

## COBURG CITY COUNCIL ACTION/ISSUE ITEM

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**TOPIC: Resolution 2022-23, a Resolution Adopting the Coburg Succession Plan  
Resolution 2022-24, a Resolution Adopting the Coburg Continuity of  
Operations Plan COOP (Continuity of Operations Plan)**

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**Meeting Date:** September 13, 2022

**Staff Contact:** Anne Heath, City Administrator

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### REQUESTED COUNCIL ACTION

**1. Adopt Resolution 2022-23, a resolution adopting the Coburg Succession Plan**

**Suggested motion:** *"I move to adopt Resolution 2022-23, a resolution adopting the Coburg Succession"*

**2. Adopt Resolution 2022-24, a resolution adopting the Coburg (Continuity of Operations Plan) COOP**

**Suggested motion:** *"I move to adopt Resolution 2022-24, a resolution adopting the Coburg Continuity of Operations Plan."*

### BACKGROUND

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The Coburg City Council and staff have made preparedness a priority of the City. Staff have spent many hours in training and practice for emergency. Additionally, because the City has a small staff, succession is extremely important whether it is considered during an emergency or on a regular workday.. How the City responds to the unexpected determines how successful we will be in continuing the essential services to the community.

#### **Succession Plan**

This plan was a combined effort of all Department Directors. Each department considered the process for replacing our essential employees for a short-term or long-term absence, or a separation from the City. Each department is different in the responsibilities, function, and skills needed to fulfill the duties. We do not have a 2<sup>nd</sup> for every department director in the City and therefore, we must consider alternatives for filling the position on a temporary or permanent basis.

### **Continuity of Operations Plan**

This plan was written many years ago but was never adopted by the City Council. Since then, the City has embraced the National Incident Command System, and our staff are trained in FEMA response as much as time allows. This is an updated version for which our former Emergency Coordinator, Jim Bell, spent many hours aligning it with NIMS. It was then reviewed by, and additional changes were made by the City Administrator. The Plan and all of the Annex attachments are essential to the continuity of operations for the City. The Succession Plan lives as an Annex in this document as it also would serve the City in a time of emergency.

**While both documents stand alone for a slightly different purpose, they are very purposefully connected.**

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### **PROCESS**

Staff directors considered the skills and responsibilities needed in order to replace themselves. In some instances, such as in the Public Works and Police Departments, there are staff members who do have the ability to step up in a short-term, and a long-term absence. In other departments, the City would need to work with supporting agencies and partners to help fill the gap.

In an emergency, the person filling the gap may not be an employee, or a contract employee. It could be a City Councilor, a community volunteer, or a staff member who does not have the skills in the moment. It is for this reason that the essential duties are listed and the directors are making recommendations as to how their positions may be filled.

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### **PUBLIC INVOLVEMENT**

N/A – These are internal policy documents.

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### **NEXT STEPS**

After adoption, both of these documents will become Annex documents in our overall Emergency Response Plan (Red Book). Each department has an ERP (Emergency Response Plan) in their offices. Additionally, the COOP will be provided to each City Councilor so that they understand the processes when the City is facing an emergency.

Both documents should be reviewed annually, and updated as needed.

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### **RECOMMENDATIONS:**

Staff recommends Council adopt Resolutions 2022-23 and 2022-24.

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### **BUDGET**

N/A

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**ATTACHMENTS**

1. Resolution 2022-23
  2. Resolution 2022-24
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**Reviewed by:**

Sammy Egbert, City Recorder