

# CLACKAMAS COUNTY BOARD OF COUNTY COMMISSIONERS

## Policy Session Worksheet

**Presentation Date:** 08/17/21 **Approx. Start Time:** 4:00pm **Approx. Length:** 30 minutes

**Presentation Title:** Emergency Preparedness Council Documentation

**Department:** Disaster Management and Public and Government Affairs

**Presenters:** Daniel Nibouar, Interim Director of Disaster Management  
Chris Lyons, Government Affairs Manager

### **WHAT ACTION ARE YOU REQUESTING FROM THE BOARD?**

The Board of County Commissioners (BCC) will review, provide comment, and, if appropriate, approve the by-laws, scope, and recruitment methodology for the Emergency Preparedness Council.

### **EXECUTIVE SUMMARY:**

On July 20, 2021, the BCC approved the formation of an Emergency Preparedness Council to create a forum for community input around specific aspects of all hazards disaster planning and response that requires deep partnership with the public.

The purpose of the Emergency Preparedness Council is to review and offer advice in all matters relating to emergency management and disaster preparedness. This Council shall submit its observations and recommendations for improvements to the Disaster Management Department and the County Board of Commissioners.

The group should be comprised of 15 key partners including, but not limited to: community representatives from CPOs, utility partners such as Portland General Electric, local business owners, tourism industry representatives, nonprofit leaders, local city officials and members of the BCC.

The Preparedness Council members will form sub-groups based off of Performance Clackamas and after-action reports to address any identified gaps or areas of improvement that require additional community involvement. It is expected that the BCC members will participate/lead those sub-groups.

This group will meet quarterly and the community members will be appointed by the BCC from a county-wide application process in accordance with existing ABC recruitment and application processes. The sub-groups will meet as needed.

If the BCC supports this concept, the next step is to recruit members and make appointments.

### **FINANCIAL IMPLICATIONS (current year and ongoing):**

Is this item in your current budget?  YES  NO

What is the cost? \$ TBC What is the funding source? Convening, support costs, and any unique recruiting costs of the Council will be absorbed by the current Disaster Management budget.

### **STRATEGIC PLAN ALIGNMENT:**

This item aligns with three of the County's Performance Clackamas focus areas:

1. Build public trust through good government;
2. Build strong infrastructure;
3. Ensure safe, healthy, and secure communities

### **LEGAL/POLICY REQUIREMENTS:**

N/A

**PUBLIC/GOVERNMENTAL PARTICIPATION:**

The Emergency Preparedness Council will function as part of the ecosystem of 46 other ABC's currently in place in the County. PGA's role is to help settle the scope and mission of this advisory group; expectations of community members; recruitment of community members for service and then to monitor regular good governance requirements for the group such as posting meeting schedules and minutes on line.

**OPTIONS:**

1. Approve the draft Emergency Preparedness Council documentation.
2. Provide direction regarding any revisions to the documentation.
3. Do not approve the Emergency Preparedness Council documentation.

**RECCOMENDATION:**

1. Approve the Emergency Preparedness Council documentation.

**ATTACHMENTS:**

1. Draft Emergency Preparedness Council by-laws
2. Draft Emergency Preparedness County recruitment methodology

**SUBMITTED BY:**

Division Director/Head Approval \_\_\_\_\_  
Department Director/Head Approval  Daniel Nibouar   
County Administrator Approval \_\_\_\_\_

For information on this issue or copies of attachments, please contact Daniel Nibouar @ 503-655-3381
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## Attachment 1

# Bylaws of the Clackamas County Emergency Preparedness Council

August XX, 2021

## ARTICLE I

**NAME.** The name of the organization shall be the Emergency Preparedness Council.

## ARTICLE II

**BOUNDARIES.** The boundaries of the Emergency Preparedness Council shall be the same as those established by Clackamas County. These boundaries take into account natural boundaries, commercial patterns, community organizations and historic factors.

## ARTICLE III

### **PURPOSE.**

The purpose of the Emergency Preparedness Council is to review and offer advice in all matters relating to emergency management and disaster preparedness. This Council shall submit its observations and recommendations for improvements to the Disaster Management Department and the County Board of Commissioners.

### **GOALS.**

The goals of the Emergency Preparedness Council are as follows:

- a. Advise the Disaster Management Department and Clackamas County Board of County Commissioners in the development of activities, strategies and priorities to achieve disaster preparedness within the boundaries of Clackamas County.
- b. Promote disaster management initiatives and activities. Participate in community education and engagement.
- c. Advocate for policy and system changes that improve the disaster preparedness in Clackamas County. Optional activities could include providing oral or written testimony, helping to identify partners of support for preparedness, and participating in legislative activities.
- d. Strengthen intergovernmental collaboration and enhance collaboration between governments and partners on an ongoing basis.
- e. Develop strategies to enhance collaboration among governmental bodies and the general public.

## ARTICLE IV

**MEMBERSHIP.** Voting membership shall consist of 15 people and shall be as representative as possible of the geographic, demographic and philosophical entities of the county. There will be eight additional ex-officio non-voting members that will include all five members of the Board of County Commissioners. The voting members shall be as follows:

- Seven community members representing disaster zones (1 member/3 zones);
- Three community members at large representing our diverse populations;
- Two representatives from a community based non-profit organization;
- Two Community Planning Organization or Hamlet representatives;

- One public health/health care representative.

The ex-officio non-voting members shall be as follows:

- All five members of the Board of County Commissioners;
- One local utility representative;
- One Clackamas County Fire Defense Board representative;
- One Clackamas County Sheriff's Office representative.

Members of the Emergency Preparedness Council shall be selected from a pool of applicants solicited, received and appointed by the Clackamas County Board of County Commissioners. Membership shall be open to anyone 18 years of age or older who is a resident of the county, a property owner within the county, or a designated representative of a business, non-profit, corporation, or trust within the county.

Membership shall not be limited by race, creed, color, sex, age, heritage, national origin or income.

Members shall have an appointment term of three years which shall expire on June 30. Expiration dates for the terms shall be staggered so that no more than one-third of the members' terms will expire in any year. For this purpose, membership terms may initially be staggered for less than three years. In its first two years, there will be five members with one-year terms and five members with two-year terms. Other members, and all members after the first two years, shall serve a three-year term. Members may seek reappointment for a maximum of two consecutive terms. Current members seeking a new term on the Emergency Preparedness Council shall submit an application at least 90 days prior to the expiration of their current term.

Vacancies shall be filled through the process established by the Clackamas County Board of Commissioners for Advisory Boards and Commissions.

Three or more consecutive unexcused absences from regularly scheduled Council meetings will be grounds for removal of any Council member. Irregular attendance, failure to accept adequate functional membership responsibility, or disruptive attitude toward specified goals of the Council may also be considered as a basis for release from membership on the Council.

Before any member is considered for release for any reason, they will be given the opportunity to present their appeal for retention. The Council as a whole, working with the staff liaison, will decide whether to retain a member.

## ARTICLE V

**OFFICERS.** The officers of the Emergency Preparedness Council shall include the following:

- a) Chairperson. The Chairperson shall preside over all meetings of the council and shall act as a point of contact between County officials and the Council.
- b) Vice-Chairperson: The Vice-Chairperson shall aid the Chairperson and perform the duties of the Chairperson in his/her absence or disability.
- c) Secretary: County staff will perform the duties of secretary, including keeping accurate records of all meetings, handling correspondence and maintaining the membership registry required by these bylaws. The minutes shall be made available to any member or the public as required by the Oregon Public Records and Meetings Law.

The Emergency Preparedness Council shall provide the County Public and Government Affairs Department with a current list of officers.

**SELECTION OF OFFICERS.** The election of officers shall be held annually at the first regular meeting of the fiscal year. The current chair shall announce the matter of the upcoming election during the last meeting of the fiscal year. Nominations for the offices may be made at that time. Nominations may also be made at the elective meeting. If no person receives a majority vote for election on the first ballot, the two receiving the highest number of votes will be considered on a second ballot.

Members shall assume their duties immediately upon election to office. All members are eligible for election to officer positions. The Chairperson shall not vote for an officer except in the event of a tie when the Chairperson shall cast the deciding vote. Proxy votes shall not be allowed.

**TERM OF OFFICE.** The term of office for all officers shall be one year, however, the officer shall continue to serve until a successor is elected or appointed to that office.

**VACANCIES.** A vacancy occurs when an officer dies, resigns, is removed or has more than three unexcused absences from meetings during a calendar year. A vacancy shall be filled by appointment by the Board of County Commissioners. The person appointed to fill the vacancy shall serve the remainder of the unexpired term and until a successor is elected or appointed to that office.

## ARTICLE VI

**MEETINGS.** Meetings of the Emergency Preparedness Council shall be held in accordance with the Oregon Public Meetings Laws. Meetings shall be held no less than twice per year, usually in the Development Services Building in Oregon City, at a time and place designated by the chair of the Council. The secretary shall ensure that appropriate notice is provided to all interested persons and agencies.

The Chairperson may call special meetings at any time upon the request of two of the officers or any five members of the Emergency Preparedness Council.

Notice of all meetings shall be provided as required by ORS 192.640 of the Oregon Public Meetings Law. Minutes of all meetings shall be kept and shall be available for public inspection as required by ORS 192.650 of the Oregon Public Meetings Law. A copy of all meeting agendas and minutes shall be provided to the County Public and Government Relations Office.

**QUORUM and VOTING.** A quorum shall be present at a meeting in order for the Council to transact business. A quorum of the membership shall consist of a majority of the membership. Members must be present to form a quorum and conduct official business. A vacancy on the board does not affect the quorum requirements. A simple majority of the Council members present shall provide the deciding vote on any subject brought before the Council. The chair or presiding officer shall only vote in the case of a tie vote.

Any member who anticipates in advance an absence from a regularly scheduled Council meeting should report that possibility to the staff liaison of the Council.

**RECORDS.** All records of the Emergency Preparedness Council shall be subject to disclosure except as allowed by exemptions of the Oregon Public Records Law.

## ARTICLE VII

**HEARING PROCESS AND PROCEDURE.** The principles of parliamentary rules of procedures such as Robert's Rules of Order shall govern proceedings at any meeting of the Emergency Preparedness Council. The Chair shall be guided by these principles in deciding any procedural questions. The Chair's decision on procedural matters may be overruled by a majority of the members voting on the question.

**MEETING CONDUCT.** The rules contained in the most current edition of Robert’s Rules of Order Newly Revised shall govern the Council in all matters in which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the Council may adopt. The chair of the Council shall establish the agenda with the assistance of the vice-chair and staff liaison. The Council shall attempt to complete all agenda business at each meeting. If the time for conducting required business exceeds a reasonable hour, the chair or any member may propose a carry-over of remaining business to a special meeting date to be designated, or to the next regularly scheduled meeting.

**MEETING MINUTES.** Minutes of each meeting shall record the presence and absence of each member. They shall also document the business conducted at the meeting and a summary of the discussions and recorded decisions including proposed motions, seconds to the motion and discussions, dissensions and abstentions. Completed minutes shall be electronically conveyed to members prior to the next meeting.

**COUNTY DEPARTMENT PARTICIPATION.** The Council will be aided in the conduct of its functions by designated County staff or their representatives. These designated representatives will be ex-officio members of the Council and will be nonvoting. They will be designated by the Disaster Management Director or his/her designee. The chair of the Council may request additional appointees to be designated representatives if it appears there is a need. These representatives will provide the Council with consulting services and assistance in their respective technical areas.

**NON-COUNTY GOVERNMENTAL PARTICIPATION.** Representatives from other governmental agencies may be asked by the Council to participate on a case-by-case basis if their input can assist the Council. These representatives will not become members of the Council.

## ARTICLE VIII

**SUB-COMMITTEES.** The Emergency Preparedness Council may create subcommittees as required to promote the purposes and objectives of the Council. A chairperson for each sub-committee shall be selected by the Chair.

## ARTICLE IX

**DISSOLUTION.** The Emergency Preparedness Council shall be considered inactive if it fails to meet the requirements of these bylaws. An inactive Council shall be dissolved and will no longer be recognized by the Board of County Commissioners.

## ARTICLE X

**AMENDMENTS.** Any member on any appropriate subject may propose bylaw modifications. Such proposals will be submitted in writing to the chair of the Council. The submitted proposals shall be read during the meeting at which they are first presented. Discussion of the proposals will be limited to clarification of intent and verbiage at that meeting.

The staff liaison shall ensure that the proposal, as modified by the limited discussion in the meeting, be forwarded to each Council member, the County Public and Government Affairs Department, and County Counsel, along with a copy of the recorded minutes of the meeting. The proposed bylaw modifications shall be voted on at the next official meeting of the Council. If a majority of the quorum present approves the proposal, and no objection is received from County Counsel, the proposed changes shall be incorporated into the Bylaws.

The amended bylaws shall supersede all previous bylaws and become the governing rules for the Emergency Preparedness Council.

## ARTICLE XI

**POLICIES.** The Council shall adopt and follow the general operating policies recommended by the Board of County Commissioners. Primary among these policies and key guidelines to the Council are the following:

- a) Operate as a non-profit, nonpolitical organization, devoted exclusively to its responsibilities as described above in Article III.
- b) Operate in the general public interest serving the County as a whole. It shall serve no special Interest.
- c) Will not endorse any commercial products or enterprise.

## ARTICLE XII

**AUTHORITY TO BIND.** The Clackamas County Emergency Preparedness Council, its members individually or collectively cannot commit Clackamas County, its officers or agents to financial obligation unless approved beforehand in writing for the express amount and purpose. Such approval must have the funding account and citation number approved.

## **Attachment 2**

Emergency Preparedness Council Recruitment Plan:

For seats that need to be recruited through our open recruitment process PGA recommends we hold at least a 30 day recruitment. We should use the standard recruitment application used for all ABCs. PGA recommends deploying a more robust outreach plan to launch this new ABC to ensure the community has ample opportunity to respond.

Methods for outreach should include:

- Social media- Facebook, Nextdoor and Twitter
  - Paid advertising is very effective for reaching targeted audiences. We should identify if there is budget available to support this.
  - Ask partnering agencies to share on their social media platforms as well.
- County website
- Email distribution lists
- CPO and Hamlets
- CBOs
- Chair Smith's summer video
- ClackCo Monthly
- Local chambers
- Director stakeholder outreach

Selection recommendation should still be the responsibility of Disaster Management with the appointment being the responsibility of the Board of County Commissioners. PGA recommends their support with a sample matrix to aid in their selection process. PGA also recommends a representative from the Office of Equity serve on the selection committee.