**CITY of WHEELER EMERGENCY PLANNING COMMITTEE**

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

**Proposed MINUTES of the April 9, 2024 meeting**

1. **Call to Order** 3:02 pm.in City Hall
2. **Roll Call** Fulmer, Leverette, Stacey, Stacks**.** Schumann excused. Also present: Brian Boone NVCC
3. **Community Input** - none
4. **Consent Agenda**

* **Addition or deletions to Agenda –**Adopted without objection.
* **Review and approve last month’s minutes –** Adopted without objection.

1. **Presentations, Guests,** Announcements**, and Correspondence –** none
2. **Public Comment** – none
3. **Reports**

* **Communications –** Steve will check re: Yellow Radio inservice for NVCC
* **PYN –** The grant request for emergency service address posts was declined. EVCNB is considering tracking Go-Bag ownership to support residents in keeping them located and updated.
* **NVCC –** The Care Center is committed to providing a full staff inservice on the use of GMRS (Yellow) radios.
* **City of Wheeler –** no formal report, but it was noted that Water supply replacement is moving forward on Gervais, Penn, and Hemlock under grant funds.

The City is applying for a grant to purchase a snow plow for use in winter emergencies

* **EVCNB Board and City Hall preparedness -** Following a break in the main serving Paradise Cove, emergency contact numbers are being updated.

1. **Old Business**

* **Review SMART Goal completion 2024**  - **Motion:** Fulmer/Leverette to adopt the WET SMART Goals as introduced last meeting and attached. Passed 4-0-0. Fulmer will undertake updating the associated SMART Goal forms.
* **BUDGET** : **Motion:** Fulmer/Leverette to approve the FY24-25 budget Option 2 as presented and attached, totaling $4833.97. Passed 4-0-0.
* **Update on OREM grant** - Pax is submitting a grant for 3 40’ conex boxes outfitted as Type1 Deployable Resilience Hubs able to serve 250 people.
* **Status of after action strategies from 2023 –** still in progress

1. **New Business**

* **Review of WET founding ordinance –** Ordinance 2018-01 was reviewed. See next bullet.
* **Discussion about WET chain of command and vice-chair –** The founding ordinance requires the election of a Vice-chair for the Emergency Preparedness Committee (aka WET). **Motion:** Stacks/Stacey – that Mary Leverette serve as our Vice-chair until further notice. The duties are limited to running meetings in the absence of the Chair. Passed 4-0-0.

It was agreed that the WET has no formal role in actual emergency response. The founding ordinance is clear that our activities are focused solely on advice to Council and planning. We are not expected to be part of any emergency chain-of-command, although WET members may choose to participate as they wish.

Peggy’s progress on drafting a potential outreach message for possible publication on BBQ, etc. is unknown.

* **Update on summer events** – Mary reiterated that neighborhood pop-up events will occur this summer on Sunday afternoons for about an hour. An event tentatively scheduled for 6/2 will be moved to 6/8 to coordinate with Chris/EVCNB. We will focus more on this subject at our next meeting.

1. **Good of the Order** – On Saturday 4-13 at 11a.m. EVCNB CERTs will conduct a missing person drill on Manzanita Beach.

On Saturday 4-27 a canned food Tsunami event will be held throughout the three villages, including in Wheeler’s Upper Park. Steve will assist with signage and signup for free smoke detectors. There will also be a barrel at the Wheeler Post Office and other places throughout the 3 villages. Food and funds collected will go to the Wheeler Food Bank and the Nehalem Bay Food Pantry (NB United Methodist Church). The latter is now its own 501(c)3 entity, but remains located at the church and also provides clothing, pet food, and non-prescription medical supplies.

1. **Next Meeting**: Tuesday, May 14, 2024, 3 pm City Hall
2. **Adjournment** : 4:07 pm

Proposed WET Minutes of 4-9-24 Rev 0.1 saf

**W.E.T. SMART Goals 2024-2025**

City Hall readiness completion

1. Finish three Chain of Command (COC) boards for City Hall, emergency shed, and trailer.
2. Council to approve COC Policy for their availability status, and follow up with resolution.
3. Make duplicate ICS boxes for emergency trailer and shed.
4. Review the MOU between City of Wheeler and EVCNB re: activation of CERTs and other volunteers.
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 barrles, and updating stewardship agreements.
2. Complete route and directional signs through Public Works.
3. Add waterproof instructions to each emergency barrel, augment/replace supplies as needed.

Community Outreach

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

**W.E.T. Proposed Budget for FY24-25**

3 – 12 person tents - $299.99-$349.99 each (CORE or Campros brands) - $1049.96

6 xlg portable toilets with privacy pop-up tents (Amazon) $384

EVCNB annual dues $650

2 community events $1000

Misc. supplies (extra barrel supplies, printing, road sign accessories, etc) $750

Emergency reserve $1000

FY TOTAL $4833.97