

Version 1.0

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

Meeting Purpose: Regular Monthly Meeting (March)

Meeting Location: Shady Cove City Hall

Scheduled Meeting Date & Time: Monday 3/3/25 at 5:30 – 7:30 pm

Natalie Swendener is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://us06web.zoom.us/j/88926673963?pwd=HRLwEFacXBhP8yY3lp2Ucgo2SrNPPL.1>

Meeting ID: 889 2667 3963

Passcode: 990561

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1. General

1.1. Call to Order ___5:35 pm_____ (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	
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.

1.3. Review and acceptance of previous minutes

Motion to approve meeting minutes of 2/12/25 regular meeting, see summary of motions for more details.

2. OLD BUSINESS

2.1. Budget Request to City Council

The SC-EMC budget request was sent to Michele Parry by Nancy Martin. Nancy stated she had not yet received feedback. Paige Winfrey confirmed this item wasn't on the agenda for upcoming council meeting; we may need to ask for an update during our next City council SC-EMC update.

2.2. Workshop request to City Council (requested by N. Martin on 2/25/25, email sent to Michele Parry).

Proposed date of 3/27/25 was confirmed by City Administrator Michele Parry. Members of SC-EMC agreed that we should also invite FD4 Chief Crume.

Below is the agenda we reviewed and agreed-to. This was discussed in several meetings, including the 2/12/25 prior SC-EMC meeting as well as the 3/3/25 meeting.

0. Overview of agenda, and summary of work to-date by SC-EMC. [Jay, 10 minutes]
1. Incident Management – Levels and IAP [Nancy/Mike, 45 minutes]
 - a. Nancy Martin sent source documents to the City Administrator, per request from Kathy Nuckles. The goal is to provide information in advance so that City Council members will have a chance to read through.
 - INCIDENT LEVELS 2.0 (latest updates based on mtgs w/FD4 & JCEM)
 - INCIDENT ACTION PLAN 2.0 FOR WATER EMERGENCY

IAP – for future water emergency (will be leveraged for other scenarios once reviewed by Council). How this is used by the City. Review expectations for how Emergency support personnel are assigned (per our IAP), and who has authority to assign.
2. Review lines of succession & differences in wording between SC's existing Emergency ordinance and 2012 EOP. [Natalie, 30 minutes] A background document will be provided.
3. Review Shady Cove staffing of an emergency, using a diagram and info that shows a conceptual chart of Shady Cove roles & staffing. Discuss responsibilities of the City and responsibilities of SC-EMC.

Brief discussion if time permits:

 - Setting up an EOC during an emergency (and remote capabilities)
 - SC-EMC Contact List (tactical info) [Natalie]

4. (Time permitting) Review Status of budget request for SC-EMC, City Support for grant requests. [Jay, Nancy, 15 minutes]
5. Wrap-up & Next steps for future meeting: Additional IAPs, tabletop exercise

5.1. Grant requests upcoming

Will review next meeting. One grant is due before August.

5.2. Partner Agency Updates (URCC, Red Cross, JCEM, FD4, etcetera)

5.2.1. Jackson County Emergency Management – updates from email request

Natalie has followed up on Feb 25th, and re-sent our email request. No feedback yet from Jackson County.

6. NEW BUSINESS

6.1.1. Jackson County is transitioning to a dedicated Everbridge alert system, and will no longer be sharing Citizen Alerts with Josephine County. If you are signed up for Citizen Alerts, you should have received an email on this.

SC-EMC discussed getting the word out on this, a PSA on the reader boards and on the radio station. Also on Social Media. Natalie volunteered to work on social media notification, Jay and Mike volunteered to work on radio/reader boards.

7. STANDING AGENDA TOPICS

7.1. Review of upcoming community training and education opportunities
** for SC-EMC and local community

Possible presentation on boating safety/life jacket safety or child safety seats
Upcoming City events: Memorial Day flag raising and Summer Bash
FD4 Open House Oct 4th, Pancake Breakfast Oct 18th
October 2025 – Oregon Emergency Preparedness Month

7.2. SC-EMC Commissioner & Council Liaison Updates (roundtable)

Jay Taylor – highlighted the media sources we have available: sewer bill, radio station, social media, reader boards.

Nancy Martin -

Mike Martin

Natalie Swendener

Still working on prior action item to compile list of grants

Paige Winfrey

8. ADJOURNMENT

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

- Natalie Swendener– action item to put a grant source together, with dates for reviewing. Paige Winfrey mentioned there is also a business librarian in Medford who may be able to help research grants for our organization.
- Getting the word out on new Citizen Alerts for Jackson County. Jay Taylor and Mike Martin volunteered to work on the radio and reader board notifications. Natalie Swendener volunteered to work on social media notification.

8.1.2. Review any motions made during the meeting.

Motion	Raised By	Second By	In Favor/ Opposed
Approve minutes of 2/12/25 regular meeting.	Mike Martin	Nancy Martin	All in favor.

8.1.3. Review schedule of upcoming meetings for participants awareness.

Meeting	Date/Time	Location
SC-EMC & City Council Workshop	3/27/25	At Shady Cove Library
SC-EMC Monthly Meeting (April)	4/7/2025 @5:30 PM	At City Hall
TBD – SC-EMC & Jackson County Emergency Management	To be confirmed Q2	TBD

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)	7/14/2025 @5:30 PM	At City Hall

8.1.4. Meeting adjourned at: _____7:28pm_____.