

Date: 11/16/24

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

Meeting Purpose: Regular Monthly Meeting (December)

Meeting Location: Shady Cove City Hall

Scheduled Meeting Date & Time: Monday 12/9/24 at 6 – 8:30 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	
Mike Martin	4	SC-EMC Member	
Open seat	5	SC-EMC Member	
Jon Ball		Council Liaison	
Guest		n/a	
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. Status of SC-EMC Application (council approval) from Mike Martin

1.3. Review and acceptance of previous minutes

Approve minutes of 11/4 regular meeting and 10/29 workshop.

2. Review Agenda for proposed meeting w/City Administrator (OLD BUSN)

This was discussed at the 11/4 monthly meeting. The meeting needs to be setup, in order for Jackson County EM & FD4 meetings to move forward.

- No decisions to be made
- Plan to go over key sections of Digital Binder, and get Michelle’s feedback.
- SC-EMC will meet for 20-30 minutes afterwards for feedback of Binder.
** Meeting will need to be noticed in advance since we have a quorum.

3. Discussion of Digital Binder Sections

Natalie emailed updated copies of the Digital Binder to SC-EMC members on 11/6, calling out changes and expanded sections for review. This will be an opportunity to collect commission feedback, for any members who have yet to send in review comments.

4. Supply List & associated action items (OLD BUSN)

This discussion will use the supply list created previously by Nancy Martin, with updates on the following action items.

Action item for Nancy Martin to Contact City Hall (Stacey) to get paper copies ordered of SC Street Map, SC Property Map, Jackson County & Satellite View Map.

Action item for Nancy Martin to contact Shady Cove planner (Debbie) to work w/RVCOG to get Shady Cove rogue river map with flood zone.

Action item for Natalie to determine how to print paper copies of Genasys Protect Evacuation Zone maps.

5. Review Proposal and Cost estimate for laptops and digital tools (OLD BUSN)

Natalie will present an update from her discussions with RVCOG IT.

6. Review additional action items from last meeting (OLD BUSN)

Action item for Natalie Swendener to setup dedicated Zoom account for meetings

Action item for Natalie to create an electronic contact list for SC-EMC and key partners

7. Discussion of approach for meetings with FD4 & Jackson County EM (new business)

SC-EMC Council Liaison has recommended having only a single point of contact with External Partners, as this can create confusion with other agencies when they have multiple points of contact. However, as this council is comprised entirely of new members, this may not be the optimal approach, due to concerns about not all members being in the loop for important conversation.

A proposal on the table for discussion is to meet as a group with these agencies, and provide a copy of our SC-EMC Commission contact list and titles up-front. We can designate a key contact, but with the understanding that all members should be copied on communications. Any emails sent from SC-EMC should also include a brief summary of commission members.

Another proposal on the table is to send two of the four commission members to meetings. This would not be a quorum, but would still give opportunity for multiple representatives to be in key meetings.

8. ADJOURNMENT

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

8.1.2. Review any motions made during the meeting.

Motion	Raised By	Second By	In Favor/ Opposed

8.1.3. Review schedule of upcoming meetings for participants awareness.

Meeting	Date/Time	Location
City Council regular mtg		
SC-EMC regular meeting		

8.1.4. Meeting adjourned at: _____.