

CITY OF McMinnville
MINUTES OF REGULAR MEETING
Of the McMinnville City Council
Held at the Kent L. Taylor Civic Hall on Gormley Plaza
McMinnville, Oregon

Tuesday, August 23, 2016, at 7:00 p.m.

Presiding: Rick Olson, Mayor

Recording: Rose A. Lorenzen, Recording Secretary

Councilors: Present
Remy Drabkin
Kevin Jeffries
Larry Yoder
Kellie Menke
Alan Ruden
Scott Hill

Also present were City Manager Martha Meeker, City Attorney David Koch, Fire Chief Rich Liepfert, Police Chief Matt Scales, Community Development Director Mike Bisset, and Tom Henderson of the *News Register*.

AGENDA ITEM

1. CALL TO ORDER: Mayor Olson called the meeting to order at 7:00 p.m. and welcomed all in attendance.
2. PLEDGE OF ALLEGIANCE: Councilor Ruden led the Pledge of Allegiance.
3. INVITATION TO CITIZENS FOR PUBLIC COMMENT: Mayor Olson invited the public to comment.

Jared Miller, McMinnville resident, went to the southeast side of the City to get signatures for his petition to run for Mayor. He did not have enough signatures and was hoping to get the rest that night in the spirit of competition and offering more choices for citizens. Mayor Olson said he was welcome to ask people to sign after the meeting.
4. CONSENT AGENDA
 - 4.a. Consider the minutes of the May 10, 2016 Work Session and Regular Meeting.
 - 4.b. Consider the minutes of the May 18, 2016 Budget Committee Meeting

- 4.c. **Resolution No. 2016-59**: Approving a three year agreement with Day Wireless for maintenance on the Public Safety Radio System.
- 4.d. **Resolution No. 2016-60**: Approving Task Order No. 1 to the Personal Services Contract for the final design of the NW Hill Road transportation bond measure project.
- 4.e. **Resolution 2016-61**: Authorizing the release of a portion of an existing public utility easement.
- 4.f. **Resolution 2016-62**: Approving the acquisition of property from McMinnville School District No. 40 and Citizens Bank for the 5th Street transportation bond project.

Councilor Menke MOVED to approve the consent agenda as presented. SECONDED by Councilor Yoder and PASSED unanimously.

5. NEW BUSINESS

5a. Presentation of the City of McMinnville's Emergency Preparedness Plan

Doug Cummins, Emergency Management Coordinator, said the last time the Emergency Preparedness Plan was updated was 2010. The purpose of the Plan was to adopt a continuity of government and a continuity of the Operations Plan, improve community awareness and information for citizens, ensure public information releases were coordinated through the Public Information Officer, and improve communication to the public during emergencies. He discussed what had been accomplished since 2010 including Instant Command System training for all employees, trained over 160 Community Emergency Response Team (CERT) members, Active Shooter exercises, hosted an Integrated Emergency Management Course for city and county employees, assisted in developing an Alternative Care Plan, received grants to get 2 CERT trailers and promote CERT classes, exercised the Alternative Care Plan, hired a dedicated part time Emergency Management Coordinator, updated the Emergency Operations Plan, assembled position specific notebooks, updated some electronics in the Emergency Operations Center (EOC), almost completed a Continuity Of Operations Plan (COOP) for the City, several community presentations on disaster preparedness, information booths at local events, developed a county-wide Public Information Officer Consortium with monthly meetings, and the new City website had an Emergency Management page. Plans for the future included completing the COOP for the City, continuing to promote and deliver CERT courses and disaster preparedness sessions, holding a CERT Train the Trainer course, identifying and training City staff for positions within the EOC, updating and maintaining Instant Command System training as the City hired and promoted employees, holding an informational meeting with adult care facilities in the community on September 14, developing resource options, shelter planning, planning ahead with community partners, developing a resource list, completing a new hazard vulnerability study, developing a volunteer management and

credentialing process, developing and adopting a Hazard Mitigation Plan, completing and adopting a Debris Removal Plan, developing and adopting a Pet Shelter Plan, and working with Yamhill County Emergency Management who was purchasing an Emergency Notification System.

Councilor Ruden asked what he would consider hazards in the City. Mr. Cummins said there had been localized flooding issues. There was a high potential for a major earthquake and many buildings were not seismically ready and there might be things the City could do to help.

Councilor Drabkin thought the website was very user friendly.

Councilor Hill asked about the take-aways from the FEMA training, the Integrated Emergency Management Course. They needed to take what they had learned and get it out into the community. He suggested training church members.

Mr. Cummins said they learned the emergency could be handled a number of ways and the course helped people practice playing that role to see how it felt.

Chief Leipfert said as a direct result of this course, communications between government agencies was found to be a weakness and they received a grant for HAM radio operator equipment.

Councilor Yoder confirmed there would be a continuing education plan for CERT training. Mr. Cummins said every second Monday of the month he held a continuing education class on various different topics, such as survival training, disaster psychology, and earthquake disasters.

Councilor Yoder was concerned about how to train the general public and their lack of preparedness. Mr. Cummins agreed that the majority of the population was not prepared for a disaster.

Councilor Menke suggested Mr. Cummins come talk to her Rotary group on this issue.

Councilor Jeffries appreciated the progress that had been made. He suggested looking into an EMP response and looking at what resources there would be for food if there was an emergency. He asked if they had reached out to the State Hazard Mitigation Committee for participation and possible funding.

Chief Leipfert said previously they did not have enough staff to participate on the Committee, but he thought that the City could do so now.

Councilor Jeffries thought anything they could do to be more resilient would be beneficial.

Mayor Olson thought the plan was only as good as how well it was kept up.

Mr. Cummins stated he did some of the updating and for additional help he went to the experts in the different fields. There was an update schedule where one half of the plan was updated one year, and the other half was updated the next year.

Mayor Olson asked how the City's plan fit in with the County's plan. Mr. Cummins said there was a requirement that the plans dovetailed into one another. The City's dovetailed into the County's which dovetailed into the State's. These other agencies tried to keep up with their plans as well.

Mayor Olson asked who was involved in the Active Shooter drill. Mr. Cummins said there were parties that had not been involved, and he thought eventually they would get everyone involved. The Physician Advisor had helped in drafting this plan.

Daryl King, McMinnville resident, wanted to promote citizens to get earthquake insurance coverage. Mr. Cummins said earthquake insurance was expensive. It was part of the public education to get insurance, but they could not force people to do it.

Susan Meredith, McMinnville resident, discussed the Cascadia earthquake and how it would affect the landfill that was two miles outside of the City. The landfill was not seismically built and the substructure would collapse during an earthquake and would contaminate the river. She thought Waste Management should be included in these discussions.

Mayor Olson agreed that an earthquake would affect the Yamhill River Basin and McMinnville was the first city downstream of that basin. That would be one of the biggest disasters they would face.

Chief Leipfert thought this would be included in the Hazard Mitigation Plan process.

Doug Johnson, McMinnville resident, asked about information on disaster preparedness. Mr. Cummins explained where that information was found on the website.

Councilor Drabkin suggested gearing some of the information to children, especially because children might be separated from their parents in a disaster.

6. ADVICE/INFORMATION ITEMS

6.a. REPORTS FROM COUNCILORS ON COMMITTEE AND BOARD ASSIGNMENTS

Councilor Menke said the community choices - community survey questions were discussed. They would be brought to Council at the next Council meeting.

Councilor Hill discussed the Visit McMinnville Board meeting. They were on task for where they needed to be financially. He listed several programs that were promoting McMinnville. Instead of putting a lot of money into a Visitors Center, they wanted to put together a streamlined trailer that could travel to different places in and out of town as a mobile Visitors Center.

Mayor Olson said the Parkway Committee had not met, but there was progress being made on the Bypass.

6.b. REPORTS FROM DEPARTMENT HEADS

Chief Scales announced the Dragging the Gut Festival would be this weekend.

7. ADJOURNMENT: Mayor Olson adjourned the Regular City Council meeting at 8:05 p.m.

s/s Melissa Grace
Recording Secretary