

**Special Council Meeting  
March 30, 2021  
Held by Zoom**

Members present were Mayor Linda Spencer, Council President Trish Callahan, Councilor Anna Huerta, Councilor Stacy Equitz and Councilor Alvin Thompson. Council Vice President Delena Oden and Councilor Loren Oden was absent.

Staff present was Treasurer Katie Misfeldt, Fire Chief Jeff Gorman and City Recorder Lori Paxton.

**Councilor Equitz made a motion to open the meeting at 7:03pm. President Callahan seconded. All ayes motion carried.**

The purpose of the special meeting was to discuss emergencies procedures and a better way to understand them.

Mayor Spencer told the council that we have to review our emergency Ordinance #265A. The ordinance deals with emergencies like the fire emergency we had last year. We have to familiarize ourselves with it so we can better manage any up coming emergencies.

This type of ordinance is common county wide. If the emergency pertains to Butte Falls we manage it in conformance with this ordinance. If it is county, then the management structure moves up to the them and then to the state. Under Section 1 the Emergency Management Director is the mayor, then there is a program manager and that is the fire chief. Section 2 only impacts Butte Falls, only if we declare and emergency.

Fire Chief Gorman said in that case we just go with the flow, if all other cities are doing it, we can implement an emergency as well.. Section 3 deals with the secession of authority and Section 4 is authority of program manager. Chief Gorman encouraged the council to read the Jackson County Addendum on file at city hall.

Treasurer suggested updating our hazard communications list. If the fire chief is gone, we need to know who to call in an emergency. That is a good idea and you can call duty officers, Chief Gorman said.

The evacuation levels can change frequently during an emergency. You need to expect law enforcement, public works, fire personnel and one administrative person to stay in a safety zone at level 3. Law enforcement to stop looting, public works to make sure the water is flowing and administrative to release funding for expenditures, stated Chief Gorman.

He said if there is an out of town emergency and we get an influx of people, we need to be a relief port for others. Every year and every emergency is different and sometimes you never know until it is too late. Power, communications, road closures, etc., you need to be ready to deal with anything.

Chief Gorman found out the limit on the town's credit card is low and suggested raising it. Right now it is \$6,000, but during an emergency expenditures can add up extremely fast and we need a way to

cover them. Mayor Spencer said we can start the process for that.

Treasurer Misfeldt is currently working on an issue we are having with our satellite communications mobile command system (SAT Com) Chief Gorman said. We need to find out how to get information on how to operate it under a satellite. If we can get that, we would have access to a satellite phone and some WIFI service during an emergency. The problem is it is extremely hard to get that information. It is very expensive to hook up and there is a monthly fee. But we only need to be able to turn it on and use it for emergencies only, and we can't afford to pay an monthly fee.

We would be able to get reimbursed through the federal government for the times that we would use it in emergencies, but not for the monthly fee.

Councilor Equitz asked if we have set aside money in our budget for emergencies? Chief Gorman said he needs to find out how much money to have on hand and that it would only be used in an emergency. Treasurer Misfeldt said we have Capital Projects and Equipment fund in our budget now, but when you borrow from that fund you have to pay it back.

Chief Gorman said generators and personnel help us become efficient during an emergency. City hall has been designated as the incident command center along with the fire hall. We are working towards self efficiency with grants and donations. At the command center, we need cots for personnel to sleep on and we need our own power source. We constantly work on things that need to be changed.

Level 3 is for personnel to protect homes from looters and fires, and all citizens to be evacuated. Level 1 & 2 is a call to get ready to evacuate. We can not set up a shelter under evacuation orders. Red Cross will not come here if the fire is coming this way and they would be in the line of the fire, Chief Gorman said.

Councilor Equitz asked if he was going to meet with the Firewise group? Chief Gorman said they have already started clearing under brush and blackberries along the north Bluff Addition and east of Laurel Avenue. They are only 200 feet from the backdoor of the homeowners property. This does not include the falls area.

Councilor Equitz suggested sending out a flier and ask citizens to start cleaning up their properties. Maybe we can pick up their brush and haul it away. Just like a curb side pick up said Chief Gorman. Mayor Spencer said she would definitely check in to that, it is a good idea. Then she reminded all the councilors to review the Jackson County Addendum Plan.

President Callahan made a motion to adjourn the meeting at 7:45 pm. Councilor Thompson seconded. All ayes motion carried.

Minutes submitted by City Recorder Lori Paxton.

