

Version 1.0

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

Meeting Purpose: Regular Monthly Meeting (February)

Meeting Location: Shady Cove City Hall

Scheduled Meeting Date & Time: Wednesday 2/12/25 at 5:30 – 7:30 pm

Natalie Swendener is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://us06web.zoom.us/j/81408503157?pwd=093KZWUp7ccv8oEwQfv20JLHIMwNGy.1>

Meeting ID: 814 0850 3157

Passcode: 439928

One tap mobile

+16699006833,,85047757358#,,,,*397227# US (San Jose)

+17193594580,,85047757358#,,,,*397227# US

Dial by your location

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Find your local number: <https://us06web.zoom.us/u/kcJKWfaf2A>

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	
Paige Winfrey		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.

1.3. Review and acceptance of previous minutes

Approve minutes of 1/27/25 regular meeting.

2. Recap of meeting with Fire District 4 on 1/30/2025 [OLD BUSN]

3. Recap of meeting with Jackson County Emergency Management on 2/3/2025 [OLD BUSN]

4. Review of Incident Action Plan drafts 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.

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

Electronic contact list

Map request & feedback from Planning Commission

6. Discuss requesting a budget from City Council [OLD 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.

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

At what point is a workshop ready to be scheduled, what topics should be included and what is needed?
During this meeting, the goal is 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. 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	2/20/2025 – 6-8 PM	At City Hall
SC-EMC Digital Collaboration Computer workshop	2/26@5:30	At City Hall
SC-EMC Monthly Meeting (March)	3/3/2025 @5:30 PM	At City Hall
SC-EMC Monthly Meeting (April)	4/7/2025 @5:30 PM	At City Hall
SC-EMC Monthly Meeting (May)	5/5/2025 @5:30 PM	At City Hall
SC-EMC Monthly Meeting (June)	6/2/2025 @5:30 PM	At City Hall
SC-EMC Monthly Meeting (July)	TBD: 7/14/2025 @5:30 PM	At City Hall

** Need to review date for July meeting

8.1.4. Meeting adjourned at: _____.