**Palisades Neighborhood Association**

**Executive Committee Meeting Minutes - Final**

**Thursday, January 19, 2012**

**7:00 pm**

**Lakeridge High School Rotunda**

**Board Members in Attendance:**

Gail Parrick, Chair

Terry Harty

Albert Almeida

Katherine Shallenberger

Christine Wynne

Carolyn Harris

Lydia Loren

**Other Members in Attendance:**

Frederique Lavios

Rick Eilers

Mark Easley

Members of Neighborhood Emergency Preparedness Committee

# Call to Order (Gail)

# Treasurer’s Report (Katherine)

PNA maintains a balance of $811.39 in a Bank of Oswego account. PNA has spent $92 this term (2011-2012) on web-related activities.

# Emergency Preparedness / Neighborhood Enhancement Grant (Gail Parrick / Rick Eilers)

The City of Lake Oswego awarded PNA with a grant focused on emergency preparedness. *See Appendix for details*. Key aspects of the grant include:

**Emergency Starter Kits ($1,394.93)** – PNA will purchase and assemble 50 emergency starter kits for PNA residents. The kits will be sold for $30-$35 with the proceeds being used to purchase, assemble, and sell more kits. The intent is that this process will repeat itself many times in an attempt to prepare PNA residents for emergencies.

**Communication / Radio Packs ($1,049.73)** – PNA will purchase 24 sets of two way radios which will be geographically dispersed among PNA residents who will be trained in how to operate the equipment in case of an emergency.

## Distribution of Backpacks & Backpack Contents –

### Rick suggested that Board Members and Emergency Preparedness Committee Members be the first to purchase these supplies to set an example for the rest of the neighborhood.

### Other methods of distribution suggested include using Palisades School, Palisades Market, area potlucks and picnics, and advertising in the LO Review.

### Consensus was reached that the most effective way to distribute the backpacks would be to have Area Reps go door-to-door.

### Christine Wynne agreed to develop a handout to facilitate the door-to-door conversation (due 1/30). It would include such items as: order sheet for the Emergency Preparedness Kit, PNA web address, list of supplies needed to complete emergency preparedness kit, name and contact info for area rep, emergency procedures, and a freebie gas turn off key.

### Rick preferred to sell the gas turnoff key separately in order to cover costs. Gail would like to put them in the backpacks. Consensus was reached that the wrenches would be useful freebies to start the door to door discussion. If needed, the price of the backpacks will be increased to cover costs.

### Mark suggested that the backpacks could be somewhat “customized,” but it was agreed that would complicate the process. Numerous attendees commented that the backpacks need some identification as emergency preparedness – use tape or a label to identify.

## Radios –

### Rick to provide duties / responsibilities of people that have the radios.

## Other Emergency Preparedness Items

### Reminder to attend CERT if possible.

### Carolyn asked whether there a specific gathering location has been identified in the event of an emergency. Rick responded: No, shelter in place, if at all possible.

### Bookkeeping – A new account will be established at Bank of Oswego. Palisades Neighborhood Association EP (Emergency Preparedness).

# PNA Boundaries (Gail)

# Other neighborhood associations have inquired at the City about subdividing. Gail raised the following reasons for examining this issue for PNA: communication, neighborhood feel, school boundaries.

## Mark thought this sounded like work and would potentially reduce the influence of PNA.

## Albie said boundaries are not driving the issues Gail mentioned.

## Katherine thought the timing was not right, given that the City just awarded PNA a grant. Also, agreeing with Mark on the potential influence of PNA.

## Lydia – Small boundary changes may be more palatable.

# New Business

## Doug Rich moved to have PNA take a position on the preservation of CSA’s at Luscher Farm. Katherine felt that there was not enough information at the time for PNA to take such a position. It would be useful to have somebody from the City talk about Luscher Farm to educate PNA about the process and the status of the changes.

## Upcoming Meetings

### PNA Elections in April – TBA.

### Downtown LO Parking Study , 1/25, City Hall Council Chambers , 7-8 pm.

### Citizens Advisory Committee Community Summit – Feb 2, 2012, Lakeridge HS . Inspiring Spaces and Places will be the discussion topic.

## Miscellaneous – Gail shared information regarding future tenants at new Lake Grove Shopping Center.

# Adjourn (Gail)

# *Submitted by Katherine Shallenberger, 1/24/2012*

**Appendix – PNA Emergency Preparedness Grant Request Excerpt**

 **Section II**: **Project Description and Budget**

Emergency Preparedness is a powerful tool that the Palisades Neighborhood Association is using to share Association information resources, involve neighbors, team build and prepare our homeowners in the event of a natural disaster or emergency. An issue we face stems from our Association’s size and the number of people needing to be contacted. As an Association, we see communication between the homeowners and our Association as our greatest hurtle. We are very concerned with our neighbors not being prepared for an emergency such as: an earthquake, a flood, a snow storm, an ice storm, or even a major power outage.  There's no way of knowing how long our neighborhood would be "on its own" during such an emergency.  There have been many articles written warning of potential disasters and listing items you should have on hand to successfully survive such an occurrence.  But just like "not having a smoke detector, or working batteries", many people have not made up an Emergency Kit. Our request for the NEP Grant is for planning, preparing and communicating to our Palisades neighbors, in the event of disaster.

**Planning and Preparing:** The PNA would like to assemble 50 basic starter Emergency Kits and sell them to our neighbors.  Our cost is $30, and we would sell the Kits at cost.  (Breakdown listed in budget.)  Our Kit would include a backpack filled with 3 water boxes, emergency poncho, first aid kit, emergency blanket, waterproof matches, and the gas company "turn off" wrench.  (These items are listed on many Emergency Kit lists.)  They are also items that would not be used in other instances around the house.  Keeping the Kit quantity at 50 would allow us to make an assessment of the market and the price.  The money received from the initial sale of Kits would go toward building additional Kits.  The Palisades neighborhood is estimated at 1500 single-family homes.  We would advertise the sale of Emergency Kits through our web site, email lists and other local publications.

Gail Parrick will head up the “Emergency Kit” part of our Grant application.

Timing will be: Grant approval December 6

 Order Kit components January 13

 Merchandise arrives February 15

 Set up distribution date, schedule room at high school, advertise Kits for sale

 Distribution by March 15

**Communication**: A number of PNA members are CERT trained or are in the process of getting their certificates. We have been told that the most common reason for failure during a natural disaster is a lack of communication. Whether it’s from downed cell towers, in-operative phones or a lack of electricity, neighbors are not able to get needed information to those that can help most. Our Association would use grant funds to invest in two-way radios and batteries that will be maintained by a homeowner in each of the 13 areas of Palisades, along with each board member and those associated with the PNA neighborhood emergency preparedness committee. This way, the radios will be evenly distributed throughout the neighborhood boundaries and they would be available in the event that they are needed. Training to use the radios will come from the Lake Oswego Amateur Radio Emergency Service (LOARES) volunteers who are in direct contact with the Lake Oswego Fire Department. It will be the responsibility of each member with radios to keep the radio in working order and know how to use it. The radios come in sets of two with their own charger and 22 channels to broadcast from.

Rick Eilers will head up the two-way radios part of our Grant application.

Timing will be: Grant approval December 6

 Order radios January 6

 Radios arrive February 6

 Training begins week of February 20

**Summary:** The LO Enhancement Grant is needed to get this important program up and running.  Our terrain is extremely hilly and we are at high risk for earthquake damage.  We feel it is imperative that we inform, train and supply our neighbors with the tools needed to be more resourceful and resilient during a disaster.   We have had Assistant Chief Larry Goff speak at one of our neighborhood association meetings.  We have distributed the American Red Cross brochure "Together We Prepare" at our meetings.  It's time for us to be more assertive in preparing for emergencies.

**Budget**

**Planning & Preparedness:** Produce a starter Emergency Preparedness Kit to sell to local homeowners. The revenue will be used to replenish inventory and continue to build more. Initial quantity will be 50 Kits.

Backpack-$8.99ea Total $449.50

Water boxes- 3 @ $.59 ea or $1.77 Total $88.50

Emergency Poncho-$1.29 Total $64.50

First Aid Kit-$8.49 Total $424.50

Emergency Blanket-$2.49 Total $124.50

Waterproof Matches-$.79 Total $39.50

Gas shut-off wrench- $2.75 Total $137.50

Shipping equates to 5% of total price or $66.43

Total (Planning and Preparing) project cost is $1,394.93

**Communication:** Purchase 24 sets of two-way Midland radio packs with 22 channels and an 18 mile range (straight and unobstructed) to issue to Association members. The model under consideration is the Midland LXT114VP currently priced at $34.99 per set ($839.76). Shipping will be an extra expense but within our budget. Assuming a 5% shipping charge, shipping should be around $41.99. Also, a 200 count pack of AAA Tenergy 1000 MaH NiMH rechargeable batteries is $157.98 plus $10 shipping (est.).

Total (Communication) project cost is $1,049.73

Total cost for Palisades Neighborhood Emergency Preparedness: $2,444.66