

CITY OF WHEELER

RESOLUTION NO. 2024-06

A Resolution Establishing the City of Wheeler’s Protocol for Chain of Command in an Emergency Event

WHEREAS, the City of Wheeler is subject to emergency events that are often unpredictable in both nature and timing; and

WHEREAS, the City of Wheeler has found it prudent to ensure that at least two (2) persons able to declare an emergency and make official and legal decisions on behalf of the City of Wheeler are “on-call” and present in the City of Wheeler at all times;

NOW THEREFORE, BE IT RESOLVED as follows:

The City of Wheeler Protocol for Chain of Command in an Emergency Event, included as Exhibit A, is hereby adopted.

This Resolution shall become effective immediately upon passage by the City Council.

ADOPTED by the City Council on this 19th day of March 2024, by the following vote:

| CITY COUNCIL WHEELER, OREGON | Aye | Nay | Absent / Abstain |
|---------------------------------|-------|-------|------------------|
| _____ | _____ | _____ | _____ / _____ |
| Karen Matthews, Councilor | | | |
| _____ | _____ | _____ | _____ / _____ |
| Deanne Ragnell, Councilor | | | |
| _____ | _____ | _____ | _____ / _____ |
| Gordon Taylor, Councilor | | | |
| _____ | _____ | _____ | _____ / _____ |
| Heidi Stacks, Councilor | | | |
| _____ | _____ | _____ | _____ / _____ |
| Walt Porter, Councilor | | | |

Clif Kemp, Mayor Pax Broder, Recorder

Exhibit A

City of Wheeler Protocol for Chain of Command in an 'Emergency Event'

The purpose of this protocol is to clearly identify the daily roster of individuals designated to be "On Call" as the city officials every day of the calendar year in the event of major Emergency affecting the City of Wheeler. These (2) individuals would be charged with the duties of making official / legal decisions on behalf of the City of Wheeler. They would be required to be present in the City of Wheeler for the time they are "On-Call".

Among the responsibilities would include declaring an "Official Emergency" and coordinating the city emergency response as the ICS (Incident Command). This would include working with the City Manager and Public Works Director if they are present in Wheeler at the time of the emergency.

- The Mayor and each City Council member will be assigned a number designation for the purpose of maintaining a revolving call list.
- There will be a phone tree list established and maintained for contact of each of the city officials.
- An "On-Call" calendar will be established, reside with the City Manager and be accessible to the Mayor and the City Council.
- A hard copy of the "On-Call" calendar will be distributed to each of the City Council members at the monthly public City Council meeting.
- In the event the Mayor or another member of the City Council is unable to be available for their assigned day to be on-call, that individual is responsible for arranging a replacement for themselves prior to being absent. They must then report this to the City Manager 24-hours prior to the date, so that it is officially changed and noted on the "On-Call" calendar. Certain exceptions may be considered, but contacting the City Manager or the Mayor immediately is required.

The number system will provide a method to maintain the call list. The number assignment would be at the discretion of the Mayor. These number assignments may also include an ongoing assignment such as attending community board meetings or other tasks as designated for City Council members per Mayor's discretion.

1. Mayor
2. President of City Council
3. City Council Seat 2
4. City Council Seat 3
5. City Council Seat 4
6. City Council Seat 5

Note: City Council members will need to complete the basic ICS-IOO as soon as possible and should become familiar with and practice use of the Yellow Radio communications system.