

Beverly Beach Water District
Emergency Preparedness Committee Meeting
3/5/26 • 5 to 6 pm • Water District Office

Attending

Chris Martin
Laura Roderick
Deborah Martin
Jalene Case

Agenda

1. Check Ins
2. Committee Structure
3. Action Steps

Following is a combination of our meeting notes + what I've learned on the topics since our meeting.

COMMITTEE STRUCTURE

We need to build the structure of the committee. I emailed with Kendra today (3/9) and she asked that we present a structure to the board for approval. We can't do anything as a committee until we have a foundation to tell us what we can and cannot do.

During our committee meeting on 3/5, Debrah Martin offered to tell us about the pages in the attached book (EARTHQUAKE AND TSUNAMI COMMUNITY DISASTER CACHE Planning Guide by Susan M. Graves) that are related to committee structure. We all agreed to do the reading and come prepared to for discussion at our meeting on April 2nd. Note: This is the same book that's in our Google folder.

This is what Debrah shared:

*The pages with the MOUs, MOAs, and Charters **are Pages 127 through 146.** There is a design Planning Worksheet on **page 121** that looks to be useful as well.*

THINGS WE CAN DO NOW

- Can we start sharing recycled public information in the newsletter? *Send your information to me and I'll work with Kendra.*
- Can the board ask their resource about setting up an emergency preparedness committee? *Note: Kendra shared their resource with me and I've left a message at Special Districts Association of Oregon (www.sdao.com) to find out if there's information about committee structure that we can access without a fee to get started.*
- During our meeting, we started a list of questions that need answered regarding committee expectations:
 - How many people should be on the committee?
 - What does our meeting structure need to be to meet board requirements?
 - Do we need an application to join?
 - Do we need a term commitment?
 - Can committee members be renters?
 - How is the committee's relationship to the board defined?
 - Do meetings need to be open to everyone in our water district?
 - Do we want to provide a Zoom link to attend meetings?
 - Do we need to keep minutes and if so, is there a structure to follow?
 - Do we need to (or want to) ensure representation from upper & lower neighborhoods?

Following are examples of things we can do now:

We can share emergency prep resources in the monthly e-letter. For example:

- Debrah shared the idea of setting up canning classes through the OSU Extension office. (Local contact: Stormi.dykes@oregonstate.edu) I think my neighbor Emily Blume, who teaches for the OSU Extension Office, could also do these for us. Emily was on the water district board a while ago.
- I'm in the CERT program that started last week and learned from Del (the man who presented at our neighborhood meeting in January) that he can do this for us:

- *We can have a monthly meeting with one topic/unit at a time. The meeting can be short and gives people an opportunity to discuss what they have done or what they would like to do. At my last presentation we covered 1. Preparing to prepare and 2. Your emergency plan. Next topic could be the FOOD PLAN. [Oregon Department of Emergency Management : Be 2 Weeks Ready : Hazards and Preparedness : State of Oregon](#)*
- [Preparing to Prepare](#)
- [Your Emergency Plan](#)
- [Food Plan](#)
- [Water Plan](#)
- [Waste and Hygiene Plan](#)
- [Shelter Plan](#)
- [First-Aid Plan](#)
- [Emergency Management](#)

ACTION ITEMS

- Debbie – pull committee structure information from the “book” and give the committee the page numbers to review (DONE)
- Everyone on committee – *read pages 127 through 146 and page 121*
- Jalene –
 - Ask Kendra how they want us to approach building the structure. (DONE)
 - Does the board have an Emerg. Prep Plan other than NW Natural Water plan? (email sent with question)
 - Send Laura the Google folder link. (I sent her the book by Susan M. Graves) (DONE)
 - Send google calendar event for our meetings (I'll send this after I know who is planning to stay on the committee.)

NEXT MEETING

- 4/2/26 from 5 to 6 pm at the Water District Office
- If you cannot attend, please email Jalene in advance at jalene@case.com. Thank you!