

NORTHWEST CITY COUNCIL  
SPECIAL COUNCIL MEETING  
TUESDAY, SEPTEMBER 17, 2019  
6:00 PM

**ASSEMBLY**

The Northwest City Council held their special meeting on Tuesday, September 17, 2019, at 6:00 PM at Northwest City Hall at 4889 Vernon Road.

Present were: James Knox, Mayor; Councilmen: Charles Carroll, and Haywood Miller and Councilwoman Sheila Grady

Absent was;: Councilmen Aaron Perkins and Michael Troy

Also present was: Donna Strickland, City Clerk

**CALL TO ORDER & INVOCATION**

Mayor Knox called the meeting to order.

Councilman Haywood Miller gave the invocation.

**PRIOR TO AN EMERGENCY**

Councilwoman Grady stated that she and Donna Strickland, City Clerk have put together information concerning disaster preparedness as well as procedures.

- **PUBLIC EDUCATION**

Donna Strickland, City Clerk stated that it is very important to provide the community information such as; hurricane evacuating routes.

- **COMMUNICATION BEFORE AN EMERGENCY**

- **PUBLIC ALERT**
- **PHONE CALLS**

Councilwoman Grady stated that communication is a vital part of any disaster. The city has a public alert system that can be used to send out messages to those that have provided their contact information.

- **SUPPLIES**

- **BATTERIES, ETC**
- **FOOD**
- **?**

Donna Strickland, City Clerk, stated that the items purchased such as batteries, flashlights, etc. will be packed and stored in the building and pulled back out when needed. She also stated that things like food for anyone that must work overnight in an EOC building will have to be purchased right before an emergency along with other storm related items.

- **EOC ESTABLISHED WHEN? DURING STATE OF EMERGENCY**
- **WHAT HAPPENS WHEN WE ACTIVATE AN EOC**
  - **24 HR ON CALL**
  - **ON CALL PERSONNEL**

Donna Strickland stated that once an EOC has been established, salary personnel will be changed to an hourly employee.

## **AFTER AN EMERGENCY**

- **DISASTER RELIEF**

Councilwoman Grady stated that immediately after an emergency, our focus changes to providing relief to those that were affected by the disaster. She also stated that there are many organizations that will be willing to help those in need and we will continue to update our contact information for the organizations that are willing to help those in need.

- **COMMUNICATION AFTER AN EMERGENCY**

- **PUBLIC ALERT**
- **PHONE CALLS**

Councilwoman Grady stated that as discussed earlier, communication is a vital part of any disaster. She also stated that the public alert program can be a way to let the community know how to receive hot food, MRE's and other items needed after an emergency.

## **POLICY**

- **PROVIDE GUIDANCE**

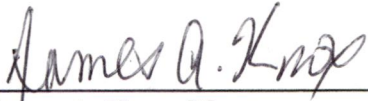
Councilwoman Grady stated that Council is evaluating different policies that could be adopted to help employees, as well as the community, before, during and after an emergency.

## **SUGGESTIONS**

- Council as well as employees, receive CPR training,
- Council as well as employees, get badges identifying them,
- Council as well as employees, receive FEMA online training.

## **ADJOURNMENT**

Councilman Charles Carroll **MOVED, SECONDED** by Councilwoman Sheila Grady to adjourn the meeting at 7:12 PM. The **MOTION CARRIED UNANIMOUSLY.**

  
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**James A. Knox, Mayor**

  
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**Donna Strickland, City Clerk**