

Wheeler Emergency Planning Committee (aka Wheeler Emergency Team/WET)

PROPOSED MINUTES of December 19, 2019

I. Call to Order

The meeting was called to order by Wheeler City Council President, Heidi Stacks, in her capacity as Acting Chair (pending elections, below) in the City Council Chamber of Wheeler City Hall, 775 Nehalem Blvd.; Wheeler, OR at 10:32 AM.

II. Roll Call

Members Heidi Stacks, Paul Knight, Carl Whiting, Steve Fulmer and Brian Lizotte were present; Peggy Schumann was absent. Also present were City Manager Juliet Hyams and Councilor Jay Verburg.

III. Comments from the chair – Heidi welcomed everyone to the first official meeting of the group

IV. Consent Calendar – There were no consent items. There were no additions to the proposed Agenda. There was no approval of the notes from October 16, 2019, since it was not a formal meeting.

V. Presentations, Guests, Announcements, and Correspondence

Paul Knight presented list of proposed subjects for this and future meetings [attachment 2]. It was noted that (#1) the \$650 payment to EVCNB has been approved. While the matter of EVCNB facilitation of a storage unit has passed its first opportunity, there is no apparent need to update the Memorandum of Understanding (MOU) between the City and EVCNB. Additional money covering costs for a dedicated 911 line at City Hall is in process of payment. It was also noted that #3 will be addressed before the end of January via a joint walkthrough of valves, tools, generator and other infrastructure by Rich Townsend, the new Public Works Director for members of the Council, the Planning Commission and members of this committee. Juliet is attempting to schedule the walkthrough. Paul noted that he considers development and adoption of a city ordinance for hotels/motels regarding emergency procedures to be a high priority. Juliet is checking to determine if Manzanita has anything that might serve as a model.

Carl Whiting requested clarification of the roles of WET and EVCNB. It was noted that all relevant authority and responsibility rests with the City of Wheeler and the EVCNB is a resource of best practices and trained volunteers which are only activated by request of the Fire Chief or one of the three villages or Rockaway Beach.

VI. Public Comment – There were no public comments

VII, VIII, IX, X – non-existent

XI. General Business

1. Old Business – none
2. New Business
 - a. Review/adopt founding ordinance as a guiding document. Fulmer moved that City of Wheeler Ordinance 2018-01 [Attached] be adopted as our guiding document. Knight second. Passed by Roll Call 5-0.

- b. Committee appointments and application process - Brian Lizotte, Facilities Manager for Nehalem Valley Care Center was formally recognized as a new member.
- c. Election of officers - Following discussion Fulmer moved that Paul Knight be elected Chair, Brian Lizotte, Vice-chair, and Steve Fulmer, Secretary. Heidi Stacks second. Passed by Roll Call vote, 5-0.
- d. Meetings timing and frequency – Following discussion Fulmer moved that regular meetings be posted for the 3rd Thursday of each month beginning at 10:30AM in the council chamber of Wheeler City Hall. Stacks second. Passed by Roll Call, 5-0. Chair Knight requested that Heidi chair the remainder of this meeting and she agreed.
- e. Review of Budget – This committee has an approved budget of approximately \$3,500. A more formal presentation will be forthcoming. All expenditures are subject to strict accounting and approval procedures.
- f. Member statuses – It is intended that member terms be staggered. Exactly how this will work with current members needs to be determined. [Future Old Business?]

XII. Good of the order

- 1. The new Office Manager is Tana Dillard
- 2. All existing documentation is kept on the shelving structure in the main office. Carl Whiting pointed to the need to laminate all procedures and to copy all documentation to a Cloud location and to thumb drives to assure access under extreme circumstances. This documentation is also vital to the efforts of future emergency committees, teams, etc.
- 3. Emergency codes for the office were shared with committee members.
- 4. Carl requested a graphic representation (inventory) of the issues under this committee's purview so that we can better prioritize and address them. He will sketch an example to begin our consideration.

XIII Adjournment

The committee adjourned by unanimous consent at 11:30. Our next meeting will be January 16, 2020 at 10:30 in City Hall council chamber. Chair Knight will propose the Agenda.

ATTCH1. Agenda 12-19-19

ATTCH2: Knight "Proposed subjects..." created 12/07/19

ATTCH3: City of Wheeler Ordinance No. 2018-01