



PUBLIC NOTICE City Council Meeting

An EMERGENCY SESSION of the City Council of Falls City, OR will be held as follows:

Posted: 03/13/20- Frink's, City Hall, Community Center, Website

Meeting Date: Saturday, March 14, 2020

Time: 9:00 am

Location: Falls City Community Center

Address: 320 N Main Street. Falls City, Oregon 97344

****Public welcome, but discouraged from attending due to CDC guidelines on social distancing.***

AGENDA

1. CALL TO ORDER, ROLL CALL, PLEDGE OF ALLEGIANCE

Jeremy Gordon, Mayor ___ Dennis Sickles ___ Lori Jean Sickles ___

Jennifer Drill ___ Tony Meier ___ Cliff Lauder ___ TJ Bailey ___

2. MOTION TO ADOPT THE ENTIRE AGENDA

3. EMERGENCY BUSINESS

a. Need for Emergency Session:

Both the outbreak and response to the COVID-19 Pandemic has placed the Falls City Community and the world at great risk. While the symptoms are rarely life threatening in healthy adults, our most vulnerable populations are less lucky. States of Emergency have been declared by many states, including the State of Oregon, our Federal Government, and many other governments and organizations around the world.

b. Corona Virus Discussion:

i. Falls City Fire Activities and Response

ii. Process and Benefits of Declaring an Emergency

iii. Proposed Immediate Action

1. City Hall limited access

2. Temporary Personnel Policy

3. Emergency Waiver of Water/Sewer Penalties and Shutoffs

4. Temporary Closure of Community Facilities

iv. Discussion on Release of Information

4. ADJOURN

The City of Falls City does not discriminate in providing access to its programs, services, and activities on the basis of race, color, religion, ancestry, national origin, political affiliation, sex, age, marital status, physical or mental disability, or any other inappropriate reason prohibited by law or policy of the state or federal government. Should a person need special accommodations or interpretation services, contact the City at 503.787.3631 at least one working day prior to the need for services and every reasonable effort to accommodate the need will be made.

STAFF REPORT

TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: CITY MANAGER, MAC CORTHELL
SUBJECT: EMERGENCY DECLARATION PROCESS & BENEFITS
DATE: MARCH 13, 2020

SUMMARY

Review of the Emergency Declaration Process and Benefits.

BACKGROUND

Both the outbreak and response to the COVID-19 Pandemic has placed the Falls City Community and the world at great risk. While the symptoms are rarely life threatening in healthy adults, our most vulnerable populations are less lucky. States of Emergency have been declared by many states, including the State of Oregon, our Federal Government, and many other governments and organizations around the world.

Though we aren't to the point of Declaring an Emergency yet, this presents a good opportunity to review the Emergency Declaration Process, and the benefits the city could receive upon making such a declaration.

ATTACHMENTS

1. Chapter 1.7.2-1.9.1 of the Falls City Emergency Plan

1. Introduction**1.7.2 City of Falls City Disaster Declaration Process**

The City may declare an emergency for any of several reasons, such as authorizing additional budget authority, implementing emergency measures, or accessing County, State, or federal disaster assistance. To declare a State of Emergency, the Mayor or Emergency Manager will call either a regular or a special meeting of the City Council to request a declaration of emergency by the Council, or immediately declare an emergency in writing. If the manager declares an emergency, the City Council must ratify that declaration within seven days, or it will expire.

A declaration by the City Council will be effective for no longer than two weeks, but it may be extended in one-week increments, should an emergency continue to exist.

A declaration shall:

- Describe the nature of the emergency.
- Designate the geographic boundaries of the area where the emergency exists, as well as the portion of the affected area lying within City boundaries.
- Estimate the number of individuals at risk, injured, or killed.
- Describe the actual or likely damage caused by the emergency.
- State the type of assistance or resources required to respond to the emergency.
- Estimate the length of time during which the designated area will remain in an emergency status.
- State the specific regulations or emergency measures imposed as a result of the declaration of emergency.

The declaration of emergency will be written based on the best information available at the time. It may be amended, based on additional information or changes in the situation. The City Attorney may be consulted to review the declaration for legality or sufficiency of emergency measures and emergency powers invoked within the document. If County, State, or federal assistance is needed, the declaration must also state that all appropriate and available local resources have been expended, are nearing depletion, or projected to be inadequate and that mutual aid agreements have been initiated, as well as contain a specific request for the type(s) of assistance required.

EOC Command and General Staff have the following responsibilities in the declaration process:

- **EOC Manager:** Present the package to City Council.

1. Introduction

- **Operations:** Identify necessary resources and outline any special powers needed to respond to the emergency. Assist in the Initial Damage Assessment (IDA).
- **Planning:** Provide situation and resource summaries; conduct a windshield survey, IDA, and Preliminary Damage Assessment (PDA).
- **Logistics:** Compile resource requests.
- **Finance:** Track incident costs, assist in the PDA, and coordinate damage survey activities.

See Appendix A for sample Declaration of Emergency forms.

1.7.3 Polk County Declaration Process

When an incident occurs and a mayor or County department head determines that conditions have developed such that the staffing, equipment, or other resources or capabilities of the affected municipality or department are overwhelmed, the official may request that the County Sheriff or Emergency Management Director activate the County EOP and EOC.

Under the circumstances described above, the County's Presiding Official, in consultation with the County Board of Commissioners and with support from the County Counsel, may issue an Emergency Declaration. This declaration will state that an emergency exists and will specify a location or description of the affected area and the jurisdictions included in the declaration. The Oregon Office of Emergency Management (OEM) has set forth the following criteria for declaring a local emergency:

- Describe the circumstances impacting an identified area,
- Identify the problems for which assistance is needed, and
- Clearly state what has been done locally to respond to the impact and needs.

In accordance with Oregon Revised Statutes (ORS) Chapter 401, the County Emergency Management Director will submit emergency/disaster declarations to the OEM Director. If the Governor issues an emergency or disaster declaration, OEM will be contacted via the Oregon Emergency Response System (OERS) for possible allocation of State resources to support the response.

During a suspected or confirmed public health emergency, the County Emergency Management Organization (Sheriff's Office) may declare a State of Emergency under advisement from the Polk County Public Health Director. The latter may request that the County Court issue an order to implement and provide for enforcement of isolation and quarantine procedures.

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In an agricultural emergency, the Polk County Environmental Health Division will manage animal quarantine measures (note that, unlike human quarantines, animal quarantine measures do not require a court order). The Area Veterinarian in Charge for the United States Department of Agriculture/Animal and Plant Health Inspection Service/Veterinary Services will assist the State Veterinarian in any animal health emergency, as appropriate. Most likely, support from the State Brand Inspector, State agricultural agencies, Cooperative Extension Services, and Oregon Department of Human Services would be included in these procedures. Formal quarantine measures will be implemented in accordance with procedures established in the Oregon Animal Disease Emergency Management Plan as set forth by the Oregon Department of Agriculture (ODA). Response activities may also be supported by the ODA's Veterinary Emergency Response Teams.

1.7.4 State Assistance

The OEM Operations Officer coordinates with the agencies represented in the State Emergency Coordination Center to determine the best way to support local government requests. Local government requests will be made by the County Emergency Management Director on behalf of the City. The State Operations Officer evaluates resource requests based on the goals and priorities established by the Director. Agency representatives keep the Operations Officer informed of resources assigned, resources available for commitment, and the status of assigned missions.

State resources are provided to the County or City EMO or to the on-scene Incident Commander as agreed by the entities concerned. The OEM Director makes final decisions in cases of conflicting interest such as competing resource requests or priority questions.

1.7.5 Federal Assistance

The Federal Emergency Management Agency (FEMA) provides resources, coordination, planning, training, and funding to support State and local jurisdictions when requested by the Governor.

In the event that the capabilities of the State are not sufficient to meet the requirements as determined by the Governor, federal assistance may be requested. OEM coordinates all requests for federal assistance through the State Emergency Coordination Center. FEMA coordinates the Governor's Presidential request for assistance in accordance with the NRF.

1.8 Continuity of Government

1.8.1 Lines of Succession

Table 1-3 presents the policy and operational lines of succession during an emergency for the City. Order of succession guidelines for emergency coordination and emergency policy and governance have not been developed; if

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developed in the future, these guidelines should be kept within the vital records packet at the Emergency Operations Center.

Table 1-3 City Lines of Succession	
Emergency Coordination	Emergency Policy and Governance
1. Emergency Manager	1. Mayor
2. Mayor	2. Council President
3. City Clerk	3. Council members (order of seniority)

Each City department is responsible for pre-identifying staff patterns showing a line of succession in management’s absence. Lines of succession for each department can be found in the City Administrator/Recorder’s Office. All employees shall be trained on the protocols and contingency plans required to maintain leadership within their departments. The City Administrator/Recorder will provide guidance and direction to department heads to maintain continuity of government and operations during an emergency. Individual department heads within the City are responsible for developing and implementing continuity of government and operations plans to ensure continued delivery of essential functions during an emergency.

1.8.2 Preservation of Vital Records

The City has not developed a vital records packet for use during emergency events. If developed in the future, this packet should contain records essential to executing emergency functions, including this EOP, emergency operating records essential to the continued function of the City EMO, a current call-down list, vital records inventory, necessary keys or access codes, a list of primary and alternate facilities, and the City’s COOP.

Each City department must provide for the protection, accessibility, and recovery of the agency's vital records, systems, and equipment. These are rights and interests records, systems, and equipment that, if irretrievable, lost, or damaged, will materially impair the agency's ability to conduct business or carry out essential functions. Each agency should have a maintenance program for the preservation and quality assurance of data and systems. The program should take into account the cost of protecting or reconstructing records weighed against the necessity of the information for achieving the agency mission.

1.9 Administration and Logistics

1.9.1 Request, Allocation, and Distribution of Resources

Resource requests and emergency/disaster declarations must be submitted by the City Emergency Manager to the County Emergency Management Director according to provisions outlined under ORS Chapter 401.

STAFF REPORT

TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: CITY MANAGER, MAC CORTHELL
SUBJECT: COVID-19 IMMEDIATE ACTION
DATE: MARCH 13, 2020

SUMMARY

Proposed immediate action in response to COVID-19 and the response thereto.

BACKGROUND

The impacts of COVID-19 can be felt worldwide, and it's only a matter of time before they strike here in Falls City. These not only include the danger of becoming ill with a new and unfamiliar virus, but the effects of society's efforts to mitigate that danger.

As always, an active approach is far more effective than a reactive one. Schools are closed for at least two weeks, mandatory quarantines are in effect for those showing signs of illness, even professional sports are on hiatus. The goal of this "social distancing" is to slow the spread of the illness in an effort to avoid overwhelming our medical community, and of course to prevent physical harm, or in very limited circumstances, death.

STAFF RECOMMENDATIONS

In response to the Governor's Executive Orders, the CDC Guidance, and best practices in local government, City Staff is recommending the following immediate action:

1. Limited Access to City Hall:
 - a. Daily business will proceed as normal, but face to face business will be handled through the front door mail slot, or via telephone.
2. Temporary Personnel Policy
 - a. Exhibit (A)
3. Waiver of Water/Sewer Penalties & Shut-Offs
 - a. Exhibit (B) Resolution 07-2020
4. Temporary Closure of Community Facilities
 - a. Exhibit (C) Resolution 08-2020



City Manager's
Office

Temporary City Policy: Response to COVID-19

City of Falls City
Falls City, OR 97344
299 Mill Street
Phone: 503.787.3631
manager@fallscityoregon.gov

The purpose of this temporary policy is to recognize that the novel coronavirus, also known as COVID-19, may impact the City of Falls City locally. Our employees are at the forefront of our concern as we work to adapt quickly to this emerging public health threat and navigate new business practices in order to continue to serve our community to the best of our abilities. It is in times like these that our community may need our services the most.

Definitions:

Novel Coronavirus / COVID-19: A respiratory disease caused by a novel (new) coronavirus. The virus has been named "SARS-CoV-2" and the disease it causes has been named "coronavirus disease 2019" (abbreviated "COVID-19").

Curtailed Operations: A change or reduction to the routine services, service levels, activities and functions of any given office, department or division.

Household Member: Any other person who resides in the employee's household.

Immediate Family: As defined by Oregon Family Leave Act: the spouse, same-gender domestic partner, custodial parent, non-custodial parent, adoptive parent, foster parent, biological parent, step parent, parent-in-law, parent of same-gender domestic partner, grandparent or grandchild of the employee, or a person with whom the employee is or was in a relationship of in loco parentis. It also includes the biological, adopted, foster or stepchild of an employee or the child of an employee's same-gender domestic partner. For the purposes of OFLA, an employee's child in any of these categories may be either a minor or an adult at the time serious health condition leave, sick child leave, or leave under ORS 659.159(1)(e) is taken.

Isolation: A method to separate sick people with a contagious disease from people who are not sick. Isolation is a term applied to infection control actions that are taken by public health officials to stop or slow down the spread of a highly contagious disease.

Medical Advice: Information or advice received from a medical professional.

Quarantine: Quarantine separates and restricts the movement of people who were exposed to a contagious disease to see if they become sick. 2

EXA

Social Distancing: Measures taken to restrict when and where people can gather to stop or slow the spread of infectious diseases. Social distancing measures include limiting large groups of people coming together, closing buildings, and canceling events.

Telecommuting: A work arrangement in which the employee works outside the normal work site, often working from home.

Polk County Health Department: The regional health authority for public health concerns in Polk County.

General Policy:

The City of Falls City is following the guidance of the Oregon Health Authority (OHA), Centers for Disease Control (CDC), and Polk County Health Department. The City is adhering to the recommendations of these agencies regarding preventative measures including social distancing, quarantines, and possible curtailment of non-essential City functions. The City will continue to adjust as the recommendations of these agencies change.

This policy applies to all employees, and specifically those who fall into one of the following categories:

1. An employee or an employee's dependent or household member who is under observation, being monitored or has been diagnosed with COVID-19;
2. An employee or a household member who falls into one of the categories identified by the CDC as being at high risk for serious complications from COVID-19 and has been advised by a medical professional or public health authority not to leave their home or come to work;
3. The school or daycare center of an employee's dependent has closed due to documented exposure of COVID-19;
 - a. Employees are to treat a precautionary school closure similar to an inclement weather event. Managers are encouraged to be flexible with employees who need to retain alternative childcare services on short notice. If the employee's child is not considered to be high risk for serious complications from COVID-19 the employee is expected to work their scheduled shifts.
4. Supportive services for an employee's dependent (such as medical transportation, in-home care providers, etc.) are unavailable due to documented exposure of COVID-19 which requires them to care for that dependent;
5. Public or alternative transportation is unavailable due to documented exposure of COVID-19 and an employee is unable to travel to and from work; OR
6. In the event that the CDC, the OHA, or the Polk County Health Department directs the City to take advanced steps such as social distancing, quarantines or curtailment of non-essential City functions, this policy would then pertain to all but a few staff providing essential services.

EXA

- a. In the event this occurs employees will receive further direction from the City Manager on continuation of operations. Consult with your department head if you are unsure if your position is responsible for providing essential services.

Policy Guidelines:

1. Employees who fall into one of the six General Policy categories above and cannot telecommute may use Hours Type 'COVID-19 Absence' to account for the absence.

- a. Reason Code 'COVID-19 Absence' will pay an employee's regular wage and will utilize sick leave accruals.

- b. Employees with insufficient sick leave accruals will be allowed to go negative and reimburse the city using future accruals.

- c. This Reason Code does not identify whether or not an employee is ill; but instead is used for the sole purpose of tracking expenses associated with the City's response to COVID-19,

- c. If employees utilize Reason Code 'COVID-19 Absence' they must complete the Coronavirus / COVID-19 Absence Form (see attachment A) and turn it in to the City Manager.

2. Employees who do not fall into one of the six categories listed in the General Policy section above must utilize their accruals per the City's existing policies or procedures if they wish to be absent from work.

3. Telecommuting Option: If an employee meets one of the six General Policy categories but is not ill.

- a. The employee shall first attempt to utilize telecommuting in order to serve the public in the best possible manner.

- b. When an employee is in a position with telecommuting capabilities, they shall talk with their supervisor to gain approval and make appropriate arrangements for telecommuting.

- c. When telecommuting, employees must be available via computer or phone and provide a contact phone number where they can be easily and readily reached during their regular work day while working remotely from the work site.

- d. If an employee is not in a position with telecommuting capabilities and is unable to come to work for reasons mentioned in one of the six General Policy categories above, Reporting Category 'COVID-19 Absence' should be utilized to account for time away from work.

4. Employees who are diagnosed with COVID-19 will be approved for FMLA/OFLA leave for 80 hours (or two weeks of the employee's shifts.) No FMLA/OFLA paperwork will be required for the first 80 hours of this leave. If the employee wishes to request FMLA/OFLA leave in excess of the 80 hours they will be required to complete the appropriate paperwork. In this situation their pay status will be converted to FMLA/OFLA leave.

5. Exceptions: Exceptions to this temporary policy may only be granted by the City Manager or designee. Any situation or circumstance not covered in this temporary policy shall be governed by existing City policies and procedures.

6. Implementation: Observance of this policy is mandatory for all City employees and violation may result in disciplinary action (up to and including termination.)

7. Review: This temporary policy shall be reviewed by the City's Executive Team at least every 14 days and updated or revoked as necessary. This temporary policy is only in effect during the time period covered by the COVID-19 Emergency Declaration issued by the State of Oregon.



Mac Corthell, City Manager

RESOLUTION 07-2020

A RESOLUTION TEMPORARILY WAIVING UTILITY PENALTIES

FINDINGS:

Whereas, the COVID-19 virus has been declared a pandemic by the World Health Organization; and

Whereas, the United States, the State of Oregon, and multiple other countries and states have declared a state of emergency; and

Whereas, the guidance around social distancing from the CDC, OHA, and Polk County Health Authority has led to Executive orders closing schools, and limiting the size of gatherings to less than 250; and

Whereas, the same guidance has resulted in mandatory 14 day quarantines for those afflicted, or believed to have come in contact with one who is afflicted; and

Whereas, the treatment for the majority of cases includes seclusion, bed rest, and hydration; and

Whereas, Falls City has a high poverty rate, and many citizens who live paycheck to paycheck; and

Whereas, the inability to work due to child care, quarantine, or work place closure, causes a severe financial hardship.

NOW THEREFORE THE CITY COUNCIL OF FALLS CITY RESOLVES AS FOLLOWS:

Section 1. In General.

1. The City Council hereby waives all water and sewer penalties accrued during the emergency declaration by the State of Oregon.
2. The City Council hereby terminates all water shut-offs during the emergency declaration by the State of Oregon.

Section 3. Termination, Repeal, Extension.

1. This resolution may be repealed or extended at any time by act of the City Council.
2. This resolution will terminate automatically at the time when the emergency declaration by the State of Oregon terminates, unless extended by act of the City Council

Section 4. This Resolution becomes effective immediately upon passage.

This Resolution was duly PASSED and ADOPTED by the Falls City Council this Fourteenth day of March, 2020.

Approved:

Date

Jeremy Gordon, Mayor

Attest:

Date

Jamie Ward, City Clerk

EXB

RESOLUTION 08-2020

A RESOLUTION TEMPORARILY BANNING NON-CITY USE OF PUBLIC FACILITIES

FINDINGS:

Whereas, the COVID-19 virus has been declared a pandemic by the World Health Organization; and

Whereas, the United States, the State of Oregon, and multiple other countries and states have declared a state of emergency; and

Whereas, the main guidance from the CDC, OHA, and Polk County Health Authority is social distancing individually, limiting gatherings in close quarters, and large gatherings all together, and ensuring surfaces are properly disinfected; and

Whereas, the city has a duty to protect those using its facilities and that duty includes compliance with the mentioned guidance; and

Whereas, the city lacks capacity to ensure a properly disinfected environment between facilities users; and

Whereas, the city should do its part to help limit gatherings in close quarters and large gatherings during the emergency declaration.

NOW THEREFORE THE CITY COUNCIL OF FALLS CITY RESOLVES AS FOLLOWS:

Section 1. In General.

1. Non-City use of City Owned facilities is hereby temporarily banned.
2. All deposits and rental fees paid to the city for use of facilities during this ban shall be returned.

Section 3. Termination, Repeal, Extension.

1. This resolution may be repealed or extended at any time by act of the City Council.
2. This resolution will terminate automatically at the time when the emergency declaration by the State of Oregon terminates, unless extended by act of the City Council

Section 4. This Resolution becomes effective immediately upon passage.

This Resolution was duly PASSED and ADOPTED by the Falls City Council this Fourteenth day of March, 2020.

Approved:

Date

Jeremy Gordon, Mayor

Attest:

Date

Jamie Ward, City Clerk

Exc