

# Minutes of the Veneta City Council Work Session

## October 24, 2016

Present: Sandra Larson, Tim Brooker, Thomas Cotter, Thomas Laing, Laura Ruff

Others: Ric Ingham, City Administrator; Julie Reid, Emergency Management Specialist; Darci Henneman, City Recorder; Chief Terry Ney, Lane Fire Authority; and Joan Mariner, Fern Ridge Review

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### 1. CALL TO ORDER THE VENETA CITY COUNCIL WORK SESSION

Mayor Larson called the meeting to order at 5:34 p.m.

### 2. REVIEW EMERGENCY OPERATION PLAN & ANNEXES

Ingham said this has been a long process beginning in 2012 identifying the need for the community to ramp up for community preparedness. He said we worked with Chief Ney and decided to start with creating an Emergency Operations Plan (EOP). He said we tried to work on it in-house and realized early on that we needed some outside staff time. He said we applied for a RARE position in 2015 and finally got Julie Reid on board to create the EOP and assist with finalizing the Natural Hazard Mitigation Plan and assisted Chief Ney with a great table top exercise. With the assistance of staff, Reid created the Plan and the annexes which she will review. He said hopefully the Plan will be ready for final adoption next month. Ingham said Chief Ney is attending tonight's meeting and he will weigh in at any time he feels appropriate.

Chief Ney said his plan will have two sections - one portion will be for within City limits and the other is for surrounding communities. He said the concepts will be the same but those in charge will be different.

In response to a question from Mayor Larson, Ingham said we know Veneta is the service area for the surrounding communities and that residents from those areas will come into Veneta or will rely on Lane Fire Authority (LFA) for emergency services.

Chief Ney said we need to be flexible - whether people come into the City or leave the City, if we have an earthquake event and a tsunami, we'll have a flood of people from the coast so both Plans will be designed to be integrated.

Reid reviewed the Plan and highlighted the areas and annexes that may involve the City Council. She said the basic Plan sets the frame work. Also, because grant funds were used to create the Plan, we were required to follow NIMS (National Incident Management System) guidelines.

Ingham said the Council will adopt the Plan by resolution.

Chief Ney said he is holding off adopting the Plan until after the November election and hopefully the merger with Lane Rural Fire District. He said regardless of the nature of the emergency, the process, and the roles that people have will be pretty much the same. If he's incident commander of a fire, flood, or winter storm, his role will be pretty much the same for each event. He said specific tasks may be different but the overall Plan is the same. He said disasters we might experience like a dam failure or tsunami, will indirectly affect us. For instance if Fern Ridge Reservoir dam were to collapse, traffic will need to be redirected through Veneta or north to the Lawrence Rd. area.

Ingham said depending on the type of event, we may not be able to restore water service to all households. He said one of the hazard mitigation projects was to identify a process to use well 4 or 12 to fill water tanks placed on flat bed trailers to distribute throughout the City rather than everyone gathering at the public works yard to get water.

In response to a question from Laura Ruff, Ingham said the asterisk indicates that Eugene's Emergency System is opposite from everyone else in the country.

Chief Ney said there's a federal, state, and county system, and then there's Eugene. He said we align with federal, state, and county systems but not with Eugene's system. He said their system is exactly opposite from everyone else. He said when talking with Eugene, we need to clarify that our level 1 is actually their level 4 and vice versa.

Reid said our Plan is aligned with Lane County. A level one would be something we can take care of around town and a level 3 would be the big one.

Chief Ney said we're building a book on how to set up the Emergency Operation Command Center (EOCC). He said equipment for each station will be stored in individual totes and will include a station floor plan diagram to use to set up each station.

In response to questions from Thomas Cotter, Chief Ney said the fire station has a generator but it's doesn't run the entire station (including the heat pumps) but it does provide enough electricity to keep it functional. He said their generator runs off propane, which he prefers because it can be stored for long periods of time.

Ingham said the City's generator will get the lights and computers up and running but also cannot run the heat pumps.

In response to a question from Laura Ruff, Chief Ney said the largest portable generator LFA has is 25 KW generator, which can run a fairly good sized building.

Ingham said part of the remodeling upgrades to Veneta Elementary included installing a generator switch to accommodate a large generator. He said it would run the commons and gymnasium areas as an emergency shelter. He said the Hazard Mitigation Plan also includes purchasing a generator to be put on a trailer and hauled to Veneta Elementary at a moment's notice or to be used to run wells.

Chief Ney said LFA has a verbal commitment with the Jerry Brown Co. to hook up a generator to power one of the gas/diesel pumps for filling City and emergency vehicles. However, it would not be available to the general public.

Ingham said Reid accepted a great job opportunity with OSHA so she is leaving her RARE contract early but there are still Oregon Emergency Funds available through Lane County to finish up our EOP. He said Dobrinich will stay on at the City to work on Economic Development through December and will wrap up the EOP using Oregon Emergency Funds. He said once the Council adopts the Plan it will be used as a template for small cities in Oregon including the City of Creswell.

Ingham said we're still waiting for Lane County's response and review of our Hazard Mitigation Plan (HMP) but we've got a good work plan that we provided to the University of Oregon through the Community Service Center (CSC). He said the RARE program is within that organization so it was easy to shift the contract from RARE to CSC (from Reid to Dobrinich).

Thomas Cotter said once communities start the discussion about emergency preparedness they realize how big the problem can be and then it gets overwhelming. He said that's why its important that a few people carry these out to start the structure and avoid the chaos.

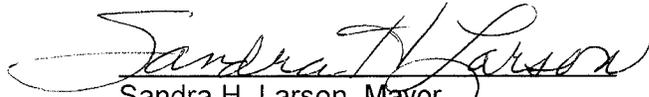
Ingham said we started with the EOP and HMP but many cities break it down even further to create a continuity of operations plan and then take it a step further and create community resiliency - how do we make sure our businesses are up and running and if not, how quickly can we get our

businesses back up so they are available to provide goods and services to the community. He said there are so many phases to community disaster preparedness.

In response to a question from Tim Brooker, Chief Ney said the Plan includes forms for each function so by completing the forms, a record is created.

**3. ADJOURN**

Mayor Larson adjourned the Veneta City Council Work Session at 6:19 p.m.

  
Sandra H. Larson, Mayor

ATTEST:

  
Darci Henneman, City Recorder  
(Minutes prepared by DHenneman)