



RESOLUTION NO. 2020-29

**CITY OF FOREST GROVE
DECLARATION OF STATE OF EMERGENCY
MARCH 14, 2020**

WHEREAS, the City of Forest Grove has the authority granted under ORS Chapter 401 and the Emergency Operations Plan, that provides direction to the City, its officials, and others in the event of an emergency that exists within the City, and which provides for the responsibility in times of emergency and specifically delegates authority to declare a state of emergency to the Mayor, and

WHEREAS, the following conditions have resulted in the need for the declaration of a state of emergency:

Multiple cases of COVID-19 have been detected in Washington County, and

The Washington County Board of Commissioners has declared a state of emergency relating to COVID-19 in Washington County, Oregon; and

The Governor of the State of Oregon has declared a state of emergency relating to COVID-19 in the State of Oregon; and

The President of the United States has declared a state of emergency relating to COVID-19 in the United States; and

WHEREAS, the foregoing circumstances constitute a threat of imminent widespread illness, human suffering, loss of life, and financial loss, which in the determination of the Mayor will cause such significant damage as to warrant disaster assistance from resources other than the City's to supplement the efforts and available City resources to alleviate the damage, loss, hardship or suffering caused, and

WHEREAS, the foregoing circumstances require a coordinated response beyond that which occurs routinely, and the required response cannot be achieved solely with the added resources acquired through mutual aid or cooperative assistance agreements; and

WHEREAS, the foregoing circumstances affects all of the territory within the City limits, and

WHEREAS, the foregoing circumstances are anticipated to remain in effect for a period of at least four weeks;

NOW, THEREFORE, IT IS DECLARED THAT A STATE OF EMERGENCY NOW EXISTS IN THE CITY OF FOREST GROVE, OREGON, ENCOMPASSING ALL OF THE AREA WITHIN THE CITY LIMITS; and

IT IS FURTHER DECLARED that the City and its officials shall be authorized to take such actions and issue such orders as are determined to be necessary to protect the public and property and efficiently conduct activities that minimize or mitigate the effect of the emergency; and

IT IS FURTHER DECLARED that the City shall take all necessary steps authorized by law to coordinate response and recovery from this emergency, including but not limited to, requesting assistance and potential reimbursements from the State of Oregon and appropriate federal agencies; and

IT IS FURTHER DECLARED that emergency procurements of goods and services are authorized pursuant to ORS 279B.080, ORS 279C.335(6), ORS 279.380(4), and all other applicable rules.

THIS DECLARATION IS EFFECTIVE MARCH 14, 2020, AT 1:00 PM AND SHALL REMAIN IN EFFECT UNTIL 8:00 P.M. ON APRIL 13, 2020, UNLESS SUPERSEDED SOONER.



Peter B. Truax, Mayor, City of Forest Grove



Date: March 14, 2020

PRESENTED AND PASSED this 16th day of March, 2020.



ATTESTED:

Anna D. Ruggles, City Recorder



COVID-19 RESPONSE

City Council Briefing

March 16, 2020

DATE 03/16/2020

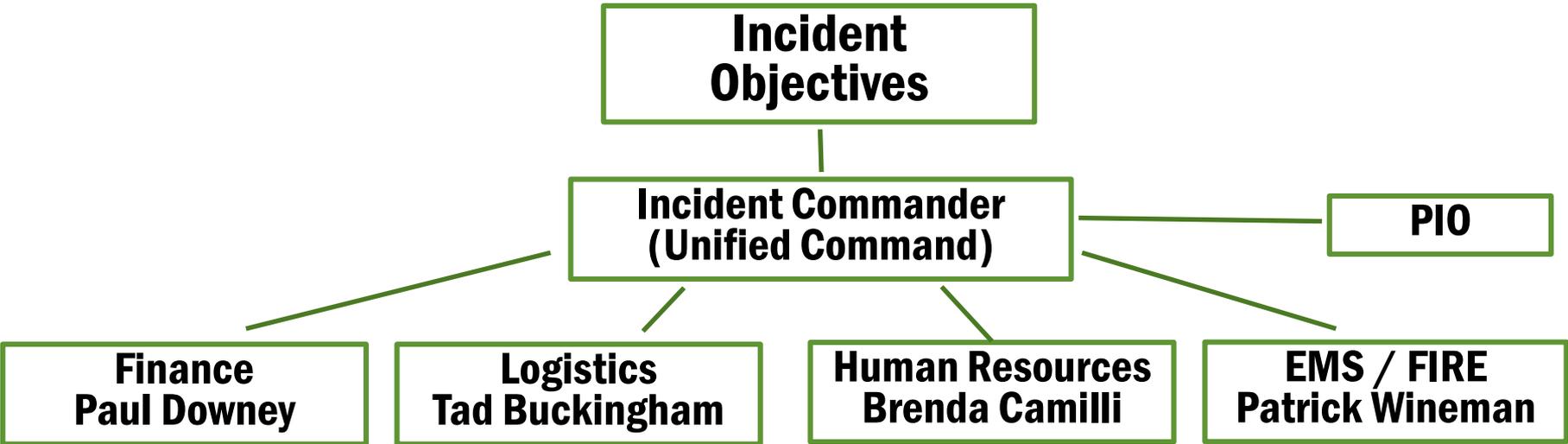
OUTLINE

1. Incident Management Team
2. Operation and Service Changes
3. Next Steps

Incident Management Objectives

- Provide for safety of all employees and community members.
- Provide public information and assurance to prevent further disease spread.
- Develop policies for city employee utilization and safety during a pandemic event.
- Provide EMS first responders with necessary protective equipment, procedures training and support to respond to infected patients in the most efficient manner possible.
- Develop procedures and tools for time and financial tracking for the pandemic event.
- Establish inventories of needed supplies and equipment and purchase, track, and distribute.

Incident Management Team



Operation and Service Changes

- All the following measures are in place until Sunday, March 29, unless indicated otherwise.
- The measures are being evaluated routinely and updates provided in the Situation Report.
- The Situation Report is the sole document for the pandemic. Posted daily to all city-related public media.

MAYOR / CITY COUNCIL

- Emergency Declaration March 14, 2020.
 - Aquatics Center Closed
 - Library Closed
 - Parks Organized Recreation Closed
 - Parks restrooms open

CITY HALL/COM. DEV

- **Reduced public hours from 9:00-5:00 to 10:00-3:00. Further reductions and closure possible.**
 - Passports: suspended
 - Utility billing: telephone surcharge waived
 - CAPE: allowing applications by phone
 - Public Records: all electronic, no drop-offs or pick-ups
 - Municipal Court: Court Wednesday, extensions being granted
 - Human Resources: considering staggered staffing, telework options, and leave procedures.
 - Permits & Plans: by appointment and drop-off. Social distancing measures in place.
 - Building Inspections: virtual inspections only for occupied homes. Unoccupied structures by appointment only.

ENGINEERING / PWS

- Public Works public counter closed. Vendor delivery by appointment only.
- Engineering public hours reduced from 9:00-5:00 to 10:00-3:00. Social distancing measures in place.
- Civil Inspections: by appointment only.

LIGHT & POWER

- Public counter closed.
- Conservation Program: by appointment only.
- Banners: scheduled through April; drop-off and pick-up remotely.

LIBRARY

- Library closed.
- Future Considerations:
 - Drop box
 - Scheduled pick-ups
 - Courier services

PARKS / AQUATICS

- Aquatics Center Closed
- Parks Organized Recreation Closed
 - Parks restrooms open

POLICE AND FIRE

- Fire public counter closed.
- Police public counter open.



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EMERGENCY MANAGEMENT COMMUNICATION

COVID-19 Outbreak: Situation Report

Updated: March 17, 2020, 4 PM

The measures below are in effect through **Sunday, March 29**. All measures are routinely evaluated and changes will be posted under "Coronavirus" at www.forestgrove-or.gov

The Mayor approved an Emergency Declaration for the City of Forest Grove on March 14. An Incident Management Team has been appointed to respond to the emergency.

ALL CITY PUBLIC COUNTERS WILL BE CLOSED TO THE PUBLIC THROUGH SUNDAY, MARCH 29.

ALL CITY OPERATIONS WILL CONTINUE. THE PUBLIC IS ASKED TO PLEASE TRANSACT BUSINESS REMOTELY. If questions about any service, please contact the phone number below.

CITY SERVICES (ALPHABETICAL ORDER):

Aquatics:	Spring swimming lessons registration open	503-992-3238
Banners:	Scheduling	503-992-3250
Boards & Commissions:	All March meetings cancelled	
CAPE (energy assistance):	Apply by phone	503-992-3221
Inspections:	Occupied Structures by appointment only	503-992-3155
	Unoccupied Structures business as usual	
	Civil inspections by appointment only	503-992-3228
	Fire inspections suspended	
Energy Programs:	By appointment only	503-992-3250
Event Permits:	Apply online at www.forestgrove-or.gov	503-992-3200
Library:	Digital services available at https://www.wccls.org/covid-19	503-992-3247
Liquor Licenses:	Apply online at www.forestgrove-or.gov	503-992-3200
Municipal Court:	March 18 court cancelled	503-992-3268
	For assistance with suspended license reinstatement	503-992-3268
	Tickets can be paid online at CitePayUSA.com	
Parks:	All parks and restrooms open	
Passports:	Service suspended until further notice	
Permitting:	Building Permits	503-992-3155
	Right of Way	503-992-3228
Plan Review:	Engineering/Planning, by appointment only	503-992-3227
	Fire new construction plans	503-992-3177
Police Records Requests	Email request to pdrecords@forestgrove-or.gov .	503-992-3260
Public Records Requests:	Apply online at www.forestgrove-or.gov	503-992-3200
Temporary power:	Temporary power available	503-992-3250
Utility Billing:	Payments being accepted remotely or by phone	503-992-3221
Utilities:	No power and water shut-offs for non-payment thru March 31	

Additional Precautionary Measures:

- For emergencies, continue to utilize 911.
- Encouraging remote reporting of non-emergency incidents by dialing 503-629-0111.
- Posted signs in all City buildings to wash hands and stay home if sick.
- Increased cleaning and disinfecting of highly utilized areas.
- Practicing social distancing at all City facilities and meetings.
- Acquired additional personal protective equipment for first responders.
- Distributed prevention flyers to the Chamber of Commerce for distribution to city businesses.
- Continuing to educate staff on decontamination of highly used public items.
- Water served by the City of Forest Grove Water Department is safe to drink and use. Before reaching Forest Grove customers' taps, water is filtered, cleaned, and treated. This process removes, disinfects, and chemically inactivates viruses, bacteria, and other living organisms from the drinking water, including COVID-19.

The City of Forest Grove is adhering to guidance from the health authorities listed below. Please utilize these health experts for accurate coronavirus information:

State of Oregon: [The Oregon Health Authority \(OHA\)](#)
Washington County: [The Washington County Department of Health and Human Services](#)
United States: [The Centers for Disease Control and Prevention](#)
International: [The World Health Organization \(WHO\)](#)

Questions? Contact Incident Management Team Public Information Officer Dave Nemeyer, Division Chief, at: dnemeyer@forestgrove-or.gov or 503-992-3177.



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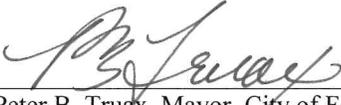
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Peter B. Truax, Mayor, City of Forest Grove



Date: March 14, 2020



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EMERGENCY MANAGEMENT COMMUNICATION

COVID-19 Outbreak: Situation Report

Updated: March 14, 2020

BOLD = New Information

In accordance with the Emergency Operations Plan, the measures below are in effect thru **Sunday, March 29th**.

All measures are routinely evaluated and changes will be posted under "Latest News" at www.forestgrove-or.gov

The Mayor has approved an Emergency Declaration for the City of Forest Grove effective 1:00 P.M., March 14. The City Council will be asked to ratify the Emergency Declaration on Monday, March 16. An Incident Management Team has been appointed to respond to the emergency.

All City operations remain open unless indicated below.

City Operations:

- Library:** Closed Monday, March 16 thru Sunday, March 29
- Aquatic Center:** Closed Monday, March 16 thru Sunday, March 29
- Parks:** All parks and restrooms remain open
Organized leagues cancelled thru Sunday, March 29
- Utilities:** No power and water shut offs for non-payment thru March 31
Northwest Natural Gas has announced no shut offs for non-payment thru March 31.

City Council Meeting, March 16:

- **To assure social distancing, Councilors will not be meeting on the dais.**
- All work sessions will be held in the Community Auditorium.
- Teleconferencing options will be available for City Councilors.

Boards & Commission Meetings:

- **All Board and Commission meetings in March are cancelled.**

Additional Precautionary Measures:

- Posted signs in all City buildings to wash hands and stay home if sick.
- Increased cleaning and disinfecting of highly utilized areas such as restrooms, countertops, and keyboards.
- Practicing social distancing at all City facilities.

Police and Fire:

- For emergencies, continue to utilize 911.
- Acquired additional personal protective equipment for first responders.
- Encouraging remote reporting of non-emergency incidents by dialing 503-629-0111.
- For police reports, please visit the website at www.forestgrove-or.gov, go to the Police page, click on Records Request, click on Request Public Records and email request to pdrecords@forestgrove-or.gov.
- Distributed prevention flyers to the Chamber of Commerce for distribution to city businesses.
- Continuing to educate staff on decontamination of highly used public items.

Water:

- Water served by the City of Forest Grove Water Department is safe to drink and use. Before reaching Forest Grove customers' taps, water is filtered, cleaned, and treated. This process removes, disinfects, and chemically inactivates viruses, bacteria, and other living organisms from the drinking water, including COVID-19.

Senior and Community Center:

- The following activities have been suspended temporarily:
 - Friday breakfast, April's 1st Friday Dinner, Bingo, Gift Shop, activities with more than 10 attendees.

The City of Forest Grove is adhering to guidance from the health authorities listed below. Please utilize these health experts for accurate coronavirus information:

State of Oregon: [The Oregon Health Authority \(OHA\)](#)
Washington County: [The Washington County Department of Health and Human Services](#)
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Questions? Contact Incident Management Team Public Information Officer Dave Nemeyer, Division Chief, at: dnemeyer@forestgrove-or.gov or 503-992-3177.



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**EMERGENCY MANAGEMENT COMMUNICATION
COVID-19 Outbreak: Situation Report**

Updated: March 13, 2020

BOLD = New Information

In accordance with the Emergency Operations Plan, the City is implementing the measures below. This report will be updated as new information becomes available.

City facilities remain open for business and providing services unless indicated below.

The Mayor will be requesting the City Council enact an emergency declaration at the City Council meeting on Monday, March 16, 2020. Staff will be briefing the City Council on the City's current response.

Information on City events and/or meetings for the rest of March is below. The City will re-evaluate on March 27 for April events/meetings. Please check "Latest News" on the website at www.forestgrove-or.gov for daily updates.

City Council Meeting, March 16:

- All work sessions will be held in the Community Auditorium.
- Teleconferencing options will be available for City Councilors.

Boards & Commission Meetings

- Parks and Rec Commission, March 18: NOT cancelled, teleconference options made available
- Library Commission, March 18: cancelled
- Community Forestry Commission March 18: cancelled
- Public Arts Commission, March 19: cancelled
- Sustainability Commission, March 19: cancelled
 - Sustainability Commission's Earth Day event, April 18: postponed
- Historic Landmarks Board, March 24: NOT cancelled, will have teleconference option
- Public Safety Advisory Commission, March 25: cancelled
- Budget Committee meetings are being rescheduled, dates to be released shortly

City Operations:

- Library
 - Rogers Room Events and Rentals cancelled until the end of March
 - Teens and Children Programs under review; further update on March 16
 - Adult Programs cancelled
- Aquatic Center: Facility open regular hours for public swim and fitness swim
 - Aerobics classes under review; further update on March 16
- Utility Billing: No power and water shut offs for non-payment will be occurring in March

City Precautionary Measures:

- Posted signs in all City buildings encouraging patrons and staff to wash their hands and stay home if sick.
- Increased cleaning frequency in high-traffic areas such as public restrooms and countertops.
- **Staff will be practicing social distancing and other precautions when dealing with the public in City facilities.**

Parks/Aquatics:

- Increased disinfecting and cleaning of public restrooms, locker rooms, and counter areas.

- Reorganizing the pool deck spectator areas to increase social distancing.
- Hand sanitizer at all public counters.

Library:

- Increased disinfecting of keyboards, mice, and countertops.
- Hand sanitizer at each cluster of work stations.
- Temporary removal of all toys from public areas.
- Evaluating scheduled programs through the first week of April to determine if they will be held or postponed.

Police:

- Encouraging remote reporting of non-emergency incidents by dialing 503-629-0111.
- For emergencies, continue to utilize 911.
- For police reports, please visit the website at www.forestgrove-or.gov , go to the Police page, click on Records Request, click on Request Public Records and email request to pdrecords@forestgrove-or.gov.

Fire:

- Acquiring additional personal protective equipment for first responders.
- Posting prevention flyers at all public facilities.
- Distributing prevention flyers to the Chamber of Commerce for distribution to businesses.
- Educating staff on decontamination of highly used public items, i.e., books, equipment.

Water:

- Protection of public health is Forest Grove Water Department's number one priority. Before reaching Forest Grove customer's taps, water is filtered, cleaned, and treated. This process removes, disinfects, and chemically inactivates viruses, bacteria, and other living organisms from the drinking water, including COVID-19.
- Water served by the City of Forest Grove Water Department is safe to drink and use.

Senior and Community Center:

- The following activities have been suspended temporarily:
 - Friday breakfast
 - April's 1st Friday Dinner
 - Bingo
 - Any Center-sponsored activities with more than 10 attendees.
 - Gift Shop

The City of Forest Grove is adhering to guidance from the health authorities listed below. Please utilize these health experts for accurate coronavirus information:

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