

Date: 10/18/24

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

Meeting Purpose: Workshop

Meeting Location: Shady Cove Library

Scheduled Meeting Date & Time: 10/21/24 at 6 – 8 pm

1. General

1.1. Call to Order _____ (time)

1.2. Roll Call:

Name	Seat	Position	Status
Jay Taylor	1	SC-EMC Chair	
Nancy Martin	2	SC-EMC Vice-Chair	
Natalie Swendener	3	SC-EMC Secretary	
Open seat	4	SC-EMC Member	
Open seat	5	SC-EMC Member	
Jon Ball		Council Liaison	
Guest		n/a	

1.1. Pledge of Allegiance

1.2. Announcements

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

1.2.2. Quick overview of workshop agenda and goals

No prior workshop minutes to accept.

2. Recap of recent FEMA training (Disaster Response for Electric Power Systems)

3. Review EOC command post location

Jay Taylor noted that Council previously indicated it's better not to use City Hall. Nancy Martin noted that the Commission should develop options for EOC in an upcoming workshop and flesh out ideas.

This topic should include a review what we need for SC-EMC supplies
Covid considerations?

4. Review a template for a basic incident action plan and start to flesh this out.

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

5. Next steps – contacting county and partner agencies.

Jackson County Emergency Management resource page:

[Jackson County, Oregon - Official Government Website \(jacksoncountyor.gov\)](#)

(note the resources for Jackson County Amateur Radio Emergency Services)

City of Medford Emergency Management (site is linked underneath their Fire Department)

[Emergency Management City of Medford \(medfordoregon.gov\)](#)

Oregon Department of Human Services, Office of Resilience and Emergency Management (OREM)

[Oregon Department of Human Services : ODHS Office of Resilience and Emergency Management \(OREM\) : Emergency Management : State of Oregon](#)

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

7. ADJOURNMENT

7.1.1. Recap of any new action items generated during this meeting.

7.1.2. Review of upcoming meetings for participants awareness.

Meeting	Date/Time	Location
SC-EMC Workshop	Monday 10/28 6-8 pm This meeting is tentative, and will be confirmed after the 10/21 workshop.	Shady Cove Library
Next SC-EMC Monthly mtg	November 4 th 6-8pm.	City Council Chambers.
City Council regular mtg	11/7	City Council Chambers.
City Council regular meeting	11/21	City Council Chambers.

7.1.3. Meeting was adjourned at: _____.