



# OREGON DEPARTMENT OF EMERGENCY MANAGEMENT

## Local Government Emergency Management Advisory Council (LGEMAC) Minutes

October 11, 2022

The virtual meeting was called to order at 11:00 am

### LGEMAC Members Present:

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Busby, Dave: Statewide Association of EM, Responders, Gov agencies & Elected Officials

Chaplen, Laurie: League of Oregon Cities

English, Matt: Oregon State Sheriff's Association

Minty, Kelly: Association of Oregon Counties

Pursley-Haner, Dana: Public Members Experience EM/Prep/Mgmt.

Roberts, Thomas: Public Members Experience EM/Prep/Mgmt.

Shores, Jake: Emergency Medicine

Spross, Mark: 9-1-1 EM Dispatchers

Winningham, Patence: Public Members Experience EM/Prep/Mgmt.

### LGEMAC Members Not Present:

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Miller, Helen: Volunteer EM Medical Service Providers

Pierotti, Anthony: Fire Department

### Others in Attendance:

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Phelps, Andrew

Thomas, Stan

Marheine, Matt

Good, Bridget

## **Introductions and Confirmation of the Members**

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**Kelly Minty—Member**

Klamath County Commissioner

**Laurie Chaplen—Member**

City Councilor for the City of Corvallis

**Jake Shores—Member**

Emergency Manager for Multnomah County, Clinical Quality Improvement Coordinator

**Dave Busby—Member**

President of the Oregon Emergency Management Association

**Sheriff Matt English—Member**

Hood River County Sheriff

**Mark Spross—Member**

Director at MetCom 9-1-1, representing Association of Public-Safety Communications Officials (APCO) National Emergency Number Association (NENA)

**Patence Winningham—Member**

Lane County Emergency Manager

**Dana Pursley-Haner—Member**

Sherman County Emergency Services

**Thomas Roberts—Member**

Emergency Manager of Umatilla County, Eastside Rep for the OEMA

**Andrew Phelps—Liaison**

Director of the Oregon Department of Emergency Management

**Stan Thomas—Liaison**

Deputy Director of Mitigation and Recovery at the Oregon Department of Emergency Management

**Matt Marheine—Liaison**

Deputy Director of Preparedness and Response at the Oregon Department of Emergency Management

**Bridget Good—Board Administrator Partner**

Executive Support for the Mitigation and Recovery Division at the Oregon Department of Emergency Management.

October 10<sup>th</sup> was the last day for Governor Brown to approve appointments for the council. LGEMAC is awaiting the assignment of two additional council members: one from the fire department and one from emergency medicine. When the appointments are made, OEM will let the Council know.

## **Review of Law**

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- The Local Government Emergency Management Advisory Council was established in the 2021 legislative session, House Bill 2927.
- As a statutorily required council, it will adhere to the Oregon Public Records Laws and meeting manual as appropriate.
- Meeting agendas and minutes will be provided to the council 48 hours prior to each meeting.
- Meeting minutes and comments will be posted to the website within 30 days of the prior meeting.
- The LGEMAC webpage will be maintained on the Oregon Department of Emergency Management's website. When the website is set up, OEM will send the website link sent out to all the members.
- For those who do not have a government-issued email address, OEM can work on getting one set up.
- OEM Public Affairs Unit will handle social media needs that arise. OEM will work on creating and maintaining a distribution list.
- As we move forward and follow the Robert rules of order and agenda, the public will be given an opportunity to comment on items that are on the agenda at the end of the meeting.
- The Council will develop its bi-laws/charter.
- Audio recordings of meetings will be made available on the OEM LGEMAC Webpage.

## **Discussion and Selection of Chair and Vice Chair**

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- Anyone who would like to be considered for Chair or Vice Chair, email Bridget Good. She will send out a Ballot of interested members to the Council, who will vote at the next meeting.
- Bridget Good and Stan Thomas will provide the details of the job duties for Chair and Vice Chair after talking with Tiffany Brown, Chair of the Oregon Seismic Safety and Policy Advisory Council (OSSPAC).
- Current understanding of roles for the Chair:
  - Works with the Administrator Partner to set the agenda and ensure public meeting notices, notes and agendas are posted
  - Brings in guest speakers
  - Helps the council stay up to date on relevant legislation
  - Develops agendas
  - Establish the leadership flow of meetings
  - Works with the council members to define subgroups, products and deliverables, including materials for Andrew Phelps to consider for program development and implementation
  - Determination of charter and terms
- A member majority is required to approve a candidate as chair or vice chair.
- The term length of the Chair and Vice Chair is up to the council. OSSPAC and OEMA rotate on a two-year basis for continuity.

## **Discussion and Decision of Meeting Schedule**

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LGEMAG decided to meet bi-monthly. The next meeting will take place virtually on December 13, 2022, from 2:30 pm – 4:00 pm PST.

## **Open Discussion Items**

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Outside of meetings, the Council should follow a level of formality, with a need to be cognoscente of quorum. A majority of council members are discouraged from meeting outside of scheduled public meetings. Suggestions should be elevated to Andrew for consideration.

Non-member comments: None.

## **Adjournment**

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This meeting was adjourned on October 11, 2022, 11:50 am.