

Date: 2/6/25

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

Meeting Minutes for: Supplemental Monthly Meeting (January)

Meeting Location: Shady Cove City Hall

Meeting Date & Time: Monday 1/27/25 at 5:30 – 7:30 pm

Natalie Swendener is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://us06web.zoom.us/j/85047757358?pwd=vF6vbiqy8eVlfzJxkAmrmSPKZzhYfP.1>

Meeting ID: 850 4775 7358

Passcode: 397227

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Find your local number: <https://us06web.zoom.us/j/85047757358?pwd=vF6vbiqy8eVlfzJxkAmrmSPKZzhYfP.1>

1. General

1.1. Call to Order \_\_\_\_\_ 5:30\_\_\_\_\_ (time)

1.2. Roll Call:

<b>Name</b>	<b>Seat</b>	<b>Position</b>	<b>Status</b>
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	
Paige Winfrey		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. Voting of new chairperson, vice chair person and secretary as required per City of Shady Cove commission by laws

Note: Vote was postponed from 1/13/25 meeting to allow all members to attend and vote. Jay Taylor was elected Chair, Nancy Martin Vice-Chair, Natalie Swendener Secretary. See below for summary of motions related to election.

1.2.3. Confirm change of timeframe for regular SC-EMC meetings, due to conflicts with Councilor Paige Winfrey’s existing schedule.

EMC has decided to switch regular meetings to the first Monday of every month. This fits in all schedules, with the exception of February and July. February’s meeting will be scheduled for 2/12 to avoid conflicts. Subsequent meetings will be March 3<sup>rd</sup>, April 7<sup>th</sup>, May 5<sup>th</sup>, June 2<sup>nd</sup> July 14<sup>th</sup>. Meetings will be at City Hall where possible, from 5:30 – 7:30 PM.

1.3. Review and acceptance of previous minutes

Approve minutes of 1/13/25 regular meeting and workshop on 1/7/25. See below for summary of motions.

2. Recap from last meeting - Assignment of representatives for partner agencies (Jackson County EM, FD4, Sheriff, etc.) [OLD BUSN]

<b>Partner Agency</b>	<b>SC-EMC Lead</b>
Jackson County Emergency Management	Natalie Swendener
Jackson County Fire District 4	Nancy Martin
Jackson County Sheriff's Office	Mike Martin & Nancy Martin
Southern Oregon Emergency Communications/911 Dispatch	Nancy Martin
Upper Rogue Community Center	Jay Taylor
American Red Cross	Mike Martin
City Water Initiatives	Jay Taylor

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

Natalie presented a brief update of the proposal. Some members will need a PDF copy, which Natalie will send. Natalie will be meeting with City Administrator Michele Parry to go over the proposal.

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

4.1. Electronic contact list for SC-EMC and key partners (Natalie)

Natalie presented a brief update of the document. Some members will need a PDF copy, which Natalie will send.

4.2. Circulate map proposal to planning (Nancy Martin)

Nancy Martin is planning to meet with Planning Commission to review the current mapping request.

5. Status for upcoming meetings with Jackson County Emergency Mgmt and Fire District 4 [OLD BUSN]

5.1. Proposed meeting with Jackson County Emergency Management scheduled for 2/3/25

5.2. Proposed meeting with Jackson County Fire District 4

6. Review and finalize IAP provided by Nancy Martin (OLD BUSN]

Nancy has sent the IAP in email to all commission members, and has requested our updates prior to the meeting. Minor comments from Natalie, otherwise document is considered finalized.

7. Discuss updates back to City Council from EMC [NEW BUSN]

At what point is a workshop ready to be scheduled, what topics should be included and what is needed?  
During the next SC-EMC meeting on 2/12, we need to firm up an agenda.

Tentative thoughts.

Review lines of succession

Review how Incident Command and support personnel are assigned, and who has authority to assign.

City Council's expectations of the SC-EMC role during local incidents

Feedback from Partner agencies

Budget request from EMC

IAP and tabletop exercise

8. Discuss requesting a budget from City Council [NEW BUSN]

For the 2025 – 2026 budget cycle, Nancy or Jay will present the full budget request from EMC. Natalie will provide the breakdown for digital collaboration and computers.

9. ADJOURNMENT

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

On 2/12 SC-EMC will develop a detailed agenda for City Council updates and workshop

To be proposed for next Council meeting, and to support scheduling of a workshop.

Jay and Nancy will work on a written budget proposal to send to City Administrator.

Natalie will submit the computer proposal to the City Administrator

Jay will reach out to Jim Hubbard to see if he's interested in being on EMC.

Natalie will send PDF copies of contact list to Paige and Jay.

9.1.2. Review any motions made during the meeting.

Motions Made	Raised By	Second By	In Favor/ Opposed
Election of Chair: Jay Taylor	Natalie Swendener	Mike Martin	All in favor
Election of Vice-Chair: Nancy Martin	Natalie Swendener	Mike Martin	All in favor
Election of Secretary: Natalie Swendener	Nancy Martin	Mike Martin	All in favor
Approve minutes of 1/13/25 regular meeting	Nancy Martin	Jay Taylor	All in favor
Approve minutes of 1/7/25 workshop	Natalie Swendener	Mike Martin	All in favor

9.1.3. Review schedule of upcoming meetings for participants awareness.

Meeting	Date/Time	Location
FD4 meeting	1/30 at 2pm	At the library
Jackson county EM	2/3 @ 10am	At the library
City Council regular mtg		
SC-EMC regular meeting	2/12 @5:30	At the City Chambers.
Computer workshop	2/26@5:30	At City Hall

9.1.4. Meeting adjourned at: \_\_\_\_\_ 7:33\_\_\_\_\_.