

**CITY OF WHEELER  
ORDINANCE NO. 2018-01**

**AN ORDINANCE REPEALING ORDINANCE 2008-01 AND PROVIDING FOR THE  
CREATION OF AN EMERGENCY PREPAREDNESS COMMITTEE**

**WHEREAS**, The City Council of the City of Wheeler is aware of the importance placed on an effective Emergency Preparedness program by the citizens of Wheeler, and

**WHEREAS**, The City Council of the City of Wheeler enacted Ordinance No. 2008-01 to create an Emergency Preparedness Committee.

**NOW, THEREFORE**, the City of Wheeler does hereby ordain as follows:

**Section 1. Repeal of Ordinance Number 2008-01:** There is hereby created Ordinance Number 2018-01, which repeals and replaces Ordinance Number 2008-01 in its entirety.

**Section 2. Emergency Preparedness Committee:** There is hereby created an Emergency Preparedness Committee (hereafter referred to as "Committee") for the City of Wheeler.

**Section 3. Membership:** The Committee shall consist of no more than seven (7) members appointed by the City Council. The members shall consist of residents and/or other community members and shall serve without compensation. Six (6) members shall be selected from the City and/or Community at large and one (1) member shall be selected from the City Council to act as a liaison.

**Section 4. Organization:** At the first meeting of the Committee, directly after the enactment of this Ordinance, the seven (7) appointed members shall choose their term of office by lot as follows: the member from the City Council shall be appointed once every three years; two (2) members for a one year term, two (2) members for a two year term and two (2) members for a three year term. Vacancies created by the completion of the above terms shall be appointed by City Council and will be for a term of three years for each vacancy. Any vacancy shall be filled by the City Council for any unexpired portion of any term.

**Section 5. Removal of Members for Cause:** The City Council may remove any member of the Committee for cause. "Cause" includes, but is not limited to, missing two consecutive meetings of the Committee without being excused by the Committee Chair.

**Section 6. Officers:** The Committee shall elect a Chair and a Vice-Chair from the membership who shall hold office at the pleasure of the Committee.

**Section 7. Secretary:** The Committee shall annually elect a secretary from the membership who shall hold office at the pleasure of the Committee. The secretary shall keep an accurate record of all Committee proceedings.

**Section 8. Quorum, Rules, Meetings:** A majority of the appointed Committee members must be present at a meeting to constitute a quorum. A majority of those present is needed to pass a motion. The Committee may adopt rules governing the conduct of its business. The Committee shall meet at least once every two (2) months. Meetings of the Committee shall be open to the public. Meetings other than at regularly scheduled times may be announced at a prior meeting and thereby be made part of the meeting records. The Chair on his/her motion may, or at the request of three (3) members of the Committee shall, by giving notice to the members of the Committee and those officials designated to sit with it, call a previously unannounced special meeting of the Committee for a time not earlier than 24 hours after the notice is given. Notice of a previously unannounced meeting shall be delivered to and posted at Wheeler City Hall and to the extent feasible, provided to interested persons at least 24 hours prior to the meeting.

**Section 9. Powers and Duties:**

9.1 The Committee shall act as an advisory committee to the City Council.

9.2 It is the intent of the City that the Committee shall draft and maintain planning documents, emergency materials inventories, resource lists, and training materials for emergency preparedness.

9.3 It is the intent of the City that the Committee provides documents regarding emergency preparedness to the citizens at large, after review by the City.

9.4 The Committee shall, by the tenth day following any Committee meeting, provide a copy of meeting minutes to the City.


9.5 Recommendations approved by the Committee shall be documented in the meeting minutes.

9.6 Neither the Committee, nor any member thereof shall have the power to obligate the City of Wheeler.

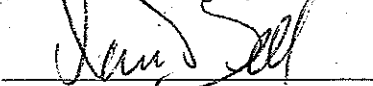
**Section 10. Effective Date.** Under the provisions of the City of Wheeler Charter, Chapter VIII, Section 36, this Ordinance shall become effective on the thirtieth (30<sup>th</sup>) day after its adoption and authentication. The Emergency Preparedness Committee shall hold a meeting within ten (10) days of this Ordinance becoming effective.

**CITY COUNCIL  
WHEELER, OREGON**

Aye                      Nay                      Absent/Abstain

  
Heidi Wilcox-Siglin, President

  X                                                           /       

  
Dave Bell, Councilor

                                                          X   /       

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Bob Harlow  
Bob Harlow, Councilor

Jim King  
Jim King, Councilor

Dawn Sea Kahrs  
Dawn Sea Kahrs, Councilor

X

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✓ \_\_\_\_\_ / \_\_\_\_\_

Stevie S. Burden  
Attest: Stevie S. Burden, Mayor

June 19, 2019  
Date Signed

Angela Oslund  
Angela Oslund, City Manager

