

Council Present:

Mike Anderson
Bob Hooker
A.J. O'Connell

Jack Gradle
Jean McKittrick
Jane Vincent

Staff Present:

Mark Shrives
Roberta Tharp
Layli Nichols
Steve Dobrinich

City Administrator
City Recorder
Finance Director
RARE Intern

Council Absent: Bill McCoy - Excused

Press: 0

Audience: 0

The City Council work session on Emergency Preparedness was called to order by Mayor Bob Hooker at 6:00PM. Mayor Hooker reminded the Council that this was a work session only and they would not be making any decisions or taking any action this evening. City Administrator Mark Shrives said one of the RARE (Resource Assistance to Rural Environments) projects for this year was to create an Emergency Operations Plan (EOP) for the City of Creswell. RARE Intern Steve Dobrinich attended the Disaster Preparedness Planning Courses at the League of Oregon Cities Conference in September and has been researching Emergency Preparedness in order to prepare such a plan for Creswell.

1. Steve Dobrinich – RARE Intern

RARE Intern Steve Dobrinich presented a power point presentation on his plan and process to creating an EOP (Emergency Operations Plan) for the City of Creswell. Steve said the goal is to prepare an EOP for the City of Creswell that covers all types of disasters and organize all emergency response efforts assumed by the City. His first steps are to research and gather information, initiate public dialogue and acquire feedback. He will then write the plan and host community wide disaster training.

Mr. Dobrinich said he is going to create a basic plan that will include sections on functional annexes (by departments) and incident annexes (the most likely to happen scenarios) and presented his outline.

Purpose – The purpose of the plan is to establish requirements and responsibilities of the City during the times of emergency and to provide guidance for the citizens. The plan will be aimed at minimizing personal injury or property damage resulting from an emergency by outlining the actions to be taken by City departments and other public and private agencies.

Situation – The City of Creswell is exposed to a variety of hazards at any given time. Disasters could include drought, earthquake, floods, landslides, hazardous material, accidents or health related incidents. Steve said the three identified in the City of Creswell Natural Hazards Mitigation Study (2007) as most likely to happen in this area are Flooding, Earthquakes and Severe winter storms.

Assumptions – All areas of Creswell are subject to the affects of a disaster which could occur at any given time or place. In the event of a disaster it will require prompt emergency response and recovery operations. City services will be maintained as long as conditions allow and outside assistance will be available in most emergency situations. Protection of private property rests with the property owner and citizens should be prepared to care for themselves for up to 72 hours following an emergency. Implementation of the EOP will reduce or prevent related losses and City government will be responsible for utilizing all available local resources prior to requesting assistance from Lane County or the State of Oregon.

Concept of Operations – This section is designed to protect lives and minimize property damage. Local government will have the responsibility for emergency management operations. Departmental functions involved in the emergency management will generally parallel normal day to day functions, while day to day

functions that do not contribute directly to the situation may be suspended for the duration of the emergency. There are four phases of emergency management:: Mitigation Study, Preparedness, Response, and Recovery.

Assignment of Responsibilities – This section will describe the overall role of the City in a disaster and them break down and describe the responsibilities of each department. Departments include:

- Planning & Community Development Public Works Department
- South Lane Fire & Rescue Lane County Sheriff's Department
- Finance Department City Administrator
- Creswell School District Mayor and City Council

Emergency Operations Center (EOC) – The primary EOC for Creswell is City Hall with the secondary location being the Public Works Department and will do further research to identify a third location should conditions not allow one of the other sites.

Steps for Declaration of Emergency – If a disaster event occurs the City will have to go through the proper steps in order to acquire outside assistance.

- Response Phase – Local community and first responders take action. The Mayor issues a Delegation of Authority. Steve handed out a sample of the City of Florence's Delegation of Authority as an example.
- Declaration Phase – The city will need to prepare a Resolution to Declare the City to be in a State of Emergency. If the City is unable to meet to take all the necessary actions for response and recovery, the resolution must ask Lane County for assistance and detail specifically what is needed. Steve passed out a sample of City of Florence's Resolution declaring the city to be in a state of emergency as a sample. The Resolution is then forwarded to the Lane County Emergency Management Office where they assess whether or not they can provide the requested assistance. If the County cannot provide the assistance the request is then forwarded on to the State level. At the state level it goes to the Governor's office where they can declare a State of Emergency and state resources are deployed. At the federal level the President can provide funding and or technical assistance for numerous federal agencies under FEMA (Federal Emergency Management Agency).

Plan Development, Maintenance, and Implementation – The basic plan should be reviewed on an annual basis and updated at regular intervals.

Functional Annexes – This section will outline who would be the responsible party for different agencies:

- Law Enforcement Fire & Emergency Medical Services
- Communication Services Public Works
- Public Health & Medical Services Shelter & Mass Care
- Alert & Warning Evacuation
- Public Information Transportation
- Care & Management of the Deceased Long Term Community Recovery
- Search & Rescue Resources Management

Incident Annexes – This section would cover the three disasters outlined in the Creswell Natural Hazards Mitigation Study (2007) – Fire, Earthquake and Severe Weather

Authorities and References- Steve went over a list of resources he will use to help him create and implement an EOP.

- Red Cross Office of Emergency Management – OR Military Dept.
- Lane County Emergency Management Lane County Emergency Management
- Creswell Natural Hazards Mitigation Study City of Aumsville EOP
- Cottage Grove EOP Greater Sisters EOP
- City of Florence – Resolution & Declaration Emergency Preparedness Manuals
- City County Insurance Services Map My Neighborhood
- Ready.gov

Partnerships – Steve covered a list of partners of the City of Creswell

- School District Public Works Department
- South Lane Fire & Rescue Lane County Sheriff
- Local Business Community Community Based Organization

Steve said it is his recommendation to complete the EOP, identify an Emergency Response Team, designate an Emergency Manager and then coordinate local training sessions. He feels he can have a draft of the basic plan completed in approximately one month to present to the council. His goal is to have the plan in place by May or June of 2012 in order to be ready to begin coordinating training sessions by the end of his term.

A. Discussion

Mark Shrives said he has been researching emergency alert notification programs where people can sign up to be notified in the event of an emergency by phone, text or twitter. Future RARE participants would continue with training and work on additional incident annexes the Council may want to focus on.

Jack Gradle suggested adding Hazmat Emergencies to the list.

A.J. O'Connell suggested adding Civil Unrest and Terrorism situations to the list and using Cottage Grove's EOP as a guide.

Jane Vincent asked if Creswell is tied to the reverse 911 alert system and would Creswell need any other kind of notification system. Mark Shrives said the programs he has looked at are for citizens to subscribe to the City's notification system that doesn't necessarily have to be a emergency notification only; it could be tied into other various notifications.

A.J. O'Connell asked how much a program like that would cost. Mark said he has found one that is free but is not sure what its capabilities are and is continuing to look. A.J. also asked how well did the City of Aumsville's plan work for them when they had the recent tornado. Steve said they found there were holes in their plan and Aumsville has had had a consultant re-write their EOP.

Mark said our insurance carrier; CIS is now partnered with "Agility". The Agility program will let you identify and submit a list of mission critical equipment and in the event of an emergency; they will provide backup equipment to us within 24 hours. He also said he has observed other cities stepping up to help when there are emergencies such as the tornado in Aumsville.

Jane Vincent stated people need to be aware of the fact that they may need to be prepared for a period longer than 72 hours in the event of an emergency. She also stated the County has a form available for community members to sign up to volunteer. Mark Shrives said that would be a great tool especially for larger equipment and have residents update it annually.

A.J. O'Connell asked how the city can strengthen local services. Mark Shrives said the Fire Department and Sheriff's will already be involved and there is only so much available in resources. In the EOP planning process we need to identify what other resources we may need and where they would come from.

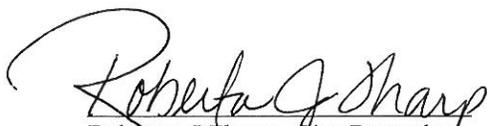
Jack Gradle said we need to have in place a way to protect against looters and Mark Shrives said that will come when we identify the incident commanders. NIMS training will help us identify the best agency and person for the job.

Jane Vincent said communication with community volunteers will be a necessity.

A.J. O'Connell commented that Cottage Grove's plan is very detailed and Mark Shrives said we will be using some of their materials and plans, tailoring it to what will work the best for Creswell and being as detailed as we can.

2. Adjournment

Mayor Bob Hooker adjourned the work session at 6:31 PM.


Roberta J Tharp, City Recorder


Robert A. Hooker, Mayor