



City of Depoe Bay

Emergency Preparedness Committee Regular Meeting

January 8, 2024 – Monday, 4:30 PM
Depoe Bay City Hall – 570 SE Shell Avenue

*The meeting location is accessible to the public or call (888) 204-5987, access code 9599444 to attend.
Public comments may be made via email up to two hours before the meeting start time at
info@cityofdepoebay.org*

AGENDA

- 1) Call Meeting to Order and Establish a Quorum
- 2) Approve Minutes:
None.
- 3) Announcements
- 4) Old Business
 - A) Radio Practice (Brady Weidner)
 - B) Summer Event
 - C) Goals
 - i. Assessing Neighborhood Readiness
 - ii. Readiness Plan
 - iii. Education/Awareness/Outreach
 - iv. Continuation of Municipal Services
 - v. Readiness Resources
 - vi. Funding
- 5) New Business
None.
- 6) Committee Member Comments
- 7) Adjourn

Depoe Bay City Hall is accessible to the disabled. If special accommodations are needed, please notify City Recorder at 765-2361 48 Hours in advance of the meeting so that appropriate assistance can be provided.
TTY# 1-800-735-2900

"This institution is an equal opportunity provider."

Summer Donation Event June 8, 2024

Notes from December 14 2023 meeting with Kim Wollenburg and Gena Burke

Attendees: Joyce King, Chair of the Emergency Preparedness Committee; Kim Wollenburg, City Recorder; Gena Burke, Administrator; Brady Weidner, Public Works Director (in passing)

Event Details

Date: Changed to Saturday June 8, 2024 to accommodate members of the Emergency Preparedness Committee's schedule

Hours: 10AM - 3 PM

Location: Backside of 325 SW Highway 101 Depoe Bay, OR 97341

Attire

Joyce suggested the Emergency Preparedness team wear bright yellow ball caps embroidered with "Emergency Preparedness" on the cap instead of T-shirts.

If we want T-shirts the company that worked with Depoe Bay might be a good option.

Used for the 50th Celebration for T-Shirts is Idea Printworks, Inc
541 265-8277. 1218 N. Grove Street, Newport, OR
Contact name is Brad Benner

Fire Station Site Information

Email to Patrick Ganz with the Lincoln City Fire Department was sent 12.12.23 requesting a change for the Summer Donation Event to June 8, 2024.

The Committee will need permission to put up a 10 x 10 awning. Three tables and tablecloths are needed to display preparedness supply items.

One of our new caches will be at the site to show the community what they are. When we receive supplies, we will place them in the cache. The cache will be returned to the city hall grounds. **Do we need both caches there? (KW – No. Really won't be necessary.)**

Gena, please look for pictures of cache with supplies. We can take the picture to Pioneer Printing, and they can blow the pictures up for a better view

The City has easels we can place the picture on. We will need three. **Gena, double check with Brady on these. I'm not sure we have three but maybe.**

Ask the fire department if we can use glowsticks and flares to attract traffic.

Karen Andreika, Committee Vice Chair, Paul Carver, Public Works Supervisor, City of Depoe Bay and Joyce King, City Councilor Chair Emergency Preparedness Committee will meet with Patrick Ganz and whoever he recommends meeting with us also to plan how the donation event logistics will best be mapped out. Is it better to have car drive behind the station? **(KW – yes)** We need their advice.

Since the donation space is so small, door prizes will not be given since there is concern about traffic backup. **(KW – but possible on the back side?)**

Cache Information

Brady showed Kim, Gena, and Joyce a de-humidifier that he had. We will need two for the two caches. It is important that they drain from the outside **(Have been ordered and are on site)**

Brady is building shelves and getting the two caches ready. The committee will order supplies after June 8th event.

Advertising

Gena and Kim will use a software called Canva to create flyers and postcards to save money by not using Pioneer Printing. Postcards will be sent out one week before the event. All necessary paperwork and approval will be done in advance before the postcards are mailed so they will be mailed in a timely manner. Joyce will check with the postmaster to make sure the post office boxes get the postcards in a timely manner.

Kim will share her Facebook address with Gena so the event will be advertised on social media as well as on the City website.

Flyer and Postcard Suggestions

I think a bright yellow background with dark blue or black lettering would be nice, I envision a toolbox with the type of tools we need spilling out (hammers, wrenches etc. with larger tools such as shovels on the side). We can use a smaller version of one of our cache pictures too.

Joyce, Extended

Joyce will ask Councilwoman Valerie Sovern to write a press release for the Newport Oregon News Times

Joyce will reach out to the new Emergency Manager, Samantha Buckley and invite her to a January meeting **(Kim did)**

Joyce will ask Samantha to give an Emergency Preparedness Meeting in March before the Summer Donation Event in June

Brady

He will be asked if he knows what neighborhoods have HOA's so we can better map our islands

Joyce will ask Brady if he will give the EP committee additional training on our radios at the first meeting January 8, 2024.

Joyce will ask Councilors Beasley and Recht if they are interested in radio training.

Older Emergency Preparedness Plan

The City has an Emergency Preparedness created in 2014. There is good information in the plan and because it is not specific to Depoe Bay, Kim suggested that the City look for a grant to update the plan. The plan would combine the older information that is helpful with the specific plans the current committee recommends. The company that helps with this can also assist the City by placing the plans on the city web site **Is this correct? (KW - No, we can do that. They'll just help with a grant.)**

Bi-Monthly Meetings

Currently, the Emergency Preparedness Committee meets at 4:30 on the second and fourth Monday. Joyce asked permission to have Gena meet with her at 10 AM the following Wednesday after each meeting to recap and move forward plans and items set forth by the committee at their last meeting to implement things in a timely manner.

EMERGENCY PREPAREDNESS COMMITTEE

REPORT – NOVEMBER 2023

An ad-hoc committee was formed after the previous Lincoln County Emergency Manager met with the City of Depoe Bay City Council and it was determined that a need existed to get Depoe Bay prepared in the event of an emergency. Specifically, for Cascadia Rising. Since then, the Committee has focused on getting and filling emergency caches within the City to provide residents and guests with immediate needs in the event of a disaster.

Current members: Councilors Lindsay Bedingfield and Joyce King; Karen Andreika (Chair), Christine Berry, and Deb Wolf-Feibus.

Accomplishments in 2023:

- Assisted with Emergency Readiness Fair in January.
- Worked with Emergency Operations Communications for budget support to get their needs met in the emergency trailer.
- Set six goals to focus on (see attached). This is a living document that will grow as steps are accomplished and other goals added or completed.
- Received a grant for \$2,500 for emergency cache storage trailer.
- Assisted with Wildfire Emergency Fair.
- Had a booth at the 50th Anniversary Celebration to discuss emergency preparedness.
- Had a booth at the first National Night Out and discussed goals and emergency preparedness with interested attendees.
- Visited the Stonebridge emergency cache storage.
- Visited a site off Collins for a possible cache storage site.
- Training of Committee members and some Council on basic radio use.
- Began process of ordering supplies for caches – shelving, tarps, and water containers.

While the above represents accomplishments, the Committee has had good discussions around the following as part of goal setting and determining needs:

- Storage caches – one at City Hall and the need to have another one north of the bridge. The Hills is a preferred location. That is still in discussion.
- Discussed and created a list of items needed to fill caches.
- Discussions regarding emergency communications with residents and tourists.
- Connected with WorldMark and began discussions with them regarding emergency preparedness.
- Began planning for an emergency cache storage event in the spring.

Guest Speakers:

Michael Dane and Eric Williams – Emergency Communications and operates the Communications Trailer. He addressed the Committee on equipment & supply needs, spoke about GRMS radios and CERT training and provided training on use of radios.

Sherry Beard – Depoe Bay CERT Program Manager

Scott Buck – CERT Communications

Kyle Kennedy – WorldMark Safety & Security Manager

Patrick Ganz – Depoe Bay Fire Department Emergency Manager

Future Planning:

The Committee plans to focus on fleshing out and expanding on the goals to make sure everyone is on the same page as to what they mean and set milestones to track accomplishments. From that planning, other specific things to complete in 2024 will arise.