



## Council Work Session Agenda

Kenneth L. Woods, Jr., Presiding

Monday, December 4, 2023

6:00 pm

Dallas City Hall, 187 SE Court St, Dallas, OR 97338

### COUNCIL

#### Mayor

Kenneth L Woods, Jr.

#### Council President

Michael Schilling

#### Councilor

Nancy Adams

#### Councilor

Carlos Barrientos

#### Councilor

Larry Briggs

#### Councilor

Kirsten Collins

#### Councilor

Kim Fitzgerald

#### Councilor

Micah Jantz

#### Councilor

David Shein

#### Councilor

Debbie Virden

### CITY STAFF

#### City Manager

Brian Latta

#### Asst. City Manager

Emily Gagner

#### City Attorney

Lane Shetterly

#### Police Chief

Tom Simpson

#### Fire & EMS Chief

April Wallace

#### Economic &

#### Community

#### Development Director

Charlie Mitchell

#### Public Works Director

Gary Marks

#### Library Director

Mark Johnson

#### Finance Director

Cecilia Ward

#### City Recorder

Kim Herring

### AGENDA ITEM

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1. ROLL CALL

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  2. Library Annual Update p.2

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  3. Emergency Operations Plan Update p.3

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  4. OTHER BUSINESS

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  5. ADJOURNMENT

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**CITY COUNCIL WORK SESSION  
STAFF REPORT**

**MEETING DATE:** December 4, 2023  
**AGENDA ITEM NO.** 2  
**TOPIC:** Library Annual Update  
**PREPARED BY:** Kim Herring  
**APPROVED BY:** *KL* City Manager  
**ATTACHMENTS:** None

**RECOMMENDED ACTION:**

No action is required. This is an information sharing item only.

**BACKGROUND:**

Each year the City's departments provide an annual update to the City Council. For the month of December, the Library will be presenting their annual report.

**SUMMARY TIMELINE:**


October 2, 2023 – Parks & Recreation  
November 6, 2023 – Public Works  
December 4, 2023 – Library

**FISCAL IMPACT:**

None



**CITY COUNCIL WORK SESSION  
STAFF REPORT**

**MEETING DATE:** December 4, 2023  
**AGENDA ITEM NO.** 3  
**TOPIC:** Overview of Emergency Operations Plan Update  
**PREPARED BY:** Chief Tom Simpson  
**APPROVED BY:**  City Manager  
**ATTACHMENTS:** A – EOP Outline

**RECOMMENDED ACTION:**  
None. Information update only.

**BACKGROUND:**  
The City of Dallas has an Emergency Operations Plan (EOP) that was initially promulgated in the spring of 2010 and adopted by the Dallas City Council. As required by the Plan, a comprehensive update was completed in the fall of this year, after a several month process guided by the Dallas Emergency Planning Authority (DEPA).

The DEPA is comprised primarily of City of Dallas Senior Management Team staff members. The Polk County Emergency Manager plans to participate in DEPA activities going forward.

The EOP is an overarching, conceptual plan as to how City staff should plan for realistic hazards and prepare for response efforts should a natural or manmade disaster occur.

**SUMMARY TIMELINE:**  
September 27, 2023 – Completed comprehensive update of the City of Dallas EOP.  
October 2, 2023 – A digital version of the City EOP was distributed to elected officials.  
December 4, 2023 – Overview of the EOP to City Council Workshop

**FISCAL IMPACT:**  
N/A

# ATTACHMENT A

## City of Dallas Emergency Operations Plan

*(Outline)*

- **BASIC PLAN**
  - Chapter 1 – Introduction
  - Chapter 2 – Situation and Planning
  - Chapter 3 – Roles and Responsibilities
  - Chapter 4 – Concept of Operations
  - Chapter 5 – Command and Control
  - Chapter 6 – Plan Development, Maintenance and Implementation
  
- **APPENDICES to the BASIC PLAN**
  - Appendix A – City Code for Emergency Management
  - Appendix B – Incident Command System (ICS) Forms
  - Appendix C – EOC Position Checklists
  - Appendix D – Mutual Aid and Intergovernmental Agreements (IGA's)
  - Appendix E – References
  - Appendix F – Acronyms and Glossary
  
- **FUNCTIONAL ANNEXES (FA's)**
  - FA1 – Emergency Services
  - FA2 – Human Services
  - FA3 – Infrastructure Services
  - FA4 – Recovery Strategy
  
- **INCIDENT ANNEXES (IA's)**
  - IA1 – Flood & Dam Failure
  - IA2 – Earthquake
  - IA3 – Severe Weather
  - IA4 – Hazardous Materials (HAZMAT)
  - IA5 – Conflagration: Urban and Wildland Fire Interface
  - IA6 – Terrorism
  - IA7 – Public Health