

## **Meeting Minutes**

LWC Incident Command System - Unit Leads

February 18, 2026, 2 PM

Convener: Paul Banas, Incident Commander

(Minutes are posted on ICS webpage)

**Attendees:** Bill Albright, Paul Banas, Susan Banas, Anne Bradley, Joe Cannon, David Dumas, Molly Dumas, Don Foot, Cheryl Meece, Michael Tomlinson

Absent: Paul Caldron, Randy Kollars

**Our next meeting is Wednesday, April 29 at 2 PM in the Rec Center.** Incident Commander Paul Banas (Paul B) recommended that the ICS Unit Leads meet on a quarterly basis.

**Board resolution re ICS** - Paul B will draft a resolution incorporating ICS into the LWC governance structure and present it to the Board. Following its adoption of the resolution, the Board will announce it to the community via Cove Notes and/or other written communication.

### **Develop a protocol for a safety-related incident to be declared an ICS event**

- Depends on the situation, severity and duration of the incident
- Safety Captains and ICS to be on standby with weather related events, local wildland fire, etc.
- See something, say something - activate Community Radio Service (CRS) with radio polls at the top of the hour on Ch 15
- Notify Incident Commander when CRS is first initiated so he has the basis for determining whether and when to mobilize the ICS
- Ch 17 (with privacy code) is for the (12) ICS Unit Leads to communicate - on the half hour or as directed by the IC

- Conduct Ch 17 radio polls the first Saturday of each month at 8:45 AM before the 9 AM Ch 15 radio poll
- Paul B will draft a protocol for activating ICS

### **City of Depoe Bay's interest in allocating Conex container with emergency supplies to LWC, Island (5)**

Paul B to talk with the City re their expectations for placing a Conex container with emergency supplies in LWC, Island (5) of their Island Mapping Plan, and for the Board to develop a memo of understanding (MOU) to protect LWC homeowners before proceeding further. We are, for instance, not a fully compliant ADA facility.

ICS member Joe Cannon serves as Depoe Bay City Council President and suggested that we determine what we want, number of containers, list of supplies, etc. and submit it for the City's budget process.

ICS member Randy Kollars serves on the City's Emergency Preparedness Committee and is another resource for sharing information.

Molly Dumas and Michael Tomlinson will organize a visit by our team to the emergency cache at Hatfield Marine Science Center.

**Backups for Incident Commander** - David Dumas and Joe Cannon agreed to serve in that capacity as needed.

Molly and Paul B will draft a list of backups for the other ICS positions.

**Needs assessment form** - Michael Tomlinson reviewed the Rapid Needs Assessment (RNA) form used by Lincoln County Emergency Services to assess the status of people and infrastructure in an emergency event. Molly Dumas reviewed an alternative form, LWC

Area Safety Assessment Profile (ASAP). It was decided that the RNA form is better suited for our safety captains to provide an accurate assessment to the ICS team for planning purposes and to forward to Lincoln County Emergency Services.

We will hold a training session for safety captains and ICS members to become comfortable using the RNA form. We will also conduct periodic drills during which safety captains will assess the residents and homes in their safety areas per various scenarios and will use the RNA to report to the ICS team.

We discussed the merit of asking residents if they have resources and services they would be willing to share in an emergency event. Safety Area 1 appears to be the only area which has successfully done this with residents as part of their EP educational process. It was suggested that Safety Captains address this when we conduct the community-wide drill this spring, but there was concern that it might be off-putting to residents at a time we are attempting to enlist their support for basic engagement in the EP process.

The Logistics and Operations Unit will coordinate resources and services that are offered during an event. The issue of whether to ask residents in advance needs further discussion.

**The role of Safety Captains during an emergency event** - The current document covers only their general responsibility to interact with residents for educational purposes in preparation for an event.

Dave Dumas will talk with Safety Captains at the March 7 Safety Committee meeting and assist them in developing a document addressing reasonable expectations and potential liability issues.

**Lists of ICS Unit Leads and the larger ICS group were distributed**  
- both contain confidential information for internal use only.

### **Follow-up items**

- Program Randy and Joe's radios for Ch 17 (check with Mike or Bill)
- [Meshtastic](#) - does not require cell or internet service, radio works with bluetooth on cell phone (check with Bill and Mike for more details)
- Starlink - satellite internet - option for Rec Center? - Joe Cannon
- CERT training material: Mapping your Neighborhood - use for Safety Captain training - Susan Banas