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**City Council Work Session Meeting Minutes
Emergency Operations Plan (EOP)**

**Monday, September 12, 2022
Zoom Community Auditorium**

***Minutes are unofficial until approved by City Council.
Council approved minutes as presented September 26, 2022.***

1. **ROLL CALL: COUNCIL PRESENT:** Donna Gustafson; Kristy Kottkey; Timothy Rippe; Mariana Valenzuela; and Malynda Wenzl, Council President. **COUNCIL ABSENT:** Elena Uhing and Peter Truax, Mayor.
2. **STAFF PRESENT:** Jesse VanderZanden, City Manager; Paul Downey, Assistant City Manager/Finance Director; Henry Reimann, Police Chief; Jim Geering, Fire Chief; Dave Nemeyer, Division Fire Chief; Patrick Wineman, Division Fire Chief; and Anna Ruggles, City Recorder.

A. 6:00 PM – COUNCIL WORK SESSION (EMERGENCY OPERATIONS PLAN):
Council President Wenzl called the work session meeting to order at 6:01 p.m. via in-person and Zoom Webinar Video Conference.

Staff Report:

Fire Chief Geering; Division Fire Chief Nemeyer; Fire Division Fire Chief Wineman and Police Chief Reimann facilitated the work session, noting the purpose of the work session was to address City Council Goal: Plan and Grow a Resilient Community, Objective 15: Update Emergency Operations Plan (EOP). Geering presented a PowerPoint presentation overview of the EOP, adopted by City Council in 2010 (Ordinance 2010-06), which was prepared by a consultant, and is updated every two years or when changes occur, such as lessons learned from exercises or events. Changes to the annexes and appendices, and non-substantive changes to the Basic Plan, may be made by the Emergency Manager without formal City Council approval. The updates ensures that the most recent version of the Plan is disseminated and implemented by emergency response personnel. The Plan is an all-hazard plan that describes how the Cities of Cornelius and Forest Grove (Cities) will organize and respond to emergencies and disasters in the community, i.e., earthquake, floods, major fires, in order to protect the safety, health, and welfare of its citizens throughout all emergency management mission areas.

What is the EOP:

- The Plan is compatible with federal, state, and local laws, regulations, plans, and policies. Examples include the National Response Framework, the Oregon Office of Emergency Management Plan, and the Washington County Emergency Operations Plan.

- The Plan is implemented whenever either City responds to an emergency incident or planned event whose size or complexity is beyond routine operations.
- The Plan is intended to guide each City's emergency operations while complementing and supporting the emergency response plans and procedures of other responding agencies.
- The Emergency Operations Plan provides a framework for coordinated response and recovery activities during a large-scale emergency.
- The plan describes how various agencies and organizations in the Cities will coordinate resources and activities.
- This plan promulgates such a framework within the Cities that will bring to bear a combination of technical capabilities and resources, plus the judgement and expertise of its emergency response personnel, department directors, and other key stakeholders, on any incident.
- This EOP provides the foundation and guidance for use of National Incident Management System NIMS principles necessary to effectively manage incidents within or affecting one or both of the cities.

What the EOP is not:

- The EOP is not a disaster prevention guide for residents or visitors.
- The EOP is not an emergency readiness guide for residents or visitors.
- The EOP focuses on emergency preparation and planning at the City level with City resources and provides an overall framework for response.

What's in the EOP:

The EOP is composed of three main elements: 1) Basic Plan; 2) Functional Annexes; and 3) Hazard Specific Annexes.

Where is the EOP Located?

- The EOP can be found on the City's website: <https://www.forestgrove-or.gov/fire/page/emergency-preparedness>
- At the City Recorder's Office
- In each City Department

Council Discussion:

Council President Wenzl opened the floor and roundtable discussion ensued as the Council had an opportunity to discuss the process that is underway to perform a review of current EOP. Staff referenced Slide 18 and 19, which was a flowchart of the Roles and Responsibilities. Staff addressed key considerations as outlined in Slide 20. Staff addressed the Immediate Action Checklist, noting the checklist is used to initiate the City's response to and support of an emergency incident. A state of emergency declaration may be made by the Mayor, Council President or City Manager, such as the COVID-19 state of emergency resolutions. In conclusion of the above-noted discussion, Geering advised staff will issue a Request for Proposal to perform a review of the current EOP and report back to Council mid-way through the review process, to which Council collectively concurred.

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

B. Adjournment:

Council President Wenzl adjourned the work session at 6:51 p.m.

Respectfully submitted,



Anna D. Ruggles, CMC, City Recorder