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**City Council Work Session Minutes
Emergency Operations Plan**

**Monday, June 14, 2021
6:15 p.m., Zoom Community Auditorium**

***Minutes are unofficial until approved by Council.
Council approved minutes as presented July 12, 2021.***

1. ROLL CALL:

Mayor Peter Truax called the work session to order at 6:24 p.m. via Zoom Webinar Video Conference.

COVID-19: Due to the emergency declaration resulting from COVID-19 (Coronavirus disease) and protocols, the Work Session was conducted in a “hybrid” format allowing the public to attend virtually via **Zoom Webinar** and in-person in the Community Auditorium. Members of the public could observe the work session **LIVE** on **Zoom Webinar** or on television on Tualatin Valley Community Television (TVCTV) Government Access Programming Channel 30.

ROLL CALL: COUNCIL PRESENT ATTENDED BY ZOOM WEBINAR: Donna Gustafson; Kristy Kottkey; Timothy Rippe; Elena Uhing; Mariana Valenzuela; Malynda Wenzl, Council President; and Mayor Peter Truax.

STAFF PRESENT ATTENDED BY ZOOM WEBINAR: Jesse VanderZanden, City Manager; Paul Downey, Administrative Services Director; Patrick Fale, Interim Fire Chief; and Anna Ruggles, City Recorder (in the Community Auditorium).

2. WORK SESSION: EMERGENCY OPERATIONS PLAN

Interim Fire Chief Fale and VanderZanden facilitated the above-noted Council work session, noting the purpose of the work session was to provide an update on the City’s Emergency Operations Plan (EOP), noting the current EOP was adopted in 2014 and covers the cities of Cornelius and Forest Grove. Interim Fire Chief Fale presented a PowerPoint Presentation overview of the five Emergency Management Mission Areas as shown in Figure 4-1; Basic Plan overview; Functional Annex as shown in Table 1-1; Hazard Annex; and Incident Command Structure for the cities as shown in Figure 5-4, noting the Executive Group consists of the Mayors, City Councils, City Managers and Emergency Manager. The Emergency Manager coordinates all components of the local emergency management program.

Council Discussion:

Mayor Truax opened the floor and roundtable discussion ensued as the Council had an opportunity to discuss the City’s Emergency Operations Plan, Incident Command Structure and level of incidents, such as a major earthquake and water safety. In addition, Interim

Fire Chief Fale addressed inquiries pertaining to tabletop exercises and scenarios, focusing on providing resources to encourage citizen preparedness and ensuring that plans are in place to support actions and activities of recovery and response efforts, especially for vulnerable populations, as well as protect city utilities, such as water, and preserve city records. In addition, Interim Fire Chief Fale addressed each of the roles and responsibilities for the Emergency Manager, City Manager, Council and Executive Group as well as provided an overview of the Emergency Operations Center (EOC); Authority for Activation of EOC; EOC Locations; Level 1, Level 2 and Level 3 Incident Types; and additional local plans, noting currently, the agencies are working on comprehensive emergency preparedness packets to disseminate to the public as a way to kick start campaign efforts and encourage citizens to take emergency preparedness actions.

Council took no formal action nor made any formal decisions during the work session.

3. ADJOURNMENT:

Mayor Truax adjourned the work session at 7:02 p.m.

Respectfully submitted,



Anna D. Ruggles, CMC, City Recorder