

## Harrisburg City Council Business Meeting Minutes November 09, 2021

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Mayor: Robert Duncan  
Council President: Mike Caughey  
Councilors Present: Kimberly Downey, Robert Boese, and Adam Keaton  
Councilors Absent: Randy Klemm and Charlotte Thomas  
Staff Present: City Administrator Michele Eldridge, Public Works Director Chuck Scholz, Finance Officer Cathy Nelson, and City Recorder Lori Ross  
Meeting Location: Harrisburg Municipal Center Located at 354 Smith St.

**CALL TO ORDER AND ROLL CALL** by Mayor, Robert Duncan at the hour of 6:33pm

**CONCERNED CITIZEN(S) IN THE AUDIENCE:** All in attendance were there for items on the agenda.

### **THE MATTER OF MEETING WITH A MEMBER REPRESENTATIVE FROM LCSO IF ONE IS AVAILABLE**

**STAFF REPORT:** Sergeant Frambes presented the October 2021 LCSO report which had an overage of 40 hours based on the contracted 275 hours. Some of the citations were parking in a ADA cap space, driving while suspended and driving with no insurance. Warnings included, expired registration, lighting issues, and other nonmoving violations.

- Caughey asked about the seven adults arrested and Sergeant Frambes replied that some were from served warrants, domestic violence, and an assault with death threats. He wasn't concerned as the most serious charges were from residents they usually don't deal with.
- Eldridge asked about Isovoluta calls and Sergeant Frambes said he wasn't sure if they were 911 calls or electronic issues. Sergeant Frambes stated that Isovoluta does have some issues with their landline phones. They get about 10 calls a month, and they have to respond to all calls, just in case.
- Mayor Duncan suggested sending a letter to encourage them to look into why this keeps occurring. Sergeant Frambes noted that it's likely due to the communication tower and they likely can't do anything.

**THE MATTER OF PREPARING TO UPDATE THE CURRENT STRATEGIC PLAN**

**STAFF REPORT:** Eldridge reminded Council that it's almost time to plan next year's Strategic Plan and that Council will be reviewing it at the end of this year, or possibly January. Downey asked if John Hitt is still helping with this, and Eldridge responded that he is not, but he is still a consultant for the City.

**THE MATTER OF REVIEWING EMERGENCY MANAGEMENT IN THE CITY OF HARRISBURG**

**STAFF REPORT:** Scholz presented his report for the Harrisburg Emergency Response plan and stated that no matter how much you plan, it will never work out that way. He said it's a great guide to follow to know how to solve the issues, protect lives, loss of property and to get back to the new normal. Some of the highlights included:

- The Emergency Management Bill, called Disaster Management, was passed in 1908. They have continued to make changes with each administration that came in. The push for cities came around 9/11. The Patriot Act passed, then in 2002 the Bioterrorism Act passed along with many more.
- In 2016 cities were informed they would be required to have a plan. The City of Harrisburg came up with a game plan as well as being included in Linn County's Mitigation Plan. This was reviewed by former City Administrator Brian Latta, Eldridge and Scholz. In 2018 the American Water Infrastructure Act (AWIA) passed, and finally listed that cities would be required to do and have certain things and they would need to be certified by the Environmental Protection Agency (EPA) and the Department of Homeland Security (DHS). Our plan was approved in June of 2020.
- Scholz commented on a train derailment incident, as shown on page 3 of **Addendum 1**, that happened on the Columbia. Shortly after, he applied for a Hazardous Materials Grant and stated that we have 48 partners involved in an exercise program including local Fire Departments, Schools, Law Enforcement, State Fire Marshals and more. They will participate when we simulate a spill on the slow tracks. Scholz reported that in 2016 they simulated a semi-truck chlorine leak in Philomath, and that it does great things for all agencies to work together in a time of crisis.
- Scholz added that everyone needs to prepare for an emergency and referred to the emergency response pamphlets that are available at City Hall. He stated that when it comes to emergency management, most people believe someone outside, like FEMA, will come in and take care of it, but it starts with the locals as the first responders for major disasters.
- When you break down Emergency Management, you assess the possibilities, you plan for how you would respond, you train and review, you respond and then begin the recovery of getting back to normal.
- Scholz then gave a brief overview of what the City has done and how we are prepared. He reviewed the Emergency Management Continuum as shown on page 7. Scholz commented that the City isn't prepared for an emergency, but feels we are making the best effort we can. He then reviewed the City's Route to Resilience as shown on page 14. Scholz informed Council of the Identify Roles and Responsibilities as follows:
  - Emergency Manager (EM) is the Public Works Director; Chuck Scholz
  - Point of Information Officer (PIO) is the City Administrator, Michele Eldridge
  - Incident Command (IC) is the Harrisburg Fire Department, Bart, or Dan
  - Joint Instant Command Services (JIC) depends on the type of hazard and who can respond. The first to respond on a Hazmat would take over.

- Scholz reviewed the City's Route to Resilience Plan as shown on page 15. He stated we train to prevent injury, property damage, protect the environment and to work our way back to normal.
- Scholz stated the PIO is the most important piece of this plan. All information goes through Eldridge as she is responsible for getting the information to the internet, reader board, or news stations. In an emergency, the two options are to evacuate or shelter in place and the PIO is responsible for getting that information out to the public.
- For recovery, emergency assistance is brought in by mutual agreements the City has with other organizations. At the end of an incident, the PIO is responsible for updating residents on what they need to do, what's happened, and how we are protecting the community.
- Scholz stated that after each incident, we review our process to see if it agreed with our plan or if we are missing something. Scholz has a copy of the Linn County Emergency Response Plan in his office as well as local EMS Plans, for the HRFD and Harrisburg School District. These plans were written up to give you a step-by-step process of troubleshooting and operations for the City.
- Mayor Duncan asked how many plans we have and the locations. Scholz replied copies are available at City Hall, the Water Plant, Municipal Center, Sewer Plant, Fire Department, and the School District. Downey asked if it was available online and he replied that for security purposes, it isn't available online. However, the Linn County Hazardous Mitigation Plan, which is about 400 pages, is available on the City website. It's an Emergency Response Plan that is very well done and includes information about Harrisburg.
- Downey asked what the COOP plan was. He informed Council that it is a Continuing Operations Plan in case City Hall was to get wiped out in a disaster. The City task force including the PIO, would use the COOP to get the information out to the public and so we could continue our normal operations.
- The Harrisburg Emergency Response Affiliations, on page 22, are groups, committees, and memberships that the City can call upon for assistance if needed.
- Scholz then reviewed the local resources available as shown on page 23. He informed Council that the City put in for a FEMA Grant for water purification to pull from the river and we were granted two units that are available if needed. The City has a low-tech communication back up if our phones go down, two-way radios, and CB's in two vehicles. The City has an Emergency Response Vehicle, which includes a 300-gallon diesel tank, spill kits, water, emergency blankets, MRE food packs to feed 50 people, hand tools, and signage. Scholz stated for offsite shelters, you don't want to shelter in your own town and the recommendation is 20-25 miles away. The City has agreements with other Cities to feed and house residents.
- Caughey asked who do you call in an emergency and what if the phones are not operating? Scholz replied, call 911 and stated that Linn County has several emergency phones towers with locations already predetermined. He stated that if the landlines or cell phone are still working, the City was just approved for the GETS WPS plan which emergency responders use to free up phone lines. Eldridge, as the PIO, will be in charge of using it.
- Caughey asked if there was a phone number for residents to call to get information or request aid and Scholz responded 911, as it is the fastest way for any call, even if the lines go down.
- Downey asked about drinking the water after an earthquake. Scholz replied that the PIO will issue the notice if the state mandates one.

- Caughey asked if Eldridge has a backup as the PIO and Scholz replied to it would be him. He also stated that the City has two boats on both sides of the river in order to accommodate staff if needed.
- Mayor Duncan asked what the Mayor and Council should do and Scholz replied that the Council is part of the assessment and the planning and that the Council will be reviewing these each time they come up.
- Scholz stated that a PA system will be added to the Emergency Response Vehicles to be able to inform residents what to do.
- Eldridge added that she is working on a phone tree for smaller type of emergencies to notify the Mayor and then the next person accordingly. Scholz stated that the PIO will be able to send out a group text with the GETS WPS.
- Downey asked if the Municipal Center had a generator so it could be used as a warming center in an emergency. Scholz stated it doesn't and it wasn't an option during the remodel due to the age of the building. City Hall does have a backup generator and the City has a generator at every station plus the portables on trailers.
- Edie Moro, with the Fern Ridge Tribune, asked if the School District and the local churches have generators so they could be warming centers. Scholz responded that he can't speak for the churches, but they have offered rides to warming centers. The school does have a generator, but not enough for all the buildings. The school does have some buildings where students could shelter in place with power and water.
- Mayor Duncan and Downey thanked Scholz for the information. Keaton asked how many hours were put into this and he replied it's about 40 hours of staff time, every month including all of the meetings and that this is one of the hardest things he does.

## THE MATTER OF APPROVING THE CONSENT LIST

### STAFF REPORT:

- Downey motioned to approve the Consent List and was seconded by Caughey. The City Council then voted unanimously to approve the Consent List.

The items approved by this action were as follows:

- Harrisburg City Council Minutes for August 24, 2021
- The Payment Approval Report for October 2021
- The Appointment of Katherine Hansen to the Library Board for term ending June 30, 2023.

## CITY ADMINISTRATORS VERBAL REPORT

- **MODEL FLOOD HAZARD ORDINANCE:** Next week the Planning Commission will be viewing an updated flood ordinance. Included was a section that doesn't allow a brand-new building to be built in a flood plain. John will be reviewing the code one last time. On December 21<sup>st</sup>, the entire code will be brought back to the Planning Commission and then to the Department of Land and Conservation Development who will review. The person we have doing the formal review is Scott Seagal who wrote the model ordinance for small cities. The legal review will help us go back and look at what legislation has changed recently. It will come back to the Planning Commission as a public hearing and then to City Council in March or April.

- **LAW ENFORCEMENT AD-HOC COMMITTEE:** The committee met last night, and it was a great meeting attended by Captain Smith, Chief Larson, Don Messick, Travis Crosman and three City Councilors. Next meeting will be December 2<sup>nd</sup>.
- **ZONING:** Mayor Duncan asked if a single-family zoning is changing to a “double dwelling” and Eldridge answered that we are not at that population level, but we do have to allow an Accessory Dwelling Unit (ADU) in a R1, single family resident and the City can’t tell them what they can use it for, but they do need to follow building code requirements and setbacks. Scholz will decide if they can connect to the existing home for water and sewer or if they need their own connection. The City can’t require a garage, carport, or parking space for the ADU. The homes need to be under 1000 sq ft. Mayor Duncan asked what the population breakdown was for the “double dwelling” requirement, and Eldridge answered she thought it was around 50,000.

#### **OTHER ITEMS**

- Eldridge ending the meeting by thanking all Veterans for their service.

**ADJOURN at the hour of 7:53pm**

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**Mayor**

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**City Recorder**



# HARRISBURG EMERGENCY RESPONSE

OVERVIEW OF OUR EMERGENCY RESPONSE PLANS, ACTIONS AND OUR PREPARATION



**What is Emergency  
Management ?**







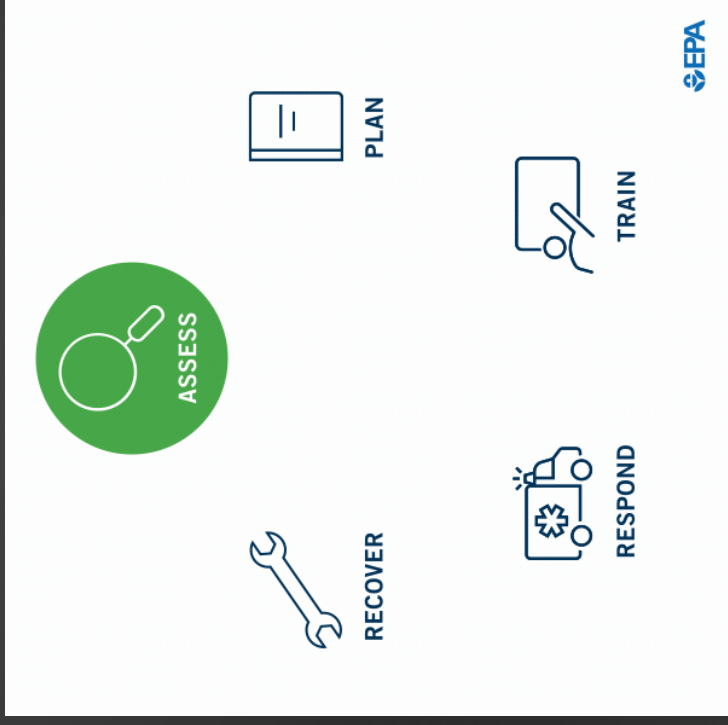




WHO NEEDS TO PREPARE ?



# EMERGENCY MANAGEMENT CONTINUUM



# ASSESS = PREVENTION & MITIGATION

- To Reduce Risk

# PLAN = PREPAREDNESS

- Operation Readiness
- Coordinated Approach

# TRAIN = STUDY YOUR PLAN

- Review
- Engage leadership
- Environmental Scans

# RESPOND = RESPONSE

- Exercise Plan
- Improve Process
- Integrated Process in Accordance with Response Strategies



## RECOVER = RECOVERY

- Continuity of Operations
- Restored Processes
- Performance Assessment

**IS THE CITY  
PREPARED ???**



# CITY'S ROUTE TO RESILIENCE

## ASSESS

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**Research**



**Analyzed Potential  
Hazards**



**Determining the City  
Resource Base**



**Identify Roles and  
Responsibilities**

EM  
PIO  
IC  
JIC/ICS

# CITY'S ROUTE TO RESILIENCE PLAN

- **Review Plans**
- **Identify Hazards:** Airplane crash, avalanche, dam failure, drought, earthquake, epidemic, flood, HAZMAT release (in transport or from a fixed facility), hurricane, landslide, mudslide, power failure (sustained), terrorism, tornado, train derailment, tsunami, urban conflagration, volcanic eruption, wildfire, winter storms, cyberattack, active shooter etc. etc.
- **Review Local Resources: Have & Needed**
- **Implement Mutual Aid Agreements**
- **Conduct Hazard / Risk Analysis**

# CITY'S ROUTE TO RESILIENCE

## TRAIN

- Practice following the ERP
  - To prevent injuries or fatalities
  - To Property damage
  - Protect environment
  - Accelerate the resumption of “the Norm”
  - Proper Communication / PIO
  - Incident Detection

# CITY'S ROUTE TO RESILIENCE RESPOND

- Priority; Safety of all
  - PIO
  - Evacuation
  - Shelter/ Shelter in Place
- Second; Stabilization of Situation
  - Fire Fighting, medical treatment, rescue, hazmat spill, act of violence or terrorism
- Minimize damage or injury
- Emergency Assistance (Outsourced)

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**CITY'S ROUTE  
TO RESILIENCE**

**RECOVER**

**Clean up**

**Resources (Outsourced)**

**PIO**

# CITY'S ROUTE TO RESILIENCE START OVER



RECOVER



PLAN



RESPOND



TRAIN





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**PLANS  
REVIEWED TO  
CREATE CITY  
RESPONSE**

**EPA : All Hazard Emergency  
Operations**

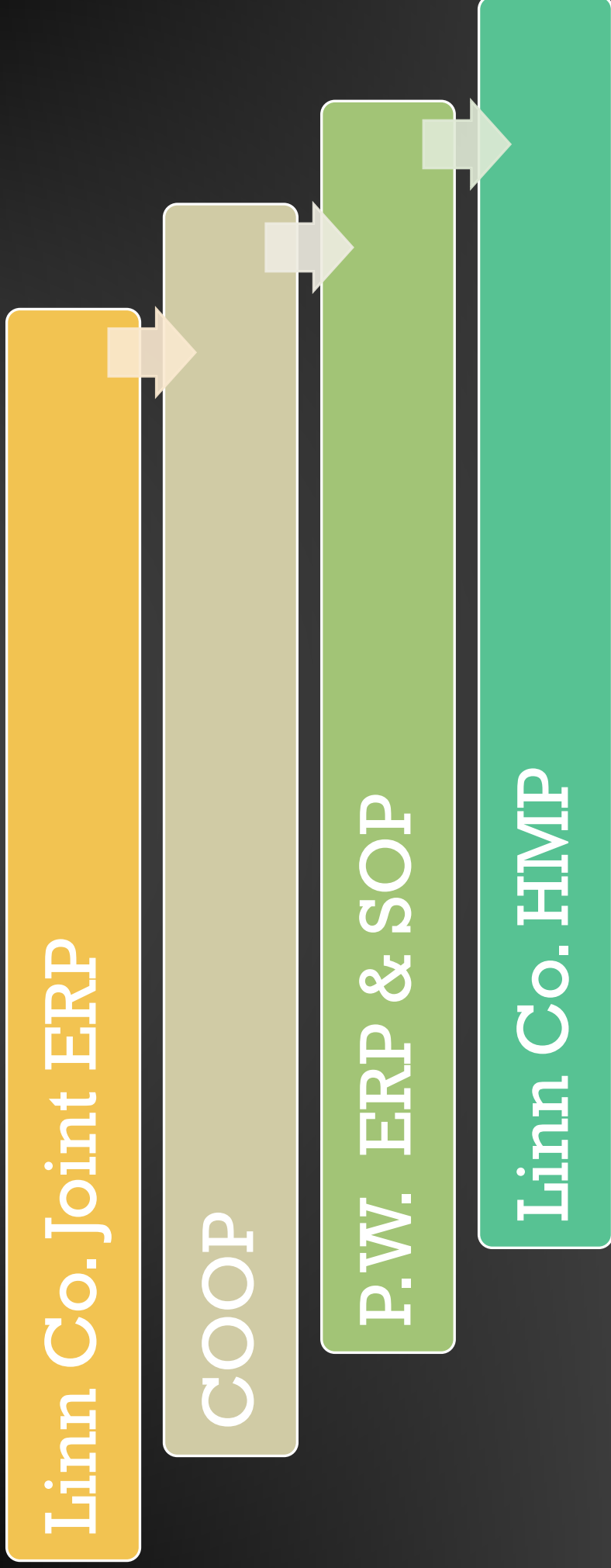
**Linn County ERP**

**State of Oregon : CEMP**

**Other Local City ERP's, School  
ERP and local EMS plans**

EMERGENCY  
RESPONSE  
PLANS THE CITY NOW HAS IN PLACE

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# HARRISBURG EMERGENCY RESPONSE AFFILIATIONS GROUPS, COMMITTEES, MEMBERSHIPS

- LEPC
  - SERC
  - Linn Co. EM
  - LCVPP
  - ORWARN
  - OERS
  - VOAD/COAD
  - ODOT
- CCIS
  - OHA
  - DEQ
  - LOC
  - AOC
  - APWA
  - OAWU
  - GETS/WPS

# HARRISBURG EMERGENCY RESPONSE LOCAL RESOURCES

- Extra Fuel
  - Sewer Bi-Pass Pumps
  - Back Up Power Generators
  - Service EM Response Vehicle with Small Incident Basic Needs
  - Offsite Large-Scale Shelter and Food Agreements
  - Large-Scale MAO's
- Water Purification Trailers Available
- Storm Water Spill Runoff Protections
- Communication Backups



# QUESTIONS