

Date: 10/7/24

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

Subject: Proposed Agenda for Scheduled Workshop

Meeting Location: Shady Cove Library

Scheduled Meeting Date & Time: 10/7/24 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	
Sandra Barber	SC-EMC Member	
Natalie Swendener	SC-EMC Member	
Open seat	SC-EMC Member	
	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).

1.2.3. Review of upcoming meetings for participants awareness.

Meeting	Date/Time	Location
City Council Regular Meeting	10/3/24, 6 – 8:30 PM	City Hall
SC-EMC Workshop	10/7/24, 6-8 PM	Shady Cove Library
SC-EMC Monthly meeting	10/14/24, 6 PM	Location TBD
City Council Regular Meeting	10/17/24, 6 – 8:30 PM	City Hall
Disaster Mgmt for Electric Power Systems	10/15 – 10/16, 8AM – 5PM	FEMA training sponsored by Medford Emergency Management

2. Discuss revised language for Incident Command Structure for future Shady Cove Emergencies.
3. Continue discussion of Shady Cove's Emergency Management Roles & Responsibilities Document

Goal for team is to have a digital copy of the document with Michelle Parry's edit, so this can be redlined by the team. If available prior to meeting, Natalie will attempt to send out in advance.

4. Continue discussion of new Emergency Binder for Shady Cove City Administrator

5. Contact Lists

\*\* see notes from minutes of last meeting.

6. (New) Review Small Community Emergency Response Plan Toolkit document

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

7. (New) Review EOC command post location

8. (New) Review what we need for SC-EMC supplies

9. (New) Brief discussion of upcoming 10/14 monthly SC-EMC commission mtg.

Election of Chair, Vice-Chair and Secretary positions

Are there any recommendations SC-EMC needs to pass back to Council via our liaison Jon Ball?

Are there any specific agenda topics to be discussed?

10. Review of Action Items & Next Steps

\*\* will incorporate action item list from previous meeting minutes

11. Meeting was adjourned at \_\_\_\_\_