

Date: 12/9/24

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 _____ 6:03_____ (time)

1.2. Roll Call:

Name	Seat	Position	Status
Jay Taylor	1	SC-EMC Chair	present
Nancy Martin	2	SC-EMC Vice-Chair	Present
Natalie Swendener	3	SC-EMC Secretary	Present
Mike Martin	4	SC-EMC Member	present
Open seat	5	SC-EMC Member	
Jon Ball		Council Liaison	Present
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.
 Motion to accept minutes from 11/4 and 10/29 (n.Martin/M. Martin) – all in favor.

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.

The meeting with Michelle was held on Friday 11/22/24. We emphasized the first few chapters of the binder, including the proposed staffing model and the lines of succession.

There are some areas of clarification with the use of the ICS model that SC-EMC needs to have clarified. Under traditional ICS models, once the City declares an Incident (this is an Incident within the City's purview and not a declared county emergency), and invokes the ICS, some members believe that the Incident commander and other ICS roles should be able to engage directly with key partner agencies for support. Other members believe that there needs to be a formal communication between the City Administrator and key partners to notify them of City needs and request support staffing. We believe further discussion is needed with Jackson County emergency management and fire department 4 to confirm what their expectations are. Note that this is not explicitly addressed in the 600-page 2012 SC-EOP document.

Nancy Martin's feedback on above language was to better separate the City incident from a declared county emergency. When we met with the City Administrator (Michelle) and EMC decided it would be best to create a workshop next year with the council, but in the interim SC-EMC would continue to meet with partner agencies (FD4 and county EM).

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.

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

Update for all 3 action items above. Nancy Martin contacted the Shady Cove City Planner, who was not familiar with how to obtain the requested maps. We received permission from Michelle Parry to contact RVCOG's GIS department to see if they could print the maps. RVCOG has confirmed that they have the ability to create and print the maps, however it was noted that there will be a cost to put the request together and print the maps. This will require an interim IGA agreement, with a "not to exceed" cost number, and the request needs to come from City hall. The EMC was also asked to refine their request somewhat.

Action item: Nancy Martin has requested that someone on SC-EMC reaches out to the planning commission and City public works to ensure we are aligning their map needs too. Natalie to reach out to Michelle to get the planning commission email addresses for contact.

With respect to Genasys protect maps, Natalie confirmed that Genasys protect does have a way to create an offline copy of the maps. However, the access to this feature is restricted, so we need to contact either JCFD4 or Jackson County to figure out who has the necessary access.

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

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

Update: Brian Benton@RVCOG reviewed the proposal. He was OK with the approach, although he noted he'd recommend slightly better laptops than what we quoted (our quote used cheaper machines). Once I explained the request to separate our volunteer digital collaboration from City government, he recommended paying for a separate domain (ex: shadycovevolunteer.org) and setting up our Office 365 to utilize that domain. He also recommended using "generic accounts" instead of individually named accounts for each volunteer – the reasoning behind this is that it will be easier when people leave and come onto the volunteer teams. My next step is to contact Microsoft for pricing on the digital collaboration tools, so that we have the costs ready for a potential grant.

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

Action item for Natalie Swendener to setup dedicated Zoom account for meetings
Done – using my personal account for now.

Action item for Natalie to create an electronic contact list for SC-EMC and key partners
Draft complete – will review at 1/13/25 meeting.

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.

Note: Nancy Martin suggested setting up an email signature block with all of the commission members in it.

We agreed to setup a workshop to do the agendas for upcoming meetings. The workshop is scheduled for 1/7/25.

8. Scenario for IAP proposal (water emergency)

Comments to make the roles more friendly

9. Updates to staffing diagram

Need to sync digital binder and IAP roles better.

10. ADJOURNMENT

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

10.1.2. Review any motions made during the meeting.

Motion	Raised By	Second By	In Favor/ Opposed
Accept minutes of 11/4 regular meeting and 10/29 workshop.	Nancy Martin	Mike Martin	All in favor

10.1.3. Review schedule of upcoming meetings for participants awareness.

Meeting	Date/Time	Notes
City Council regular mtg		
SC-EMC workshop	Tues Jan 7 th 5:30 – 7:30 at the library. Nancy to coordinate, Natalie will setup zoom.	Topic for workshop will be setting up agendas for FD4, Jackson county em.
SC-EMC regular meeting	Jan 13 th 5:30 – 7:30 pm At City Hall. Natalie to coordinate.	Touchbase w/Michelle on meeting time. MEETING DATE MAY CHANGE DUE TO NEW LIASON BEING APPOINTED. TO BE DISCUSSED
SC-EMC February workshop	TBD – will focus on IAP, binder and roles	

10.1.4. Meeting adjourned at: _____ 8:20 _____.