**CITY of WHEELER EMERGENCY PLANNING COMMITTEE**

**(aka Wheeler Emergency Team/W.E.T.)**

**Proposed MINUTES of the March 12, 2024 meeting**

1. **Call to Order** 3:05 pm.in City Hall
2. **Roll Call** Fulmer, Schumann, Stacey, Stacks**.** Leverette excused. Also present: Mayor Kemp, City Mgr. Broder, Brian Boone NVCC
3. **Community Input**  - none
4. **Consent Agenda**
* **Addition or deletions to Agenda – “**Fiscal Budget Review” was added to New Business. Otherwise, adopted without objection
* **Review and approve last month’s minutes –** Spelling of Leverette corrected. Otherwise, adopted without objection.
1. **Presentations, Guests, Announcements, and Correspondence –** nonr
2. **Public Comment** – none
3. **Reports**
* **Communications –** EVCNB Yellow Radio meets next Monday. There will also be a solar radio assembly workshop on Monday, 4pm, Fire Station
* **PYN –** The last EVCNB PYN meeting was postponed. Additional reports will await Mary Leverette’s return.
* **NVCC –** The Care Center continues to seek ways in which they can serve the community in the event of an emergency, as well as ways in which the community can assist the Care Center, and documenting same. They are also working directly with EVCNB. State and Fire Marshall surveys were recently completed and went well. Elias will be signing up for ICS 100 and 200 level courses.
* **City of Wheeler –** The Hazard Mitigation Plan is being revised. The Plan outlines potential hazards, but does not provide associated procedures.
* **EVCNB Board and City Hall preparedness -** see OREM grant and Smart Goals below.
1. **Old Business**
* **Review SMART Goal completion 2024**  - see attached WET SMART Goals which were reviewed and discussed. In the Community Outreach section, number 2, it was noted that the “events’ referenced may be “projects’ and that our focus for events during the coming year will be small neighborhood gatherings with PYN representatives.
* **Update on OREM grant** - Each city is being asked to apply to the Office of Emergency Management for shares of the Resiliency Hub Grant.
* **Status of after action strategies from 2023 –** still in progress
1. **New Business**
* **Priorities for 2024-2025 community outreach –** There was brief discussion. We’ll discuss further when Mary returns. Our focus will be on preparing individual neighborhoods. It was noted that we need a separate effort directed at businesses. TABLED
* **Discussion about WET chain of command and vice-chair –** There was discussion regarding whether we need a Vice-chair and who it might be. We also need to clarify the role of WET in an actual emergency; are we “planning only” or are we expected to “activate” in actual emergencies, taking on ICS roles, etc.? TABLED. There was also discussion regarding recruitment of new WET members. Peggy will draft a potential outreach message for possible publication on BBQ, etc.
* **Update on summer events** – TABLED to next meeting
* **Fiscal Budget Review –** Three options were reviewed, but no decision was made. TABLED to next meeting.
1. **Good of the Order** – none
2. **Next Meeting**: Tuesday, April 9, 2024, 3 pm City Hall
3. **Adjournment** : 4:10 pm

Proposed WET Minutes of 3-12-24 Rev 0.2

W.E.T. SMART Goals 2024-2025

City Hall readiness completion

1. Finish three C.O.C. boards (city hall, emergency shed,and trailer)
2. Council to approve C.O.C. policy for their availability status, and follow up with resolution
3. Make duplicate ICS boxes for emergency trailer/ and shed
4. Review MOU between City of Wheeler and EVCNB( activation)
5. Continue to work on options for an alternate emergency shelter

Assembly areas

1. Develop policy and procedure for annual checking and inventorying Neighborhood emergency barrels, and updating stewardship agreements
2. Complete route and directional signs (work with Public Works )
3. Add waterproof instructions to each emergency barrel, augment supplies as needed

Community Outreach

1. Plan educational opportunities for the Wheeler citizens ( coordinate with outside entities i.e. NBFD,NVCC,EVCNB etc.)
2. Plan one major ~~event~~ *project* for the winter season,and one for the summer season, *in addition to neighborhood “pop-ups”.*
3. Develop strategy for reinstating month or bimonthly safety tips

Proposed budget options for 2024-2025 Fiscal year

Option 1

4 - 12 person tents, makes 2 /6 person sleeping spaces

$299.99-$349.99 each (CORE or Campros brands) $1399.96

EVCNB annual dues $650 2 community events $1000

Misc. supplies (xtra barrel supplies,printing, road sign accessories, etc.)

$750

Emergency reserve $1000

Annual total - $4799.96

Option 2

3 12 persons as noted above $1049.97

6 xlg portable toilets with privacy pop up tents and (amazon) $384

The rest of the budget items would remain the same $3400

Annual total- $ 4833.97

Option 3

Substitute 1 tent or 3 portable toilets for

2 freestanding emergency solar lights ( we purchased one this fiscal year)

$200 each