

CITY OF McMinnville
MINUTES OF WORK SESSION
of the McMinnville City Council
Held at the Kent L. Taylor Civic Hall on Gormley Plaza
McMinnville, Oregon

Tuesday, August 22, 2018 at 5:30 p.m.

Presiding: Scott Hill, Mayor

Recording Secretary: Melissa Grace

Councilors:	<u>Present</u>	<u>Excused Absence</u>
	Adam Garvin	Remy Drabkin
	Kellie Menke, Council President	Alan Ruden
	Sal Peralta	
	Wendy Stassens	

Also present were City Manager Jeff Towery, City Attorney David Koch, Emergency Management Coordinator Damon Schulze, Fire Chief Rich Leipfert, Human Resources Manager Kylie Bayer-Fertterer, Parks and Recreation Director Susan Muir, and Police Captain Tim Symons.

Also present were Marci Humlie (McMinnville Water & Light) John Dietz General Manager (McMinnville Water & Light) and Brian Young, Emergency Manager (Yamhill County).

1. CALL TO ORDER: The meeting was called to order at 5:41 p.m.
2. PRESENTATION: EMERGENCY MANAGEMENT

Fire Chief Leipfert explained that National Incident Management System is the template for how disasters are managed. It enables Federal, State, Tribal, local governments, the private sector and nongovernmental organizations to work together. He stated that is to simplify the process. It applies to all hazards and jurisdictions. It is not the operational plan. He shared that the components include: Preparedness, Communications and Information Management, Resource Management, Command and Management and ongoing Management and Maintenance. He noted that the Command and Management includes: Incident Command System, Multiagency Coordination Systems and Public Information.

The Incident Commander's Role includes:

- Provides overall leadership for incident response.
- Takes policy direction from the Executives/ Senior Official.
- Delegates authority to others.
- Ensures incident safety.
- Provides information to internal and external stakeholders.

- Establishes and maintains liaison with other agencies participating in the incident.
- Establishes incident objectives.
- Directs the development of the Incident Action Plan.

Fire Chief Leipfert explained that the Incident Commander is dependent upon the type of Incident. He stated that the Policy Makers will be staged in the Police Department Conference Room. City Manager Towery noted that as more people become available to respond or as the event goes on, the roles in the room will change.

Fire Chief Leipfert stated that the initial decisions and objectives are established based on the following priorities:

1. Life Safety
2. Incident stabilization.
3. Property/ Environmental Conservation.

Fire Chief Leipfert reviewed the roles of the Incident Management Team. He stated that Executive/ Senior Officials roles and responsibilities include:

- Providing policy guidance on priorities and objectives based on situational needs and the Emergency Plan.
- Overseeing resource coordination and support on the on-scene command from the Emergency Operations Center or through dispatch.
- Policy, Mission, Strategic direction and Authority.

The Incident Commander manages the incident at the scene and keeps the EOC informed on all important matters pertaining to the incident.

Chief Leipfert stated that in a situation where multiple jurisdictions are impacted there would be a unified command.

Chief Leipfert shared that the County has a Public Information Officer (PIO) group that meets regularly. The goal of the PIO is to prepare a message to the public that relates the goals and intent and give the community the information they need to have. The PIO represents and advises the Incident Command and manages on-scene media and public inquiries.

It was noted that the Joint Information Center will be the Council Chambers. This is where the media is set up. The Joint Information Center is a physical location used to coordinate: critical emergency information, crisis communications, and public affairs functions.

The Council's role is to ensure that a single message is being relayed. The PIO always drafts a written message and it is usually delivered by the elected official or the City Manager.

Fire Chief Leipfert stated that as long range planning is being reviewed. The Continuity of Operations, Hazard Mitigation, Debris Removal Plan are being worked on and having those plans in place helps with the more frequent events.

Mayor Hill stated that he has been impressed with David Renshaw and the Public Works Department on the annual events.

Fire Chief Leipfert explained that the Emergency Operations Center (EOC) is scalable.

Councilor Peralta asked if there would be recommendations being made to make the City more resilient. Fire Chief Leipfert stated that the City will be participating in a Hazard Mitigation Plan and once that is complete, Staff will be ready to make recommendations.

Emergency Management Coordinator Schulze shared that in 2010 the Emergency Operation Plan (EOP) was adopted by Resolution. An Elected Officials course was presented at a City Council Meeting in 2010. He stated that the Continuity of Operations Plan is currently being worked on. The City is providing support in improving community awareness information for citizens. The City will ensure public information releases are coordinated through the PIO and improve communication to the public during emergencies.

The following accomplishments were recognized.

- From 2010-2011 ICS training for all City employees took place.
- From 2011-present over 160 CERT members have been trained.
- Active Shooter exercises were conducted from 2013-2015 and in 2017.
- In 2015 the City assisted in developing an alternative care plan.
- In 2015/2016 the City was awarded grants to receive two CERT Trailers and promote CERT classes.
- In 2015 there was an alternative Care Plan exercise.
- In 2015 the EOP was updated.
- In 2016 position specific notebooks were assembled.
- In 2016 some electronics in the EOC were updated.
- In 2016 a Continuity of Operations Plan was worked on.
- From 2015-2016 there were several community presentations on disaster preparedness and a County wide PIO consortium developed with monthly meetings.
- In 2016 the City website added an Emergency Management page to include information about disaster preparedness, CERT and the EOP.
- In 2017 the City collaborated with County Emergency Management to transition the City CERT Program and resources to provide for economy of scale.

Mr. Schulze shared that future plans include:

- Develop and adopt a Hazard Mitigation Plan.
- Complete the Continuity on Operations Plan for the City.
- Identify and train City Staff for positions within the EOC.
- Maintain ICS Training with new hires and promotions.
- Promote and assist with County wide Incident Management Team Concept.
- Determine the GIS capabilities and needs of the City.
- Develop resource options, shelter pre-planning, planning ahead with community partners, develop a resource list.
- Create a new hazard vulnerability study.
- Develop a volunteer management and credentialing process.
- Complete and adopt a debris removal plan.
- Work with Yamhill County Emergency Management on the new emergency notification system.
- Establish emergency food, water, and essential supplies for staff and families.

Mayor Hill stated that many of the items in the future plans are good and need to be addressed. Mayor Hill asked for the opportunity to observe trainings.

Yamhill County Emergency Manager Brian Young stated that they have some active shooter training coming up and invited the Council to participate.

Mayor Hill expressed his thanks to Mr. Young for the County's role in Emergency Management.

Mr. Young shared his career experience. He noted that the declaration process is on the Oregon Emergency Management Website. He commented on virtual meetings. He shared that the Emergency Alert System can send out notifications and that the City and McMinnville Water and Light will have access to the System for reasonable notifications. He encouraged everyone to sign up for the Emergency Management Alert System. Mr. Young stated that there is a debris management training coming up in September. He shared that the Regional Debris Management Plan was completed in November 2017. There is a Yamhill County specific annex within the Plan. The County has a grant request in with Oregon Emergency Management. He stated that this will give the county 75% of the funding for updating the Plan.

Mr. Young stated that the Red Cross is coming for a Prepare Out Loud training.

Mr. Young stated that the County would assist with resource allocation during an emergency.

Marci Humlie, Human Resources Generalist for McMinnville Water & Light shared that they have a group of 14 staff that meets monthly and talk about emergency management. They have developed a Continuity of Operations Plan and are working on a revision. Last year they developed a quick reference Continuity of Operations Plan. She stated that they are participating in the Yamhill County Emergency meetings. They have had several of their management staff attend the training. They also have put together a communications trailer. She shared that they have been talking with the City and the School District. They are having an employee training day in October where they will be talking about Emergency Training. They will be doing a seismic study on their building.

John Dietz, General Manager for McMinnville Water & Light, shared that they have begun keeping an inventory of food at their building. He stated that liquid fuel is currently their number one priority. He noted that McMinnville Water and Light purchased snow plows and a fuel truck in 2008. He stated that they are a 24-7 hour operation and that they also have Mutual Aid Agreements related to power that are nationwide. He shared that they are looking at Mutual Aid Agreement options for Water.

Mayor Hill shared that Mayor Bob Andrews in Newberg has been reaching out to the churches in Newberg and brought them together to discuss the first 72 hours of an emergency. Mayor Hill stated that he is willing to assist with doing something like that in McMinnville. Fire Chief Leipfert commented that the NGOs provide assistance in the aftermath of disasters.

City Manager Towery stated that they are looking at 2-3 day kits for essential employees. Particularly those who would need to staff an EOC or respond directly to an emergency.

Councilor Stassens stated that she would like to know about any kind of trainings that they could be involved in.

Councilor Peralta thanked McMinnville Water and Light for their efforts in Emergency Management.

Councilor Garvin thanked the team for their efforts.

3. ADJOURNMENT: Mayor Hill adjourned the meeting at 7:20 p.m.

s/s Melissa Grace
City Recorder