

City of Springfield
Work Session Meeting

MINUTES OF THE WORK SESSION MEETING OF
THE SPRINGFIELD CITY COUNCIL HELD
MONDAY, SEPTEMBER 25, 2006

The City of Springfield Council met in a work session in the Jesse Maine Meeting Room, 225 Fifth Street, Springfield, Oregon, on Monday, September 25, 2006 at 5:32 p.m., with Councilor Woodrow (5:32-5:55 p.m.) and Mayor Leiken (5:55-6:35 p.m.) presiding.

ATTENDANCE

Present were Mayor Leiken (5:55 p.m.) and Councilors Woodrow, Lundberg, Fitch, Ralston, and Pishioneri. Also present were City Manager Gino Grimaldi, City Attorney Joe Leahy, City Recorder Amy Sowa and members of the staff.

Councilor Ballew was absent (excused).

1. Springfield Emergency Management Update.

Springfield Fire Chief Dennis Murphy presented the staff report on this item. He introduced several of the members from the Springfield Emergency Management Committee, including himself, Information Technology Director Rod Lathrop, Community Relation Coordinator Niel Laudati, and Public Works Maintenance Manager Ed Black. He said the committee included a mix of department directors and middle-managers. Chief Murphy served as Chair of the Committee. The Springfield Emergency Management Plan (EMP) is an "all-hazards" document to guide local government in event of any type of disaster situation. A progress report on the EMP and preparedness activities of the City Emergency Management Committee will be made. A Springfield Pandemic Influenza Plan (SPIP) is being prepared as an appendix to the EMP and a report and recommendations will also be made on this appendix. Council direction on an emergency supply stockpile is needed.

Springfield's Emergency Management Committee (EMC) completed a draft Emergency Management Basic Plan in January 2006 and posted it on the city's (Springboard) intranet site. Since that time, the EMC has been working on completion of 18 chapters of the plan known as annexes. The annexes give specific information about procedures to be followed by various departments for various types of emergencies. Revisions of all portions of the plan are scheduled to be completed and presented to Council in December 2006.

In addition, the EMC has been active in participating in a number of regional emergency management exercises and has posted routine periodic educational bulletins on Springboard.

The EMC has also initiated the development of a Springfield Pandemic Influenza Plan (SPIP) in February 2006 in response to a heightened threat level from the World Health Organization. The interim period has been spent completing research on best practices and model programs developed elsewhere. The SPIP is also scheduled to be completed and presented to Council as an appendix to the Emergency Management Plan in December 2006. In the meantime, the EMC has recommended that a supplemental budget be submitted to the Council in November 2006 for supplies and equipment to prepare for a possible influenza pandemic.

All expenses for development of the Emergency Management Plan are contained within the approved program budget in the City Manager's Office. However, options for purchase of pandemic influenza supplies and equipment are estimated at up to \$67,000, depending on the option of preparedness selected. The preferred option will be submitted in the November 6th Supplemental Budget if directed by Council.

Chief Murphy said the purpose of the work session was to introduce the Emergency Management Program, give Council an update, show the relevant Council goal related to this program and discuss Council's role in the event of a disaster. He noted that following the work session, Council would adjourn to a special regular meeting in order to vote on a proclamation required to continue to receive federal funding for this project. He said federal funding had been received for emergency management and they hoped to continue to receive such funding.

Chief Murphy distributed a three page document which highlighted the section in the Council Goals regarding an Emergency Management Plan. He reviewed the Council goals that related to emergency planning and plans to include TEAM Springfield members in that process. He noted the cooperation with other agencies in our area and that they were trying not to duplicate services when possible. Springfield staff had been through training exercises with other agencies, such as the Olympic Trials and the State Homeland Security. He discussed an upcoming community training exercise related to a pandemic emergency.

Chief Murphy referred to page 2 of the handout which outlined Council's role in the Emergency Management Organization (EMO) and page 3 which showed a flow chart of the Chain of Command. He discussed the importance of City Councilors and City staff being available to provide service to the community in the event of an emergency. Page 4 of the handout showed an Incident Organization Chart (ICS). City staff had been introduced to an ICS type of structure and was familiar with how something similar could work for the City. He discussed some past hazards and emergencies that had taken place in Springfield and the importance of being prepared.

Chief Murphy discussed the plan, which would include 'disease outbreaks' as one of the annexes in the binder. The complete binder would be used for training. After the first of the calendar year, staff would like to include an emergency training with the Council members.

Chief Murphy referred to Attachment B included in the Agenda Packet which addressed the Springfield Pandemic Influenza Plan (SPIP) and listed options for purchase of an emergency supply stockpile. He discussed a recent case of the Avian flu in Indonesia that was transmitted from the bird to a person and possibly from person to person. It was found that the proximity of the humans with their animals was a major factor in that case. He said Avian flu was a potential health threat. He discussed the outbreak of SARS in Canada and what was learned through that experience. He noted the importance of each local jurisdiction to be able to deal with an emergency because if it were to break out everywhere, each city would need to rely on their own plan for the first days and possibly weeks. He noted how easily the germs spread once it began and the importance of individuals taking responsibility to wash their hands and avoid contact with others.

Chief Murphy discussed the items that would be purchased with funds for an emergency supply stockpile. All City staff would need access to these supplies as they would have contact with the public in case of an emergency. He referred to the options for funding such a stockpile. Fred Lundgren from Fire and Life Safety had done research to determine the types of supplies needed

and their costs. The cost for the worse case scenario was \$67,000. Chief Murphy explained inventory control and how they could purchase supplies in phases. Staff would utilize all leftover supplies of emergency medical treatment over a period of years. He noted those items that had shelf lives and how the inventory would be rotated to keep items fresh. It would be up to Council to determine the amount, if any, of the stockpile of supplies should be purchased. He discussed cost saving options including pooling resources with other jurisdictions, such as City of Eugene, TEAM Springfield, Lane County and the hospitals. Chief Murphy said he would continue to research to see if the federal government would help with some funding for supplies in the future. There were certain items that would be stockpiled by hospitals or other health services rather than the City. There were checklists for the different agencies. The committee did not recommend spending no money.

Councilor Ralston asked if \$67,000 represented a five-year supply.

Chief Murphy said it would be bought in phases and could be spent over several years, or if a pandemic arose in the near future, the City would be in a position to purchase more supplies. If Council approved the full amount, staff would manage the funds as need arose.

Councilor Ralston said this didn't include the cost for anti-viral medications. He asked what the plan was for those supplies and who would supply that.

Chief Murphy said no one had an adequate stock for a full outbreak. The federal government had a strategic national stockpile that was shippable to state government public health departments, shippable to the County. It would be possible that a moderate outbreak would occur rather than a full outbreak. The State public officer recommended a moderate scenario plus a little extra.

Councilor Ralston asked if \$67,000 worth of supplies covered one year's need.

Chief Murphy referred to Fred Lundgren's research and noted that an epidemic would come in waves.

Councilor Lundberg said the plan and supply list were very specific. She thanked Councilor Pishioneri for being part of this committee. She asked if this plan was transferable to other disasters that involved infection.

Chief Murphy said it would be transferable for any communicable disease and these supplies would be beneficial. He noted that when major earthquakes occurred, there was often an outbreak of infectious diseases. It would not heal those that were already sick, but would assist in keeping people from contracting disease.

Councilor Fitch asked about the different types of masks and why the committee chose the ones listed.

Chief Murphy said it was the one that best fit the need for an influenza outbreak. They could decide to order others as they begin to stockpile depending on success rates and need. He explained how the masks worked and noted that the masks noted would be sufficient. There was training that went along with the certain masks.

Councilor Fitch asked if the disposable blankets were for staff or those being treated.

Chief Murphy said they would be for the wounded or sick person. They were for patient care.

Councilor Fitch said one of the biggest problems with hurricane Katrina was that the government officials had also evacuated and were not there for communication and decision making. Having government officials available would be a key factor.

Chief Murphy said the most sophisticated model he had seen was drafted in Seattle, which included language in the union contracts that related to pandemic situations and staff availability.

Councilor Woodrow asked if the Chief had a count of the usual amount of these supplies used. Yes. Councilor Woodrow asked if they had already looked at power, water, communication, transportation and sanitation issues in the EMC. He asked if Council would see that in the completed plan.

Chief Murphy said that was part of the public information campaign for everyone. Council would look at the same information as the citizens, plus some additional things specific for Council, such as how to get to and from important locations. Those things would be addressed. Communication was needed to care for the families of the City officials and employees, so there would be staff and elected officials available to handle the situation. He said he had talked to TEAM Springfield and the Chamber of Commerce at the public information officer level. It would be important to make sure the business community continued to work.

Councilor Woodrow asked if those entities would also be asked to buy their own supplies.

Chief Murphy said pandemic in schools should include a specific annex in their plan about what they would do about suspending schools and the process to do that. Plans for schools, utilities and parks needed to be connected to the City's plan. It was important they all worked together. The City was the emergency management agency for the City and all agencies, and needed to have a rock solid plan.

Councilor Pishioneri said he appreciated the Chief's work. He would like to identify temporary or mobile emergency operating centers (EOC's) prior to December.

Chief Murphy said there were two locations: the Conference Room in the Police Station and the Library Meeting Room at City Hall. If there was an earthquake they wouldn't work, but would be viable for flood or pandemic. City Hall would be used.

Mayor Leiken asked about the transference of currency which could spread the disease.

Chief Murphy said City maintenance staff would take care of any cleaning. Alcohol based hand-cleaning systems were already in place in City Hall. Money would be handled with gloves.

Councilor Lundberg referred to the flow chart and asked if there were specific people assigned to the positions on the chart.

Chief Murphy said there were people assigned. Key people on vacation could be replaced with backup personnel. Police, Fire and Life Safety and Public Works have shouldered the load, but representatives from all departments had gone through the NIMS training. The chart was originally created in California for fire scope.

Councilor Ralston said it boiled down to risk management and how close we were to such a pandemic. He discussed the options and how soon we needed to be prepared. He said it would apply directly with the supply of the anti-viral vaccination. He said it would be prudent to start getting up to full strength by putting in \$25,000 for four months, then \$14,000 each year following. He would like to be prepared, but not authorize \$67,000 right off.

Chief Murphy said that was a viable option. He said an amount authorized would be a cap.

Councilor Fitch said emergency planning was a necessity and was important. Council's job was to let the public know there were times they needed to be prepared to handle an emergency on their own for a few days. She appreciated the phased in approach to keep items fresh and making group purchases. It had been awhile since we had looked at emergencies.

Councilor Pishioneri said it was appropriate to authorize the total amount and ask Chief Murphy to go forth with the phased in approach.

Councilor Lundberg said she agreed we needed to be prepared.

Councilor Woodrow asked for Council consensus on Option 3.

Council gave consensus for staff to move forward with Option 3.

Chief Murphy said staff would commit to briefing memos to update Council on the supply stockpile.

ADJOURNMENT

The meeting was adjourned at approximately 6:35 pm.

Minutes Recorder – Amy Sowa

Sid Leiken
Mayor

Attest:

Amy Sowa
City Recorder