

NORTHWEST CITY COUNCIL  
SPECIAL COUNCIL MEETING  
TUESDAY, SEPTEMBER 29, 2020  
7:00 PM

**ASSEMBLY**

The Northwest City Council held a special meeting on Tuesday, September 29, 2020 at 7:00 PM at Northwest City Hall located at 4889 Vernon Road.

Present were: James Knox, Mayor; Councilmen Haywood Miller, Michael Troy, and Councilwoman Sheila Grady

Absent were: Councilmen Charles Carroll and Aaron Perkins

Also present was: Donna Strickland, City Clerk/Finance Officer

**CALL TO ORDER & INVOCATION**

Mayor Knox called the meeting to order at 7:00 PM.

Councilman Haywood Miller gave the invocation.

**DISCUSSION & ACTION ITEMS:**

• **WHO DECLARES A STATE OF EMERGENCY?**

The Mayor declares a state of emergency but in his absence the Mayor Pro Tem will declare the emergency.

• **EMERGENCY OPERATIONS CENTER (EOC) IS ESTABLISHED WHEN?  
WHERE?**

The emergency operations center should be activated whenever there is a major incident that causes significant property damage, potential or actual business disruption or has the potential to cause a significant impact on business.

The EOC will be established at City Hall. If needed, the Emergency Coordinator may work with a local Church to set up operations.

• **WHO IS THE PUBLIC INFORMATION OFFICER?**

**After discussion,**

It was the **CONSENSUS** of Council to appoint Emergency Coordinator, Councilwoman Sheila Grady as the Public Information Officer.

• **HOW DO WE NOTIFY OUR CITIZENS IN CASE OF AN EMERGENCY?**

1. Public Alert
2. Website
3. Facebook
4. Police

- **NIMS TRAINING (NATIONAL INCIDENT MANAGEMENT SYSTEM)**

<https://training.fema.gov>

Online courses are free.

- **TYPE OF EMERGENCIES**

- **HURRICANE**
- **TORNADO**
- **HAZARDOUS MATERIALS**
- **FIRE**
- **FLOODING**
- **EARTHQUAKE**
- **SEARCH AND RESCUE**
- **OTHER?**

- **WHERE DO EMPLOYEES GO IN CASE OF THE FOLLOWING?**

- **HURRICANE**

If 24/7 coverage is needed, an EOC location will be established for all necessary personnel.

- **TORNADO**

City Hall's designated place is in the hallway by the kitchen sink.

Councilman Haywood Miller **MOVED, SECONDED** by Councilwoman Sheila Grady to purchase a weather radio to be kept in the Administration Office. The **MOTION CARRIED UNANIMOUSLY.**

- **FIRE**

If a fire is in City Hall, employees will need to evacuate and go to the City of Northwest Park Concession Building.

- **EARTHQUAKE**

Employees at City Hall will need to get under desk and cover their head.

- **SEARCH AND RESCUE**

If needed, City Hall will become the EOC.

- **ESSENTIAL EMPLOYEES**

1. POLICE
2. CITY CLERK

- **SCHEDULE OF EQUIPMENT RATES**

The FEMA schedule of equipment rates is the calculation on how the City could be reimbursed during a disaster. Each department will be responsible for keeping adequate records so that the City can be reimbursed. The schedule of equipment rates will be kept in exhibit book V and a copy given to each department head.

- **CITIZEN PREPAREDNESS INFORMATION**

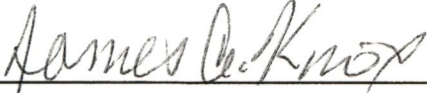
Citizen preparedness information will be posted on the City's Website and Facebook page.

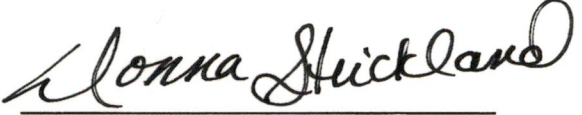
- **INCLEMENT WEATHER/NON-EMERGENCY CLOSURE AND STATE OF EMERGENCY ORDINANCE**

A sample Ordinance was included in the agenda packet. No further action taken.

**ADJOURNMENT**

Councilman Haywood Miller **MOVED, SECONDED** by Councilman Michael Troy to adjourn the Council meeting at 8:07 PM. The **MOTION CARRIED UNANIMOUSLY.**

  
\_\_\_\_\_  
**James A. Knox, Mayor**

  
\_\_\_\_\_  
**Donna Strickland, City Clerk**

