**CITY of WHEELER EMERGENCY PLANNING COMMITTEE (aka Wheeler Emergency Team/W.E.T.)**

**Proposed MINUTES of the November 15, 2023 meeting**

I. **Call to Order**

 The meeting was called to order by the W.E.T. Chair at 3:04 PM in City Hall.

II. **Roll Call**

 Members Paul Knight, Heidi Stacks, Elias Stacy and Mary Leverette were present. Mayor Clif Kemp attended by ZOOM. Steve Fulmer was excused. Peggy Schumann has not attended recently. City Manager Pax Broder and Brian Boon, Administrator of the Nehalem Valley Care Center, were present.

III. **Community Input** -- none.

IV. **Consent Calendar**

 a) Two additional items were mentioned: 1) installation of the emergency sanitation field at Upper Park is on the Council's November agenda; and, 2) an EVCNB PYN Strategic Planning meeting was held on 11/13/2023.

 b) Minutes of the October 20, 2023 meeting were adopted without objection.

V. **Presentations, Guests, Announcements and Correspondence**: Brian Boon, new Administrator of the Nehalem Valley Care Center was introduced and congratulated on having passed his Oregon licensing examinations.

VI. **Public Comment on non-Agenda items** -- none.

VII. **General Business**

 a) Chair Paul Knight read his resignation letter in advance of providing this to Council; Mayor Kemp praised Paul for his leadership and commitment in developing emergency preparedness protocols for Wheeler; Heidi Stacks was elected as incoming Committee Chair (as of 1/1/2024) and Steve Fulmer will continue as Secretary; the election of Vice Chair is postponed until the December 2023 or January 2024 meeting.

 b) Elias Stacy agreed to oversee the monthly maintenance of both the emergency shed and trailer; he also plans to take an upcoming HAM radio training.

 c) Two 275-gallon water tanks in metal cages are ready to be placed and filled.

 i) Elias agreed to test and replace the tank water each quarter.

 ii) Secure placement of the tanks was discussed.

 d) Mary Leverette reviewed the status of the proposed 'Welcome to Wheeler' (WW) packet, including contents and items that need to be completed.

 i) Mary will send the City Manager a list of items that need to be ordered and their estimated costs.

 ii) Mary will send out the latest DRAFT version of the WW document to Committee members.

 iii) Mary will deliver 50 English and 50 Spanish versions of the EVCNB Readiness Handbook to the Health Clinic.

 iv) Paul recommended that a specific-line item be added to each annual W.E.T. budget for printing materials.

 v) Paul suggested that a permanent display of the WW document and Readiness Handbook be set up in the lobby of City Hall.

VIII. **Old Business**

1. A unanimous vote was cast to replace all items stolen from the Upper Park shed; Paul had provided detailed equipment recommendations with the meeting agenda.
2. Heidi has completed an inventory of the trailer; however, an inventory of the shed needs to be done before the City Manager can contact insurance providers about potential coverage for these items.
3. The Care Center will get a new Yellow Radio charging station and rechargeable batteries.
4. Lee Hildebrandt, Manzanita, has provided information about canvas tents purchased by that City for their emergency needs; however, in replacing the stolen shed items, Wheeler will purchase three additional tents from different retailers; Elias now has the requested tent information for the Care Center.

X. **Next Meeting**

 The next meeting is tentatively scheduled for Tuesday, December 12, 2023, 3:00 PM.

XI. **Adjournment**

 The meeting was adjourned at 4:24 PM.

(November 15, 2023 meeting minutes were drafted by Mary Leverette in Steve Fulmer's absence.)

Proposed Minutes 11-15-23 rev 0.1