

LWC Safety Committee Minutes for 02-May-2026

(Note: This is the revised Otter AI version of the minutes based on its "Summary". Any additional information or clarifications that were not part of the meeting but added by the recorder are indicated with red italics.)

Called to Order: 0900 PDT

Attendees: Vicki Berchou, John Bingham, Anne Bradley (Chair), Paul Caldron, Patricia Koonce, Molly Dumas (BoD Liaison), Chuck Duncan, Chris Lodge, Shirley Pease, Mike Ramos, Ken Williams, Michael Tomlinson (*recorder*)

Action Items

- [X] Prepare and finalize printed instructions for safety captains on how to complete the *Rapid Needs Assessment* form during the May 7 field exercise, and ensure these instructions are ready for distribution.
- [X] Assemble approximately 15–20 waterproof phonetic alphabet cards and get them to Anne's house later this afternoon so they can be inserted into the safety captain packets.
- [X] Complete the radio poll report and send it to Anne, including a separate spreadsheet listing all ICS team members.
- [X] Distribute all safety vest kits (safety vests, name tags, notebooks, folders, magnets, and Safety Committee handouts) to each safety captain before Thursday, coordinating with them via email to provide pickup details at Anne's home or arrange individual deliveries.
- [] Draft a concise written statement clarifying that safety captains are not first responders and outlining their expected roles and limitations during emergencies, then share it with Anne for review.
- [X] Integrate the phonetic alphabet cards into each safety captain's notebook packet and prepare the kits for pickup or delivery ahead of Thursday's event.
- [X] Finalize and communicate in writing the detailed schedule for the May 7 field exercise (including key radio call times and reporting expectations), incorporating feedback from this meeting.
- [X] Poll committee members about whether to move the July 4 Safety Committee meeting to the following weekend and report back with their preferences.

Outline

Radio Poll and Safety Area Awareness

- Michael Tomlinson and Anne Bradley discussed having Don give a radio report and the importance of waiting for other participants to join.
- Michael Tomlinson noted the need for better Net Control to avoid people talking over each other and questioned how many people know their safety area.
- Don Foot provided a radio report, mentioned clear transmissions except for Wallace Kaufman and Paul Caldron on Channel 17.
- Anne Bradley asked if anyone who participated in the morning radio poll is not present in the Zoom session, noting the presence of Mike Ramos, Chris Lodge, Vicki Berchou, and others.

Fire Prevention and Safety Session Recap

- Anne Bradley thanked everyone for participating in the fire prevention and safety session on the 25th, highlighting its success and the positive branding and momentum for the May 7 event.
- Anne Bradley mentioned the distribution of safety vests, name tags, and notebooks (*clipboards*) for safety captains, emphasizing the importance of acting professionally.
- Anne Bradley requested safety captains confirm their availability for the May 7 event and to cover specific areas if necessary.
- Anne Bradley confirmed the availability of safety captains like Mike Ramos, Vicki Berchou, and Michael Tomlinson himself.

Safety Captain Roles and Material Distribution

- Anne Bradley explained the “elevator” speech drafted by Molly Dumas for safety captains to introduce themselves and the Rapid Needs Assessment (RNA) sheet.
- Anne Bradley mentioned the distribution of materials like safety vests, name tags, and notebooks, and the importance of acting professionally.
- Patricia Koonce asked about magnets for distribution, and Anne Bradley confirmed their availability in the folders.
- Paul Caldron asked about pre-populating the RNA form with house addresses, and Anne Bradley explained the current process and future plans.

Reviewing and Adopting Meeting Minutes

- Anne Bradley reviewed and adopted the minutes from the March 7 meeting without any additions or corrections.
- Anne Bradley discussed the roles and expectations for safety captains in an emergency event, emphasizing that they are not first responders.
- Paul Caldron offered to help draft a document clarifying this role, and Anne Bradley agreed to work with him on it.
- Anne Bradley mentioned the stalled progress on the Depoe Bay emergency cache placement in Little Whale Cove and the potential future discussion on this topic.

May 7 Field Exercise Preparation

- Anne Bradley reviewed the successful Residential and Wildfire Awareness Program and then focused on the May 7 field exercise.
- Michael Tomlinson explained the scenario for the field exercise, involving a hypothetical storm that causes a widespread power outage.
- Michael Tomlinson outlined the schedule for the exercise, including the initiation of radio calls, activation of the Incident Command System (ICS), and the use of the RNA form.
- Michael Tomlinson demonstrated the RNA form and explained the use of the phonetic alphabet for reporting.

Communication and Coordination for the Exercise

- Paul Caldron suggested including plastic covers for the RNA forms in the notebooks for easy reference.
- Michael Tomlinson discussed the importance of coordination among safety captains and the use of the Crow's Nest for reporting.
- Michael Tomlinson agreed to assemble and distribute the phonetic alphabet badges for the safety captains.
- Anne Bradley confirmed the plan to distribute the materials and the importance of clear communication during the exercise.

Bill Albright's Report and Announcements

- Michael Tomlinson read Bill Albright's email, mentioning the participation in the Gravel Epic cycling event and the upcoming simulated emergency test.
- Michael Tomlinson explained the differences between Meshtastic and Meshcore systems and their potential for linking the coast to the valley.
- Anne Bradley opened the floor for any additional announcements or questions, addressing Chuck Duncan's concern about coordinating reports from multiple safety captains.
- Patricia Koonce asked about the timing of the radio calls, and Michael Tomlinson clarified the schedule, emphasizing the importance of the 1300 radio call for safety captains.

Final Preparations and Conclusion

- Anne Bradley emphasized the importance of the next radio poll on June 6th and the potential need to reschedule the next safety committee meeting on July 4th.
- Michael Tomlinson planned to distribute the materials later in the afternoon, and Anne Bradley will stop by to help with the distribution.
- The meeting concluded with thanks from participants and a reminder of the upcoming Cinco de Mayo event.

Adjourned: 1008 PDT