**Wheeler Emergency Planning Committee (aka Wheeler Emergency Team/WET)**

**Proposed MINUTES of October 20, 2023**

1. **Call to Order**

The meeting was called to order by WET Vice-Chair Heidi Stacks at 3:05pm in City Hall.

1. **Roll Call**

Members Paul Knight, Elias Stacey, Mary Leverette and Heidi Stacks were present in person. Steve Fulmer attended via Zoom. Peggy Schumann was absent with a work emergency. Pax Broder, City Manager, Mayor Clif Kemp and Brian Boos were also present.

1. **Community Input -** none
2. **Consent Calendar**
	1. The proposed Agenda was adopted without objection.
	2. The Proposed Minutes of 9-12-23 were adopted without objection.
3. **Presentations, Guests, Announcements and Correspondence –** Elias re-introduced Bryan Boos, the new administrator of the Care Center.
4. **Public Comment on non-Agenda Items –** none
5. **New Business**
6. Mary Leverette was welcomed as the newest member of the WETeam, having been confirmed by the City Council. She has agreed to represent Wheeler on the EVCNB Prepare Your Neighborhood group and will also take on leadership of our associated SMART Goal.
7. Re-alignment of our budget priorities in light of our losses due to theft at our emergency storage shed were discussed at some length. There was general agreement regarding four priorities as presented by Paul:
	* + 1. Insurance coverage for the shed and trailer. An initial estimate of $72/month ($864/year) with a $1500 deductible has been obtained. It is hoped that the cost will be reduced when we can provide a detailed, accurate inventory value.
			2. A smaller but adequate gasoline generator, secured to the building may be available for under $500.
			3. Making the building more secure has already been accomplished, but we may be able to do more.
			4. Replacing the small tents and the solar light. Paul will provide more specific costs at our next meeting.

Further discussion and action was tabled to next Old Business.

1. Mary presented a rough DRAFT for content of a Welcoming Packet (attached). There was a brief discussion and a few suggestions for improvement, but it was agreed that this project is off to an excellent start!
2. Elias led a discussion regarding revisions to the Nehalem Care Center’s Emergency Planning. It was suggested that there will need to be contractual agreements between the parent company, Canyon Run, and the City of Wheeler, Tillamook County and EVCNB to specify what assistance can be expected and procedures for implementation. The use of large tents should be investigated. Heidi will contact Dan, Facilities Director for Manzanita, to gain information regarding Manzanita’s tents. Similarly, Paul will contact Lee Hildbrand (sp?) for tent information. Unfortunately, the Care Center may not have access to State of Oregon supplies because it is not a government entity. It was also suggested that the Care Center undertake training of some employees to become EVCNB CERTs, Certified Emergency Response Team members. The next training will be in the Spring. Heidi will put the Care Center on the EVCNB mailing list for all future in-services.
3. **Old Business**
	1. All but one member of City Council, the City Manager, and the Facilities Director have now completed training in the use of the Yellow Radios (GMRS band) and all now have the portable, rechargeable, pre-programmed units. Heidi will contact the remaining Councilor for private training.
4. **Good of the Order** –

Mary provided a brief summary of her first EVCNB/PYN meeting. There is a need for more visible house numbers for emergency service providers. Options are being investigated. PYN will sponsor a presentation on Fire Evacuation at some point in the future, since there are major differences compared to tsunami or other existing plans. It was also suggested that a fund raiser be considered in future W.E.T. sponsored events.

Paul reminded everyone of the Great American Shake Out on 10/19 at 10:19 am. This will be a major live drill involving the entire county and KQMI/89.9.

Clif Kemp’s email has changed to clif@clifkemp.com

1. **Adjournment** The meeting was adjourned at 4:20 pm. Our NEXT regular MEETING is scheduled for Tuesday, November 14th, 2023, at 3 pm with public attendance also available via Zoom.

ATTCH: Initial DRAFT contents for Welcome Packet

 Agenda of 10-10-2023

Proposed WET Minutes of 10-10-23 Rev0.2



