

Emergency Preparedness Committee of the City of Chaffee

Meeting Minutes

June 3, 2008 07:00 PM

Present: Kevin Payne, Sam Glency, Loretta Mohorc, Pat Lizenbee, Doug Sutterfield, Grayson Glueck, Lee Horton, Misty Kline

Next meeting: June 17, 2008, 07:00 PM, City Hall Council Room

I. Announcements

- a. Director Kevin Payne advised that the committee would meet the first Tuesday of every month the day after the city council meeting. Initially meetings will be twice a month due to the large amount of work to be done to develop policies and procedures.
- b. The Red Cross is holding disaster preparedness training classes on June 12 and June 19 from 1:00 PM to 5:00 PM at the Chaffee Nutrition Center. Everyone is welcome to participate. Certification cards will be issued.

II. Discussion

- a. Overview of Program
 - i. The last formally written emergency preparedness plan for the City of Chaffee was updated in 1992. The plan needs to be updated.
 - ii. Kevin Payne is coordinating with the Scott County EOC director, Joel Evans and will use the current Missouri State plans as well as information from the Department of Conservation regarding natural disasters to collect information to be used to develop a plan specific to the City of Chaffee.
 - iii. Plans will also be developed to deal with school shootings and different types of hazardous material emergencies such as ethanol or other chemical spills that may be caused by railroad accidents.
 - iv. A mock disaster exercise will be planned for Fall 2008 or Spring 2009 depending on the completion of the updated emergency preparedness plan. Agencies county wide will be invited to participate as well as agencies that would normally provide support such as the Delta Fire Department.
- b. Current Infrastructure
 - i. Pat Lizenbee reports that the Chaffee Nutrition Center is getting a generator. Several other sites were discussed as emergency shelters that would benefit from generators including the Chaffee Public school activity center, St. Ambrose School and local churches.
 - ii. The tornado warning sirens were also discussed. There is one mounted across the street from City Hall. Mayor Loretta Mohorc reported the City Council has discussed moving the siren so that it can be attached to the city hall generator or installing a generator at the current location. The other siren is near the Chaffee Nutrition center and is an old police siren. Fire Chief Sam Glency mentioned that this may be something that can be upgraded with a grant.

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- iii. MSDN's (Material Safety Data Notice) will need to be obtained from local businesses that may use chemicals for sale or manufacturing for example S&W and MFA. Walkthroughs of businesses will be scheduled by the fire department.
 - iv. Pat Lizenbee was asked if she had a map or list of residents in housing that may use oxygen or need priority assistance during an emergency due to health problems or handicaps. The possibility of putting signs or stickers on the door or windows to identify these residents was discussed. Blue emblems for medical or handicap and green for oxygen were suggested. A suggestion was made to lookup information on standards for these types of signs.
- c. Local Director and Secretary of the Emergency Preparedness Committee
- i. Doug Sutterfield volunteered to be the Local Director
 - ii. Lee Horton volunteered to be the Secretary
- Positions are subject to approval by the City Council.

III. Actions

Task	Assigned
1. Update current emergency preparedness plans	Kevin Payne and Doug Sutterfield with input from Committee
2. Attend Red Cross training 6/12 and 6/19	All Committee Members
3. Mock Disaster	Unassigned
4. Establish agreements locally for availability and type of support available for emergency shelters.	Unassigned (Loretta Mohorc will contact St. Ambrose)
5. Research grants for equipment upgrades	Sam Glenzy
6. Obtain MSDN's from local businesses	Chaffee Fire Department
7. Walkthrough of businesses to prepare for emergency	Chaffee Fire Department
8. Housing and Eureka Apartments identification of priority assistance residents	Pat Lizenbee
9. Research standards for signs and labels for priority assistance identification.	Unassigned
10. Submit volunteers for Local Director and Secretary to City Council for approval	Kevin Payne