

Date: 10/11/24

Organization: Shady Cove Emergency Management Commission (SC-EMC)

Meeting Purpose: Regular Monthly Meeting of SC-EMC

Meeting Location: Shady Cove City Council Chambers

Scheduled Meeting Date & Time: 10/14/24 at 6pm

1. General

1.1. Call to Order _____ (time)

1.2. Roll Call:

| Name | Position | Status |
|-------------------|-----------------|--------|
| Jay Taylor | SC-EMC Chair | |
| Nancy Martin | SC-EMC Member | |
| Natalie Swendener | SC-EMC Member | |
| Open seat | SC-EMC Member | |
| Open seat | SC-EMC Member | |
| Jon Ball | Council Liaison | |
| | Guest | |
| | Guest | |

1.1. Pledge of Allegiance

1.2. Announcements

1.2.1. Statement for meeting being digitally recorded, start of recording.

1.2.2. Review and Acceptance of previous meeting minutes (if any).

Workshop minutes from 9/30 and 10/7 to be reviewed.

1.2.3. Review of upcoming meetings for participants awareness.

| Meeting | Date/Time | Location |
|--|--------------------------|---|
| Disaster Mgmt for Electric Power Systems | 10/15 – 10/16, 8AM – 5PM | FEMA training sponsored by Medford Emergency Management |

2. NEW BUSINESS

2.1. Election of Commission Chair, Vice-Chair and Secretary

2.2. Identification of commission seats by number (1-5)

Mayor Jon Ball noted previously that seats need to be numbered, as that is used to help track open and filled seats.

2.3. Discussion motion to officially hold monthly meetings on second Monday of each month

3. OLD BUSINESS – Shady Cove Emergency Binder for Local Response

The binder is in a draft/concept state at this point. The team plans to work on the binder section by section, fleshing out sections by priority, and presenting regular updates to City Council for review and approval.

3.1. Review of digital “template document” for Emergency Binder

SC-EMC Commission to review, and consider motion to send template to Council for their review & feedback.

3.2. Final review of Incident Command Structure language

The goal here is to review language developed in previous meetings, in order to approve final language to send to City Council. Natalie Swendener will be responsible for providing the document including how it fits into the digital binder. Nancy Martin to lead the discussion.

4. OLD BUSINESS – Review Roles and Responsibilities.

Review what we now understand to be the correct document describing roles and responsibilities.

https://shadycove.org/wp-content/uploads/2023/11/Committee_Rules_General-Final-R2.pdf

Note: Jay Taylor has commented that this document needs a version number.

5. OLD BUSINESS – Prioritization, Work Plans & Next Steps

General discussion of items the SC-EMC needs to complete, including which priorities should be tackled next. This needs to also include discussion of next workshops. A partial list of topics below.

5.1. Next Steps for development of contact lists, volunteer lists and community partner notifications.

5.2. Review EOC command post location

5.3. Review what we need for SC-EMC supplies

5.4. Small Community Emergency Response Plan Toolkit document

[Small-Community-Emergency-Response-Plan-Toolkit-2013.11.26-PDF.pdf \(akml.org\)](#)

6. OLD BUSINESS – Filling of two open spots within SC-EMC Commission.

7. OLD BUSINESS – Action Items from previous meetings.

| No. | Date Opened | Owner | Status | Item | Notes |
|-----|-------------|---------|-----------------|---|---|
| 1 | 9/30/24 | Team | Ready to close? | The commission needs to familiarize themselves with <i>Duties & Responsibilities of the SC-EMC</i> (see this link from City website https://shadycove.org/wp-content/uploads/2019/10/EM-MGT-COMMISSION.pdf) | Action item from Sandra Barber’s mtg notes of 9/23/24 workshop. See section 6.1 (Governance, Roles & Responsibilities), for notes and open questions on roles & responsibilities document. There are several corrections and clarifications which Sandra has noted on the document, which are further detailed in section 6.1. |
| 2 | 9/30/24 | Taylor | Open | Investigate methods to advertise new opening on SC-EMC | Jay briefly discussed putting the opening on the town sign, and informing Council to post the opening. |
| 3 | 9/30/24 | Natalie | Open | Means for team to digitally present documents on a shared screen for review/edits | Contact the library and URCC to understand what capabilities they have. |

8. ADJOURNMENT & WRAP UP

Meeting was adjourned at _____