

Agenda for Shady Cove Meeting with Jackson County Fire District 4.

Date/Time: Thursday 1/30/25 2 – 3:30 PM, Shady Cove Library

Zoom Link:

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<https://us06web.zoom.us/j/84772629902?pwd=ai1gmBbiPAfpZQZL99mbJpPzgZ4Ts.1>

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1. Introductions.

- a. Introduce our members & provide brief background on our experience (two members have Law Enforcement & Dispatch experience).
- b. Review Shady Cove's Charter for the SC-EMC

SC-EMC is an all-volunteer body.

Master Reference: [Committee_Rules_General-Final-R2.pdf](#) see page 13

Emergency Management Commission Created. *There is hereby created a commission to be known as the Shady Cove Emergency Management Commission. Its primary purpose shall be to assist and advise the City of Shady Cove in planning and developing procedures, facilities, and chain of command for all emergencies facing the City, including coordination with Jackson County Emergency Services, Fire District 4 and other responding agencies.*

Mission. *The mission of the City of Shady Cove Emergency Management Commission is to coordinate, maintain and administer emergency management through education in the areas of Mitigation, Preparedness, Response, Recovery, Detection, Prevention, and Protection. Our goal is to reduce the impact of hazards that may affect our community.*

General duties and responsibilities. *The Emergency Management Commission is an appointed body with the primary responsibility of providing recommendations to the Mayor and City Council on direction, planning and policy on matters pertaining to the development of procedures, facilities, and chain of command for all emergencies facing the City including coordination with Jackson County Emergency Services, Fire District 4 and other responding agencies and to make such other recommendations to assist the Council in developing an emergency plan before such emergencies exist.*

- c. Communications approach.

Discuss our approach of having a single liaison; however emphasizing that communications keep all members in the loop, as we are all new. Additionally, we want to record Zoom meetings (even if meeting in person) in order to have recordings and artifacts for new members. (This also helps with transparency in our work.)

2. City/JCFD4 Support Expectations during Incidents & Emergencies

- a. We'd like JCFD4 to review the Incident levels that the SC-EMC commission is using (see Appendix A) and provide feedback. (Note: Incident Levels were also reviewed by Shady Cove City Council a few months ago.)
- b. We believe there will be scenarios where an Incident arises in Shady Cove that isn't a formally declared emergency with the County (please see the Incident levels in Appendix A for reference). In these types of scenarios, Shady Cove and the Emergency Management Commission would take local responsibility for the issue, however we may need to reach out to partner agencies such as FD4 for help.

- c. In the event of a Level 2 or Level 3 Incident (locally handled within the City), what could JCFD4 provide (support, resources) without a declared emergency? In turn, what are JCFD4's expectations of Shady Cove's responsibility?
- d. In the event of a Level 4 Emergency for Shady Cove (declared as an official emergency), what would JCFD4 be able to provide, and what are your expectations of Shady Cove's responsibility?

3. Protocol for support requests from ICS, handoffs between City/FD4 ICS.

Shady Cove EMC has been directed to use the ICS format, and we believe JCFD4 is probably also using the ICS and NIMS. Several of our commission members have experience with ICS in law enforcement and dispatch contexts, while others do not. We have some questions regarding what the official protocol is for reaching out for support.

Shady Cove EMC is working on Incident Action Plans (IAP) for different types of scenarios. If our IAP indicates assistance is needed from JCFD4, what is your preferred method of being notified of the request? And will you need an agreement with the City of Shady Cove, prior to receiving this request? Any IAP that we believe may have a request for your services will be reviewed by you prior to final approval by the City Council.

Add some information here.

Under traditional ICS models, once the City declares an Incident (within the City's purview, levels 2 or 3 per Appendix A below), we would invoke an IAP. At that point, some members believe that the Incident Commander and ICS roles have authority to directly engage with our JCFD4 key partner for resources and support. Other members believe there needs to be precursor communications initiated by the Mayor and/or City Administrator to notify them of City needs before the Incident Commander/Operations lead and other roles can engage directly with the Fire District.

Our questions mainly pertain to non-life-threatening situations which would potentially be termed public assistance calls. For example, another water utility outage or localized storm damage. In these types of scenarios, what's the formal process to call JCFD4 for support? Does this request come from City Administrator or does it need to come from 911? Or, can it come from the SC-EMC committee?

For context, we're also asking Jackson County Emergency Management for similar guidance on protocols for support and resources. If there are any governance issues we want to be aware of them now, so we don't stumble over this in an emergency. (Note: please see Appendix B, Shady Cove current governance for lines of succession, for background if needed for the discussion.)

4. Additional questions that Shady Cove EMC has for JCFD4.

These are roughly in order of priority, and we'd be happy to take these offline and work via email if that's easier.

- a. Does JCFD4 have the ability to directly access Everbridge? If so is JCFD4 able to assist SC-EMC in getting training and access to Everbridge for City emergency communications? Or, as an alternative, is it better for City staff to be setup with this capability?
- b. Genasys Protect pre-plans for emergencies.

Does FD4 formally use Genasys protect pre-plan options, and do they plan to use them in the event of major fires?

We understand that Genasys Protect has a way to pre-plan for emergencies, and capability to pass links to interested parties via QR code. There is also a way to create an offline copy of the pre-plan for each zone. SC-EMC would like to get a digital copy of the plan for each of our zones (SHC-151 thru SHC-157) and get a large format print of the zone map. Can FD4 provide guidance, and explain if they and other agencies are already maintaining the plans for Shady Cove zones?

- c. In general, who does JCFD4 use for your GIS support and updated maps? Are there map books on each of the engines/apparatus?
- d. Do you know which agency within Jackson Count does evacuation planning? Is that the exclusive responsibility of the Sheriff’s Department? Do you have any input in these types of decisions?

For additional context, we have a copy of an evacuation map located in the Shady Cove library, and we’ve been unable to determine which agency was responsible for it.

- e. Who maintains the reader board at JCFD4? Are we able to request community action info be placed on the board? And if so, who can we call if we need to update the sign?
- f. Does JCFD4 have any satellite phones or radios that would support the City in the event of an emergency? (We are considering writing a proposal for this.)
- g. Does JCFD4 have any upcoming training public education classes that SC-EMC would be able to piggy-back on?
- h. We have some old information that indicated that JCFD4 was coordinating a Community Emergency Response team (CERT). We would like to confirm if this information is accurate.
- i. Is JCFD4 aware of any grant programs that could support Shady Cove’s EMC for computer equipment?
- j. If needed, what does JCFD4 use for their command post (EOC). Is there a mobile EOC?
- k. We have created a list of “master documents” to help guide our work. Are there any additional fire materials that we should have on our list?

Reference	Notes
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<u>Shady Cove Emergency Operations Plan (2012)</u>	Large, 600-page document completed in 2012 via a grant. Available on Shady Cove website.
<u>Jackson County Emergency Operations Plan - July 2024</u>	Available on Jackson County website
<u>Jackson County Natural Hazard Mitigation Plan (NHMP)</u>	Available on Jackson County website
<u>Shady Cove NHMP Addendum 2024</u>	Available on Jackson County website
<u>Jackson County Integrated Fire Plan</u>	Available on Jackson County website

Appendix A – INCIDENT ESCALATION LEVELS FOR SHADY COVE

Following the Incident Command System (ICS) principals

Levels for escalating assistance from the SC-EMC

Note: The City of Shady Cove (SC) may use the Emergency Management Commission (SC-EMC) on any type of incident where additional assistance and/or personnel are needed.

Definition of Emergency from Miriam Webster

“1 : an unforeseen combination of circumstances or the resulting state that calls for immediate action

2: an urgent need for assistance or relief.”

Level 1 (L1) – Initial. The City Administrator and/or the Mayor of Shady Cove (The City) is monitoring a specific situation.

The City alerts the SC-EMC Chair; or, if not available, the next person on the call out list. The Chair opens an Incident Number, filling in the information on the log as given, and is on standby.

Level 2 (L2) – Assessment. The City is preparing for potential action.

The City notifies SC-EMC Chair. In turn, the SC-EMC Chair notifies all members of the Commission to respond to the designated Emergency Operation Center (EOC) location. The Commission reviews all of the known details, reviews the Incident Action Plan (IAP), and individual assignment(s) are made by the Incident Commander (IC).

The IC is the Emergency Manager (SC City Administrator), the Mayor of Shady Cove, or an appointed member of the SC-EMC.

Level 3 (L3) – Action. The City requests an IAP be put into effect.

The City notifies the designated IC and the IAP is activated. Each individual will work the plan based on their assignment(s), keeping the IC apprised of any concerns or potential problems, as well as the current status. The IC will in turn, notify the Emergency Manager and/or Mayor of Shady Cove.

Notes from each member’s assignment(s) will be kept up to date, ready for review and / or turnover at the conclusion of the Incident.

The Incident will be deemed closed when the Emergency Manager and /or the Mayor of Shady Cove have agreed upon the outcome.

Within two weeks of the conclusion of the incident, the SC-EMC will have a report ready for review, with all of Commission Members notes included, to be given to the City Administrator and/or Mayor of Shady Cove.

Level 4 (L4) – Action required is beyond the scope of the City of Shady Cove. The City requests assistance from Jackson County.

The City determines that the need(s) to protect and/or serve the residents of Shady Cove is beyond their current capacity. The City follows their protocol to activate assistance from Jackson County (JC).

The SC-EMC continues to work the local plan until JC officially takes over – at which time SC-EMC becomes a resource for JC and assists JC in any way requested. The SC-IC will prepare the “Turn-Over” document for JC, outlining all of the steps that have taken place, up to that point. SC-EMC will continue to document their roles and duties, as assigned by JC unless released from further assistance.

The Incident will be deemed closed when JC makes the determination.

Within two weeks of the L4 being closed, the SC-EMC will have a report ready for review, with all of the Commission Member notes included, to be given to the City Administrator and Mayor of Shady Cove.

Excerpt from Shady Cove City Ordinance 33, Emergency Management

https://codelibrary.amlegal.com/codes/shadycove/latest/shadycove_or/0-0-0-495

33.03 SUCCESSION OF AUTHORITY.

In the event the Mayor is not available or unable to perform his or her duties under this chapter, the succession of authority for those duties shall be as follows:

- (A) Council President;
- (B) Senior Council member;
- (C) City Administrator; and
- (D) Incident Commander.

(Ord. 213, passed 11-6-2003)

§ 33.04 AUTHORITY OF EMERGENCY MANAGER.

During a declared emergency, the Emergency Manager shall have authority to exercise, within the area designated in the proclamation, all plenary powers vested in the city by the State Constitution, City Charter and city ordinances in order to reduce the vulnerability of the city to loss of life, injury to persons or property and human suffering and financial loss resulting from emergencies, and to provide for recovery and relief assistance for the victims of emergencies.

(Ord. 213, passed 11-6-2003)

§ 33.05 AUTHORITY OF INCIDENT COMMANDER.

During a declared emergency, the Incident Commander shall have customary authority, duties and responsibilities.

(Ord. 213, passed 11-6-2003)

Excerpt from Shady Cove Emergency Operations Plan 2012, section 1.8

<https://shadycove.org/wp-content/uploads/2020/05/Shady-Cove-Emg-Ops-Plan-2012.pdf>

1.8 Continuity of Government

1.8.1 Lines of Succession

Table 1-8 provides the policy and operational lines of succession during an emergency for the City.

Emergency Coordination	Emergency Policy and Governance
City Administrator (Emergency Manager)	Mayor
Incident Commander	Council President
City Engineer	City Administrator
	Incident Commander

Each City department is responsible for pre-identifying staff patterns showing a line of succession in management's absence. Lines of succession for each department can be found in the City Administrator's office. All employees shall be trained on the protocols and contingency plans required to maintain leadership within their departments. The Emergency Manager will provide guidance and direction to department heads to maintain continuity of government and operations during an emergency. Individual department heads within the City are responsible for developing and implementing COOP/COG plans to ensure continued delivery of vital services during an emergency.