



City of Molalla
City Council – Work Session
Minutes – February 28, 2024
Molalla Civic Center | 315 Kennel Ave. | Molalla, OR

CALL TO ORDER

The Molalla City Council Work Session of February 28, 2024 was called to order by Mayor Scott Keyser at 6:30pm.

COUNCIL ATTENDANCE

Mayor Scott Keyser, Council President Jody Newland, Councilor Leota Childress, Councilor Terry Shankle, Councilor Eric Vermillion, and Councilor RaeLynn Botsford.

Absent: Councilor Crystal Robles

STAFF IN ATTENDANCE

Dan Huff, City Manager; Christie Teets, City Recorder, Mac Corthell, Assistant City Manager.

DISCUSSION ITEMS

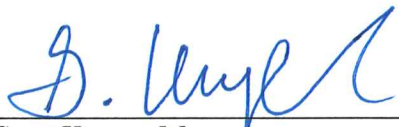
- A. Emergency Operation Plan Update
 - I. Emergency Services Annex
 - II. Health and Human Services Functional Annex
 - III. Infrastructure Services Annex
 - IV. Management Services Annex

Jon Legarza, Healthy Sustainable Communities, provided an update to the Emergency Operation Plan. The presentation is attached to these Meeting Minutes.

[For the complete video account of the City Council Meeting, please go to YouTube
“Molalla City Council Work Session – February 28, 2024”](#)

ADJOURN

Mayor Keyser adjourned the Work Session at 6:55pm.



Scott Keyser, Mayor

ATTEST:



Christie Teets, CMC - City Recorder

Meeting Minute Attachments:

- Planning Presentation – February 28, 2024

CITY OF MOLALLA EMERGENCY OPERATIONS

- CITY OF MOLALLA
- PLANNING COMMISSION PRESENTATION
- FEBRUARY 28TH, 2024



•*Plan Administrator:* City Manager or Designee

•*Responsibilities:*

- Review and Update the EOP
- Coordinate with Clackamas County Emergency Management
- Facilitate Access
- Serve as Point of Contact
- Coordinate Education and Training



Plan Administration

Document Security Directive

- EOP Classification: 'For Official Use Only'
- Intended for:
 - Elected Officials
 - City Department Heads
 - Emergency Management Staff
 - Emergency Services Agencies
 - Community and Private Sector Partners

- Use by Authorized and Trained Personnel



Plan Distribution

- Digital Copies for Primary Agencies
 - Updates Electronically Shared
 - Hard Copies in Secure Location
 - Recipients Responsible for Updates
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- Sensitive Information Redacted as per Oregon Public Records Law



Funding and Eligibility



2023 Update Funded via
Emergency Planning
Committee



Follows State Homeland
Security Program (SHSP)



Guided by Comprehensive
Preparedness Guide (CPG) 101
v.2

Acknowledgement

- Prepared under City Manager's Direction
- Active Participation of Emergency Planning Committee

- EOP Committee Trained in ICS 100 and 200



Plan Control Record

- Updates and Revisions Tracked and Recorded
- City Manager Responsible for Dissemination



Letter of Transmittal

EOP Describes City's Response to Emergencies

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graph TD; A[EOP Describes City's Response to Emergencies] --> B[Residents' Responsibility for Preparedness]; B --> C[Consistent with Federal, State, County Laws]; C --> D[Signed by City Mayor and City Manager];
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Residents' Responsibility for Preparedness

Consistent with Federal, State, County Laws

Signed by City Mayor and City Manager

Plan Organization- Basic Plan

Basic Plan with Functional Annexes

Overview of Plan Sections

Functional Annexes

FOUR FUNCTIONAL ANNEXES



LISTS OF EMERGENCY SUPPORT
FUNCTIONS (ESFS) COVERED

EOP Action Guide

Overview of
Emergency
Operations

Associated EOP
Sections

Contact
Information for
Immediate Threats

Emergency Operations-Associated EOP Section

Receive

- Action 1: Receive Alert of Incident

Assess

- Action 2: Assess the Situation

Notify

- Action 3: Notify Key Personnel

Activate

- Action 4: Activate the EOC

Establish

- Action 5: Establish Communications

Identify

- Action 6: Identify Key Incident Needs

Inform

- Action 7: Inform OERS

Declare

- Action 8: Declare a Local State of Emergency

Introduction-Plan Sections

PURPOSE
AND SCOPE

SCOPE AND
APPLICABILITY

PLAN
AUTHORITY

KEY
DEFINITIONS

Community Risk and Resilience

Community Profile

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graph TD; A[Community Profile] --> B[Hazards and Threats]; B --> C[Risk Assessment]; C --> D[Hazard Mitigation];
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Hazards and Threats

Risk Assessment

Hazard Mitigation

Jurisdictional Authority and Emergency Powers

Jurisdictional Emergency Management Authority

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graph TD; A[Jurisdictional Emergency Management Authority] --> B[Responsibilities of Elected Officials]; B --> C[Emergency Powers]; C --> D[Declaration Process];
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Responsibilities of Elected Officials

Emergency Powers

Declaration Process

Local Emergency Management Agency

City Requirements

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graph TD; A[City Requirements] --> B[Jurisdictional Emergency Manager]; B --> C[Role and Responsibilities of City Emergency Manager]; C --> D[Emergency Operations Center];
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Jurisdictional Emergency Manager

Role and Responsibilities of City Emergency Manager

Emergency Operations Center

Partner Organization and Cooperation

Whole Community Partners

City Departments

Community and Private Sector Partners

State and Federal Agencies

Individuals and Households

Concept of Operations

RESPONSE PRIORITIES

EMERGENCY CLASSIFICATION

INCIDENT COMMAND SYSTEM

OPERATIONAL COORDINATION

FIELD OPERATIONS

POLICY GROUP

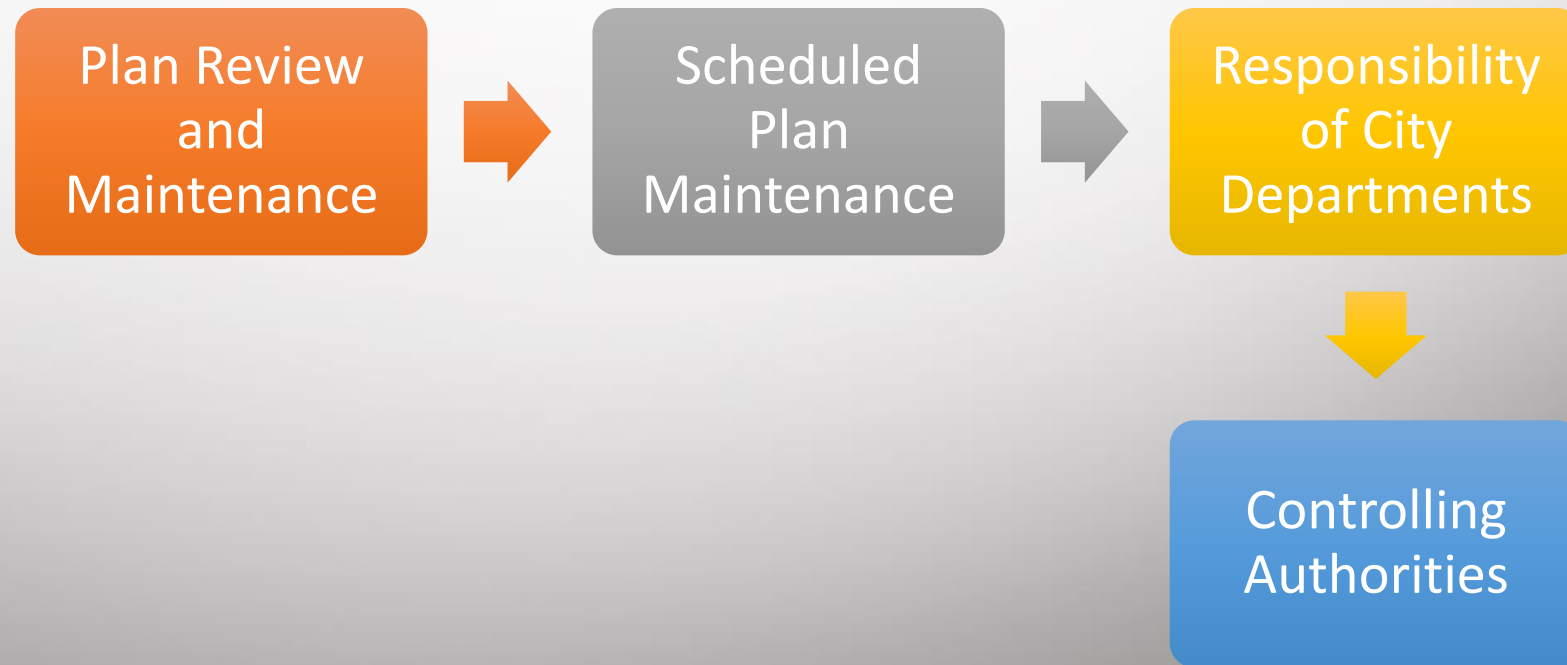


EOC Management

- EOC Team Organization
- EOC Manager
- Public Information Officer
- Safety Officer
- Liaison Officer

- General Staff

Program Sustainment



Functional Annexes-Management Services

ESF 5 Information and Planning

ESF 7 Resource Support

ESF 14 Public Information

ESF 15 Volunteers and Donations

ESF 18 Business and Industry

Functional Annexes-Emergency Services

ESF 2 Communications

ESF 4 Firefighting

ESF 9 Search and Rescue

ESF 10 Hazardous Materials

ESF 16 Law Enforcement

Functional Annexes-Health and Human Services

ESF 6 Mass Care

ESF 8 Health and Medical

ESF 11 Food and Water

ESF 17 Agriculture and Animal Protection

Infrastructure Services

ESF 1 Transportation

ESF 3 Public Works

ESF 12 Energy

Questions and Discussion

- Open Floor for Questions and Discussion





Thank you

