Community)
 - a) 72 hour kit
 - a) evacuation
 - b) pets
 - c) signage

Kucera and Burr added in the City goals that meshed with EPREP goals for information as follows:

CITY

1. Upgrade IAP
2. Mass Care Response
3. Public Communication
4. City procedures (response/recovery)
5. Signage

(3) Consultant Contact Protocol

Chair Adamson said any questions EPREP members have should be funneled through the City Manager. Also she would like to be cc'd on the correspondence. Vetter wants to still be able to email Ms. Burr and cc the City Manager. Kucera said people should not assign work to Burr as she needs to conform to the RFP requirement. Wood said he wanted everyone to be cc'd on the emails, but Burr said cc'ing everyone

is cumbersome: if she feels the correspondence needs to be sent to all, she will. The members agreed.

(4) Wayfinding Recommendations

Mushen said he would like to table this until it can be read by everyone. Tabled until another meeting.

(5) Forum

Chair Adamson reported that it is being worked on and it will be reported on at the next meeting. Steidel said it was discussed at the last pre-con meeting and a schedule was made; he will email it to Adamson and Vetter (forum sub-committee).

(6) Financial Aspects of Major Disasters

Chair Adamson said this was covered during the goal setting.

(7) Other Goals and Projects

Steidel reported that Cory of Oregon Emergency Management (OEM) would like to know if Cannon Beach would like to host another Race the Wave event. Discussion and a vote followed:

Motion: Mushen moved to approve hosting the next Race the Wave; Balzer seconded the motion.

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

Adamson said the EPREP Work Sessions need to be scheduled. Burr said she could be at the work session on the last Thursday of the month in the afternoon as she will be meeting with department heads those days in the morning. It was agreed to schedule the EPREP work sessions for the 2nd Thursday and the Thursday before each EPREP regular meeting.

(8) Good of the Order

Kucera announced that City staff have many meetings to attend and that he, Schermerhorn and Grassick will revolve their attendance at the future EPREP meetings.

Wierson said he would like to have the City make copies of Dr. Rizzo's report for the Library and others.

Burr announced that Thursday March 12th at 2pm a member of DLCD will be at City Hall to give a presentation on Oregon Resiliency and EPREP members were invited to attend.

PUBLIC COMMENT

None.

ADJOURNMENT

Adamson asked for a motion to adjourn: Mushen moved to adjourn; Balzer seconded and all said AYE.

Chair Adamson adjourned the meeting at 11:43 am.

Colleen Riggs, City Recorder

Minutes of the
EMERGENCY PREPAREDNESS COMMITTEE
Friday, March 27, 2015
Council Chambers

Present: Chair Karolyn Adamson, Vice Chair Robert Mushen, Committee Members, Les Wierson, Doug Wood

Excused: Committee Members Mike Balzer (at a Fire Dept. call out) and Paula Vetter, Police Chief Jason Schermerhorn, Public Works Director Dan Grassick

Staff: City Manager Brant Kucera, and City Recorder Colleen Riggs

Also Present: Emergency Management Consultant Stacy M. Burr

CALL TO ORDER

Chair Adamson called the meeting to order at 10:03 a.m.

APPROVAL OF THE AGENDA

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

Vote: Wood, Mushen Wierson and Adamson 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 February 27, 2014.

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

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

DISCUSSION ITEMS

(2) 2015 Goals

Chair Adamson led the discussion. She reviewed the following list and asked Kucera if he was satisfied with the EPREP and City goals. He said he was quite comfortable with the lists and how the two meshed.

EPREP

- 1) Training
 - a) ICS 100, 200 and 700
 - b) CERT
 - c) Business Community (banking)
 - d) ATC 20/145

- 2) Grants
 - e) Project 1 Bridge (pedestrian)
 - a) Project 2 Mass casualty/ shelter

- 3) Preparedness (Community)
 - a) 72 hour kit
 - a) evacuation

- b) pets
- c) signage

CITY

1. Upgrade IAP
2. Mass Care Response
3. Public Communication
4. City procedures (response/recovery)
5. Signage

Adamson reviewed yesterday's ICS training saying Wierson, Wood, herself, PW foreman Cruz Flores, Lila Wickham and Sam Steidel attended the training.

(3) Wayfinding Recommendation

Chair Adamson asked if there was anything that could be eliminated from the recommendations. She said some of the recommendations will be done by the City and some by the committee. Wierson said the architects threw out good ideas and thinks it would be good to have someone from U of O find grant funds to take the next step of the report and design an action plan for Cannon Beach. He suggested they could come and critique and modify their report by meeting with EPREP.

Adamson said she thinks the assembly sites comfort level needs to be enhanced; they need some shelter and a place for people to sit. She said improvements will cost money. Burr noted that the City Council listed pocket parks in their goal setting for 2015 and perhaps EPREP could build out the plan, get the blessing from the Council and get input from the U of O then.

Wierson said he thinks EPREP should go to Planning Commission re: pocket parks. he said he believes there is some opposition in the North end. Mushen said if people won't be at the assembly areas very long, they don't need a lot of improvement. Wood said there isn't any open land in the North end except near the cache site. He said existing structures may not be useable, people will need to be in tents and they require space. He said the South Wind area and Elk Creek Road have the space. Wierson identified some flat areas including Ecola Park Road that could be used. He suggested using Ash St. since it has a 50 ft. right of way; the areas may need some brush clearing. There are also places between the houses that could house tents.

Burr agreed that the North end has less space for tents. She said that when people evacuate to an assembly area it will become long term shelter. She said you do not really want to move people twice and it can take FEMA 6 - 8 weeks to provide shelter.

Wood explained that there is more room at the assembly sites than at the cache sites for pitching tents. Adamson said if shelters are established at the assembly sites, vice the cache sites, are people going to have to go to the cache site to get their barrel and take it back to the camp? Stacy said this type of question is being discussed in the Executive Disaster Operations (EDO) meetings (department heads) and they will address it and come up with a more effective way to shelter people.

Wierson said the wayfinding report says to separate the cache sites from the shelter area. People need good shelter within 6 hours, but only 3 assembly areas have shelter areas. This report says the assembly points people may be there for up to 10 days. Burr said the evacuation plan for the city needs to be defined and the people who made the wayfinding report did not know the city's plan. She added that the EDO group is working on the basic needs for survivalship. She said it is the City's responsibility to provide basic needs (shelter, food, water) and it is being worked on.

Burr said she and the EDO group will review the wayfinding document and come up with solutions and present to Eprep.

Wood said that after a catastrophic event and the houses are damaged, the city will be in a bad way and a lot of people will move away. Stacy said that people tend to stay near their homes even when there is a catastrophic event (world wide). She agreed that second home owners will probably leave, but many permanent residents will most likely want to stay, especially if they lose a loved one here.

Adamson said EPREP will discuss this after the EDO has presented their findings.

(4) Business Continuity & Survival Forum at Chamber

Chair Adamson reported that she and Vetter have discussed alternative ideas. The Race the Wave fun run will again be held in September, Earth day is mid April, and Adamson said she recommends to have the presentation at the Chamber of Commerce in April. It will be Wednesday, April 23rd, 5:30pm to 7:30pm at the Chamber of Commerce Community Hall. Riggs has reserved the room. Stacy will get a flyer to Riggs and it will be posted around town, in the CB Gazette if possible, and posted on the City website and facebook page. It will also be handed out at the Wednesday morning business meeting.

10:42am Fire Chief Balzer arrived from a fire department callout.

Wierson said this would be good in April for the businesses as they are very busy during the summer. He suggested having another forum in the summer.

(5) Financial Aspects/Challenges After a Disaster

Emergency Management Consultant Stacy Burr led the discussion saying the banks have specific requirements but they are also very flexible after a disaster. She said banks are businesses, and we must invite them to the forum. She went on to explain that there is a national and international banking business and that the flow of money is essential. The federal and state government have ways to move the money if no bank is available and that the feds often work with the City (money that is separate to the City budget). Otherwise, banks move money as they normally would - it is all electronic. It is the bank's responsibility to get themselves up and going again - not a city responsibility. She said it is the same with businesses; the City supports their efforts but does not manage it. Burr said she thinks her slides in the forum will address their concerns and she will also directly address them in the forum.

Wood said that after a #9 event, he wondered what would become of the continuing relationship of the City and its employees. He asked if there was any personnel regulation to force employees to come back to work. He asked if the City had a plan. Kucera said both union contracts with the City specify that employees can be ordered to come to work and that management rights take over in an emergency. Burr confirmed that there is a continuity of service plan.

(6) Evacuation Route Signs Update

Wierson reported on the handout he provided. He said he recently toured the areas with the City Manager. He said the City is in process of signing the Tolovana area and have gotten all the way to Haystack Heights. He said all signs should be posted by Memorial Day. He said Chief Schermerhorn will be training the lifeguards, and he will be contacting the HRAP Coordinator to train the HRAP volunteers. Once the new signs have arrived, a press release explaining the signs will be posted in the CB Gazette, Daily Astorian, and even the Oregonian (for the second home owners). Wierson said he will talk about the news release at the April EREP meeting. Discussion followed about the signs and which were more effective for different scenarios. The signs will be addressed by Burr and the EDO and the result will be presented to the committee later.

(7) Grant Status Update

Burr reported that the Pre-Hazard Mitigation grant (pedestrian bridge) will be open soon; maybe in April or May; it depends on the Homeland Security process. The available money is from \$500,000 to a million dollars. It will be wrapped up in a State grant, usually based on the fiscal year, but the lateness of

the federal budget may change the start date. It is a pre-disaster mitigation project. She said we need assistance to mitigate the problem so we should qualify. It is a 75 - 25% grant which can be either funds or 'in-kind' which needs to come from the City.

Burr continued saying that the other grant (State Homeland Security) has already come and gone. It will come around next year and she is not aware of what Clatsop County applied for.

Wierson suggested the City have the Public Works director do a study to and give the EPREP a report on what has happened in the past. Stacy said the Feds will want to see the study, and see that there is public buy-in, either a Council resolution or a forum.

(8) Non EPREP Committee Managed Efforts

Adamson said there is a community member who would like to volunteer to assist with a medical reserve corps or other areas and Burr confirmed that this person would need to attend the same trainings as the EPREP Committee.

(9) Other Goals and Projects

Adamson said there is a business in town that feels it is on safe ground and is promoting their 'safety' to visitors. Balzer said the Hallmark is the business. He said that DOGAMI does not say that even though the map shows you as green, you are definitely safe. He showed some photos (from DOGAMI) showing what had happened to areas in Japan that had been considered 'safe' before their tsunami. Kucera will follow up with finding the Hallmark geological report, etc. Adamson said this is a big reason for business training. Mushen said the committee needs to contact Hallmark and educate them. Burr said she will use one of the photos in the business slide show presentation on April 23rd.

Regarding Earth Day Activities, Adamson said EPREP will have a presence there. Discussion followed about whether the containers would be open. The containers will not be opened unless someone needs to access their barrels and Public Works can do this.

(10) Good of the Order

The committee discussed CERT and who may be available to be volunteers. Balzer said he believes Chief Schermerhorn is trying to get a CERT leader, and they will begin recruiting volunteers. Burr said she and the EDO talked about CERT, sheltering, and volunteers, and she will be organizing a volunteer disaster corps. She said she wants to have a meeting soon in the Council Chambers to get it organized.

PUBLIC COMMENT

None.

ADJOURNMENT

Adamson asked for a motion to adjourn: Wood moved to adjourn; Wierson seconded and all voted AYE.

Chair Adamson adjourned the meeting at 11:53 am.

Colleen Riggs, City Recorder

Minutes of the
EMERGENCY PREPAREDNESS COMMITTEE
Friday, April 24, 2015
Council Chambers

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

Excused: Committee Member Paula Vetter

Staff: City Manager Brant Kucera, Public Works Director Dan Grassick, and Administrative Assistant Jennifer Barrett

Also Present: Emergency Management Consultant Stacy M. Burr

CALL TO ORDER

Chair Adamson 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: Wood, Mushen Wierson, Balzer and Adamson 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 March 27, 2015.

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

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

DISCUSSION ITEMS

(2) “Up and Out” Evacuation Route & Assembly Area Enhancement Recommendations

Adamson noted a great job was done, would like other input from the Committee and recommends a work session in May to pound out the details. Mushen noted his lighting concerns and discussed an AP with QR recognition for maps, adding this would be used for visitors not during an earthquake event. Burr added City of Florence is working on AP with DOGAMI’s involvement, and a discussion ensued. Wood added he didn’t feel it was a priority item to additional signage and a discussion ensued. Adamson suggested waiting until the next big DOGAMI revision before making many changes. Wierson stated adding a safe line to the maps and sign boards would alert and educate people in and out of the inundation zones. Kucera noted legal concerns adding the City takes on liability saying you are safe in a specific area. After discussion with the City attorney and insurance carrier they are not going to allow the City to do this, adding we can not guarantee safety and a discussion ensued. Wierson discussed the event at Camp Rilea on May 14th adding it’s a county wide presentation sponsored by PSU and County Emergency Management Office. The Committee will meet on May 28th at 2:30 pm to discuss the Camp Rilea event. Grassick will forward the email to the Committee.

(3) Evaluation of Business Continuity And Survival Forum

Burr had two attendees. In response to Burr's questions if anything should be added to the presentation, Mushen replied its good, organized and brings up stuff that hadn't been thought to the business owners, beyond get out of dodge. Mushen added Burr should connect with the Chamber or Wednesday morning meetings for a captive audience rather than starting from scratch. Keeping the presentation short, sweet and dealing with topics business owners need assistance with, such as bolting down shelves and a discussion ensued. Burr will add a slide about nonstructural items and how to bolt them down.

(4) Downtown Evacuation Bridge Fund and Cannon Beach Budget

Adamson suggested additional funds for the \$100,000 set aside in the bridge and Mushen asked for clarification regarding the funds. Grassick gave an overview of the bridge options at Fir Street from pedestrian only to upgrading the existing bridge, and a discussion ensued. Grassick noted the City owns the bridge, however ODOT still inspects it. Kucera noted the City is looking into grant options, and Grassick gave a history on previous bridge recommendations and actions adding a pedestrian bridge would cost between \$1.2-1.8 million. A discussion was held on how to evacuation.

Burr provided information about the grant opportunity and process adding the government will not fund a throw away bridge. The most successful grant would be a pedestrian and vehicle bridge adding the benefits of having both in one bridge. A discussion on funding ensued. Adamson suggested Kucera bring this up at Council meeting, and have Burr attend the meeting as well. A discussion ensued regarding diverting a portion of room tax revenue.

Adamson asked for details for next years EPREP budget, Grassick replied it is basically the same of last year, and gave details.

(5) Status of ECS Ops Manuals

Adamson asked if the manuals finished and in cache sites, Kucera will follow up with Chief Schermerhorn and report back to the Committee.

(6) CB Emergency Volunteer Corps (EVC) May 27th Meeting

Adamson noted the document is not an organizational chart on who reports to whom, it's for when there is a disaster and the City Manager becomes the commander and a discussion ensued. Adamson noted when decisions need to be made EPREP goes to the City Manager, however they are answerable to Council. In the past EPREP gave yearly report to Council which they would like start doing again. A discussion was held on acquiring new volunteers. A discussion ensued regarding the flow of the chart, and the difference from the EVC and ISC charts noting there is a trigger to go from one to the other.

(7) Operation of Banks in Disasters

Adamson received information from Burr, and will review and bring back info to the next meeting. Wood noted involving the managers of the banks in town. Burr can add a slide for the next presentation.

(8) 2015 Cascadia Response Stakeholders Forum in Florence

Burr reported the purpose was to ensure City and communities understand the limitations. Burr distributed flyer from the forum, Cascade Playbook Overview. Burr added it was about how to respond in a disaster. Burr presented the 9 plays and distributed a flyer that shows state response and time frames. Burr gave an overview of the speakers at the forum, and a discussion ensued. Adamson asked about upcoming training opportunities and a discussion ensued.

(9) Japan's New Tsunami Early Warning Network

Adamson noted an article from the Daily Astorian and questioned how they get an extra 20 minutes, Burr replied there are specific areas that has more time for evacuation based on observation on the areas geology. A discussion ensued regarding monitoring. Grassick noted a representative from University of Washington will be placing 3 monitoring devices in Cannon Beach. Cannon Beach is their final location they to add the networked devices that will sense waves before humans. With specific ground disturbance criterial to meet for installation, UW has found 3 locations in the City. Grassick gave details of the process, which would result in an early warning system. UW has the monitoring system and the City doesn't have access to data, any early warning would still come through the proper channels.

(10) Good of the Order

Upcoming EPREP meetings will be May 27-29, Adamson send out emails regarding each meeting.

In response to Adamson's question when Farmers Market starts in June, Kucera noted he will have Philomena Lloyd contact her to schedule the EPREP booth.

Burr will order more business continuity brochures.

Kucera complimented EPREP on the direction of the meetings.

PUBLIC COMMENT

None

ADJOURNMENT

Chair Adamson adjourned the meeting at 11:32 am.

Jennifer Barrett, Administrative Assistant

Minutes of the
EMERGENCY PREPAREDNESS COMMITTEE
Friday, May 29, 2015
Council Chambers

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

Excused: Committee Member Paula Vetter

Staff: City Manager Brant Kucera, Public Works Director Dan Grassick, and City Recorder Colleen Riggs

Also Present: Stacy M. Burr Emergency Management Consultant
Tiffany Brown Clatsop County Emergency Management
Michael Summers Clatsop County Public Works Director and Engineer

CALL TO ORDER

Chair Adamson called the meeting to order at 10:05 a.m.

APPROVAL OF THE AGENDA

Chair Adamson listed some changes to the agenda.

Motion: Wood moved to approve the agenda as amended; to include a presentation by Tiffany Brown, Clatsop County Emergency Management; Wierson seconded the motion.

Vote: Wood, Mushen Wierson, and Adamson 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 April 24, 2015.

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

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

10:10 am Fire Chair Balzer joined the meeting.

DISCUSSION ITEMS

(2) Cascadia Rising - Cascadia Zone Earthquake and Tsunami Exercise 2016

Ms. Brown presented the following: the exercise is scheduled for June 6 - 9 2016 (4 days), Clatsop County is participating on June 6 & 7th. Brown explained the exercise. Cities can do as much as each City would like to do and the earthquake will occur at 8:00 am on the first day of the exercise.

Brown said the State and Federal governments have planed the exercise, but counties and cities can modify the exercise to include all they would like to do. She added that Clatsop County is already working with 2 other jurisdictions on this. She then described the 6 Core Capabilities and the objectives. She will send the presentation and other documents to the City and Committee.

She described what the county is proposing the Cities do and listed the objectives for the days. She said the county wants to use the different communication resources on the first day and do it all again with HAM Radio operators on the second day. She reviewed the exercise timeline and described what the

County will provide such as exercise binders of documents for the cities that wish to participate. She described what the County proposes to provide in the training. She said she needs to know the following by July 1st:

1. Will Cannon Beach participate?
2. Who is the point of contact?
3. What might the city exercise internally?
4. What training is needed?

Brown then answered questions. Burr said that the Emergency Volunteer Corps (EVC) will be meeting June 24th and they can discuss this exercise and then give their input to the Executive Disaster Operations (EDO) team the next day (June 25). After that, the City can inform Brown of the answers to the above questions. Burr asked if cities have any leeway in what they do in the exercise or if it is a set program. Brown said the county objectives will augment what the cities wish to do

(3) Recommendations to City Council re: “UP and OUT” Additions to Evacuation Route Enhancements - from May 28th EPREP Work Session.

Chair Adamson will provide a written outline of the meeting. EPREP will come up with some recommendations for the City Council.

(4) Tsunami Evacuation Route Wayfinding Charrette at Camp Rilea Update

Wierson gave a brief overview of the meeting. It was attended by representatives from Warrenton, Seaside Arch Cape and other areas - they updated the Cannon Beach Charrette for each area. They participated in work sessions regarding assembly areas and shelter. He said it was a good, productive meeting.

(5) Evacuation Routing

Wierson updated the committee on the progress being made on the evacuation routes. He described the easement situation with respect to some of the routes. He explained changes to the legend he proposes to the maps such as assumed safe elevation zone and secondary/primary assembly areas (just show primary). The committee discussed the signage of the ‘safe zone’ areas. Wierson would like to have the maps display the revision date. On the signage for safe zone, Adamson asked why the Spanish wording was eliminated, and discussion followed: Wierson said the Charrette recommended not to have the signs too cluttered. Burr complimented Wierson for the changes he made which helps eliminate liability issues - ‘assumed safe area’, ‘you have reached high ground - proceed to assembly area’. It promotes the idea that people keep moving. Kucera gave the committee permission to proceed with the maps and signage.

(6) Clarification of Policy on “Safe” Signs

Adamson said this item was covered in item #5. Discussion followed about the ‘you are here’ stickers on the signs around the city.

(7) Status of ECS Container Site Operations Manuals

Adamson wanted to discuss whether there should be a ‘quick read’ version of the ops manual so whoever opens the container will know what to do. Adamson said she feels the priority is triage, register people and get communications going. The committee agreed it is a good idea.

Burr said this can be incorporated into the guides and manuals she is working on and make it a one page cheat sheet. Wood said the official city operations site is the Community Church; which will be taken over by the city with the church providing meals, heat, and shelter. Schermerhorn said that he and the Fire Chief will determine when to use the shelter and the process needs to be revised; perhaps in the summer. The committee members expressed their interest in having a manual for the shelters. Discussion followed about the Red Cross involvement in the area. The committee will discuss this at a later date.

(8) Container Program

Adamson asked if people think the container program is a good idea. Members said they do not feel the participation is good. She asked why not keep the cache containers for people who want to participate but fill it more with items that can be handed out to individuals who show up after an event. Discussed the Tourist Visitor Employee (TVE) kits. Wood thinks it should be reviewed and re-evaluated to see what

really needs to be stored. Discussion followed about the reason behind having barrels at the container sites, assembly sites etc. The Elk Creek Road site was originally just a trial, said Wierson, with an assembly site nearby. Schermerhorn described his idea of supplying generic items vs. storing personal barrels especially from a safety issue. Wierson would like a new discussion about barrels especially for the North end citizens. He would like to have some minimal shelter storage at each assembly area (tents, tarps). He would also like the container program with barrels re-evaluated. Some in the committee would like to re-visit the container program and some said they don't want to disappoint the people who are participating.

(9) "Race the Wave" Event Planning

Grassick reported that the route has been defined and the meeting is scheduled for June 4th at 10:00. The Race the Wave committee is trying to get things done earlier than last year. Kucera said he believes that the Mayor, Sam Steidel, is the point of contact. September 13th is the date. He said the Children's Center only made approximately \$400 on the event, but runs like this don't usually do well the first time, improving over time. From his perspective, the event is going to happen. Brown said she has Kucera, Grassick, Schermerhorn and Steidel as contacts. Grassick explained that the route is different this year and starts at NeCus' and will end up at the cache container site. Wood pointed out that it competes this year with the Cannon Beach History Center Cottage & Garden tour.

(10) Update on Business Training

Mushen reported that there was not a good turnout at the business training. He will do approach it at one of the Wednesday morning meetings at the Chamber to reach businesses. He trained at the Family Market.

(11) Farmers Market Schedule / 4th of July

Adamson will speak to Bob Lundy of the Farmers Market to select date(s) perhaps in June and August. Burr said she can order more tri-folds etc. to hand out.

Wierson said that at the July 4th parade they usually pass out the 'how to survive...' flyer, the container brochure etc. He said they will need to order more flyers. He said that they can be ordered at Copies & Fax for \$65/100 and he would like to order 300 from them. Wierson thinks that CERT people can assist at the Farmers Market and the 4th of July parade. Burr will contact Vetter and Schermerhorn regarding the CERT participation.

Discussed who is in charge of organizing the Parade this year.

(12) Sept. Washington State Cascadia Conference

Burr will provide the agenda to Adamson.

(13) Summer Work Session Schedule

Adamson suggested not scheduling many work sessions during the summer.

(14) Good of the Order - none

PUBLIC COMMENT - none

ADJOURNMENT

Chair Adamson adjourned the meeting at 11:47 am.

Colleen Riggs, City Recorder

Minutes of the
EMERGENCY PREPAREDNESS COMMITTEE
Friday, June 26, 2015
Council Chambers

Present: Chair Karolyn Adamson, Vice Chair Robert Mushen, Committee Members, Les Wierson, Paula Vetter and Fire Chief Mike Balzer

Excused: Doug Wood

Staff: City Manager Brant Kucera, Public Works Director and City Recorder Colleen Riggs

Also Present: Stacy M. Burr Emergency Management Consultant

CALL TO ORDER

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

APPROVAL OF THE AGENDA

Chair Adamson listed some changes to the agenda: adding a presentation by Stacy Burr at the beginning of the meeting and adding an item at the end to discuss setting a work session for Vetter to describe her experience at Christ Church, New Zealand.

Motion: Wierson moved to approve the agenda as amended; Vetter seconded the motion.

Vote: Mushen, Vetter, Balzer, Wierson, and Adamson 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 25, 2015.

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

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

DISCUSSION ITEMS

(2) Community Emergency Asset Program

Kucera began by saying that this is a discussion item only and no decision would be made today. He said he has not made a decision on it yet and wants to discuss with the EPREP committee. He said he feels this is the right direction for the City, however. He added that based on an assessment done by Public Safety he is concerned with the private barrels - what they contain and how they pick them up. He said he knows some people store firearms which is not allowed, and most people do not check on or update the items stored in their barrels. He said one of his concerns is that after a disaster, and with no Public Safety officers around, what may happen. He said he believes the cache containers should be a city asset and filled with community items that can be distributed equally to whomever has survived the disaster. Kucera then turned the presentation over to Stacy Burr.

Burr presented a review of the emergency preparedness Community Emergency Asset Program (CEAP). Its goal is to equally distribute and use resources to protect lives, property and the environment following an emergency or catastrophic event. She said copies of the power point will be made available

to the committee and will be included in today's record copy. Burr said each level of government including our City, has life saving and life sustaining responsibilities.

Discussion followed about what the City will be providing and what to do about the existing individual barrels. One suggestion was to encourage them to find a location in a near-by 'safe house' to store them. Medical barrels are already stocked and in place per Mushen. Burr asked for input on items the committee believes needs to be stored and she can develop a comprehensive project to get those items. Adamson said no one can carry enough of what they need in a go bag. All agreed the community assets should be based on what people cannot carry but will need as time goes on. Schermerhorn told them about the shelter and water planning that is already underway. Wierson believes that more container sites need to be established. Burr explained that city staff will bring the assets from the container sites to the people who will be at the assembly sites.

Discussion of this new plan will be continued at an EVC meeting in the future. Mushen said that there is wide spread support of this plan by the committee.

Kucera left this meeting at 11:00am for another meeting.

(3) Memo re: DOGAMI maps from City Planner Mark Barnes

Adamson led the discussion of the information from the memo from Barnes that was provided in today's packet. The official map is from 1995 and it is in the process of being updated and adopted possibly this year. Wierson said the signage is primarily for the Cascadia event and not the distant tsunami. Discussion followed about the differences between the distant tsunami and the Cascadia event and how or whether to advise people to evacuate for a distant tsunami.

The committee agreed to allow Wierson to contact RJ Marx, editor of the CB Gazette, to revise a recent article that appeared in the Daily Astorian regarding the DOGAMI maps and evacuation.

(4) Evacuation Route Improvement Recommendations to Council

Chair Adamson provided a written outline of the meeting and included it today's record copy. She said the committee needs to review the outline and be prepared to discuss it at next month's meeting in preparation for developing recommendations for the City Council.

(5) Update on Evacuation Route Signs

Wierson reported that the final revisions of the route signs are still underway and the final could be given to the Council soon. Wierson presented the new signs. Changes to the maps were discussed and it was decided that eventually the container sites will not be shown on the maps; people will be going to the assembly areas not the container sites. Wierson said the state may be adopting Cannon Beach's Assembly Area signs.

(6) Evacuation Cache Site (ECS) Quick Read Operations Manual

The City is now responsible for the cache site. Things like communications and medical supplies which are already in the cache container sites will be brought to the assembly areas with all other needed supplies. Each cache container site will have identical supplies, but may have more or less of each item depending on the demographics of that area.

(7) "Race the Wave" Update

The planning for the event is proceeding and updates will be made at future meetings.

(8) Farmers Market Scheduling and Fourth of July Parade

Members volunteered for June 30 and August 11: set up at noon, man the booth from 1-5 and booth teardown at the end of the day. June 30th: Schermerhorn, Mushen and Wierson and August 11th: Wierson, Wood and Vetter.

4th of July Parade: Mushen reported that Molly Edison and all of Emery's family are on board to participate. Schermerhorn will check into using a Public Works truck. Schermerhorn will organize the lifeguards to take the EPREP position at Harrison and Spruce and EPREP and CERT will take their place right after the Police who lead the parade.

The handouts for both the Farmers Market and the 4th of July Parade were decided upon.

(9) WA/OR Cascadia Conference Info/Agenda

Burr reported that the list of speakers has just been confirmed and as soon as the information has been published she will get it to the committee; early August. The conference is scheduled for the last week of September.

(10) Good of the Order

Vetter will give a presentation to the group at the EVC meeting, July 29 at 5:00 pm in the Council Chambers.

Adamson showed a book mark Doug Wood had made for the library and she thought EPREP could utilize his idea to make business card sized handouts promoting emergency preparedness.

Vetter expressed her concerns about changing the way we use the cache sites vs. assembly sites. Specifically she had questions about the registration of people. Burr said the main objective is water, food, shelter, take care of the injured, reduce their anxiety level and then once the people are settled, registration can be done.

Chief Balzer asked Burr to clarify that the cache container sites and community assets will be used the same way whether it is a Cascadia event or any other disaster.

PUBLIC COMMENT - County Commissioner Lianne Thompson spoke to the committee:

- 1) Clatsop County has a grant from DLCD to do a tsunami overlay.
- 2) as County Commissioner : her concern is half of Clatsop County. Pat Corcoran thinks that CB is a silo and she wants to promote collaboration.

She thanked EPREP for the work they are doing. EPREP is one her major concerns. She would like to be included whenever possible.

ADJOURNMENT

Chair Adamson adjourned the meeting at 11:57 am.

Colleen Riggs, City Recorder

Minutes of the
EMERGENCY PREPAREDNESS COMMITTEE
Friday, October 23, 2015
City Hall Conference Room

Present: Chair Karolyn Adamson; Committee Members Les Wierson, Paula Vetter and Fire Department Delegate Captain Matt Gardner

Excused: Public Works Director Dan Grassick, Emergency Management Consultant Stacy Burr

Staff: City Manager Brant Kucera, Police Chief Jason Schermerhorn, ACM/City Recorder Colleen Riggs

CALL TO ORDER

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

APPROVAL OF THE AGENDA

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

Vote: Vetter, Gardner, Wierson, and Adamson 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 September 25, 2015.

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

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

Gardner announced that he had to leave at 11:00am due to a prior commitment.

DISCUSSION ITEMS

(2) Bridge Recommendations to Council

Adamson submitted for the record, the email that Public Works Director Dan Grassick had written regarding the pedestrian bridge along with his staff report which will be presented to Council at the November 3, 2015 City Council meeting. Adamson summarized the email saying that the EPREP Committee sees the value in having a pedestrian bridge at the North end of town, they would like to fund it with Government Obligation (GO) Bonds which would need to be voted in by the citizenry. Also, OBEC would be hired again to provide the study and research required. OBEC had done a bridge study for the City a few years ago, when the topic first came up.

Motion: Wierson moved to adopt Grassick's recommendations which will be presented to the City Council November 3rd; Vetter seconded the motion.

Adamson asked for discussion and invited the public to give their opinions.

Barb Knop asked if there was a specific location identified yet? Adamson said the site should be the one proposed by the bridge consultants. It would not be a tsunami bridge but an earthquake bridge. Wierson described the 3 locations that EPREP thinks could be used, but added the consultant's report would make the decision clearer to the Council. He added that a fourth site that the committee has considered starts at the NeCus' site..

Jan Siebert-Wahrmund spoke about how she thinks having a bridge at all gives people a false sense of security. She questioned how the EPREP committee could even consider using a bridge which would funnel people into the 'jaws of death'. Wierson showed her a document from a scientific study illustrating how to move people quickly and effectively. He said this was analyzed by the committee and shows that a wider (10 ft) bridge will be more than sufficient to move people quickly. He said that there are two other places in the city where people are first directed along the water edge instead of directly away from it: Gower Street and the Tolovana Wayside- but it is the only option they have.

Doug Wood commented on the "jaws of death" and that the phrase was coined with regard to a 6 ft. wide bridge with people tripping and blocking the path. Now with the wider bridge you won't get the same effect. Wood and Siebert-Wahrmund exchanged viewpoints about using a bridge. Wood finished by saying that no bridge is guaranteed, but it will give people a chance.

More discussion followed about the amount of tourists and people who are in the north end of the city and need a way to escape to high ground quickly. Adamson said she thinks this bridge is a good solution and she would like to see what the bridge consultants come up with.

Kucera said he likes the motion to forward this to Council. Vetter added that tourists come in from the north and they will try to leave the same way saying we don't know how things will end after an earthquake and the more options we can offer people, the better.

Wood added that in his opinion people will be headed that way whether there is a bridge or not. He suggested the bridge could be a nice architectural feature and a plus for NeCus' park. He said it could be a timber bridge and still be earthquake proof.

Adamson asked for a vote.

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

Adamson said she will not be in town to attend the Nov 3rd City Council meeting, but hopes for more EPREP members to be there to answer Council questions.

(3) Assembly Areas

Adamson said there is no time to address this today. She said it can be discussed after the meeting. She said she would like to go visit the assembly areas. Wierson said he is available today to take anyone to an assembly area and give the reasoning why it was selected.

(4) Business Training

Adamson said she has contacted Bob Mushen to get the business training powerpoint presentation and that the Coaster Theatre has expressed an interest in getting their staff trained.

(5) Visitors Bring Your Go-Bags Campaign

Adamson said this will be discussed at a later meeting.

(6) Kiosks for Public Information (Grant Proposal)

Kucera reported that the grant request was submitted to Althea Rizzo of Oregon Emergency Management on Thursday October 15th.

(7) Emergency Volunteer Corps (EVC) Update

Burr is not present today to give an update. Discussion followed about CERT (civilian emergency response team) and the MRC (medical reserve corps). Vetter gave a short report about the status of the CERT trainings etc.

Kucera said that Ms Burr takes her orders from the City Manager, as the Emergency Manager. He said that EPREP and the City are partners in education, training and evacuation. He said he is the one who goes to Council to get the will of the EPREP Committee done. Kucera added that we need to make it crystal clear as to what each area does. He said he does not want to create any subcommittees off of EPREP but specialized work could be done under ad hoc committees, if necessary. He summarized that EPREP and the City are equal partners.

(8) Evacuation Route & Assumed Safe Elevation Signage

Kucera reported that the City Attorney has told him she is fine with the assumed safe elevation wording.

Wierson reported that he is working with Grassick & PW Staff about replacing the signs, but the work must fit into the PW schedule. He will present more at another EPREP meeting.

(9) EPREP Recruitment of New Members

Discussion followed about how to attract people to the EPREP Committee. Adamson wants an ad in the paper. Each member said they knew people they would like to ask to join the committee. This topic will be carried over to the December 4th meeting.

(10) Good of the Order

ADJOURNMENT

Chair Adamson adjourned the meeting at 11:05 am.

Colleen Riggs, ACM/City Recorder

Minutes of the
EMERGENCY PREPAREDNESS COMMITTEE
Friday, December 4, 2015
City Hall Conference Room

Present: Chair Karolyn Adamson; Committee Members Les Wierson, and Paula Vetter

Excused: Fire Department Captain Matt Gardner, Public Works Director Dan Grassick,

Staff: City Manager Brant Kucera, Police Chief Jason Schermerhorn, ACM/City Recorder Colleen Riggs

Other: Emergency Management Consultant Stacy Burr (by phone)

CALL TO ORDER

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

APPROVAL OF THE AGENDA

Discussion followed to add a discussion of the budget to the agenda.

Motion: Wierson moved to approve the agenda as amended; Vetter seconded the motion.

Vote: Vetter, Wierson, and Adamson voted AYE; the vote was 3/0 in favor and the motion passed unanimously.

(1) Consideration of the Minutes of the Emergency Preparedness (EPREP) Committee Meeting of October 23, 2015.

Motion: Wierson moved to accept the minutes; Vetter seconded the motion.

Vote: Vetter, Wierson, and Adamson voted AYE; the vote was 3/0 in favor and the motion passed unanimously.

DISCUSSION ITEMS

(1) Public Meetings Law

Adamson reminded the committee about Oregon Public Meeting Laws and using email. She said when members cc other members of the committee on an email, it creates a public meeting. All meetings must be noticed, even on the internet. If a member has an item they wish to be on the agenda, Adamson will call each individually and then make the agenda. She asked members to notify her 2 weeks prior to the meeting of any items a member wishes to have on it. Kucera said members can always talk to staff; Chief Schermerhorn, Kucera or Riggs. Adamson summed that if members have input to send it to Riggs and she will contact Adamson with the content, either by phone or email. Wierson said that he finds the committee process to be very confusing and he does not even know what the committee is supposed to do. He has some people he would like to be on the committee but he has reservations about asking anyone.

(2) Bridge

Adamson spoke about Grassick's memo regarding the Council vote of 4:1 to apply for a Grant (Connect Oregon IV) to assist with the study and building. The City should find out in about 6 months if it is awarded the grant. If successful, the bridge would not be built until FY 2016-17. Wierson clarified that the options of where the bridge would be located will come from the study. Consensus was to have a meeting with the engineers that are hired to do the bridge before the end of the year to express what EPREP would like to be built.

(3) CERT

Vetter gave a report of CERT activities and meetings. CPR classes for the CERT, Clatsop County had CERT classes and a drill that Vetter participated as a victim for it. She said people are asking what is next. Schermerhorn said he wanted to skip December and start back up in January with CERT activities.

Discussion followed about items that could be put into the Municipal Memo ; tips, vacancy announcements etc.

Burr and Schermerhorn and Vetter discussed scheduling the trainings they wish to have in the new year.

Wierson, thinks 'map your neighborhood' should involve CERT. Discussion followed about how to 'map your neighborhood' and how to elevate the project. All info will be given to Schermerhorn and Vetter for CERT to work on. Vetter discussed 'next door' which is an internet driven method of neighbors sharing information.

Adamson asked Vetter and Schermerhorn to prepare a plan and come back to the EPREP committee to review and discuss.

(4) Grassick Memo

Adamson reviewed Grassick's memo on the status of what is being done for EPREP. Adamson wants EPREP to be updated by Public Works on the progress being made. Kucera said he has directed Grassick to attend the meetings. Grassick will adjust his time off to coincide with the meetings. Adamson said that some items are on the agenda each month and the meetings go on and on. This is one of the reasons members have left the committee recently. Adamson would like to have more steamlined meetings. She is not in favor of scheduling work sessions each month but only as needed.

(5) Budget

Kucera gave an overview of the budget. included in the Public Safety budget. activity with in. The Committee does not have a budget but the City has a budget for emergency preparedness. Adamson would like to have a work session regarding the budget and what they think they need to spend to give to Kucera who can then present to budget committee next spring.

Kucera answered questions from members.

Burr spoke about mass care - food, water shelter and medical. She said it is up to the City to provide those services.

Wierson wants some of the Transient Room Tax to support the visitors (food, shelter etc). He would also would like to have a 1% tax on meals to support it. Adamson would like to discuss the Transient Room Tax and budget at the January meeting.

(6) Work Session

There will be work session at 3pm on Wednesday January 21st.

(7) Assembly Areas

Adamson thinks EPREP could work on assembly areas and what they think they should have. Burr said that she facilitates the mass care meetings to ensure there is a framework for all eventuality. She said that if EPREP is to discuss mass care, she can take EPREPs priorities and recommendation to the Mass Care meeting. Give her the information then she can incorporate it into mass care. Wierson spoke about cache

sites as shelter areas and gave a history of what EPREP has done in the past.

Discussion followed about security of supplies, how to store, etc. Also talked about the priorities of shelter, water, food, medical for assembly areas.

11:30 a.m. Kucera and Schermerhorn had to leave the meeting.

Just before leaving Schermerhorn said he had included a packet of information regarding Cascadia Rising and asked the members to read it over. It was just informational for them but he thought it was interesting.

Vetter wants to finish what has already been started before talking about assembly sites - Adamson agreed it is necessary to finish things. Vetter suggested to first determine what is needed and then decide how to store and access it.

Burr is working on the inventory of cache sites, medical, food, water etc. It will be part of the framework she mentioned earlier to keep on top of their expiration dates. She went on to explain the grants she is applying for and what guides she is developing. She is basing them on field operating guides that the military uses for each volunteer to use.

(8) Evacuation Route Update

Wierson showed the committee where he would like to put up signage and also where he would like have painted stripes on Cannon Beach streets on a trial basis to see how the public uses them. Wants to explore how better to educate the public and if Cannon Beach EPREP could get on to the emergency notification application for use on cell phones.

Agreed to have an in-depth discussion about education and business trainings. More discussion followed about trainings. Burr suggested that at work session in January, address training and let her know so she can organize it. Burr can give training to the hotels and other businesses in Cannon Beach in April and also do a general presentation in April. (40 minute training)

(9) Visitors Bring Your Go-Bags Campaign

Adamson said this was brought forward from the October meeting, and she will contact the Medical Reserve Corps Region X people to see if they are doing anything like this.

(10) Good of the Order

ADJOURNMENT

Chair Adamson adjourned the meeting at 12:40pm

Colleen Riggs, ACM/City Recorder