

HOAC Governing Board
December 7, 2016

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Housing Opportunities Action Council

Lead Administrator: Summary Report

The Housing Opportunities Action Council (HOAC), formerly known as the Homeless Oversight Committee, is a collection of service agencies and community stakeholders focused on issues outlined in the Ten-Year Plan to Address Issues Surrounding Housing and Homelessness in Benton County, Oregon (TYP). In March of 2016, this body adopted a Charter “intended to coordinate collaboration and to advise actions ultimately taken by the cooperating agencies and entities.” In the adoption of this Charter, HOAC established the role of Lead Administrator to serve as the backbone organization. The Lead Administrator is charged with advancing HOAC outcomes by providing core project management, research, reporting, communications and relationship management necessary to further the goals of the HOAC.

Benton County and the City of Corvallis have contracted with United Way of Benton & Lincoln Counties to serve as the backbone organization, and host the position of Lead Administrator (aka, Program Manager) for HOAC from November 1, 2016 through June 30, 2017. Shawn Collins began serving in this role November 1, 2016.

Following is a summary report of the activities of the Program Manager to date.

Administrative Handoff

In the period between the establishment of the Lead Administrator role, and the final approval of funding from Benton County and the City of Corvallis, most recently Benton County Health Services staff provided core administrative functions for HOAC. These included:

- Development of website and social media (Facebook)
 - <http://bentonhoac.com/>
 - <https://www.facebook.com/BentonHOAC/>
- Creation of email addresses to support communication with interested community members. These included:
 - contact@bentonhoac.com, a distribution list for community members interested in HOAC.
 - sheltercomments@bentonhoac.com, an email for community members to share comments related to the 2016 Men’s Cold Weather Shelter operations. A voicemail (541-766-6525) was also established to support this function through the City of Corvallis.
- Support for creation and distribution of agendas, minutes, and other materials related to regular meetings of the Leadership team, Governance Board, and committees of HOAC.

Handoff of these functions was a top priority, as they were being performed as a courtesy by Benton County Health Services, and stretched resources otherwise needed for the update to the Ten-Year Plan. At the end of November, this handoff should be considered complete.

Engagement with HOAC

Article III of the HOAC Governing Board Charter commits to “improving outcomes by using the Collective Impact approach,” which is based on the establishment of 1) a common agenda, 2) shared measurement, 3) mutually reinforcing activities, 4) continuous communication, and 5) backbone support. To effectively support this commitment, it is incumbent on the Program Manager to establish strong relationships with the

members of the HOAC, as well as cooperating agencies and interested members of the broader community in Benton County. Beyond developing these relationships, it will be important for me to develop perspectives on the HOAC agenda, and alternative approaches that might further that agenda.

The foundation for a common agenda for HOAC was established with the adoption of the "Statement of Position Regarding the Importance of Shelter Services for People Who Are Experiencing Homelessness" (<http://bit.ly/HOACStatement>) in August 2016. While focused on the importance of providing inclement weather shelter, this document outlines a core set of shared values which include the need for a continuum of services including shelters, permanent housing, and supportive services, and the importance of developing solutions that reflect the requirement of dignity and respect for all in the community. The "Mid-Point" update to the Ten-Year Plan currently in development by Benton County Health Services will be central to fleshing out the common agenda of HOAC, and providing a framework for shared measurement and mutually reinforcing activities of HOAC Governing Board members, cooperating agencies and community partners.

To date, I have been engaged in a broad research effort to understand issues related to housing and homelessness, and models being pursued in other communities. One of the benefits United Way provides as the host of the Lead Administrator role is connection to the extended network of United Way organizations in other communities, many of which are engaged in efforts to address housing and homelessness. Outreach to understand experiences and best practices developed in other communities will be part of my focus in coming months.

At the same time, I have initiated meetings with the Leadership of HOAC to understand their perspective on HOAC, the issues facing the community, and opportunities or obstacles to advancing the work of the HOAC. Meetings with Leadership will conclude in early December, and will be followed by outreach to the broader membership of the HOAC Governing Board and community members. Reporting to HOAC Leadership and Governance teams will include the results of research and outreach efforts, as well as focused efforts to follow up on specific topics of interest to HOAC.

In addition to specific HOAC meetings, engagement with groups such as the Benton County CHIP Food Security group, and attendance at public forums and presentations have provided opportunities to both raise visibility of HOAC, and explore connections between issues that often are strongly related. The relationships and perspective being built in this process, supported by the communications and backbone administrative functions, will be critical to advancement of the work of HOAC going forward.

Early Findings and Priorities

Broad community interest in the issues surrounding housing and homelessness is critical to the success of the collective impact of HOAC. My experience with the membership of HOAC has been very encouraging, and exchanges with interested members of the broader community suggest that we have a rare opportunity to make lasting positive change. While the most visible center of that interest has been in the City of Corvallis, solutions need to be developed which address a range of challenges that can vary dramatically across Benton County. Focused, short-term efforts to address critical needs such as the location for the 2017 Cold Weather Shelter, need to be balanced against the larger issues of housing affordability, zoning, employment and effective, efficient provision of supportive services for those in need. Linking the efforts of HOAC and the pending update to the Ten-Year Plan to the Imagine Corvallis 2040, and Benton County 2040 Thriving Communities Initiative will be important as we explore sustainable, affordable options for the future.

Top priorities for HOAC include:

- Identify approach, site(s), and host organization(s) for the 2017 Men's Cold Weather Shelter
- Establish framework for shared goals and metrics aligned to the updated Ten-Year Plan
- Explore alternative approaches to address core issues as identified in Ten-Year Plan
- Leverage and extend community energy and engagement to build consensus around solutions



Fire Prevention Division Severe Cold Weather Homeless Shelters



Date: October 6th, 2016

Subj: Emergency Overnight Shelter for the Homeless Due to Winter Storm Warning

Ref: OSFM Technical Advisory 11-14 “Temporary Shelters”

Purpose

This Winter Storm Warning Shelter Permit supplements the Corvallis Development Services Temporary Change of Use (TCOU) permitting process. This Emergency Overnight Shelter for the Homeless Winter Storm Warning Permit is intended to facilitate the short notice establishment of emergency shelters during severe cold weather. This Winter Storm Warning permit is **NOT** intended to be issued in lieu of the formal TCOU, or permanent change of use permitting process. For the purposes of this permit, severe cold weather is defined by a National Oceanic and Atmospheric Administration (NOAA) “Winter Storm Warning”.

Application

With **preapproval from the Corvallis Fire Department**, this Winter Storm Warning permit contains the **minimum** guidelines to allow:

- a. A building not normally designated as an R Occupancy (use of a building or structure, or a portion thereof, for sleeping purposes) to be used as an emergency overnight shelter for the homeless during severe cold weather; or,
- b. A building currently operating as an R occupancy under an approved Temporary Change of Use permit through Corvallis Development Services to increase the occupant load during severe cold weather to provide temporary emergency overnight housing for the homeless; or,
- c. A building normally designated through the building code as an R occupancy to increase the occupant load during severe cold weather to provide temporary emergency overnight housing for the homeless.

Time limits

With CFD preapproval, a building may be used as an emergency overnight shelter for the homeless for the duration of an issued NOAA “Winter Storm Warning”.

Maximum Number of Occupants Allowed

The maximum number of allowable emergency overnight shelter occupants shall be calculated using an occupant load factor of one (1) individual for every thirty-five (35) square feet of room area. For example, a room with 980 square feet would be allowed to provide temporary shelter for up to 28 occupants. $980 \div 35 = 28$.

General Life-Safety Requirements

The following life-safety requirements shall apply to buildings being used as an Emergency Overnight Severe Cold Weather Shelter:

1. **Fire sprinklers.** It is not necessary for a building to have fire sprinklers installed to allow it to be used as an Emergency Overnight Severe Cold Weather Shelter. However, buildings with approved fire sprinklers installed may be granted more flexibility as follows:
 - When a building has approved fire sprinklers installed throughout, temporary shelter sleeping areas may be located on any building floor level.



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- When a building is not fully fire sprinklered, temporary shelter sleeping areas may only be located on the first (ground) or second floor. Sleeping areas are not permitted in basement areas of a non-fire sprinklered building.
- 2. Smoke alarms and detection.** All Emergency Overnight Severe Cold Weather Shelter sleeping areas shall be provided with approved smoke alarms or an approved smoke detection system.
- Smoke alarms may be battery operated.
 - All buildings used for Emergency Overnight Severe Cold Weather Shelter operations shall be equipped with smoke alarms or a smoke detection system as follows:
 1. Buildings utilized as temporary shelters for the homeless shall be equipped with smoke detection and alarm systems installed with the benefit of a permit.
 2. Each room used for sleeping shall be provided with a working smoke alarm or smoke detector interconnected into an alarm system.
 3. Hallways serving as a means of egress for sleeping rooms shall be provided with a working smoke alarm or smoke detector interconnected into an alarm system.
 4. In buildings that are not equipped with an automatic fire sprinkler system throughout, the smoke alarms in the sleeping rooms and egress path shall be interconnected and monitored at a constantly attended location.
- 3. Carbon monoxide (CO) alarms and detection.**
- All an Emergency Overnight Severe Cold Weather Shelter sleeping areas shall be provided with approved carbon monoxide alarms or a complete approved detection system in buildings that have a carbon monoxide source such as a heater, fireplace, furnace, appliance or cooking source that uses coal, wood, petroleum products and other fuels that emit carbon monoxide as a by-product of combustion. This would include buildings with an attached garage with a door, ductwork or ventilation shaft that communicates with the rooms intended for sleeping.
 - Carbon monoxide alarms may be battery powered.
- 4. Means of Egress (Exits).** All floor levels of the emergency overnight cold weather shelter shall have a minimum of two means of egress (exits) from each floor level. Exits from sleeping areas shall be as follows;
- a. Sleeping areas located on the ground floor of a temporary shelter with an occupant load of 49 or less shall have a least one (1) exit and at least one (1) window qualifying as an escape or rescue window as defined by the building code.
 - b. All other floor levels used as temporary shelter sleeping areas that have an occupant load of 10 or more shall have two (2) exits from the area. The exits serving the areas shall be separated by a distance equal to at least 1/3 of the longest diagonal distance of the area.
 - c. Each individual 35 sf/person sleeping area shall be clearly delineated on the floor in colored tape.
 - d. In sleeping areas, a 3-foot-wide egress pathway shall be clearly delineated on the floor using colored tape.
- 5. Specific Fire and Life Safety Requirements**
- a. All required building fire and life safety system components shall have current inspection and maintenance records including: fire sprinkler systems, fire alarm systems, kitchen hood systems, emergency and egress lighting, etc.
 - b. Any fabric structure used in the building as a visual barrier for privacy must be constructed of fire retardant fabric. In fire sprinkler protected rooms the fabric structures shall have open tops to allow for proper fire sprinkler function.
 - c. All means of egress (exit) paths shall be maintained free of obstructions at all times.



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- d. Exit signs shall be illuminated at all times.
- e. 2A-10B-C rated fire extinguishers shall be permanently mounted in a conspicuous location. The walking distance between fire extinguishers shall not exceed 75 feet throughout the structure.
- f. Sleeping rooms serving 10 or more occupants, that exit only into a hallway, shall be provided with at least one working flashlight when occupied.
- g. Cooking appliances located in temporary sleeping areas shall be locked-out to prevent use.
- h. The use of space heaters or portable heaters is prohibited.
- i. There shall be **NO SMOKING OR OPEN FLAMES** within the building during shelter operations.

Emergency Planning Requirements

1. **Emergency Evacuation Plan.** All emergency overnight cold weather shelters shall create and maintain an approved emergency evacuation plan addressing the evacuation of all occupants in an emergency event. At a minimum, the emergency evacuation plan shall contain the following:
 - a. **Building floor plans.** Building floor plans for each floor of the temporary shelter, with sleeping areas and means of egress clearly identified, shall be posted throughout the temporary shelter.
 - **Sleeping Areas.** Each sleeping area on the floor plan shall identify the maximum number of occupants that it is permitted to serve under the conditions of this permit. The occupant load of each sleeping area shall be posted in that room.
 - **Room size.** The square footage of all rooms of the temporary shelter shall be identified on the floor plan.
 - **Egress (exit) path.** Building floor plans shall clearly show the egress (exit) paths from all areas of the temporary shelter.
 - **Fire Extinguishers.** The building floor plan shall include locations of all required fire extinguishers.
 - b. **Life-safety systems.** The emergency evacuation plan shall also include information about the fire sprinkler system, fire alarm system, and smoke detection/alarms.
 - c. **Occupant list.** A room by room list of all occupants that are provided emergency overnight shelter must be maintained by the Fire Watch, and made available to the emergency personnel in the event of a fire, incident, or inspection.
2. **Fire Watch.** During sleeping hours, a fire watch shall be maintained continuously. This means at least one responsible person shall be awake and assigned this responsibility. This duty may be rotated among a number of responsible adults during the sleeping hours. The fire watch person shall be equipped with a working flashlight and have access to a phone or carry a cell phone on their person.
3. **Documentation.** Documentation of all fire safety requirements including copies of the Emergency Overnight Severe Cold Weather Shelter evacuation plan and occupant lists shall be maintained on site and shall be available for review at the request of the Fire Marshal.
4. **Notification.** The Fire Marshal shall be notified prior to the Emergency Overnight Severe Cold Weather Shelter being activated. Notification shall include the number of occupants being temporarily sheltered, and the expected days and times that the temporary shelter will be used. The Fire Marshal may require an inspection prior to the shelter being occupied.



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Revocation

This Winter Storm Warning permit shall be subject to review and/or revocation. Participating preapproved buildings will remain so, as long as they remain in compliance with the terms of this permit.

- a. Periodic inspections shall be conducted by the Corvallis Fire Department in order to determine compliance with the terms of this permit, as well as for general fire and life safety. Such inspections may be unannounced.
- b. In the event of any notice of the need to comply with any discrepancies that the building may offer, all work is to be done under benefit of permits through Corvallis Development Services.
- c. Failure to comply with the conditions of this permit may result in the immediate need to relocate the residents to another location.
- d. Failure to comply with the conditions of this permit may result in the issuance of a Notice of Violation.

Violations

Persons who shall violate a provision of this code or shall fail to comply with any of the requirements thereof shall be subject to the provisions of CFC 109.4.1.1 - 109.4.1.8.12.

- a. Using a building, or portion thereof, in an unsafe manner beyond the scope of its designed use and or occupancy classification carries a maximum civil penalty of \$1,000 (CFC 109.8.4.2(o)).
- b. Overcrowding beyond the approved capacity of a building carries a maximum civil penalty of \$1,000 (CFC 109.8.4.2(c)).
- c. Each incidence of a violation of the Corvallis Fire Code is a misdemeanor which is punishable by a fine not exceeding \$500 for each day that the condition exists, or by imprisonment not exceeding 30 days, or by both such fine and imprisonment as outlined in Corvallis Municipal Code Chapter 5 (CFC 109.4.1(a)).

Homeless Outreach at the Drop-in Center
First Christian Church
Corvallis, OR
November 2016

- Dates Visited and number of encounters with individuals:
 - 11/09/2016 (6), 11/11/2016 (5), 11/16/2016 (8), 11/18/2016 (4), 11/23/2016 (6), 11/25/2016 (8)
- Total encounters: 38
 - 28 encounters have been first time meetings with individuals on site
 - 10 encounters have been follow up meetings with individuals
 - Of the 10 follow up encounters:
 - 7 individuals have been met with on site more than once
 - 5 individuals were met with on 2 occasions
 - 1 individuals has been met with on 3 occasions
 - 1 individuals has been met with on 4 occasions
- Lessons learned from the project thus far:
 - Rainy days are busier than dry days
 - Clothing is a HUGE need especially:
 - Shoes, socks, jackets, hats and gloves
 - Housing is the greatest need individuals have
- Considerations for sustainability:
 - Having the ability to leave supplies on site vs having to transport everything back and forth would be a very big bonus and time saver
 - The need to have a phone on site would be imperative. Calls have had to be made to local agencies, organizations, offices, rehabs, etc. So far we have been using the Health Navigator's work issued cell phone, personal cell phones, Drop-in Center leader's cell phone or waiting until we return to the office to make needed phone calls.
- Personal Notes:
 - Working at the Drop-in center has been an unbelievable and eye opening experience. As Care Coordinators we deal with a lot of these issues in the office with our patients, but meeting with individuals at the Drop-in center is very different. We have been able to connect with patients from our own office that we are not usually able to reach. Having us at the Drop-in center is definitely filling a very big gap in meeting the needs of not only our patients but of individuals in our community as well. Scheduling appointments and updating contact information has been a huge benefit that can help the system on various levels.