

Date: 10/7/24

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

Meeting Purpose: Workshop

Meeting Location: Shady Cove Library

Scheduled Meeting Date & Time: 10/7/24 at 6pm

1. General

1.1. Call to Order ____ 6:06____ (time)

1.2. Roll Call:

Name	Position	Status
Jay Taylor	SC-EMC Chair	Present
Nancy Martin	SC-EMC Member	Present
Sandra Barber	SC-EMC Member	Present
Natalie Swendener	SC-EMC Member	present
Open seat	SC-EMC Member	
Jon Ball	Council Liaison	Present
Mike Martin	Guest	Present

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).

No minutes to accept; minutes will be reviewed during next regular SC-EMC monthly meeting.

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, 6-8:30 PM	Location TBD – will be either City Hall or Library.
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. The meeting opened with a discussion of concerns from Sandra Barber. At the end of the approximately 30-minute discussion, Sandra told the commission that she would be resigning.
3. Discuss revised language for Incident Command Structure for future Shady Cove Emergencies.

The SC-EMC reviewed Nancy Martin's updated language on the incident command structure.

4. Continue discussion of Shady Cove's Emergency Management Roles & Responsibilities Document

The team spent a fair amount of time reviewing and red-lining a PDF copy of the document, which was pulled from Shady Cove's website. Unfortunately, after the meeting was concluded, Mayor Jon Ball notified the commission that a newer document was available (under the "volunteers" section of the website), and what we reviewed (under the "EMC" section of the website) was out of date.

The newer document seems to have most (but not all) concerns addressed; the SC-EMC will plan to review further in next meeting.

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

6. Contact Lists

Jay Taylor requested new member Natalie Swendener's contact information in order to provide it to City Hall. Further discussion on contact lists for the EMC Binder was postponed to a future meeting.

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

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

Discussion of this agenda item was postponed to a future meeting, due to lack of time.

8. (New) Review EOC command post location

Discussion of this agenda item was postponed to a future meeting, due to lack of time.

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

Discussion of this agenda item was postponed to a future meeting, due to lack of time.

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

Please see the agenda for the 10/14/24 meeting. We added items for elections, identification of seats by number, and officially scheduling monthly meetings on second Monday of the month.

11. Meeting was adjourned at ____ 8:14 PM _____