**CITY of WHEELER EMERGENCY PLANNING COMMITTEE**

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

**Proposed MINUTES of the May 14, 2024 meeting**

1. **Call to Order** 3:03 pm.in City Hall
2. **Roll Call** Fulmer, Leverette, Stacey, Stacks**.**  Quorum confirmed. Also present: Bryan Boon (NVCC Administrator), Pax Broder (City Manager), Kris Campbell (EVCNB Community Preparedness Director)
3. **Community Input** - none
4. **Consent Agenda**
* **Addition or deletions to Agenda –** added “Painting of mobile trailer” to New Business - 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 reported that an introductory overview (not an actual qualifying training) will be provided to staff of NVCC on June 25.

The Tsunami Canned Food drive was successful, despite challenging weather. 1173 lbs of food and $13,400 were collected. The communications gear in the emergency shed was fully exercised and worked very well. Special thanks to Deanne Ragnell who volunteered on site, and to Peggy and Robert Schumann who followed up by completing the interior of the shed. THANK YOU!

* **PYN –** Mary reported on an EVCNB recognition event on 6-4 from 3pm-5pm at NCRD where Kim Miller will be honored and refreshments served.

Mary is working with Steve on signage for the first pop-up event on June 3. There will be a CERT/PYN assembly site drill with signups for free smoke detectors on June 8 in Upper Park. Wheeler Cleanup Day is scheduled for June 15. Mary is also working on updating the Blue Barrel stewardship agreements.

* **NVCC –** Elias reported that they’ve been very busy with state and federal certification surveys and responses, but all is on track. Their work with the WET Team is proving to be helpful with their overseers.
* **City of Wheeler –** $10,000 in content coverage for the Emergency Shed has been added, although there will be a deductible. A grant covering signage, new gravel, bark chip for Upper Park play area, a pressure washer and safety striping has been received! Our OREM grant (see last month’s Minutes) has been submitted, which includes a 20’x2 Conex and a snow plow.
* **EVCNB Board and City Hall preparedness -** Heidi is reviewing progress on the Incident Command boards in City Hall and associated SMART Goals.
1. **Old Business**
* **Review SMART Goal completion 2024**  - Steve is still updating the associated SMART Goal forms with the attached notes. There was brief discussion regarding the goals.
* **Update on OREM Grant –** This grant has been submitted as noted above and in last meeting’s Minutes.
* **Connecting EVCNB/NVCC for in-services** – See Communications report above.
1. **New Business**
* **Budget adjustment review** – the final WET budget was approved at $4500. $500 was cut from our proposed $1000 contingency, leaving $500.
* **Spending options prior to June 30th** – The use of remaining FY23-24 funds as presented was approved by consensus.

$41.45 - 2-pack Fire Extinguishers

$8.49 - 3-pack Grill Lighters

$28.69 - Water (80 ct - 8 fl oz)

$149.97 - 3 Solar Shower Tent Kits

$69.25 - Septic-Safe Toilet Paper

$119.99 - Utility Cart

$16.99 - Waterproof Notebooks

$434.83 - Total

* **CERT/PYN assembly site drill on June 8** – see PYN report above
* **Inventories and insurance for emergency supplies** – City Hall, Emergency Shed and Emergency Trailer inventories are complete and Mary has finished the final documentation. See also City of Wheeler insurance notes above.
* **Update on summer events** – See PYN report above.
* **Painting the Emergency Trailer** – Concern was expressed that the white Emergency Trailer sticks out in its new location on Steve’s property above the highway and could draw unwanted attention. Mary will check to see if Nehalem Lumber might be willing to donate a gallon of Rustoleum paint in a more neutral forest color. Steve has offered to donate a high-quality brown tarp as an option.
1. **Good of the Order** - none
2. **Next Meeting**: Tuesday, June 11, 2024, 3 pm City Hall
3. **Adjournment:** 3:53 pm

Proposed WET Minutes of 5-14-24 Rev 0.2 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 barrels, 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~~ 500

FY TOTAL $~~4833.97~~ 4333.97

Amended 5-14-24