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BEFORE THE BOARD OF COUNTY COMMISSIONERS  
FOR COLUMBIA COUNTY, OREGON

In the Matter of Adopting An Ordinance )  
Establishing the Homeland Security ✓ )      ORDINANCE NO. 2008-2  
Emergency Management Commission )  
\_\_\_\_\_ )

The Board of County Commissioners for Columbia County, Oregon ordains as follows:

SECTION 1.      TITLE.

This Ordinance shall be known as Ordinance No. 2008-2. Exhibit "A", which is attached hereto and incorporated herein by this reference, shall be known as the "Columbia County Homeland Security and Emergency Management Commission Ordinance".

SECTION 2.      AUTHORITY.

This Ordinance is adopted under the authority of ORS 203.035.

SECTION 3.      PURPOSE.

The purpose of this Ordinance is to create the Homeland Security and Emergency Management Commission (the "HSEMC") which shall serve in an advisory capacity to the Columbia County Board of Commissioners and the Columbia County Emergency Management Department concerning emergency management principles and ideas.

SECTION 4.      ADOPTION.

The Columbia County Homeland Security and Emergency Management Commission Ordinance, which is attached hereto, labeled Exhibit "A" and is incorporated herein by this reference, is hereby adopted.

SECTION 5.      SEVERABILITY.

If any provision of this Ordinance, including Exhibit "A", is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the remaining portions thereof.

SECTION 6. EMERGENCY CLAUSE.

This Ordinance being immediately necessary to maintain the public health, safety and welfare, an emergency is declared to exist and this Ordinance shall take immediately upon adoption.

Dated this 23<sup>rd</sup> day of July, 2008.

BOARD OF COUNTY COMMISSIONERS  
FOR COLUMBIA COUNTY, OREGON

By: [Signature]  
Anthony Hyde, Chair

By: not present  
Joe Corsiglia, Commissioner

By: [Signature]  
Rita Bernhard, Commissioner

Attest:

By: [Signature]  
Recording Secretary

Approved as to form

By: [Signature]  
Office of County Counsel

First Reading: 7-23-08  
Second Reading: 7-23-08  
Effective Date: 7-23-08

EXHIBIT "A"

COLUMBIA COUNTY

**HOMELAND SECURITY AND EMERGENCY  
MANAGEMENT COMMISSION ORDINANCE**

Adopted by Ordinance No. 2008-2  
Effective July 23, 2008

**COLUMBIA COUNTY HOMELAND SECURITY AND EMERGENCY  
MANAGEMENT COMMISSION ORDINANCE**

**SECTION I. HOMELAND SECURITY AND EMERGENCY MANAGEMENT COMMISSION  
CREATED.**

- A. There is hereby created the Columbia County Homeland Security and Emergency Management Commission (hereinafter referred to as the "the HSEMC").
- B. The HSEMC is created pursuant to an Intergovernmental Agreement (hereinafter "the Agreement") entered into between Columbia County and several governmental entities (hereinafter referred to as the "Agencies"), said Agreement being recorded in the Commissioners' Journal at Book 99, Page 129.
- C. The HSEMC shall consist of one member from each of the disciplines/geographical areas, as listed below, after nomination and appointment by the Board of County Commissioners (hereinafter referred to as the "Board"). Appointment shall be made by order of the Board.
- D. The HSEMC members may be removed by order of the Board for nonperformance of duty.
- E. Members of the HSEMC shall serve without compensation other than reimbursement for duly authorized expenses. The Board may, by order, establish a per diem allowance and mileage expenses and otherwise authorize reimbursement of expenses incurred.
- F. Members of the HSEMC shall be comprised of one member and one alternate from each of the following disciplines or geographical groups:

- |   |                                |
|---|--------------------------------|
| 1. Port of St. Helens   | 9. Public Health/Mental Health |
| 2. Law Enforcement  | 10. Industry                   |
| 3. Fire/EMS   | 11. At Large, Position 1       |
| 4. C911CD   | 12. At Large, Position 2       |
| 5. Utilities  | 13. Schools                    |
| 6. North County Cities (Rainier, Clatskanie, Prescott)        |                                |
| 7. South County Cities (Columbia City, St. Helens, Scappoose) |                                |
| 8. Mid County Cities (Vernonia, Mist)                         |                                |

In addition, one member of the Board will serve as ex-officio member of the HSEMC. The Director of the Columbia County Homeland Security and Emergency Management Department (hereinafter referred to as the "Department") will act as staff to the HSEMC.

## **SECTION II. HSEMC DUTIES, RESPONSIBILITIES.**

- A. The HSEMC shall act in an advisory capacity to the Board and the Department with respect to the following:
  - 1. Homeland security and emergency management programs in Columbia County;
  - 2. Issues surrounding the delivery of services by the Department to Columbia County and the Agencies as specified in Section 2(e) of the Agreement; and
  - 3. Except as otherwise provided by the Board, for making recommendations on emergency management policy to the Board and the Department.
- B. The HSEMC shall audit all funds contributed pursuant to the Agreement on an annual basis and make a report to the Board as to their findings. The audit described herein is to be undertaken by the HSEMC during the month of November of each fiscal year.
- C. Each HSEMC member or alternate shall attend each scheduled meeting and shall be prepared to engage in regular communication with stakeholders/constituents on homeland security and/or emergency management issues.

## **SECTION III. APPOINTMENTS, TERMS, AND QUALIFICATIONS**

- A. Appointments. Members and alternates shall be appointed by the Board from a list of nominees presented by the Agencies, in their discipline or geographic groups, as listed in Section 1.F. All Agencies shall participate to nominate the two At Large members and their alternates. For initial appointments, within 30 days after the effective date of this Ordinance, such nominations shall be presented to the Board. For subsequent appointments, at least 30 days prior to the end of the term nominations shall be presented to the Board. If nominations are not timely received by the Board the Board may advertise for qualified County residents interested in serving, and may appoint Members from such list. Each Agency in a discipline or geographic group shall be entitled to vote for the nominee and alternate, which shall be determined by a majority vote of all Agencies in the discipline or geographic group. Each Agency shall be entitled to vote for the two At Large members and alternate nominees which shall be determined by a majority vote of all Agencies. Upon receipt of nominees, the Board shall make appointments as soon as possible.

- B. Terms. Initial appointments shall conclude on December 31 following the date of appointment. Subsequent appointments shall thereafter commence on January 1, and end on December 31, and shall be staggered into terms of one to three years in order to establish an orderly rotation and to ensure HSEMC continuity. As members are numbered in Section 1.F the staggered terms shall be as follows:

Members 1, 4, 7, 10 and 13 shall be appointed for 1 year terms.

Members 2, 5, 8, and 11 shall be appointed for 2 year terms.

Members 3, 6, 9, 12 and the ex officio Board member shall be appointed for 3 year terms.

Member vacancies shall be filled for the remaining term of the vacant position by the Board.

- C. Qualifications. Qualifications of Members are to include experience and/or interest in emergency management along with the ability and authority to speak on behalf of the discipline or geographical group the individual represents.

#### **SECTION IV. OFFICERS AND COMMITTEES.**

- A. Officers. The HSEMC shall elect one member to serve as Chair of the Commission, one member to serve as Vice-Chair with the power to act as Chair in the Chair's absence, and one member to serve as Secretary. Each officer shall serve a one-year term.
- B. Duties of the Chair.
1. The Chair shall preside over and be entitled to vote at all meetings of the HSEMC at which s/he is present.
  2. The Chair may order a roll call vote on any question before the HSEMC at his/her discretion, and shall order a roll call vote at the request of one or more members.
  3. The Chair shall exercise general supervision over the business of the HSEMC and shall sign all documents approved by the HSEMC.
- C. Duties of the Vice-Chair.
1. The Vice-Chair shall preside at HSEMC meetings in the absence of the Chair.
  2. If the Chair is absent or disabled, all of his/her duties shall temporarily devolve upon the Vice-Chair.

D. Duties of the Secretary.

1. The Secretary shall take and keep minutes of each HSEMC meeting and shall forward a copy to the Board. Copies of the minutes shall be made available to the public upon request.
2. The Secretary shall give advance notice of all regular and special meetings and provide an agenda for each to interested persons pursuant to ORS 192.640.

E. Committees.

1. The Chair may appoint committees, and s/he may be a member of any such committee.
2. Committees shall consist of at least three (3) members. A majority of the committee shall constitute a quorum.
3. The first member appointed to a committee shall serve as its Chair. The committee Chair may call a committee meeting whenever there is sufficient business requiring the attention of the committee.

**SECTION V. MEETINGS AND ATTENDANCE; BY-LAWS.**

- A. Regular Meetings. Meetings shall be set annually by the HSEMC and shall be held in accordance with Oregon public meetings law, ORS 192.610 to 192.660, as amended.
- B. Excused Absences. A member who expects to be absent may be excused for such absence by the Chair or by the Vice-Chair in the Chair's absence. Except in emergency situations where advance notice is not possible, members requesting an absence to be excused should notify the Chair or Vice-Chair of their anticipated absence at least twenty-four (24) hours prior to the meeting in question and advise whether an alternate will attend. Except as otherwise determined by the HSEMC, when such advance notice is given, it will be presumed that the absence was excused.
- C. Unexcused Absences. A member who is absent from three (3) consecutive regular or special meetings of the HSEMC whose absence is unexcused and who does not arrange for an alternate to be present, may be considered to have resigned. The Board shall immediately be notified of such resignation and given a list of representatives nominated to fill the position.
- D. Leaves of Absence. If a prolonged absence is anticipated, a member may request a leave of absence, which may be granted after review by the HSEMC and approval by the Board of County Commissioners.
- E. Minutes to Record all Absences. The minutes will record all absences with proper notations to indicate if the absence is excused or unexcused.

- F. Bylaws. The HSEMC may adopt bylaws which shall not be contrary to this Ordinance or any other law, rule or regulation. The HSEMC shall forward proposed bylaws, and all amendments thereto, to the Board of Commissioners for approval of the Board prior to adoption by the HSEMC. If there is any conflict between this Ordinance and any bylaws, this Ordinance shall control.

**SECTION VI. MEETING PROCEDURES.**

- A. The HSEMC will conduct meetings in accordance with ORS 192.610 through ORS 192.690.
- B. Meetings shall be called to order by the Chair, or by the Vice-Chair in the Chair's absence. In the absence of the Chair and Vice-Chair, the Secretary shall call the meeting to order and those members present shall select a Chair pro-tem.
- C. The minutes of previous meetings shall be submitted to the HSEMC for approval. If errors are noted, the Secretary shall cause the necessary corrections to be made. The reading of the minutes may be dispensed with and approved if there are no corrections.
- D. At any meeting of the HSEMC, a quorum shall consist of a majority of the currently-appointed members of the HSEMC. No action shall be taken in the absence of a quorum except to adjourn the meeting to a subsequent date. Decisions will be reached by a majority vote of a quorum of HSEMC membership.