

**Facilities Council Meeting Minutes**

April 4, 2019

2:30 to 4:30pm

Bldg. LCC 07/212K

**Attendees:** Jennifer Frei, Jennifer Hayward, Brian Kelly, Craig Taylor, Mike Zimmerman, Mike Sims, Bryant Everett, Susie Holmes, Luis Maggiori

**Recorder:** Deborah Butler

**Guests:** Chief Lisa Rupp

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| **Item** | **Notes** |
| Approval of Agenda/Additions?  |  Craig moved to approve minutes with a minor change to the “March 36” language. Mike seconded. Minutes approved.  |
| Announcements | Craig reported seeing a gray fox off of Gonyea Road. Taphonomy Lab won a League of Innovation Award recognition and a cash prize of $1000 to purchase supplies. |
| EPT Update (copy of text appended to minutes) | Tabletop Drills - Weather, Slash-Burn, and Ice Storm scenariosAfter Action Reports - Snowmageddon 2019, C-CERT Cascadia Drill (using ICS model), Flooding, Slash-Burn, Eugene Public Library EvacuationOther Safety Activities - fire drills, SPIRE grant application, equipment operations checks, inquiry about application to Shake Alert notificationBrian asked whether Facilities Council had any requests for information or review of policies for which the council is responsibility. Jennifer posed the question in the other direction, asking whether there are policies or information that would be useful for EPT to have to do their work effectively. Craig asked whether Facilities Council should assist with the potential early earthquake Shake Alert notification process development, because it is likely to be connected to facilities and space. Brian responded that there are no existing policies in that area, but one could be created. He suggested that EPT look at the issue in a future meeting to compare with other institutions and their current practices.  |
| Master Plan Update | Meetings with departments have been completed. Most departments came with very useful information and feedback. The Master Plan work team in Facilities worked on articulating priorities for spaces, including issues such as seismic preparedness, IT infrastructure, etc. That list will be enveloped into the Master Plan draft and provided for discussion and feedback. Master Planning process is about 6 weeks behind right now, due to a tight schedule and the interruption of the snow storm. Jennifer asked for possible suggestions about how to move the project forward without losing momentum but also without compressing the work time to a level that reduced input or short-changed the process. The deadline may be moved to the fall rather than the original July date, but doing so means that there will be less time available for possible bond planning.  |
| 30th Ave. Hours Policy - Second Read | Brian suggested a change to remove a redundant word and comma in the first paragraph of the narrative. Craig recommended a change from the word “procedure” to “policy” in the Purpose statement. Jennifer H. moved to approve with minor changes. Jennifer F. seconded. Policy approved.  |
| **Next Meeting** | **April 23, 2:30 – 4:30pm**  |

Future Agenda Items:

* Sustainability Committee Report
* review Safety Committee training recommendations
* 2 more meetings with Master Plan consultants (Jennifer will check in with revised schedule) [April 23]
* EPT policy report re: drills and safety planning

**Facilities Council – EPT YTD**

**1.** **Tabletop Exercises - One per term**

a. HAZMAT Spill to the east side of LCC property

b. Wildfire w/Chief Andrew Smith with Pleasant Hill-Goshen Fire District

c. Winter Storm

d. Earthquake Event

**2.** **After Action Reports – Emergency issues relating to LCC**

a. C-Cert’s Cascadia Earthquake Drill – September 22nd

b. Slash Burn on the west side of campus

c. Eugene Library evacuation

d. Wind storm

e. Suspected gas leak

f. Snowmageddon

g. Flood

**3.** **Emergency Phones/Panic Alarms – Once per month**

**4.** **Fire Drills up to date – Ongoing**

**5.** **Oregon Office of Emergency Management – SPIRE Grant**

Have asked for:

a. Portable power generator

b. Fuel tanks

c. Water purification/desalination

d. Communication units/sets

e. Public Information/Communication Trailers

f. Soft-sided mobile mass-case shelter kits/trailers

**6.** **ShakeAlert**