

Minutes of the
EMERGENCY PREPAREDNESS COMMITTEE
Friday, January 29, 2016
City Hall Conference Room

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

Excused: Fire Department Captain Matt Gardner and City Manager Brant Kucera

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

Other: Emergency Management Consultant Stacy Burr (by phone) Mayor Sam Steidel, audience participation

CALL TO ORDER

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

APPROVAL OF THE AGENDA

Motion: Vetter moved to approve the agenda; Wierson 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 December 4, 2016.

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 / ACTION ITEMS

(2) Election of Chair and Vice Chair

Motion: Wierson moved to nominate Adamson for Chair; Vetter seconded the motion.

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

Motion: Wierson moved to appoint Adamson as Chair; Vetter seconded the motion.

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

Motion: Wierson moved to nominate Vetter for Vice Chair; Adamson seconded the motion.

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

Motion: Wierson moved to appoint Vetter as Vice Chair; Adamson seconded the motion.

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

passed unanimously

(3) Approve FY 2016/17 Budget Priorities

Adamson led the discussion saying she wanted someone to make a motion just as her draft agenda had read; to approve the budget priorities as the committee had discussed at the work session on January 13, 2016. Riggs suggested that a list of these priorities would be a good thing to have submitted into the record copy. Adams said the list was on her draft agenda. Grassick made copies of her draft agenda for the committee and for the record copy. Wierson agreed to read Adamson's motion into the record.

Motion: Wierson moved to approve 2016/2017 Budget Priorities (as discussed at the ERPEP work session on January 13, 2016 - assembly area development at Surfcrest Site, Spruce Park Addition Super Site and North End West-8th Street Site) Note: identified needs for these assembly areas are: shelter, communications, energy bars, water.; Vetter seconded the motion.

Vetter expressed concerns about the discussed priorities and that she would like to see EPREP finish projects before taking on new projects. She said she is ok with the motion.

Wierson said he had some ideas for the 8th Street Site and would like to discuss them with the committee.

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

(4) Discuss Top Priorities of FY 2016/17

Adamson said these priorities are for items for the existing cache sites (using the money available in the budget until the end of June). She said there is still money in the budget for them. She asked the committee if they wanted to discuss these options today or at the next work session?

Burr asked about the minutes from the work session. She said she had no chance to review them before today's meeting so she had no idea of what the priorities were. Adamson said it was recorded. Riggs suggested someone at the work session write a brief description of the meeting: who attended, the topics and even just a one liner about what they decided on for future work sessions. Discussion followed to explain to Burr what detailed decisions had come out of the work session. Wierson said he wanted to work on assembly area points; better markings, etc. using the existing budget.

Motion: Vetter moved to accept the top priorities of 2016/17 budget for existing evacuation cache sites (EVC); increasing/modifying food resources, seismic strengthening, storage, etc, per Adamson's draft agenda; Wierson seconded

Wierson said he would like to ensure that other things for the assembly areas are also considered in this current year's budget and wanted to make a motion.

Motion: Wierson moved to include a discussion of finances with regard for the assembly areas in the current year at the next work session; Vetter seconded.

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

(5) Emergency Management Consultant Briefing

Burr presented the emergency management program 2015 action summary as submitted into the record copy.

Adamson asked how many persons are in the EVC? Burr said a total of about 35-40 at this time: CERT

included city staff, Paula Vetter and 12 CERT members, Medical Reserve Corps has 5 members right now but there will be a big push for recruitment in April, 10 - 15 volunteers in the HAM radio section (includes Cannon Beach, Seaside & Arch Cape people). She said that there were several Public Works volunteers and there will be many volunteers from the Haystack Rock Awareness Program (HRAP) soon. She is meeting with HRAP personnel to discuss volunteering their time and experience.

Burr reviewed the areas that are being addressed by the city: planning, resource management and community outreach. She reviewed the 2015 priorities and key outcomes. She spoke about long term sheltering and that City staff is working on it. EPREP will be briefed when there is an outcome. She wants to enhance the city website and would like to discuss it in a work session with all volunteers, EPREP, MRC, CERT, etc. The website is maintained and updated by the city staff. She confirmed that discussion is still ongoing about whether the site would be separate to the existing website or a link from the city website.

Burr explained the Business Continuity and Emergency Preparedness workshop April 7th. One in the morning and one in the evening. The Chamber of Commerce will send the flyer to all the businesses in town and also display it in their internet newsletter. Vetter will give flyers to all at the Chamber of Commerce at their Wednesday morning meeting. Burr said the training would also be given in October.

Adamson questioned whether Burr would still be working for the City in October and wasn't her contract up at the end of June? Burr said she and the city manager are in discussions now about her contract and Wierson said that the training would still happen in October, no matter who gave it.

Burr then went on to describe the upcoming March 3 forum that originated in the last Medical Reserve Corps (MRC) meeting of December 8th. Vetter was going to update the EPREP on the idea, but EPREP did not meet until January 13th in a work session. The flyer needs to go out to advertise it. This is the first of many forums that the Oregon Office of Emergency Management (OEM) is planning to have along the coast. Kucera, the emergency manager, will introduce the event, followed by Althea Rizzo of OEM to give an update on hazards and how to be ready, followed by a pack your go-bags demonstration by Mayor Sam Steidel and Lila Wickham, MRC Coordinator will speak about the Cannon Beach MRC; response and readiness. The forum is free and will be held at the Chamber of Commerce Community Hall March 3, 2016 5:30pm - 7:00pm. Burr said the city would have liked to have EPREP's endorsement, and would they give it.

Wierson said he did not think go-bags was a good item and suggested to instead talk about what the volunteers are doing now. Steidel said go-bags are on the program because many people do not know what to pack, and it is a city priority.

Burr said that the MRC will be having a recruitment drive in April. It will be very specialized for nurses, doctors, medical staff and even people who would have no medical background but would like to help.

Adamson asked if EPREP wanted to proceed with a forum this spring, then they would have to be in the March 3rd program? Burr said yes. Steidel said the flyer is only a draft in his opinion and EPREP needs to ok it. Burr asked if EPREP could make a decision today? Adamson said the committee was already pressed for time, but she likes the go-bag idea. She said if EPREP had earlier notification of future forums it would be good so they could participate. Wierson said this event is a city function not an ERPEP function and EPREP can get on board next time. Adamson said it proves that the groups are not working together. Wierson said EPREP should start planning now for the fall forum.

Motion: Wierson moved to approve the City sponsored March 3, 2016 event; Adamson seconded.

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

(6) Emergency Management Consultant re: Kiosks

Burr said she will be meeting soon with the City Manager and the arts group to review the kiosks. There will be 3 kiosks throughout the city and each has 3 sides for displays. The Chamber will post things on one side, tsunami and assembly area information will be on the 2nd side, and she would like to know what EPREP would like on the third side. Discussion followed. It was agreed to table this topic for now.

(7) Discuss Content of Medical Reserve Corps/EPREP Spring Forum March 3, 2016 at the Chamber of Commerce Community Hall

Adamson said this was already discussed.

(8) Evacuation Route Update

Wierson presented his written report, and it will be forwarded on to Burr.

He then asked Grassick to assist with reviewing the new DOGAMI maps. Grassick showed the draft for members to review. DOGAMI has already done Seaside and will have the Cannon Beach map out soon. Wierson explained the details and information that are now on the DOGAMI maps; saying there is a lot more data about how soon the wave would reach certain areas. Vetter says the map is very confusing. Grassick said the example they are looking at is a model, and the final will be much easier to follow. Wierson said it is a DOGAMI state standard. Adamson said Cannon Beach should follow the City of Florence's method of getting the maps into the Chamber magazine. Burr explained that the tourist guide comes out 2x per year the tourist guide (paid for by local businesses) and when you open the guide it also opens to a DOGAMI map.

(9) Schedule February EPREP Work Session

Discussed the topics for next work session 1) Budget for 2016/17 with specifics of the assembly sites 2) finish this year's budget items 3) kiosks and 4) sharing the workload with other committees. Wierson said he would like to get EPREP from trying to get into the details and to rely more on the expertise of the people who are doing the project; i.e. the maps and where they should be is really a public works function. He said this could save EPREP and the city staff a lot of time. When asked, Grassick said he agrees fully with Wierson.

Adamson said she does not want any handouts given out at the meeting any more - she wants any handouts to be part of the packet.

Any handouts for the works session should be to Riggs by Feb 4th for the February 16th work session at 3pm.

(10) Good of the Order

Schermerhorn said some Turkistan representatives will be meeting with Steidel and Schermerhorn Monday, February 8th at 10:00am. They will give the guests a presentation and take them to the beach and around town.

Schermerhorn said he has been attending Cascadia Rising meetings and the exercise will be held June 8 - 10th. He said most other cities are participating and he will be making a list of major players when at the department head meeting. Schermerhorn will keep EPREP posted.

Wierson wanted to thank Nancy McCarthy for the great news paper article which was in the CB Gazette and the Daily Astorian. Steidel and Wierson discussed their recollections of how the cache sites started.

Steidel said he and Kucera are discussing a revamp of the emergency preparedness committee. Vetter wanted to know when the changes are going to be made. Steidel said there is no timeline yet as they are still working on it. The final must go to Council for their approval.

Paul Knoch Cannon Beach Conference Center said they have some supplies cached around the city and wanted to know if EPREP plans to utilize the Cannon Beach Bible Church? Wierson said they are only going to use the parking lot. There is a safe house near there. He said there is also a pedestrian easement through there to get to the highway, but the church is not part of the system. EPREP Committee and Koch discussed evacuation routes.

ADJOURNMENT

Chair Adamson adjourned the meeting at 11:47 am.

Colleen Riggs, ACM/City Recorder

Minutes of the
EMERGENCY PREPAREDNESS COMMITTEE
Friday, February 26, 2016
City Hall Conference Room

Present: Chair Karolyn Adamson; Committee Members Les Wierson, Paula Vetter and Capt. Matt Gardner

Excused: City Manager Brant Kucera, Public Works Director Dan Grassick

Staff: Police Chief Jason Schermerhorn, Administrative Assistant Jennifer Barrett

Other: Emergency Management Consultant Stacy Burr (by phone), audience participation

CALL TO ORDER

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

APPROVAL OF THE AGENDA

Motion: Vetter moved to approve the agenda; Wierson 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 January 29, 2016.

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

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

DISCUSSION / ACTION ITEMS

(2) Kiosks

Wierson cited concerns of having a meeting without Grassick or Kucera in attendance as the committee will not be able to get their opinion on items. A discussion ensued regarding the content of the panels and whether or not to include other counties information. Vetter questioned if they make a decision now will they be able to change it in the future if it doesn't work out. Burr replied the kiosks will not be placed until October, suggesting coastal events stopping at Arch Cape so we can select data now to put in the kiosk once installed so there is not a blank panel. A discussion ensued regarding the content of all the panels, who is responsible for the information, and the cost. Burr noted the content is not an absolute at this time, adding what is an absolute is building the kiosk and determining the amount of locations. Adamson noted they can be adjusted as we move along, however we needed information for the grant. Adamson suggested the third panel be coastal info in general such a location of parks, beach access and events. In response to Vetter's question if we make a motion how do we change the content in the future, Burr replied you can change content the future adding it doesn't necessarily need a motion, but the committee needs to discuss as it will need to be revisited at a later date and all parties to agree.

Motion: Vetter moved to approve the third panel as coastal information in general with a chance to revisit at a later date;

Wierson noted his objections to seconding the motion; motion failed.

Motion: Wierson moved to ask Grassick and Kucera to meet as soon as possible to discuss the possibility of 4 kiosks and give us layout ideas for the second panel and further information on the what could go into the third panel;

There was no second to the motion; motion failed.

(3) Approve FY 2016/17 Budget Priorities

Adamson noted as discussed at the work session, there is money left in the budget to spend this fiscal year that could be used to purchase chain saws for the cache sites and Grassick will research costs of drone as well as a few other ideas to beef up the cache sites. Burr noted the medical inventory has been completed and determined there is a need for approximately \$9,200 of medical supplies for the cache sites, noting the secondary use of the inventory list is assisting in making sure medical supplies are not expired. A discussion ensued on how to move forward with the remaining budget. Schermerhorn noted the police department is being donated a drone with a go pro attached which can be used in the event of an emergency. Vetter noted medical supplies is a good place for the money to be spend. Wierson added radio's are important at all sites, as well as signage or lights at the assembly sites, a discussion ensued. Vetter noted we need to develop the assembly sites and know how we are going to store them before items get purchased, a discussion ensued.

Motion: Vetter moved to put the money toward the medical supplies needed and 3 chain saws;

There was no second to the motion; motion failed.

Wierson noted he would prefer Grassick and Burr's input on their suggestions on what to purchase, adding once we have guidance we will be better equipped on how to move forward. Burr replied as to where she would spend the money noting if the radio tested successful purchasing the radios as well as medical supplies. Burr added not knowing the cost of the radios they may need to spend split the costs spending a portion in this years budget and planning the rest in next years budget. Burr added we will not know until after Cascade Rising which radio will work best in Cannon Beach, a discussion ensued. In response to Vetter's question if the \$9,200 in medical supplies is for all of the sites or per site, Burr replied it's for all three sites. Vetter noted there are so many things that are equally important in order to save people. Matt Gardner arrived at 10:34 am. Wierson added shelter is more important than medical supplies. Adamson gave a brief update to Gardner on the current discussion. Gardner asked if any of the supplies will expire, Adamson noted she believes yes adding that's where the inventory comes into play to track the item, Burr added approximately 80% will not expire. In response to Gardner's question if the communications in place now are inadequate, Adamson said we do not have communication at the assembly areas. Vetter added there is a need to communicate with the CERT volunteers, a discussion ensued. Gardner noted since there is some medical, bit no communications it's well worth investing in that area, adding if you are going to ask a team to perform set duties you need to be able to communicate with them, a discussion ensued.

Motion: Vetter moved to have Schermerhorn and Gardner make a recommendation on what communications system will be best to purchase with our system and report back to the committee; Wierson seconded.

Adamson noted Herb Florer has a communication system he uses with his boat. Gardner added there may be money left in the remaining budget, suggested put the remaining into medical supplies.

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

motion passed unanimously

Adamson suggested spending the remaining budget on fire pits at the assembly sites. Wierson suggested discussion with Burr, Grassick and possibly others for their top recommendations for the committee to decide on what would be best, a discussion ensued. Burr reported she will meet with Gardner, Schermerhorn and Grassick regarding what radios will work with the communication system and put together hard costs to present to the committee at the next meeting. Gardner noted Friday meetings are hard to attend, and he is not available the next two Fridays. A discussion ensued regarding the meeting dates.

(4) CERT Schedule

Schermerhorn distributed the CERT Working Session Summary and CSZ Earthquake & Tsunami Functional Exercise Objectives (Cascadia Rising) which were added to the record file. Schermerhorn noted classes will be available for CPR and traffic control. Wierson asked if he could have a list of who is taking the CERT training so he can talk to anyone who is near him, Vetter will email it to Wierson.

(5) Cascadia Rising

Schermerhorn will continue to move forward and keep the committee updated. Schermerhorn added during Cascade Rising will work out of the sites for three days. Vetter noted there is a table top June 17-19 with the County CERT.

(6) Focus on Preparedness Forum

Wierson noted there were potential errors in the Tsunami and Your Personal Safety flier, which he believes may have been created through the fire department. Gardner is unsure where the document came from, Adamson noted the document is lacking who created it or a date. Gardner will research to see who created it and coordinate a revision if it was the fire department. Burr gave a list of where the Focus on Preparedness fliers have been distributed as well as the April Business Continuity flier. There will be Medical Reserve Corp training in May, hopefully at Arch Cape. Adamson reminded everyone of the March 3 event. Wierson felt Adamson should be on the stage with Kucera at the event.

Motion: Wierson moved to discuss with Kucera about having Adamson be a part of the presenters at the forum a for her to be available to answer questions and represent EPREP.

Burr noted that is already planned in Kucera's speech adding Adamson will be there to answer questions during breaks. There was no second to the motion; motion failed.

(7) Assembly Areas: Focus on Communications Ability

Discussed during the budget priorities. Adamson would like to have a work session in March to identify priorities for developing the sites. Adamson will coordinate with Grassick and Kucera regarding their schedule and email potential dates to the committee.

(8) Evacuation Route Update

Wierson reported he is working with Grassick on signage pavement strips, the you are safe areas, and wearer to put the 8 beach signs. Wierson noted the County sign on Oak at 7th is in the wrong direction added there are a couple other signs that are mis directed as well. Wierson will be meeting with DOGAMI

and Grassick regarding the draft of Beat the Wave. In response to Adamson's question if while developing evacuation routes has ADA played a role, Wierson replied yes, the rule has been to keep them in the public right-of-way as it's the best we can do for pedestrian travel. Wierson noted there are several routes non ADA compliant as they are too steep. In one steep area locals expressed concerned if we widen a path of there being additional usage and potential ruffraff. Wierson noted the areas that trails have been made or would like to be made, adding any locations they can find the easiest route possible they will work on improving. Wierson added that the writer of the letter Vetter received lives in Haystack Heights, and that is an area that is getting new you are safe signs, noting approximately half the homes will be safe. Vetter asked Wierson to discuss his finding with person who wrote the letter, a discussion ensued regarding driving to assembly/safe sites. In response to Wierson's question if the fire truck drive Ecola Park Road up to 9th street, Gardner replied yes they can get up there. Wierson noted concerned that additional limbs may need to be removed. Gardner noted there is a multi jurisdictional issue there as well, adding the City has been trimming limbs for better access. Gardner will drive the truck up there to confirm.

(9) Good of the Order

Vetter would like to see the evacuation route for the Children Center to the highway and beyond cleared out per her conversation with the Center's Director. Wierson noted the objections that came up the last time this was discussed both from the City and the Center, a discussion ensued.

In response to Adamson's question of using the evacuation ready decals, Burr replied she's been working with Kucera on the training qualifications to receive the decal, a discussion ensued.

Burr noted that she will not be able to present the information and costs of the radios at the March work session, however she will have the data by the April meeting.

ADJOURNMENT

Chair Adamson adjourned the meeting at 11:31 am.

Jennifer Barrett, Administrative Assistant

Minutes of the
EMERGENCY PREPAREDNESS COMMITTEE
Friday, March 25, 2016
City Hall Conference Room

Present: Chair Karolyn Adamson; Committee Members Herb Florer, Paula Vetter
Excused: EPREP member Les Wierson, Police Chief Jason Schermerhorn, Fire Dept. Capt. Matt Gardner
Staff: City Manager Brant Kucera, Police Lt. Chris Wilbur, Public Works Director Dan Grassick and ACM/City Recorder Colleen Riggs
Other: Emergency Management Consultant Stacy Burr (by phone), audience participation

CALL TO ORDER

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

APPROVAL OF THE AGENDA

Motion: Florer moved to approve the agenda; Vetter seconded the motion.

Vote: Vetter, Florer 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 February 26, 2016, and the work session of March 8, 2016.

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

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

WORK SESSION FOLLOW UP ITEMS

(2) Assembly Area Supplies

Adamson asked if staff is ok with the proposal from Les Wierson. Kucera said staff agrees with his idea and would still like input from the committee.

Adamson said she has contacted a company that makes pole buildings which are survivable in earthquakes and she feels they would be good to have at assembly areas. The site is parkerbuildings.com and she would like staff to look into it. She thinks hooks could be secured to the buildings to attach tarps which would also provide shelter.

Kucera said Grassick is compiling the information to have minimal supplies at the assembly areas. Grassick said he had some questions; incorporate a solar panel to run a generator, etc., first aid supplies, water purification kit, etc. He said that the Arch Cape Water District has a company coming to do a demo in April regarding a self contained water purification kit and he will be attending that demo.

Florer asked about waste/sanitary management. Grassick said staff is looking into a company that makes a portable outhouse that fits over a manhole. It would be easier to use existing manholes than having to dig holes. That could work at the assembly sites but would need a different type at the cache sites.

(3) Update on Easements

Kucera said this is to be able to use private supplies in the instance of a Cascade event only. The City Attorney said can't be an 'easement' (as it is not real property) and it would be good to have an agreement between the parties. She suggested Wierson write up something that she can then review. Kucera wants to have a system in place where the city is prepared and we won't need to access supplies from private homes. It can create a problem in itself.

Florer said there should be a on-going study of things to be done and what Wierson is doing is a really a 'private' concept and the city should stand on its own; he said he agrees with Kucera.

Discussion followed regarding the question of what would happen if the event/evacuation is prolonged; with no way to support the people the people will be evacuated to other areas in the state or nation. Burr said that state policy is that tourists, injured or residents who wish to leave will be evacuated to other areas. It is a proven fact that in a disaster some people will still want to stay; to be near to loved ones, their homes and some are just skeptical about the government. She said the City is responsible for Mass Care but it will get assistance from the county, state, national and international groups. She added that Mass Care is first the City's priority, but the state will assist/take over until the City can get back on its feet. She said that essentials like medicine and food will be helicoptered in. A Cascadia event is devastating to us, but the rest of the county won't be affected and they will help. Burr said the first 40 - 72 hours is when the City is solely responsible for Mass Care and the City will have their structure in place to get this done.

DISCUSSION / ACTION ITEMS

(4) CERT Communications/Assembly Areas

Burr will have this report in the April EPREP meeting.

(5) 12 Days of Earth Day EPREP Booth

The street fair is April 16th. It is located in the parking lot of the US Bank. Adamson said what they have traditionally done is to have a booth with information and thinks they will do the same this year. Grassick will supply the pop up shelter for them again. Discussed having information on EPREP, CERT and MRC, perhaps having one or two members to man the booth. The fair is from 10am - 2pm. Adams will follow up to organize the volunteers.

(6) Specifics of Kiosk 3rd Panels

Grassick said the 3rd panel is being worked on by the Parks committee, there is an EPREP panel, local recreational activities (Haystack Rock, Ecola Park, etc) and Chamber of Commerce. He added the design will be going to the May Design Review Board for approval, then it will be constructed locally in the PW shop.

(7) Assembly Areas: Focus on Communications Ability

Adamson spoke regarding the ADA requirements for evacuation routes saying that Wierson can follow up on that. She said Wierson's report was accurate. Vetter pointed out that some evacuation signs are only visible from one direction and if you were going another direction you would miss it. Grassick will check into it.

(8) Cascadia Rising/CERT Report

Lt. Wilbur said that on April 7th, 1-4pm there is a table top exercise at the Public Works yard for city staff.

Burr will also be having the business continuity training at the Chamber of Commerce Community Hall in the morning and evening of April 7th.

Lt. Wilbur also reminded the committee about the Cert drill April 9th 7am - 1:30pm at the Arch Cape Fire Station and to make sure there are enough victim volunteers. Vetter is organizing the volunteers. Burr confirmed they need 4-5 victims for each CERT member who is training. Lt. Wilbur said that if CERT comes up short for victims he will try to organize more people.

(9) Post Office Flyer Update

Adamson said she tracked down the origin of the flyer. Wierson noted several mistakes in it. It was put out by a concerned citizen and the information appears to be wrong. Adamson will speak to this person and ask him to let the City vet the information before he puts it out to the public.

(10) Good of the Order

Welcome to Herb Florer!

ADJOURNMENT

Chair Adamson adjourned the meeting at 11:10 am.

Colleen Riggs, ACM/City Recorder

Minutes of the
CANNON BEACH EMERGENCY PREPAREDNESS COMMITTEE
Friday, April 29, 2016
City Hall Council Chambers

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

Excused: Police Chief Jason Schermerhorn, Interim Fire Chief Jim Stearns and EPREP member Herb Florer (tried to attend by phone but too much interference to continue)

Staff: City Manager Brant Kucera, Police Lt. Chris Wilbur, Public Works Director Dan Grassick and ACM/City Recorder Colleen Riggs

Other: Emergency Management Consultant Stacy Burr (by phone)

CALL TO ORDER

Chair Adamson called the meeting to order at 10:22 a.m.

APPROVAL OF THE AGENDA

Motion: Wierson moved to approve the agenda; 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 March 25, 2016.

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

Vote: Vetter and Adamson voted AYE; and Wierson abstained and the motion passed.

DISCUSSION / ACTION ITEMS

(2) Report: Radios for CERT, Assembly Areas, Cache Sites
Not in the minutes or the recording- discussed before the meeting started.

(3) Report: Assembly Areas
Not in the minutes or the recording- discussed before the meeting started.

(4) Report: Evacuation Routes

Most of the topic is not in the minutes as it was discussed prior to the meeting being called to order. The meeting was called to order at 10:22am and Wierson continued his report explaining the placement of the entering/leaving Tsunami zone signage at North end when you enter Cannon beach and when you leave Cannon Beach. Jenee Pearce-Mushen is doing 'practice walks' and the next is in the North end Saturday before Memorial Day to include the Breakers Point residents. Wierson said volunteers will distribute flyers to the nearby residents, Breakers Point will notify their people. Wierson also said that the Haystack Rock volunteers, lifeguards, Farmers Market volunteers all need to be trained about how to direct people to the evacuation routes and recommended the City do this. Burr said she has met with the executives, including Haystack Rock, Farmers Market, Police, about this very thing and they are aware. The departments will then train their people. Wierson pointed out that some of the County maps do not agree with Cannon Beach maps and the County is requiring the city to post their maps. He said they should match especially if they are posted side by side.

(5) CERT Report

Most of the topic is not in the minutes or the recording - discussed before the meeting started. Paula added that 8 people graduated. She said she envisioned the 15-20 CERT members would be available in an emergency. The Medical Reserve Corps (MRC) members would also be a good asset to the emergency responders. The MRC meet & greet brought in about 15 interested people, but we will see how many actually sign up.

(6) Cascadia Rising

Cannon Beach will participate on June 7 & 8, the county and state will be participating all week.

(7) Wildfires and Landslides as Emergencies

Adamson wanted to talk about wildfires and the evacuation of people and is it worthwhile to publish in the paper some tips that the fire department puts out about getting rid of 'fuel' in people's yards. What can we prepare for. Vetter suggested getting someone from the fire department to speak to the committee before EPREP gets involved. Vetter said it would be good to find out if the fire department has policies about evacuation. Burr said Fire Month is in September. Every year there is a national 'fire push' a list of what people need to do, what homeowners need to do. FEMA has great information and Oregon State Fire Marshals (OSFM) have information. Burr will gather information for EPREP to review before contacting the fire district for a presentation. Adamson spoke about evacuation of people in the event of landslide, wildfire and if the Community Church would be able to house people. Vetter would like to see that the CERT team is trained in these areas as well. Wierson suggested a work shop for this topic.

Lt. Wilbur added that there is public information about the wildfires on the Police Facebook. When NOAA pushes out information it can link to the social media but it needs monitoring to select the hazards applicable to your city. It is a time consuming process but this can be addressed again.

(8) Farmers Market Schedule

Adamson said normally Bob Lundy of the Farmer's Market gets them the schedule and she has not seen it yet. Discussion followed about whether the committee wants to participate this year. It is difficult to promote the committee and speak to people if you don't have enough people to volunteer. Wierson thinks that the committee does not have the resources this year. Vetter asked if it was worth the time to man the booth at the Earth Day fair earlier this month. Adamson said every opportunity for outreach is good, but with so few people on the committee it is difficult. Wierson suggested that EPREP and CERT combine to man a booth at the Farmers Market. Adamson will contact Philomela Lloyd, Farmers Market manager.

(9) New Inundation Maps

Adamson wondered if the DOGAMI maps are outdated. Wierson and Grassick said those maps are current. Grassick said the inundation line has not changed since 2013. The DOGAMI map showing how much time a person has to evacuate are new.

(10) Good of the Order

- Adamson reported about the erroneous flyer supplied by a citizen that is available at the post office.
- Vetter reported that the food in the cache site has been rotated out by the food bank.
- Grassick reported on Connect Oregon VI money for the grant but we won't know for months.
- Burr reported that we received the grant for the field operating guides.

ADJOURNMENT

Chair Adamson adjourned the meeting at 11:35 am.

Colleen Riggs, ACM/City Recorder

Minutes of the
CANNON BEACH EMERGENCY PREPAREDNESS COMMITTEE
Friday, May 27, 2016
City Hall Council Chambers

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

Excused: Fire Chief, Public Works Director Dan Grassick

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

Other: Emergency Management Consultant Stacy Burr (by phone)

CALL TO ORDER

Chair Adamson called the meeting to order at 10:02 a.m.

APPROVAL OF THE AGENDA

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

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

Chair Adamson announced that the new Fire Chief, Matt Benedict, will attend the EPREP meeting next month.

(1) Consideration of the Minutes of the Emergency Preparedness (EPREP) Committee Meeting of April 27, 2016.

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

Vote: Vetter, Florer, Wierson and Adamson voted AYE; the vote was 4/0 and the motion passed.

STAFF REPORTS

(2) Assembly Areas -

Without Grassick present there was no report. Wierson said he and Grassick are working together.

Cache Site Improvements -

Chief Schermerhorn: - The chain was down at the Tolovana site and people were camping behind the building. Public Works has been notified to keep the chain locked. No issues at this time.

CERT Radio

Schermerhorn, said they have tried out 2 radios and have some issues but will be able to check them out further on Tuesday afternoon to ensure they can communicate between the cache sites. He said they must all be able to connect with the ICS.

Burr said the radios are the same as the ones used at the CERT drill. Schermerhorn said they are good radios but want to confirm they will meet our needs.

Other

In answer to Chair Adamson's question, Kucera said the pedestrian bridge is out of the picture now. The city did not receive the grant money and Council is not interested in pursuing it. Wierson said he thinks EPREP should still ask the Council to consider providing egress. Discussion followed about the Fir Street Bridge and the option of having a work session regarding safety at the North end of town was mentioned.

DISCUSSION / ACTION ITEMS

(3) Evacuation Routes

Wierson said he is not making any changes. Most of the North End signs have been revised. He said they have not put up the green sign indicating 'you are safe'. Now have large signs for entering and leaving the tsunami zone. Wierson spoke about the painted blue line on the roads indicating entering and leaving tsunami zone (the lines are flanked by the signs on the side of the road.) Moving ahead, he said they still need trail improvements but it will get done when Public Works can schedule the time. Kucera asked that with all the signs on the roads, wouldn't it be good to have the blue line with the tsunami design on it to catch people's attention. Wierson said it would cost approximately \$5,000 to put the blue line with the tsunami design on the road. These lines are not 'painted' but actually heat adhered plastic. He said as people comment on the signage, it will guide the committee as to how to modify them.

(4) Evacuation Walks Schedule

Jenee Pearce-Mushen will be leading the 'power walkers' Wierson said he will give the informational talk. There is a schedule out now regarding the monthly evacuation walk schedule. It was also mentioned in the newspaper. Wierson and Vetter discussed the schedule for the CERT volunteers.

(5) Cascade Rising / CERT Report

Schermerhorn said he attended the final county meeting. Cannon Beach will participate on June 7 & 8: Department Heads will be working Tuesday June 7th from 9 - 11am. this would be a milder disaster with communications in tact. Wednesday's scenario will be no communications so HAM radio operators will be in attendance. June 7th in afternoon he will working with CERT using the radios and working with Cannon Beach Police Department dispatch to see how this all works. He said the 8th is dedicated to Public Works and HAM radio operators.

(6) UP and Out

Wierson spoke about Adamson's report to Council as submitted in the packet. Burr answered Adamson's question saying things are in a grey area due to the approval of the budget. Once it has been approved, the City Manager will define the projects. Food, water, shelter, medical services are in assembly areas as well as long term sheltering. Once it has been decided, she will develop the procedures for the City, CERT and MRC. the process is in limbo until we know what is happening with the budget. Adamson asked if EPREP's suggestions are consistent with what is being planned. Burr went into detail about the populations that will be affected. People who have lost it all, and others who still have homes. People in the inundation zones will have to occupy the assembly areas and the others will be able to shelter on their own property. Assembly areas will concentrate on the inundation zone population. Each assembly area needs be made livable for 6-8 hours until they can be moved out to long term sheltering. Will focus first in assembly areas for the inundation zone population and move to the other assembly areas. Wierson said the critical time will be the first 3 hours. His concern is what do we do with them for that period of time.

Discussion followed about spending money and when the budget will be adopted. Kucera said the budget should be adopted mid June but we cannot spend any of that money until after July 1st. Burr emphasized that it is best to develop a plan and then purchase accordingly. Discussion followed. When asked if she could participate in a work session in June she said she needs to get her schedule from the City Manager. Kucera said we just had our strategic plan over the past 2 days and he wants to share some of that

information in the good of the order.

Wierson spoke about how disappointed and frustrated he is with the lack of progress seeming to be made in emergency preparedness.

(6) Farmers Market Booth

Chair Adamson reported that the committee has not scheduled a date yet. Adamson suggested the committee skip the Farmers Market Booth and just come and hand out flyers etc. Florer suggested a portable kiosk.

(7) Good of the Order

- 1) Kucera said that the redrafted Cannon Beach Emergency Management Committee has some major changes. Everyone currently on the EPREP Committee now can stay if they wish to continue, but the focus and structure of the new committee will be different.
- 2) Kucera discussed some of the items defined in the Strategic Planning session:
 - a) next 2 years will clear off enough of South Wind property for mass care;
 - b) Council would like us to hire someone locally to do local program management - make sure the BGAN works, work directly with the committee and staff to get the small things that are important and add up, done;
 - c) Council wants all comms and water treatment solved at 6 different locations;
 - d) CERT to grow to 100 members in 2 years;
 - e) MRC to grow to 25 people.

Kucera said the draft of the strategic plan will come out this week and he will share it with EPREP.

Wierson said now he has even more frustration and concerns. Florer said we need to realize how much progress we have made already. He said that planning first is very important. When the goals are specified then the details can be defined and implemented. He said he hopes everyone realized that we are making progress.

Wierson asked about the 4th of July parade. It is on a Monday this year. He said the committee usually has a 'float' of a pickup truck. CERT can march with the EPREP group.

ADJOURNMENT

Chair Adamson adjourned the meeting at 11:10 am.

Colleen Riggs, ACM/City Recorder

Minutes of the
CANNON BEACH EMERGENCY PREPAREDNESS COMMITTEE
Friday, June 24, 2016
City Hall Council Chambers

Present: Chair Karolyn Adamson; Committee Members Paula Vetter, Fire Chief Matt Benedict, Herb Florer and Les Wierson

Excused: City Manager Brant Kucera, Police Chief Jason Schermerhorn

Staff: Police Lt. Chris Wilbur, Public Works Director Dan Grassick and ACM/City Recorder Colleen Riggs

Other: Emergency Management Consultant Stacy Burr (by phone)

CALL TO ORDER

Chair Adamson called the meeting to order at 10:02 a.m.

APPROVAL OF THE AGENDA

Motion: Florer moved to approve the agenda; Wierson seconded the motion.

Vote: Vetter, Wierson, Florer, Benedict 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 27, 2016.

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

Vote: Vetter, Florer, Wierson, Benedict and Adamson voted AYE; the vote was 5/0 and the motion passed.

(2) Introduce new Fire Chief

Karolyn introduced the new fire chief, Matt Benedict. She explained the purpose and function of the EPREP committee.

STAFF REPORTS

(3) Assembly Areas - Grassick said he is working on the preliminary design for assembly areas. He has been working with Wierson to come up with a template for them and they are starting with the assembly area at 8th and Ecola Park Rd. He said all the sites will need storage, a table etc and the design needs to go to the Parks Committee as well as the Design Review Board (DRB) before anything can be built. He described the plan and diagram that will be used. Wierson passed out some photos of the different sites and spoke about the sites. Grassick elaborated that this is just a start, but we will build on it.

DISCUSSION / ACTION ITEMS

(4) Cascadia Rising Report

Lt. Wilbur said the Cascadia Rising training went well adding that Stacy Burr did a great job with all the injects. He said the exercise made everyone realize that we need to practice more often. The whole county participated. He said every group that participated identified areas that need improvement.

Grassick said Public Works personnel participated on Wednesday. They ran the water filtration system to

assess it. and the results were very informative. He spoke about the Fire Department port-a-pump which turned out to be too big for our needs, but it was all good info. He said the city sent water samples to the lab to be assessed after the filtration.

Lt. Wilbur said we need to do things repetitively so it becomes second nature. He said as we go through the scenarios it identifies problems that we had not considered. He said one radio they tested has the range they need. Burr said the topography really affected the radio reception. They tested 3 different radios and they actually all failed at sea level. One did surprisingly well at the upper elevation. Lt. Wilbur confirmed the topography is the real problem especially Haystack Hill and a couple other formations that interfere. He said the City has invested a lot of money and we still have problems that need to be addressed. The civilian models do not have the range, and we may need to use the HAM operators more.

The committee discussed radios and how to improve the reception. Vetter said the little walk-about radios worked well for the CERT group.

10:24am Fire Chief Benedict was called out and left the meeting.

(5) "Race the Wave"

Grassick said he has no information on the event. Burr said it was an Office of Emergency Management (OEM) event implemented with county support. She said Mayor Sam Steidel was the liaison for the City for the past 2 years. She said she has contacted OEM and there is no information out yet. The committee discussed the event from the past 2 years.

(6) 4th of July Parade

Adamson thinks EPREP should be involved this year. Vetter said the Medical Reserve Corps (MRC) and Community Emergency Response Team (CERT) will walk in the parade. She said she is trying to make contact with the CB American Legion to find out the order of the entrants and would like to get things organized soon. The actual march starts at 11:00 am. The committee discussed flyers, candy and other things to pass out, when and where to meet to get the vehicle prepared. It was agreed to meet at City Hall to decorate the truck and supply it with gear, then go to the meeting area. She added that Dr. Wayne will be in the parade with them and his horses always attract a lot of attention.

(7) Memorial Day Weekend Evacuation Walk Report

Wierson reported that he and Jenee Pearce Mushen led 25 people on the walk. She led the fast walkers and he led the slower ones. Reached 8th St assembly area and went to his house for an open house. 40 people attended the open house. He spoke about the monthly evacuation route walks and the first one is next Monday, the 27th, at noon.

Wierson also reported that Public Works (PW) personnel have installed a blue line on Ecola Park Road. He said PW is looking into using one with a decal in the center of it. It is thermo plastic and PW is getting a quote now. He said the signs on Ecola Park Rd are getting a lot of attention now with the blue line (you are entering, you are leaving). He said the city will be putting a blue line on Hemlock & Sitka. He showed the sign design and explained it. He said the 'assumed safe' signs are where the yellow inundation line is (on the trails) and the entering and leaving signs are used on the roads.

Wierson spoke about the beach egress signage. Grassick said they have been approved by the DRB and thanked Wierson for his participation. Wierson started a discussion about the beach ID numbers which are yellow and are part of a state system. These signs have been put up by the County and the numbers don't match the numbered signs that the lifeguards use. He said it is confusing and he would like the lifeguards to use the same numbering. Lt. Wilbur explained that the signage the lifeguards use is the semaphore system. Lt. Wilbur explained the semaphore system used by lifeguards. Grassick explained that the 911 operators are trained to ask the appropriate questions of the caller and can ascertain which numbering system the person is reporting. Lt. Wilbur said he appreciates consistency but the semaphore system is

well tested and minutes can make all the difference in an emergency. He added that the Police Department will act whether the person reports the state number or the semaphore number.

(8) Emergency Management Consultant Report

Burr reported that she and the City Manager met in June and he gave her 3 projects to move forward with in the next year. 1) all hazard mass care plan 2) field operating guides: one for city staff and one for volunteer groups, and 3) update the Emergency Management website. She will give a presentation to the EPREP committee in August about the projects.

Burr reported starting in August, she will be able to attend the EPREP meetings in person. She also said that she did the business training in the morning and in the evening, it was well advertised and still only 5 people showed up. She would like to have the committee address this issue.

(9) CERT Report

Vetter reported CERT was deployed and helped out in the Sandcastle event. They identified some problems that can be worked out. Overall she thought it went very well. She would like to see CERT involved in more events. Wierson said CERT helped out in the Memorial Day evacuation walk. Lt. Wilbur passed out a flyer for the next CERT class. He said the police certainly appreciate their assistance.

(10) Good of the Order

Chair Adamson invited a member of the audience to the table to give a presentation. Hiller West, 1274 Freehand Rd, Whidbey Island, OR 97249 said he had worked in Clatsop County-Wide as a planner and while here was there he got involved in the early stages of emergency planning. He got interested in Cannon Beach's barrel program. He pursued that and now he prepares emergency kits (30 gallon barrels) using Cannon Beach's checklist. He said he just wanted to spread the word about his program to supply packed barrels for people who are not prepared to make their own. He charges approximately \$475 for the pre-packed 30 gallon barrels but he customizes them to the needs of the purchaser. He said he has not started reaching out to the public yet, he has been concentrating on the jurisdictions and is working his way around the area. He answered committee questions and discussion followed about getting people prepared. Chair Adamson thanked him for coming in and sharing this information.

Fir Street bridge update: Grassick said the consultant will get us the design and specifications by the end of this month, the project should go out to bid in July, it would go to Council for award in September and the contractor should start after Labor Day. The upgrade is for maintenance and to improve the bridge to withstand a moderate earthquake.

PUBLIC COMMENT

Bruce Francis PO Box 246 Cannon Beach 97110 spoke to the committee about the Breakers Point facilities (namely the tennis court area) being considered as an assembly point. It can hold 100 - 150 people. The elevation is 35 feet so it would get wet, but there would be no debris as it is half buried in the foundation and has thick concrete walls around it. Francis suggested it would be useful after the tsunami for sheltering. He said he believes it would survive the quake and the tsunami. It has a generator and can be quite useful in any emergency. Florer said he thinks this is tremendous as it can be used for emergencies. The committee agreed that it is a great offer and thanked him. Francis also said he wanted to point out that there is no egress from the beach in the North end and EPREP/City should also consider this.

ADJOURNMENT

Chair Adamson adjourned the meeting at 11:39am.

Colleen Riggs, ACM/City Recorder

Minutes of the
CANNON BEACH EMERGENCY PREPAREDNESS COMMITTEE
Friday, August 5, 2016
City Hall Council Chambers

Present: Chair Karolyn Adamson, Committee Members Paula Vetter , Les Wierson and Fire Chief Matt Benedict with Herb Florer by phone

Excused: None

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

Other: Emergency Management Consultant Stacy Burr (by phone)

CALL TO ORDER

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

APPROVAL OF THE AGENDA

Chair Adamson said she would like to add 2 topics to todays agenda: item # 7 being World Tsunami Awareness Day November 5th and item #8 being a Bonamici report from the Mayor.

Motion: Wierson moved to approve the agenda with the 2 additional items (above); Benedict seconded the motion.

Vote: Vetter, Wierson, Florer, Benedict 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 June 24, 2016.

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

Vote: Vetter, Florer, Wierson, Benedict and Adamson voted AYE; the vote was 5/0 and the motion passed.

STAFF REPORTS

(2) Assembly Areas - Grassick reported on the status of the beach access permits from Oregon State Parks for the the bollards which will identify where the beach egress points are. The kiosks have been approved by the Design Review Board and the design will soon go to the fabricator. The blue lines marking the inundation level are progressing: 4 are installed now and 2 are scheduled for later this month on the S curves.

DISCUSSION / ACTION ITEMS

(3) Restructuring of EPREP Committee

Chair Adamson began the discussion saying she wanted to provide full disclosure and put this all in context. She said talk has been going on for a year about restructuring the committee from staff and even from the committee iteself. She said last fall she was asked by the Mayor to attend a City Council work session where she made a proposal to change the EPREP Committee structure to be like the Budget Committee: equal numbers of citizens and staff with a citizen as Chair and Vice Chair. She said it was very important to have more citizens than staff as voting members so they would be in charge. Wierson

said he spoke against restructure at the same City Council meeting. She then turned the discussion over to Kucera.

Kucera began by saying that Wierson was concerned that this topic was the focus of a work session, but he felt that it can be discussed in either type of meeting. He said he wanted the EPREP Committee to have a chance to discuss the structure of the new committee before he brought it up to Council at their September work session. He said if the committee feels it needs more time, an EPREP work session can be scheduled to continue the discussion. He went on to say that he believes that since it is the legal and moral responsibility of the Emergency Manager (who is also the City Manager) to provide for the safety and welfare of the city's citizens and visitors in any emergency, he felt the Emergency Manager (EM) should be the chair. He said this new committee would still be a citizen's advisory group, but the citizens are not held accountable, he is . He added that it is critical that if something is legally required, he make the decision.

Kucera went on to say that this new ordinance was modified and reviewed by both he and the Mayor. The idea of the membership was to enlarge it, by including permanent members such as the Police Chief, Public Works Director, EM, and the citizen CERT and MRC leaders. There would be 9 voting members and there would be a Council member serving as a non voting member who would report directly to the other Council members. He said actually there would be 5 citizen voting members and 4 staff voting members on this new committee. He said a goal of this is to include the various elements of emergency management in one group. He said this would help with communication between the groups. Also, he said, he hoped to move the meeting off the last Friday of the month as sometimes there are 4 and sometimes 5 Fridays in a month and it gets confusing.

Discussion followed.

Chair Adamson said citizens think differently than staff so she thought the EM should not be the chair. She said a concern to her would be that since the citizen CERT and MRC leaders work closely with the staff they would be influenced by staff and not act like a citizen.

Wierson said EPREP was never to be more than an advisory committee and they always had to get Council approval. He then explained the last City Manager's 4 part plan. More discussion followed.

Vetter said she likes the plan. She said she thinks there would be just as much community input as we have now. She said in reality we get very little input from the community, and hardly anyone comes to the meetings or the past forums. She said she thought this new structure would make it more expedient to get things accomplished. Kucera added that now everyone who needs information would be at the table. He reminded Wierson that at the last ERPEP meeting he had said how horrible the committee is because nothing gets done. He said this is an attempt to get things done. Kucera said he likes the structure because it brings the right people to the table.

Florer said he is not convinced EPREP needs changing. He said EPREP is advisory and should be a citizens advisory group. He said this new Cannon Beach Emergency Management (CBEM) committee sounds good but it is not the same as an EPREP group. He said he thinks they are 2 separate things and should not be combined.

Benedict asked for clarification of who votes on EPREP. He said he feels the city needs an advisory committee who makes recommendations, but this new committee could make follow on recommendations to Council.

Chair Adamson asked the Mayor to give his opinion. Steidel said he had lots of input and proceeded to give his opinion on the history of the committees and what should be done. He said he thinks people are getting caught up in their thoughts about the power of a chairman. He said that isn't an issue, the chair just runs the meeting and arranges the agenda. He said this new committee is different to EPREP and he felt the EM should be the chair. He said he agrees it should be an advisory committee but this gives the committee a little more teeth because the members would be giving direction to Kucera. He explained

that the City Council would have the oversight responsibility but would not be involved in the day to day operational functions. He said he thinks this new proposal has a better grip on the current emergency management situation. He said EPREP was great for what it did, but it did not have any action ability.

Chair Adamson asked if Jan Siebert-Warhrmund (in the audience) had anything to say. Siebert-Warhrmund said she is concerned about the changes and that the chair should be a citizen.

Burr said she thought the Mayor was spot on. She said we should focus on what is important here; the collaboration of a special district (Fire Dept.), city staff, mayor, and citizens was a foreign idea 15 years ago. Citizen groups talked to each other, staff talked to each other and it was disastrous for communication. She said that since 2005, FEMA has been pushing the idea of a singular committee, like what the Mayor and the City Manger have designed. She said it is important that they move forward as a team not as adversaries. She added that with such a diverse membership everyone can know what is happening: community members and staff. The finished by saying that with both sides working as a team, citizen input and concerns would be addressed.

Adamson said the committee needs to schedule a work session.

Motion Wierson moved to request a 60 day review period of the proposed ordinance language and hold a public comment forum to and address this at the end of the year. There was no second and the motion failed.

Steidel said this will go to a public hearing when it goes before the City Council and at that time EPREP will either give support or non support to the ordinance.

Motion: Florer moved for the EPREP Committee have a work session on this topic in August; Wierson seconded.

Vote: Adamson, Florer and Weirson voted AYE; Benedict and Vetter voted NAY. The motion passed 3/2.

Chair Adamson said she will organize the date of the work session.

(4) Evacuation Route Report

Wierson presented his report, a hard copy of which was entered into today's record copy. He spoke about the blue line and signage on South Hemlock and on Ecola Park Road. He listed some areas of concern to him 1) DOGAMI maps don't match what Cannon Beach maps 2) ODOT needs to improve their tsunami zone signage 3) most people, even city employees, don't know their evacuation routes and 4) still only have a single post and sign at each of the 10 assembly points.

(5) 4th of July Parade Outreach Summary

Vetter reported that the parade went great. It was a lot of fun and crowd really responded to us. More people this year knew about the Citizen Emergency Response Team (CERT) which just shows that awareness is growing. Dr. Wayne had his horses with MRC hats on and there was a great public response. She said she will start recruiting now that the summer is waning. She said she actually got some new volunteers at the National Night Out event on Tuesday.

(6) CERT / MRC Report

Vetter asked Florer to sign up for CERT. He said he will speak to her about it later. MRC is having its psychological first aid class at the Tolovana Hall on Saturday, August 27, 9 - 5pm.

(7) November 5th World Tsumani Awareness Day

Adamson said this could be discussed at the work session.

(8) Bonamici Report

Steidel and Benedict reported that Mr. Leland of the University of Oregon contacted Bonamici to come to Cannon Beach for him to explain the seismic results on coastal communities. Although the meeting was very short (45 minutes) Steidel said she was very impressed. Bonamici has a seismic bill in front of the legislature and it seems to be stuck. She said she would like to play the 'cow' recording Cannon Beach uses in the next legislative session.

(9) Good of the Order

Steidel said he had a project for Burr. He said when he was at the Mayors conference last week, he ran into the State Director of Aviation who told Steidel that they are pushing their grant and suggested that we could use part of it for communications. Burr said she will check into the grant to try to get funds to assist us.

PUBLIC COMMENT

None

ADJOURNMENT

Chair Adamson adjourned the meeting at 11:34 am.

Colleen Riggs, ACM/City Recorder

Minutes of the
EMERGENCY PREPAREDNESS COMMITTEE
WORK SESSION
Tuesday, August 24, 2016
City Hall Conference Room

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

Excused: Fire Chief Matt Benedict and Public Works Director Dan Grassick

Staff: City Manager Brant Kucera, and Police Chief Jason Schermerhorn,

Other: Mayor Sam Steidel

CALL TO ORDER

Chair Adamson called the work session to order at 1:09pm. Adamson asked that the work session discussion be limited to the emergency preparedness committee members only, plus the invited city manager and the mayor.

DISCUSSION

(1) Proposed Changes to the EPREP Committee

Adamson called upon committee member Paula Vetter to offer her thoughts on the proposal to restructure the emergency preparedness committee, as presented by city manager Brant Kucera at the last regular meeting of the committee. Vetter said that she was ready to vote in favor of the proposed restructure as presented, but wanted to hear from the other members.

Herb Florer said he would not like to see the proposal adopted as presented, and that the reason was pretty simple. He said that the current committee is a citizen committee advisory to the city council and thinks that there is a real good reason for that citizen advisory committee. I could see it being called something else, but I think we're looking at something that has been created, but not very well, and a citizen advisory committee should be composed of citizens and continued in that manner. I would also like to see the committee focus on other facets like resiliency. As far as the city management of emergencies goes, I really don't think that an advisory committee belongs involved in that at all. The command structure for emergency response is necessary, but they may not be around when an emergency occurs. They may not be in town, and/or may not be able to respond. So having citizen involvement is important. It is important that these two structures work together, but I'm not sure this proposal is the way to do it.

Les Wierson said that at one point the committee had been split into several groups and everyone was trained in various activities and pre-con committee was created and all the members were exhausted. There are several areas to be addressed, as Herb mentioned, one is resiliency. There are others. I think we should continue as is, with a board member from the fire district as a member. Our main function is education of the community/public and evacuation. Public works and planning commission chairs should be a part of the effort. Wierson referred to his memo to the committee, which is attached. Public works is deeply involved in the effort. Recovery is another important piece of this, but maybe not the purview of this committee. Public input is important, but we don't need to re-invent the wheel. Herb said he thought he agreed with Wierson's comments and he thinks that recovery is an important factor. I also think that citizen involvement will be crucial to recovery. I think it does take citizens to make resiliency and recovery happen. Adamson pointed out that resiliency and recovery are different. One is preparing a community for a disaster, as in moving critical facilities out of the impact zone (resiliency), and one involves recovery of the community after the event occurs.

Adamson stated that she is strongly opposed to the restructure as presented by the city manager. The citizen part is extremely important because we all live in different neighborhoods in Cannon Beach, we

have opportunities to educate and involve our neighbors and to organize our neighborhoods to prepare for a disaster event. Also, recovery and resilience are functions of the city. These are ongoing efforts, and I see the staff as critical in that effort. These are different functions. People need to feel involved and able to influence decisions in this effort. I think it is extremely important that this committee remain as it currently functions. Wierson agreed that citizen involvement is critical, but also added that it is time for the planning commission to be a part of the effort.

Adamson asked if the members had read the re-written existing ordinance establishing the emergency preparedness committee by Matt Benedict, fire chief? Adamson said she had one problem with it, that of making the Cannon Beach Police Chief a permanent voting member. I think the police chief should be an important and essential part of the effort. The chief currently has all the input he wants to have at our meetings, so I don't see what would be accomplished by making the position a voting member. Another important factor is that our incident command structure, which involves the city's executive staff (the emergency management team) may not be here to take possession of that function. It might fall to the members of this committee, who know more than anybody else in Cannon Beach about the infrastructure and functions of our emergency response system. I think we should keep the structure of the committee the way it is and we should ask the city council to address recovery and resiliency.

Vetter said those subjects are a big bite and probably too much to the on for the committee, We have been leaving some issues behind as it is, such as food for the cache sites, further development of infrastructure in aid of the disaster event, etc. Adamson said that the reason we haven't been working on some aspects is that we haven't had any money to implement them, as we were informed some months ago that the budget was depleted and we needed to wait for the new budget amount to proceed. Vetter said that she sees it differently. She sees it as adding four more citizens to the committee (city staff members) and that we have those people and the fire district listening to us regarding preparedness. She said the former pre-con committee functioned like this. Many things were accomplished. I see it as a benefit to us.

Florer said that he feels strongly that the recovery and resilience piece is something that should become a part of our consciousness and that it is something we chip at over time. It should be a part of the planning commission, part of the public works and does not require another committee, but it part of the city's total planning. Vetter said that other things that have fallen by the wayside, like business training. I am working on some adjustments to CERT training that should help, but we need a long term vision from beginning to end of what needs to be done. It isn't that we haven't done this at all, but it needs more work. Florer said it seems to him that part of what is being proposed addresses input to city staff. What concerns me is that this committee is advisory to the city council and then the city council directs staff. The fire chief's proposed re-write of the ordinance is worth looking at because it clarifies the advisory nature of the committee and who it is advisory to: the city council.

Kucera said that this committee has been directing staff for a long time; it's not acting in an advisory capacity, it is actually directing staff and that is what this proposal is meant to address. I have limited staff and the staff has limited time. I need to be able to have control of that. Adamson said that the members have not been directing staff in a vacuum, that the evacuation route development was approved by the city council and the members have only been working with public works to accomplish the approved work. The members of the committee do not have authority to direct staff outside of what the city council has approved. Wierson added that the evacuation route development and coordination with city staff grew out of the former city manager's pre-con committee. Our members do not tell anyone what to put in cache containers, etc. They are separate functions, city staff and the committee.

Some further discussion followed regarding the proposal by the city manager, but agreed that another work session was advisable.

ADJOURNMENT

Chair Adamson adjourned the meeting at 2:20pm.

Karolyn Adamson, Chair