

**CITY of WHEELER EMERGENCY PLANNING COMMITTEE (aka Wheeler Emergency Team/W.E.T.)
PROPOSED MINUTES of the January 9, 2024 MEETING**

I. Call to Order

The meeting was called to order by W.E.T. Chair Heidi Stacks at 3:07 PM at Wheeler City Hall

II. Roll Call

Present: Heidi Stacks, Elias Stacy, Mary Leverette; Mayor Clif Kemp participated via Zoom; and, City Manager, Pax Broder, attended as a consultant.

Absent: Steve Fulmer was excused; Peggy Schulmann has not attended recently.

III. Consent Calendar

- Addition to Agenda: Elias Stacy asked to discuss the City's Inclement Weather policy for Hospital Road
- The minutes of the December 12, 2023 minutes were approved as submitted (in Steve Fulmer's absence, notes for this meeting were taken by Mary Leverette)
- Discussion of the W.E.T. budget was moved to New Business

IV. Community Input/Guests: None

V. Old Business

- Chair Stacks proposed an assignment-based Committee structure
 - Stacks prefers a "coordination" model of committee participation versus a "typical" officer-based hierarchy (ex: Chair, VC...); however, if Stacks is not present, Steve Fulmer will oversee meetings
 - Leverette/Stacy moved to accept the following assignments; unanimously approved
 - Stacks will serve as Lead, liaison to EVCNB, Lead on Shelter and Mass Care
 - Fulmer will oversee communications, all documentation, and policy/procedure updates, as needed
 - Leverette will oversee Prepare Your Neighborhood (PYN) activities and do special projects
 - Stacy will provide monthly oversight of the W.E.T. shed, trailer and water storage, will become a HAM operator and participate in Yellow Radio activities
 - Pax Broder and Phil Chick (Public Works Manager) will serve as consultants to the committee and provide updates on emergency-related City needs
- Stacks discussed a handout "Takeaways from the Wheeler City Council and Staff Workshop, 11-30-2023"
 - Stacks will prepare an "After-Action Report" regarding the seven points listed in the handout; this Report will be presented to City Council on January 16, 2024 for review and approval
- Stacks reviewed the handout "Follow-up Mitigation after Landslide and Flooding Event, 12-06-2023"; these six points describe needed improvements for any future events
 - Mayor Kemp congratulated those W.E.T. members who were involved in the December 6, 2023 event: "Great job!"
 - Currently, sand and bags are available near the Public Works Department; future purchases of sand and bags will come from the W.E.T. budget
 - City Councilor, Karen Matthews, has found small warning lights for future events; two sets of 12 lights will be ordered (~\$100) and kept at Public Works
 - Stacks will seek further improvement ideas from City Council and Public Works

- Leverette detailed progress on the "Welcome to Wheeler" mailing
 - 274 packets are ready to be mailed when the Wheeler Post Office reopens
 - The cost of this project exceeded initial projections
 - It was agreed to mail the packets, regardless of increased production costs
 - Mayor Kemp asked that additional packets be available at City Hall
 - Leverette told the committee that all 50 Spanish-language "Resource Handbooks" recently delivered to the Nehalem Bay Health Clinic have been taken by clients; this was a pleasant surprise for the committee
 - Based on this response, Leverette proposed producing a small number of Spanish-language "Welcome to Wheeler" packets in the coming year

VI. NEW BUSINESS

- Broder described the complex requirements for Wheeler waterfront repairs
 - Stringent requirements and expensive permits from the State Department of Lands and the Army Corps of Engineers define all work to repair the dock area
 - Stacks proposed transferring \$1300 from the W.E.T. budget to the City Stormwater budget to facilitate the repairs; Leverette/Stacy moved, unanimously approved
 - This transfer leaves \$500 in the W.E.T. budget through the end of FY 2023-2024
- EVCNB officers are proposing giving quarterly updates to the three local City Councils in 2024
- Related to the Nehalem Valley Care Center (NVCC):
 - NVCC is urged to work with EVCNB CERT Coordinator, Jo Cooper, to perform the necessary "missing person drill" required for licensing
 - Stacy requested details about any Wheeler Public Works protocols for clearing Hospital Road during inclement weather; Broder and Chick are asked to respond
 - Stacy is hopeful that an "emergency preparedness" line item will be included in the upcoming budget; this will allow NVCC to purchase tents
 - Stacks proposed making an annual in-service presentation to NVCC staff
- Stacks asked members to begin planning new/updated SMART goals for 2024-2025
- Stacks will ask Fulmer to draft a form to track committee volunteer hours in 2024

VII. GOOD of the ORDER

- In March, the emergency stores of protein (ex: chicken, SPAM) need to be "turned over"
 - Stacks proposed donating half of these products to each of the two local food banks in memory of Lee Blackmon; this proposal was fully supported
- Stacks proposes having "pop-up" events this Spring and Summer in individual city neighborhoods to review the locations and contents of the strategically placed emergency "blue barrels"

VIII. NEXT MEETING

The next meeting will be 3:00 PM, Tuesday, February 13, 2024 at City Hall and on Zoom

IX. ADJOURNMENT

The meeting was adjourned at 4:05 PM