

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

DRAFT Proposed MINUTES of the February 13, 2024 meeting

I. Call to Order

The meeting was called to order by the W.E.T. Chair, Heidi Stacks, at 3:15 PM in City Hall. (We were late due to technical issues with Zoom.)

II. Roll Call

Members Steve Fulmer, Mary Laverette, and Heidi Stacks were present. Quorum confirmed. Mayor Clif Kemp attended by phone. Peggy Schumann has not attended recently. City Manager Pax Broder citizen guest Dennis Cozart were present in person.

III. Community Input -- none.

IV. Consent Calendar

- a) The Proposed Agenda was adopted without objection.
- b) Minutes of the January meeting were adopted without objection.

V. Presentations, Guests, Announcements and Correspondence

VI. Public Comment on non-Agenda items – Dennis Cozart graciously offered his property at 292 S Penn Ave as an Emergency Assembly Site. The WET will discuss soon and get back to him. It was noted that his site is higher on the hill, has more open space and shelter than the current designated site.

VII. Reports

- a) Communications – Steve will pass a request for Yellow Radio and Ham training forward to Karen Sarnaker and monitor response.
- b) PYN – Mary reported on the completion of the mailing of a survival pack and cover letter to all Wheeler PO boxes (virtually all permanent resident homes), 274 in all. We have 12 English and 12 Spanish packets remaining. This was a major step in our PYN SMART goal!! Congratulations and THANK YOU to Mary and EVCNB, which provided the printed guide. Mary also provided Cluster Fund Management documentation to Chair Stacks.
- c) NVCC – Elias was not present, so there was no report regarding Nehalem Valley Care
- d) City of Wheeler – Pax thanked WET for committing \$1300 of our funds to accommodate permit and work to dredge at our public dock location. He also reported receipt of \$1.3 million in grant funding to upgrade fresh water infrastructure in Wheeler Heights/Mill Hill.
- e) EVCNB board and City Hall preparedness – Chair Stacks and Pax are moving forward to prepare MOU's between EVCNB and Wheeler for approval by City Council. We are also purchasing "white boards" for use in Emergency Operations.

VIII. Old Business

- a) Follow up on Wheeler mailings – see PYN Report above
- b) Status of OREM grant requests – our request for major funding to build a new City Hall was denied, as were our paving requests.
- c) Status of workshop and ICS event and after action tasks – These are in progress
- d) Review current SMART goals and prioritize – Steve passed out paper copies of last year's priorities and members were asked to consider new priorities for discussion at the next meeting. TABLED to Old Business.
- e) Update DRAFT of Emergency Preparedness Survey – Mary shared a DRAFT for a new survey form for individual homes which can be sent out with Wheeler Water bills. The last time a survey was conducted in 2008, there was good response. Steve and Mary will follow up and report back. TABLED to Old Business.

- f) Discuss new procedure for equipment security checks – Elias has agreed to undertake much of this work. We will continue planning for annual Blue Barrel inventory checks. TABLED to Old Business.
- g) Begin developing ideas for summertime assembly site pop ups. Mary and Heidi will work together to create a proposal. TABLED to Old Business.
- h) Hand out volunteer time sheets, discuss best reporting method – Pax will email the current form to Steve to share with WET and we will discuss further. TABLED to Old Business.
- i) Draft weekly check list for monitoring the shed, trailer and water storage – Elias and Mary will work on this in association with f) above.
- j) Revised Assembly Site Messages – Current job descriptions for Emergency Assembly Site roles were provided to Mary who will review them and report back.

IX. **Good of the Order** – Steve will investigate and enable appropriate Google Drive permissions for all WET members.

X. **Next Meeting**

The next meeting is scheduled for Tuesday, March 12, 2024 at 3 PM in City Hall. Pax will provide a new Zoom link, Meeting ID and passcode for the next six months. The role of Vice-chair will be a key topic of discussion.

XI. **Adjournment**

The meeting was adjourned at 4:17 PM.

