



Work Session Summary Minutes

OREGON

Marion County Emergency Management (EM)

July 29, 2025. 1:30 PM

Courthouse Square, 555 Court St. NE, Salem
5th Floor, Suite 5232, Commissioners Board Room

ATTENDANCE:

Commissioners: Kevin Cameron, Colm Willis, and Danielle Bethell.

Board's Office: Alvin Klausen, Trevor Lane, Chis Eppley, and Matt Lawyer.

Legal Counsel: Steve Elzinga.

Public Works: Brian Nicholas, Greg Walsh, and Dennis Mansfield.

Commissioner Danielle Bethell called the meeting to order at 1:32 p.m.

Expectations for the EM Director

- Establish a clear communication channel with the Board of Commissioners.
- Coordinate emergency management priorities and expectations.
- Serve as the primary point of contact for emergency response coordination.
- Maintain and develop relationships with local, county, state, and federal emergency response agencies.
- Ensure proper documentation for potential Federal Emergency Management Agency (FEMA) reimbursement.
- Coordinate training for Emergency Operations Center (EOC) staff.
- Develop and maintain emergency response plans.
- Act as a resource coordinator during emergencies.
- Manage mutual aid agreements.
- Provide comprehensive incident reporting and analysis.

EM Program Overview

- Currently integrated with Public Works department.
- Unique structure leveraging Public Works resources and equipment.
- Focuses on comprehensive emergency preparedness and response.
- Utilizes National Incident Management System (NIMS).
- Responsible for coordinating resources across multiple agencies.
- Supports various emergency types (wildfires, floods, public health emergencies).
- Maintains a network of contacts and mutual aid agreements.
- Provides logistics and support during emergency situations.

EM Program Needs Assessment

- No current EM Board designee.
- Identified gaps in inter-agency communication.
- Need for enhanced EOC staff training.

- Recommended developing a Type 3 All Hazards Incident Management Team.
- Review and potential update of Marion County emergency management code.
- Improve cross-agency coordination:
 - Sheriff, Fire, Public Works.
- Develop more robust communication protocols.
- Create clear escalation procedures for state and federal resource requests.
- Establish more formal training and exercise programs.

Emergency Operations Plan (EOP) Update

- Recently adopted plan with input from multiple departments.
- Clearly defines responsibilities for different agencies.
- Specifies roles for:
 - Health department.
 - Sheriff's office.
 - Law enforcement.
 - Public Works.
- Includes sections on:
 - Public health emergencies.
 - Evacuation procedures.
 - Resource management.
 - Incident command structure.
- Aligns with state and federal emergency management guidelines

Other Items

- Addressed road closure communication challenges.
- Discussed press communication strategies during emergencies.
- Explored implementing a unified alert system (Active Alert).
- Identified need for single point of contact for media communications.
- Agreed to prioritize and address emergency management improvement areas.
- Planned incremental review and refinement of emergency management processes.
- Highlighted importance of clear incident commander protocols.
- Discussed reimbursement processes for emergency responses.
- Emphasized the need for comprehensive documentation during emergencies.

Next Steps:

- Board members to review and prioritize emergency management improvement areas.
- Develop detailed implementation plan for identified improvements.
- Continue refining inter-agency communication protocols.
- Schedule follow-up meetings to track progress.

Adjourned – time: 2:31 p.m.

Minutes by: Mary Vityukova

Reviewed by: Gary L. White