

## **SPRINGFIELD UTILITY BOARD**

223 A STREET, SUITE F  
SPRINGFIELD, OR 97477

### **MINUTES**

June 13, 2018

The special session of the Springfield Utility Board was called to order by Chair Willis at 5:02 p.m.

**ATTENDANCE:** Board of Directors: David Willis, Chair; John DeWenter, Vice Chair; Pat Riggs-Henson; Virginia Lauritsen; Mike Eyster - Absent. Staff: Jeff Nelson; Bob Fondren; Sanjeev King; Greg Miller; Cindy Flaherty; Mary Bridget Smith, Attorney for the Board. Others: Raina Willhite, Robert O'Connor, LDS Church; Nick Nevins, EWEB.

#### **Presentation on SUB's Emergency Operations and Disaster Planning**

Jeff Nelson took a moment to share that he met with the Board Chair and Vice Chair to talk about concepts of what may be discussed in a special session. Because Ken Vogoney with the City will be giving a presentation on the City's operations plan for disasters and emergencies at tonight's regular Board meeting, they thought it would be good to give the Board an update on SUB's next steps and tasks, going forward, with SUB's emergency operations and disaster planning.

SUB's Utility Planner Tracy Richardson explained that in reflection of the Board's input, and with the trainings that she's attended, it's helped her to know what the next steps are for her to take. She then referred to her overheads (Exhibit A), and began her presentation by reviewing the list of activities she's been working on. Those activities include the following: the NIMS checklist for jurisdictions (which is the list that FEMA provides which states what SUB must do to receive FEMA funding); updating the Emergency Operations Plan (EOP); vulnerability and risk assessments for Water and Electric; personal preparedness activities at SUB; update the Board with regard to where we are at with the NIMS Incident Command Structure (ICS) training; and the final step or activity would be her introduction of SUB's revised EOP to staff.

Ms. Richardson shared that SUB has adopted the NIMS checklist for jurisdictions and noted that this means we are in compliance. The ICS requires that at least one person complete the ICS trainings, and she has completed all the required training. However, she spoke with Ken Vogoney recently and he informed her that there has been an update with some additional

requirements, in terms of more people needing the training. She stated that her next step will be to confirm the new requirements and find out if there is anything that SUB may need to do to ensure we remain compliant.

She updated the Board on the status of SUB's EOP, and said the basic plan is complete, functional annexes are complete, and the appendices are up to date will continue to grow, as she continues to add to and update the appendices.

Ms. Richardson discussed SUB's vulnerability risk assessment for Water and Electric. She's also working on personal preparedness for SUB staff; one idea would be to supply staff with a "Go Bag." So she's working on identifying what those contents could be and what the cost would be.

Ms. Richardson is also about to roll out a revised operations plan that uses ICS language to staff that haven't been ICS trained. This way she can identify who would benefit from having the training, and then be able to research what the format options would be so it wouldn't be disrupting to their work. Once she's identified those staff who would need the training, and what that would look like in delivering that training to them, then it would be timely to move on to roll out the revised EOP.

After discussion, the Board thanked Ms. Richardson for her presentation.

#### Board Process on the Board's Performance Self-Evaluation

Vice Chair DeWenter shared a summary of the Board's evaluation of its job performance in 2017 (Exhibit B), and asked the Board for suggestions for improvement of the current process related to the Board's performance self-evaluation. The Board consensus was that there was no need for improvement or revision of the current process, at this time.

#### Additional Items

- For the record, Chair Willis shared that he was copied on a letter sent by Dhara Wood to EWEB Commissioner Carlson regarding smart meters (Exhibit C).
- Jeff Nelson provided a brief update on SUB's phone system. He shared that we have a new process where we are implementing some proposed technological changes to make SUB's customer experience more enhanced. One of those proposed changes is a

phone tree for customers when they call in; they will be guided through some options to expedite their process (Exhibit D).

After discussion, the Board requested more information be provided for further discussion at next month's Board meeting.

- Mr. Nelson noted that he provided a Memo to the Board on *SUB's Springfield Affordability Efforts* (Exhibit E) regarding Accessory Dwelling Units (ADUs).

THIS MEETING WAS RECORDED; FOR MORE DETAILS,  
REFER TO SD CARD.

ADJOURNMENT:

The meeting was adjourned by consensus at 5:50 p.m.

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David Willis, Board Chair

ATTEST:

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Jeff Nelson, Board Secretary