



City of Depoe Bay

Emergency Preparedness Committee Regular Meeting

April 22, 2024 – Monday, 4:00 PM
Depoe Bay City Hall – 570 SE Shell Avenue

The Meeting Location is Accessible to the Public

To Join from Your Computer, Tablet, or Smartphone:

<https://us02web.zoom.us/j/83347010690?pwd=S0lyZWZBSTRLSifFTnl6VnBzWnJ6Zz09>

Meeting ID: 833 4701 0690

Passcode: 060939

To Join from Your Phone:

Phone: (253) 215-8782

Meeting ID: 833 4701 0690

Passcode: 060939

Public comments may be made via email up to two hours before the meeting start time at info@cityofdepoebay.org

Please Note: In the event of Zoom Technical Difficulties the Telephone Conference System will be utilized. Dial (888) 204-5987, Access code 9599444

AGENDA

- 1) Call Meeting to Order and Establish a Quorum
- 2) Consent Agenda
 - February 26, 2024 Emergency Preparedness Committee Minutes
- 3) Announcements
- 4) Old Business
 - A) June 8 Event Planning
 - i. Promotion/Marketing Ideas
 - B) Goal One – Assessing Neighborhood Readiness
 - i. Island Discussion
 - ii.
- 5) New Business
 - A) FY 24/25 Budget Requests
- 6) Committee Member Comments
- 7) Adjourn

Depoe Bay City Hall is accessible to people with disabilities. 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.”

Emergency Preparedness Committee Minutes

Depoe Bay City Hall

February 26, 2024 @ 5:30 PM

- 1) CALL THE MEETING TO ORDER AND ESTABLISH A QUORUM. The meeting was called to order at 5:30 PM and a quorum was established by Chair King.

Members Present: Lindsay Bedingfield, Joyce King, Karen Andreika, Christine Berry and Deb Wolf-Feibus

Absent: None

Staff: City Recorder K. Wollenburg; Public Works Supervisor P. Carver; Administrative Assistant G. Burke

Guests: None

- 2) Approve Minutes:

Motion: Wolf-Feibus made a motion to approve the January 8, 2024 minutes; seconded by Andreika. Motion carried 5/0

- 3) Announcements

Chair King announced that things are going well with the purchasing of many items for the emergency cache containers. One of the containers is completely full, and there are still more items ready to be placed into another cache container. De-humidifiers will be placed inside the containers soon. Administrative Assistant, Burke will create a spreadsheet of the items purchased in order to maintain an inventory of the cache supplies.

A discussion about practicing with radios followed. Chair King reminded the other members that radio practice is scheduled for the upcoming Saturday at 10:00 AM. City Recorder Wollenburg is concerned about the recent change to the type of radio that the members are using. She reminded the members that the radios that were purchased came highly recommended. Chair King said that the radios had been difficult for some members to use because of spotty reception. She speculated that the small size of the radio antennas could be to blame. She said that she and her husband had spoken to Public Works Director Weidner and had purchased the same type of radio that he uses. City Recorder Wollenburg expressed her dismay that the radios the City purchased are not working. She suggested the Committee bring the issue of better radios forward at the upcoming City Council work session which will focus on Emergency Preparedness. She also suggested that radios used by members of the Committee, as well as staff, should be licensed through the City instead of individually. A discussion followed about whether or not a radio license covers the radio or the individual using it.

Chair King said that she and Andreika recently met with Kyle Kennedy, an employee of the WorldMark resort in Depoe Bay. They discussed emergency protocols in place at the resort. A discussion followed about possible cache sites.

- 4) Old Business

- a. Goal One – Assessing Neighborhood Readiness

The members of the Committee discussed sectioning the City of Depoe Bay by neighborhoods and other areas. Chair King drew a map of the city, which she

described as crude, and engaged the members in a discussion about deciding which areas of the City should be divided up into islands.

City Recorder Wollenburg said that she hopes the Committee will encourage the citizens of Depoe Bay to think about being self-sufficient in the event of an emergency and not to rely too heavily on the City to help them. Chair King asked City Recorder Wollenburg about the possibility of the City purchasing some land to put an emergency cache container on. City Recorder Wollenburg said that she needs to look further into it.

City Recorder Wollenburg said that she would like to have more discussions about assembly points and cache sites. Specifically, how do we intend to get evacuees from assembly points to the cache sites? She said that Lincoln City is currently doing some work around this issue, and she suggested that Depoe Bay closely follow what Lincoln City is doing.

Bedingfield said that she would like the Committee to do more work on identifying another cache site because the Lincoln County emergency management grant that they plan on applying for will require them to identify the cache site. Discussion followed about a possible location next to the Post Office.

Public Works Supervisor Carver suggested that the Committee consider dividing the City up into four quadrants—two south of the bridge and two north of the bridge. Councilor Bedingfield suggested the areas around the Post Office and Stonebridge as two possible quadrants north of the bridge. Public Works Supervisor Carver suggested the areas around Indian Trail and Little Whale Cove as two possible quadrants south of the bridge.

5) NEW BUSINESS

a) Content Suggestions for Website

Chair King said that she'd like to have some documents on the website that show what items are recommended to have on hand in emergency situations. She also wants some sort of document that outlines the importance of taking responsibility of ourselves and our family members in an emergency. She suggested that it would be a good idea to review the websites of other small, coastal communities and take note of the information on their websites that is related to emergency management. Bedingfield suggested that the Committee make a start by uploading the three documents that Chair King brought with her to the website, and then add more documents and information as needed. Andreika said that she supports the idea of adding emergency preparedness information to the website, but she cautioned that any links that are added need to be checked frequently to ensure that they work properly. City Recorder Wollenburg said that she's done some research of other city websites and noted that the City of Dallas OR has a very comprehensive page dedicated to emergency preparedness. She shared the webpage with the Committee and recommended that the City of Depoe Bay include Ready.gov on their emergency preparedness page as well as other links to the American Red Cross, FEMA, Oregon Emergency Management, and Personal Preparedness. She also noted that she is going to connect with

Samantha Buckley again soon in order to talk more about the Everbridge notification system.

A discussion followed about the next City Council work session, which will focus on emergency preparedness and the Continuity of Operations Plan (COOP). Chair King asked City Recorder Wollenburg if all the members of the Emergency Preparedness Committee could receive a copy of the COOP in order to review it and familiarize themselves with it. There will be only one Emergency Preparedness meeting in March on the 11th and only one in April on the 22nd.

- 5) Committee Member Comments
Bedingfield – None.

King – None.

Andreika – None.

Berry – None.

Wolf-Feibus – None.

- 6) ADJOURN. The meeting adjourned at 6:32 PM.

Respectfully submitted:

Reviewed:

Gena Burke, Administrative Assistant

Kimberly Wollenburg, City Recorder



Green Light Electrical Construction & Testing INC.

PO Box 151, Neotsu, OR 97364
justin@greenlightor.com
CCB# 201025 541-992-1903

Quote

Submitted to City of Depoe Bay on March 13, 2024 for work to be performed at City Hall, 570 SE Shell Ave

Scope of work

- Wire circuits for emergency supply cache containers
 - Dedicated 20 amp circuit for each container from panel in shop building to east exterior
 - Circuits will each supply a dedicated outlet mounted on the nearby retaining wall
 - Containers will be wired with approx. 25 ft long full-size flexible cords fitted with a plug so they can be disconnected and relocated if necessary
 - Interior wiring includes (1) receptacle and (1) LED light controlled by a wall switch

Total: \$2,481.41

Payment due upon receipt of invoice. 2.5% late penalty charge per month on past due accounts. Any changes or deviations from this quote involving extra costs will be performed on a time and material basis at a rate of \$160/hr. All agreements contingent upon strikes, accidents, or delays beyond our control. This quote may be withdrawn by us if not accepted within 30 days.

Signing of this quote becomes a legal and binding contract to the above prices and terms. I hereby authorize Green Light Electrical Construction and Testing Inc. to perform the work specified in this contract.

I acknowledge that I have received the following disclosures: (1) Consumer Protection Notice [ORS 701.330(1)]; (2) Notice of Procedure [ORS 701.330(2); and (3) Information Notice to Owner About Construction Liens [ORS 87.093] as required by the Construction Contractors Board ("CCB").

Signature: _____

Date: _____

Contact phone #: 541-765-2361

Email: records@cityofdepoebay.org

Eric Sherman

Green Light Electrical Construction and Testing Inc.