



MAGNA METRO TOWNSHIP COUNCIL
Meeting Agenda
August 23, 2022

Webster Center
8952 West Magna Main Street
Magna, Utah 84044

PUBLIC NOTICE IS HEREBY GIVEN that the Magna Metro Township Council will hold a regular meeting on the **23rd day of August 2022** at the Webster Center, 8952 West Magna Main Street Magna, Utah as follows:

This meeting will be held at the anchor location and electronically for members of the staff and/or public that cannot attend due to continuing concerns regarding COVID-19, other health reasons, or other reasons. Those interested in attending electronically should follow the information noted at the end of this agenda. **

Portions of the meetings may be closed for reasons allowed by statute. Motions relating to any of the items listed below, including final action, may be taken.

6:00 PM – PUBLIC MEETING

1. CALL TO ORDER
2. Determine Quorum
3. Pledge of Allegiance
4. **PUBLIC COMMENTS** *(Limited to 3 minutes per person)*
Any person wishing to comment on any item not otherwise scheduled for public hearing on the agenda may address the Council at this point by stepping to the microphone and giving their name for the record. ***Comments should be limited to not more than three (3) minutes unless additional time is authorized by the Governing Body.***
5. Unified Police Department Report *[Chief Del Craig]*
6. Magna Financial Report *[Dave Sanderson, Finance Manager]*
7. **COMMUNITY STAKEHOLDER REPORTS**
 - 7.1 Magna in Motion *[Kari Duckworth]*
 - 7.2 4th of July *[Kari Duckworth]*
 - 7.3 Magna Chamber of Commerce *[Fonda Oliphant]*
 - 7.4 Pleasant Green Cemetery *[Sharon Nicholes/Nunny Nicholes]*
 - 7.5 Code Enforcement Report *[RJ Mauldin, Code Enforcement Officer]*
8. **Approval of Minutes:**
 - 8.1. July 12, 2022
 - 8.2. July 12, 2022 Budget Workshop

9. ACTION/DISCUSSION ITEMS

9.1 Discussion and Possible Motion to consider **Resolution No. 22-08-01** A Resolution of the Magna Metro Township Approving the Unified Fire Service Area Letter of Guarantee for Station 102, located at 8609 West Magna Main, Magna, Utah [**Paul Ashton, Attorney**]

9.2 Discussion on Water Conservation and Landscaping Restrictions [**Council Member Trish Hull/Clint Dilley, General Manager, Magna Water Improvement District**]

9.3 Discussion and Possible Motion regarding the New Magna Dog Park [**Council Member Trish Hull, Patrick Leary, SL CO Parks & Rec**]

9.4 Discussion and Possible Motion regarding a Magna In Motion Mass Mailer [**Council Member Trish Hull**]

9.5 Discussion and Possible Motion Regarding **Resolution No. 22-08-02** A Resolution of the Magna Metro Township Designating Trish Hull to Serve as the Emergency Manager for the Magna Metro Township [**Paul Ashton, Attorney**]

9.6 Discussion and Possible Motion Regarding **Resolution No. 22-08-03** A Resolution Adopting the Magna Metro Township Emergency Communications Plan [**Paul Ashton, Attorney**]

10. COUNCIL REPORTS

11. ADMINISTRATOR REPORT

12. ANNOUNCEMENTS

13. ADJOURN

MAGNA METRO TOWNSHIP MEETING

Time: Aug 23, 2022 06:00 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/98071109030?pwd=eXdNU1NkbXhPSEdPZU1wSIBsRnZKZz09>

Meeting ID: 980 7110 9030

Passcode: 303988

Find your local number: <https://zoom.us/u/abUNfzGetz>

Upon request with three (3) working days' notice, the Greater Salt Lake Municipal Services District, in support of the Magna Metro Township, will make reasonable accommodations for participation in the meeting. To request assistance, please call (385) 468-6703 – TTY 711.

A copy of the foregoing agenda was posted at the following locations on the date posted below: Magna Metro Township website at www.magnametrotownship.org and the State Public Notice Website at <http://pmn.utah.gov>. Pursuant to State Law and Magna Ordinance, Councilmembers may participate electronically. Pursuant to Utah Code Ann. § 52-4-205, Parts of Meetings may be Closed for Reasons Allowed by Statute.

POSTED: August 21, 2022

DATE TUESDAY JULY 12, 2022

THE MAGNA METRO TOWNSHIP COUNCIL, STATE OF UTAH, MET ON TUESDAY, JULY 12, 2022, PURSUANT TO ADJOURNMENT ON TUESDAY, JUNE 28, AT THE HOUR OF 6:00 P.M. AT THE WEBSTER CENTER AT 8952 WEST MAGNA MAIN STREET (2700 SOUTH), MAGNA, UT 84044.

COUNCIL MEMBERS PRESENT: ERIC BARNEY
AUDREY PIERCE
STEVE PROKOPIS
TRISH HULL
DAN PEAY, Mayor

OTHERS IN ATTENDANCE: PAUL ASHTON, LEGAL COUNSEL
RORI ANDREASON, ADMINISTRATOR

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Mayor Peay, Chair, presided.

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Business Meeting

Pledge of Allegiance

The Pledge of Allegiance to the Flag of the United States of America was recited.

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Citizen Public Input

Jeff Scott asked the Council to consider a bike park on Cemetery Hill at the north and east areas. The west side does not have anything like it, and if done right, it could be amazing. He spoke with Wayne Bradshaw, Senior Advisor, Rio Tinto Kennecott about it, who told him he needed to ask the Magna Metro Township Council because Rio Tinto leases the property to the Pleasant Green Cemetery Preservation and Development Association, which the Magna Metro Township manages. Mr. Bradshaw told him if the land is considered for a different use, it would need to know who would retain liability, maintenance, and overall responsibility for that.

Council Member Hull asked if this would impact the cemetery.

Nunny Nicholes (I think), Pleasant Green Cemetery, stated it would impact parking.

DATE TUESDAY JULY 12, 2022

Mr. Scott stated a parking lot could be built at the top where it flattens out, or maybe Rio Tinto would be open to parking at the base.

Council Member Barney stated he thought it was a good idea. The Council would just need to work through the logistics of it and determine what the impact would be. The next step would be to get some answers to questions and decide whether it is feasible.



Unified Police Department Report

Detective Russ Buhler stated the UPD has six new officers, and in eleven to twelve weeks, the Magna Precinct will be getting another officer. Then, the 4th of July event went really good; there were no major events.



Magna United Coordinator

Council Member Hull introduced Jordan Peterson who was recently hired as the coordinator for Magna United. She has already gotten the necessary training, including storm water training.

Jordan Peterson thanked the Council and stated she would be crossing paths with it.



Minutes

Council Member Hull, seconded by Council Member Barney, moved to approve the minutes of the Magna Metro Township Council meeting held on May 24, 2022. The motion passed unanimously.



4th of July Report

Kari Duckworth stated the 4th of July was a great day. There were a few hiccups, but overall, it flowed. The 5k was successful, except the route got shortened and one person complained about it. There were a lot of people in attendance for the Flag Ceremony, and the Cyprus Choir sang. Then, the parade was a little stressful with getting in and out of the parking lot, but it flowed with the help of coordinators directing people out of there. There were a lot of complaints, so the committee has sent out a questionnaire to the community to see what went well and what could have been done better.

The committee did stay within its budget, and has some money left over. She was waiting to see if United Site Services discounted before knowing exactly how much. She forwarded that to Rori Andreason along with an itemized statement of the 5k purchases. This year, between \$4,000-\$5,000 was collected from the 5k run registration, so the committee will be able to carry that money into next year's event.

She planned to work next year, so met with the committee yesterday and will be meeting with it again next month. It wants to start reaching out to people to get more volunteers for next year.



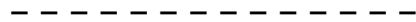
Action Items

Improvements to 9180 West 201

Chip Hill, Utah Department of Transportation (UDOT), stated he reviewed this intersection with the Council in 2019, but since then, there have been several additional accidents, including fatalities. Based on crash data, signal timing, measured speed, as well as the geometry of the roadway, UDOT is moving forward with a right in and a right out alternative. All other turn movements will be removed, and a center concrete barrier will be put through the median to prevent people from turning. The height of the barrier will match what is there now. As part of the process, UDOT will hold public hearings as the project moves forward.

Council Member Barney asked if there would be a stoplight there.

Mr. Hill stated there will be a stop sign like there is now.



New Sign at Pleasant Green Cemetery

Rori Andreason stated the Council voted to reconsider its decision on the Pleasant Green Cemetery sign. The Council can either vote to replace the old sign, continue with the new design, which she just got pricing on, or choose a different sign. If the Council wants a different sign, it should put that out for a request for proposal (RFP).

Council Member Hull stated companies have given the Council bids – two to replace the old sign that was damaged and another with a new design. She asked if those companies expected someone to win that bid.

Ms. Andreason stated that was not a bid process. She just asked Nunny Nicholes, Pleasant Green Cemetery, to get some quotes on what it would cost to have the sign put back. Then, the other company developed a design, and the Council voted to go with that because the rendering looked nice, but she just received the pricing for it. It would not be fair to that company to have others bid on its design, unless the Council paid for it.

DATE TUESDAY JULY 12, 2022

Council Member Hull stated the bid process is very controlled and very private, and companies do not know what others bid. If this was opened up to a bid process, that would be a problem because the company that designed the new sign has made its bid public.

Nunny Nicholes, Pleasant Green Cemetery, stated he did not ask companies for a new design.

Council Member Barney stated he reached out to a metal fabricator and asked if it would design a new sign and provide a price. The cemetery is under new ownership, so the Council could put up something more robust, more long-term that would stand the test of time, and that had a bigger image. That is what appealed to him about the new design versus the existing sign.

Mr. Nicholes stated he was fond of the old sign, which has been there over 50 years. The design on the sign is not flawed; it would still be standing if someone had not hit it.

Mayor Peay stated the insurance company will only pay to replace the sign that came down, so if the Council went with a different one, the cemetery would have to pay for it.

Council Member Pierce stated the Council already voted to go with the new sign, and it should let that stand. Continuing the conversation is frustrating.

Council Member Prokopis stated he was fine with going either direction, as long as the process was fair for all parties. It did not seem fair that one company was given one set of expectations and the other two were not given that same opportunity.

Council Member Hull stated there is a possibility those two companies could come back and sue the Magna Metro Township, saying it did what was asked of it and then the Council went in another direction without giving it a chance to bid that way.

Ms. Andreason stated she did not think that would happen because they were just asked for a quote to replace the existing sign. The cost for a new sign is completely different.

Council Member Prokopis stated he was expecting a \$2,000-\$4,000 quote to replace the existing sign, but the bids were quite a bit more than that.

Council Member Barney stated the price is probably feasible for a 25-foot span sign that is laser cut and finished, and uses rebar, steel tubing, and steel plate

Council Member Barney, seconded by Council Member Hull, moved to initiate a formal process to seek a design, and then a formal process to seek a bid for fabrication. The motion passed unanimously.

Council Member Hull stated that is the best way to go to make sure the Council is following good procedures.

Naming of New Fire Stations

Council Member Hull stated the Unified Fire Authority now wants all its fire stations named. It would like the Council to come up with names for Stations 102 and 111 soon. She suggested the two fire stations be named the Magna Main Street Station and the Oquirrh Station.

Mayor Peay suggested Oquirrh View Station, rather than just Oquirrh Station.

Council Member Hull, seconded by Council Member Barney, moved to name Station 102 the Magna Main Station, and Station 111 the Oquirrh View Station. The motion passed unanimously.

Naming of New Fire Stations

Council Member Hull stated UFA wants headshots of all the Council Members and Board Members.

Council Member Pierce asked if the Council would pay to have someone take those pictures.

Council Member Hull stated she would look into someone coming out to take pictures for the Council Members for free.

Night Out Against Crime

Council Member Hull stated Night Out Against Crime is August 1, 2022, from 5:00 to 8:00 PM. The Magna United Coalition is working with the Town Council on this. There are already close to 30 vendors, and the Unified Fire Authority, the Unified Police Department, and the Highway Patrol will be there. There will be hot dogs, a coke shake, and a snow cone snack that will give out free snow cones for the first 400 people. This is an important event that may help reduce crime in the Magna Metro Township. However, funding is needed. and it will cost about \$4,000. The Magna Metro Township has money from last year that it never paid to the Town Council. She asked if some of that could be put in the coalition's budget or if the Council could use that to pay the bills.

Todd Richards stated he would prefer that the Town Council take care of that.

Rori Andreason suggested this be covered through the coalition since there is grant money that can help cover this.



DATE TUESDAY JULY 12, 2022

Council Reports

Unified Police Department (UPD) / Salt Lake Valley Law Enforcement Service Area (SLVLESA)

Council Member Prokopis stated SLVLESA has lost its Chief Executive Officer, so it is in the process of replacing that person.

Animal Services Advisory Committee

Council Member Pierce stated there are two events coming up – the Spayghetti & No Balls Gala and the Petapalooza. The Spayghetti & No Balls Gala is a spay and neuter event where people can donate towards a dinner and that donation helps pay to spay and neuter animals. It will be held on August 26th. Then, the Petapalooza is an adoption event. Right now, the County’s Animal Services Division has a fostering challenge. Last quarter, it had 511 animals fostered and 461 animals rescued, and it has had a total of 689 animals licensed year to date.

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Administrator Report

Rori Andreason stated Bird Scooters has decided not to launch business in the Magna Metro Township. It did not think Magna would meet its team requirements for building its business.

Council Member Hull stated she thought Bird Scooters did not think enough people would use the scooters, so it was not worth its money.

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THERE BEING NO FURTHER BUSINESS to come before the Council at this time, the meeting was adjourned.

SHERRIE SWENSEN
METRO TOWNSHIP CLERK

By _____
Deputy Clerk

DATE TUESDAY JULY 12, 2022

CHAIR, MAGNA METRO TOWNSHIP COUNCIL

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DATE TUESDAY JULY 12, 2022

THE MAGNA METRO TOWNSHIP COUNCIL, STATE OF UTAH, MET ON TUESDAY, JULY 12, 2022, PURSUANT TO ADJOURNMENT ON TUESDAY, JUNE 28, AT THE HOUR OF 6:00 P.M. AT THE WEBSTER CENTER AT 8952 WEST MAGNA MAIN STREET (2700 SOUTH), MAGNA, UT 84044.

COUNCIL MEMBERS PRESENT: ERIC BARNEY
AUDREY PIERCE
STEVE PROKOPIS
TRISH HULL
DAN PEAY, Mayor

OTHERS IN ATTENDANCE: PAUL ASHTON, LEGAL COUNSEL
RORI ANDREASON, ADMINISTRATOR

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Mayor Peay, Chair, presided.

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Budget Workshop

2023 Magna Metro Township Budget

The Council reviewed the 2023 Magna Metro Township Budget.

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THERE BEING NO FURTHER BUSINESS to come before the Council at this time, the meeting was adjourned.

SHERRIE SWENSEN
METRO TOWNSHIP CLERK

By _____
Deputy Clerk

CHAIR, MAGNA METRO TOWNSHIP COUNCIL

DATE

TUESDAY

JULY

12, 2022

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MAGNA METRO TOWNSHIP

RESOLUTION NO.: 22-08-01

DATE: August 23, 2022

**A RESOLUTION OF THE MAGNA METRO TOWNSHIP
APPROVING THE UNIFIED FIRE SERVICE AREA LETTER OF
GUARANTEE FOR STATION 102, LOCATED AT 8609 WEST
MAGNA MAIN STREET, MAGNA, UTAH**

WHEREAS, the Magna Metro Township ("Magna") is a Municipality pursuant to Utah Code §§ 10-2a-401 et seq.

WHEREAS, the Unified Fire Service Area ("UFSA"), is a political subdivision of the State of Utah; and

WHEREAS, UFSA desires to issue a Letter of Guarantee for the installation of specified improvements to Station 102 as approved by the Greater Salt Lake Municipal Services District; and

WHEREAS, the Magna Metro Township Council desires to approve the Unified Fire Service Area Letter of Guarantee for the Station 102 Rebuild,

THEREFORE, BE IT RESOLVED by the Magna Metro Township Council, Magna, Utah:

Section 1. The Magna Metro Township Council hereby approves the Unified Fire Service Area Letter of Guarantee for Station 102, located at 8609 West Magna Main Street, Magna, Utah attached hereto as Exhibit A.

APPROVED AND ADOPTED by the Magna Metro Township Council, in Magna, Salt Lake County, Utah this 23rd day of August 2022.

MAGNA METRO TOWNSHIP

BY: _____
DAN W. PEAY, MAYOR

ATTEST

SHERRIE SWENSEN,
SALT LAKE COUNTY CLERK
METRO TOWNSHIP CLERK/RECORDER

VOTE BY COUNCIL:	AYE	NAY
MAYOR DAN PEAY	_____	_____
ERIC BARNEY	_____	_____
STEVE PROKOPIS	_____	_____
TRISH HULL	_____	_____
AUDREY PIERCE	_____	_____

<p>APPROVED AS TO FORM:</p> <p>_____ PAUL H. ASHTON METRO TOWNSHIP ATTORNEY</p>
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UNIFIED FIRE SERVICE AREA

August 21, 2022

Greater Salt Lake Municipal Services District
2001 South State Street, #N3-600
Salt Lake City, Utah 84190

Mayor Dan W. Peay

SUBJECT:

**Unified Fire Service Area – Station 102 Rebuild
8609 W Magna Main St, Magna, UT 84044**

Unified Fire Service Area, a political subdivision of the State of Utah, hereby guarantees installation of the following described improvements, under the direction and supervision of and in accordance with the specifications of the municipal Engineer, of all required improvements particularly described herein within (1) one year from the date of this letter, which improvements (public improvements only) must be free of defects for a period of one (1) year after their final acceptance by Greater Salt Lake Municipal Services District, normal wear and tear excepted. These improvements are required under permit #NCC21-1119 and approved by Greater Salt Lake Municipal Services District for the Unified Fire Service Area – Station 102 Rebuild located at approximately 8609 W Magna Main St, Magna, UT 84044.

As per approved site plan for Commercial New Construction Permit NCC21-1119, Unified Fire Service Area – Station 102 Rebuild.

(Describe in Detail)

70' of 6" Main Culinary Water
100' of 6" Sewer Line
1 Service Lateral for Secondary Water

All improvements shall be completed to identified specifications and will include repair or replacement of any damage to said improvements that may occur during construction. This Letter of Guarantee is furnished in consideration of the waiver by Greater Salt Lake Municipal Services District of a performance bond in the amount of \$123,219 to guarantee installation of the above-described improvements.

Rachel S. Anderson, UFSA District Administrator

MAGNA METRO TOWNSHIP

RESOLUTION NO.: 22-08-02

DATE: August 23, 2022

**A RESOLUTION OF THE MAGNA METRO TOWNSHIP
COUNCIL DESIGNATING TRISH HULL TO SERVE AS THE
EMERGENCY MANAGER FOR THE MAGNA METRO
TOWNSHIP**

RECITALS

- A.* The Magna Metro Township ("Magna City") is a Municipality pursuant to Utah Code §§ 10-2a-401 *et seq.*
- B.* House Bill 96 adopted in April, 2021 requires each Metro Township to designate an Emergency Manager, and
- C.* The Emergency Manager shall work closely with a designated mayor and councilmember to carry out this function, and
- D.* The Magna Metro Township Council, the legislative body of Magna City elected by the voters of Magna City, has determined it is in the best interest of Magna City to designate Trish Hull to serve as the Magna Metro Township Emergency Manager.

RESOLUTION

THEREFORE, BE IT RESOLVED by the Magna Metro Township Council, the Council formally designate Trish Hull to serve as the Emergency Manager for the Magna Metro Township,

BE IT FURTHER RESOLVED the Council hereby directs staff to provide a copy of this Resolution to the Greater Salt Lake Municipal Services District to inform it of the appointment.

APPROVED AND ADOPTED in the Magna Metro Township, Salt Lake County, Utah this 23rd day of August 2022.

BY:

DAN PEAY, MAYOR

ATTEST

SHERRIE SWENSEN
SALT LAKE COUNTY CLERK
METRO TOWNSHIP CLERK/RECORDER

APPROVED AS TO FORM:

PAUL H. ASHTON
METRO TOWNSHIP ATTORNEY

VOTE BY COUNCIL:	AYE	NAY
MAYOR DAN PEAY	_____	_____
STEVE PROKOPIS	_____	_____
ERIC BARNEY	_____	_____
TRISH HULL	_____	_____
AUDREY PIERCE	_____	_____

MAGNA METRO TOWNSHIP

RESOLUTION NO.: 22-08-03

DATE: August 23, 2022

**A RESOLUTION OF THE MAGNA METRO TOWNSHIP
COUNCIL ADOPTING THE MAGNA METRO TOWNSHIP
EMERGENCY COMMUNICATIONS PLAN**

RECITALS

- A. The Magna Metro Township ("Magna") is a Municipality pursuant to Utah Code §§ 10-2a-401 *et seq.*
- B. The purpose of the Magna Metro Township Emergency Communications Plan is to provide a guide for the elected officials of Magna Metro Township to quickly prepare and respond with timely and accurate communications to internal and external partners during a major emergency or disaster, and
- C. The Magna Metro Township Council, the legislative body of Magna City elected by the voters of Magna City, has determined it is in the best interest of Magna City to adopt the Magna Metro Township Emergency Communications Plan.

RESOLUTION

THEREFORE, BE IT RESOLVED by the Magna Metro Township Council, the Council adopts the Magna Metro Township Emergency Communications Plan hereby designated as "Attachment A",

BE IT FURTHER RESOLVED the Council hereby directs staff to provide a copy of this Resolution to the Magna Metro Township Emergency Manager.

APPROVED AND ADOPTED in the Magna Metro Township, Salt Lake County, Utah this 23rd day of August 2022.

BY: _____

DAN PEAY, MAYOR

ATTEST

SHERRIE SWENSEN
SALT LAKE COUNTY CLERK
METRO TOWNSHIP CLERK/RECORDER

APPROVED AS TO FORM:

PAUL H. ASHTON
METRO TOWNSHIP ATTORNEY

VOTE BY COUNCIL:	AYE	NAY
MAYOR DAN PEAY	_____	_____
TRISH HULL	_____	_____
ERIC BARNEY	_____	_____
STEVE PROKOPIS	_____	_____
AUDREY PIERCE	_____	_____

The Magna Metro Township Emergency Communications Plan



2022

TABLE OF CONTENTS

STATEMENT OF PURPOSE	3
CONTEXT AND APPROACH	3
SECTION 1 – ROLES AND RESPONSIBILITIES	4
SECTION 2 – COMMUNICATIONS INTERNAL	4
SECTION 3 – COMMUNICATIONS - EXTERNAL – ECC	4
SECTION 4 – COMMUNICATIONS - EXTERNAL – MEDIA	5
SECTION 5 – COMMUNICATIONS – PUBLIC	5
SECTION 6 – PLAN MAINTENANCE	6
SECTION 7 – RESOURCES	7
EMERGENCY CONTACTS	8
ANNEX A – Emergency Communications Check List	9
ANNEX B – Emergency Situational Awareness	12
ANNEX C – Emergency GO KIT	14
ANNEX D – Public Contact for Metro Township	15
ANNEX E – Sample Press Release Template for MSD	16
ANNEX F = Questions by the EM Duty Officer	17

STATEMENT OF PURPOSE

The purpose of the Magna Metro Township Emergency Communications Plan is to provide a guide for the elected officials of Magna Metro Township to quickly prepare and respond with timely and accurate communications to internal and external partners during a major emergency or disaster.

Emergencies and disaster situations include, but are not limited to wildfire, flood, storm, earthquake, epidemic, chemical spill, technological hazards created as a byproduct of our modern society, or other calamities threatening life or property.

CONTEXT AND APPROACH

- Most emergencies occur with limited notification or warning and can present an immediate threat to the community.
- Through social media, information and speculation can spread within minutes of the event.
- In consideration of the above, timely and accurate communication is critical for the safety and wellbeing of the community.
- It is critical that Magna Metro Township maintains communications with the Greater Salt Lake Municipal Services District (MSD) and the Salt Lake County Emergency Coordination Center (ECC) at the time of a disaster or major emergency.
- During an emergency, whether it is local or countywide, all communications with the public and media may be handled in conjunction with the Salt Lake County Emergency Management Public Information Officer (EM PIO).

SECTION 1- Roles and Responsibilities

When a major emergency or disaster strikes, the first 12 to 24 hours are vitally important. The purpose of this Emergency Communications Plan is to guide the Magna Metro Township Mayor and/or councilmembers.

Prior to an Emergency – Preparedness

Planning, Preparedness, and Training are three of the Goals for the Emergency Communications Plan. This plan recommends the Magna Metro Township Mayor, councilmembers, and their designated Communications Liaison Officer (CLO) do the following prior to the emergency:

- Magna Metro Township will designate one of the elected officials to act as the Township Communications Liaison Officer (CLO). The CLO can be the Mayor, one of the Magna Metro Township members, someone appointed by the council, or the MSD Communications Manager.
- The CLO will work with the Mayor, the Township Council, the Emergency Manager, the MSD Communication Manager, the EM PIO and the Joint Information Center (JIC) if established.

- The Magna Metro Township Council will identify a secondary person for the CLO, who will assume the position mentioned above, if the primary is unable to respond due to illness, injury, vacations, or personal reasons.
- The Magna Metro Township CLO, working with the MSD Communications Manager, shall be the spokesperson for the Magna Metro Township to the media and the public.
- All messages to the media and the public from the Magna Metro Township CLO can or may be reviewed and cleared with the MSD Communications Manager. If the incident becomes large scale and spans multiple jurisdictions, then messages will be coming from the JIC.

Declared Emergency - Local or Countywide Emergency

- The Magna Metro Township Mayor or CLO will call the Salt Lake County EM Duty Officer at 801-896-7526. Be prepared to answer questions found in Annex D.
- The Magna Metro Township CLO will work directly with the Salt Lake County EM PIO, or JIC, if it is established, in the development and sending of all Integrated Public Alert and Warning System (IPAWS) messages during an emergency or a major disaster.
- The Magna Metro Township CLO will work directly with the Salt Lake County EM PIO in the development and sending of all Wireless Emergency Alerts (WEA) for cell phones and emergency Alert System messages (EAS) for radio and television, at the time of an emergency or major disaster.
- The Magna Metro Township CLO will use the Pre-Incident/Event or Emergency Response checklist (Annex A.)
- It is recommended that the Township Communications Liaison Officer have a Go Kit (Annex C)

SECTION 2 – Communications – Internal

The Magna Metro Township CLO or their designee will:

- Determine if cell and landline phones are available. If available, contact all members of the Magna Metro Township Council and advise them of the situation.
- Determine if internet capability is available. If available, contact the Salt Lake County Emergency Coordination Center (ECC) and the EM Public Information Officer (EM PIO) and advise them.
- Phones (landlines and cell phones) will be the primary means of communication between ECC and the Magna Metro Township. Determine if text messaging is available. It is often the most resilient in a large-scale emergency.
- If unable to contact township mayor or council members, try your GETS number. This number will put you in a priority status above other calls.

- If township or town has radios, ensure they are operable.
- If there is a Ham radio available in your community, where is it located? It is located at _____. The HAM Frequency is _____. Make contact with the HAM operator.

SECTION 3 - Communication Availability with the Emergency Coordination Center (ECC) – External

At the time of a declared local or countywide emergency, the Magna Metro Township CLO will:

- Make cell or landline phone contact with the ECC and the EM PIO or JIC. Contact numbers in Section 7 Resources.
- Work directly with the EM PIO or JIC, if established.
- When contacting the ECC, the EM PIO, or JIC, give your name, metro township name, and your callback number. Be prepared to give an assessment of the conditions in your township. Emergency Situation Assessment Checklist (Annex B).
- Ensure that this assessment coordinates with those making entries into WebEOC for Magna Metro Township.

SECTION 4 - Communication External – Media

- If the emergency is local, the Magna Metro Township CLO will contact the Salt Lake County EM PIO to coordinate with the media.
- If the emergency is large or countywide, media messages will be forwarded to the Magna Metro Township CLO from the county EM PIO or JIC if it is established.
- The Magna Metro Township CLO will use cell, landline, texting, or satellite phone (if available) to contact the SLCo EM PIO.
- The Magna Metro Township CLO media releases, EAS and WEA alerts that are approved and coordinated, with Salt Lake County EM PIO or Joint Information Center (JIC) as necessary.

SECTION 5 – Communications External - Public

- The Magna Metro Township CLO will use any messages, press releases, social media posts, etc. for the public that have been authorized by the Salt Lake County EM PIO or JIC. The Magna Metro Township CLO will work with the EM PIO/JIC on messages to be given to the public.
- Text messaging, internet, and/or social media sites can be used to reach the public. If the internet is available, the Magna Metro Township website, as well as any social media accounts, should be updated for the public regarding the disaster status. Check with the SLCo EM PIO or JIC that all texts, internet posts, or social media posts are approved.

SECTION 6 – Plan Maintenance

1. The Magna Metro Township Mayor, Township Council, the CLO, and MSD Communications Manager will review these guidelines yearly.
2. This guide shall be reviewed after every emergency or exercise.

SECTION 7 – Resources

The following is a list of resources located in Salt Lake County with emergency contact numbers.

Salt Lake County Emergency Management- contact for help with issuing a disaster declaration, UFA Wildland Fire Crew status, FEMA, S.A.F.E. Neighborhoods program, Utah Department of Emergency Management.

Red Cross DAT- (Red Cross Disaster Action Team), Blood, Psychological First Aid (for PTSD and other emotional support programs), disaster agency referrals

MARC (Multi-Agency Resource Center)-provides on-site community meeting opportunities with lawyers, medical and home insurance, cleaning companies, construction repairs, etc.

VOAD (Voluntary Organizations Active in Disasters)-Connects with specialized church services such as The Church of Jesus Christ Latter-Day Saints (food, clothing), Southern Baptist Disaster Relief (house cleaning), Salvation Army (housing, food), and agencies like Habitat for Humanity (builders)

Amateur Radio- provides personnel and equipment to operate Ham radios.

Team Rubicon- Military veterans who provide personnel and chainsaws to help with tree and structure failure. In addition, medical personnel may be available.

Salt Lake County Health Department- serves to protect the health and safety of residents in any emergency and provides guidance with flood mitigation, sewage contamination, food protection, housing, and infectious disease.

Salt Lake County Public Works- provides sandbags, issues with downed trees, critical infrastructure, equipment to repair roads and infrastructure.

Salt Lake County Aging and Adult Services- provides resources for housing, transportation, in-home personal care and health insurance.

Salt Lake County Medical Reserve Corps- provides health care volunteers to help with floods, sewage contamination.

Emergency Contacts

Fire/Police/Paramedics 911

MEDICAL

Poison Control Center 800.222.1222

Hospitals

Alta View Hospital 801.501.2600
U of U Emergency Room 801.581.2291
Primary Children's Hosp. 801.662.1000
LDS Hospital 801.408.1100
St. Marks Hospital 801.268.7111
IHC Hospital-Murray 801.507.7000
Care Now 801.943.3300
After Hours Medical 801.509.9425
After Hours Medical-Sandy 801.609.9864

PUBLIC SAFETY

Sheriff Dispatch 801-743.7000
UFA Station #102 or 111 801.743.7200
SLCo Public Works 924x7) 385.468.6101
Sanitation (Trash) 385.468.6325
Public Lands Info 801.466.6411
Magna Water District 801.250.2118
Road Conditions 511
Flood Control 385.468.6600
Trees on Power Lines 888.221.7070

SALT LAKE COUNTY

Emergency Manager – Clint Mecham
801-330-8491 (mobile) - 801-743-7103 (office)
cmecham@unifiedfire.org

Salt Lake County Health Department
385-468-4124
HealthEMB@slco.org

Salt Lake County Aging and Adult Services
385-468-3200
slcoagingservices@slco.org

Emergency Contacts Cont.

NON-GOVERNMENT ORGANIZATIONS – NGO’S

Red Cross Disaster Action Team - Toni Wise
801-440-8757 (mobile) 801-323-7002 (office) Toni.wise@redcross.org

MARC Multi-Agency Resource Center
Toni Wise (see above) or Lisa Bagley (see below)

VOAD Voluntary Organizations Active in Disasters
Lisa Bagley lisabagley@gmail.com

Amateur Radios
Kelly Weldon hcleeyweldon@msn.com

Team Rubicon Noelle.Skilton@teamrubiconusa.org
Or Robert.Toth@teamrubicon.us.org

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ANNEX A

EMERGENCY COMMUNICATIONS CHECK LIST

Pre-Notice of or Eminent Emergency (Events included)

The Mayor and/or Mayor Pro Tem will work with the Magna Metro Township CLO and the MSD Communications Manager to help direct information and notifications to the media and the public.

- _____ Ensure all your family members are safe and accounted for
- _____ Gather all essential information on the emergency (if possible)
- _____ Determine map boundaries of the emergency (if possible)
- _____ Check local weather conditions – rain, snow, high winds, heat
- _____ Check on status of Township communications-cell phones, landlines, radios
- _____ Determine Status of utilities-gas, electricity, and water
- _____ Determine status of Township roads-any roadways that will or may be blocked
- _____ Ensure status of all Magna Metro Township Council members and personnel
- _____ Advise all Magna Metro Township Council members of possible emergency
- _____ Contact Salt Lake County Emergency Manager or the ECC at the 24-hour County Emergency Hot Line for any critical information
- _____ Contact Greater Salt Lake MSD Manager and MSD Communications Manager advising them of the possible or eminent emergency
- _____ Identify location of Incident Command Post in your area and send Magna Metro Township representative

Annex A cont.

Emergency or Disaster Strikes – Emergency Declaration

The Mayor and/or Mayor Pro Tem will work with the Magna Metro Township CLO and the EM PIO or JIC if established to help direct information and notifications to the media and the public.

- _____ Ensure all your family members are safe and accounted for
- _____ Gather and update all essential information (if possible)
- _____ Determine map boundaries of the emergency (if possible)
- _____ Check local weather conditions – rain, snow, high winds, heat
- _____ Check status of Township communications-check phone and internet capability
- _____ Determine status of utilities-gas, water, electricity
- _____ Determine roadways that are blocked
- _____ Check Emergency Situation Assessment Sheet (Annex B)
- _____ Identify any hazardous conditions-lines down, hazardous materials
- _____ Determine access points into and out of the disaster area
- _____ Decide if an Emergency Declaration for the Magna Metro Township is needed
- _____ **Declare a Formal Emergency** if needed using the appropriate form
- _____ Contact Salt Lake County Emergency Manager or the Emergency Coordination Center 24-hour County Emergency and advise them of Emergency Declaration
- _____ Contact all Magna Metro Township Council Members and advise them of the declared emergency
- _____ Contact the Greater Salt Lake MSD Manager and the MSD Communications Manager or designee and advise them of the Emergency Declaration
- _____ Determine if you need to activate your Continuity of Operations Plan (COOP). If so, activate your COOP and follow the COOP guideline
- _____ Identify all evacuation routes and relocation sites available within the Magna Metro Township

Annex B

Emergency Situation Assessment

1. What is the area affected?

- What are the major crossroads or geographic reference point?
- Residential or commercial area?
 - Residential (single family, condominium/ apartments, trailer, multiplex)?
 - Commercial (types of businesses)?
 - Industrial (types of activities)?
- Hospital or Medical facilities?
- Universities, high schools, middle schools, elementary schools, or private schools?

2. Are people injured?

- How many are injured? Deaths?
- Are additional medical transport assets needed (Public Transit, Para-Transit)?
- Does an Alternate Care Site need to be established?
- Does the hospital require evacuation?

3. Are people displaced?

- How many (population estimate)?
- Vulnerable Populations?
 - Assisted-living homes?
 - Disaster Registry residents?
 - Day care facilities?
 - Senior housing?
- Are temporary reception centers necessary (busses, facilities)?
- Can we expect pets?
- Can we expect unaccompanied minors?

4. Are critical infrastructure or are major transportation hubs threatened?

- Energy (power / natural gas facilities or distribution systems)?
- Telecommunications systems?
- Water / waste-water systems?
- Major fuel storage?
- Port / Airports / Rail?
- Major transportation corridors?
- Hospitals / medical clinics?
- Government buildings (local, state, federal)?
- Schools & shelter facilities?

5. Is commerce disrupted?

- Types of vendors (retail stores, restaurants, warehouse / distribution centers, industrial sites)?
- Disruption of supply chain (roads/airport)?

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Annex C

Emergency Go Kit for Magna Metro Townships Officials and CLO

- Vest
- Magna Metro Township ID with lanyard
- Driver's License (Personal ID)
- Flashlight
- Clip board with paper and writing utensils
- Several bottle of waters (not full, may freeze)
- Dried food snacks
- Coat and comfortable boots or shoes
- Any medicines

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Annex D

Public Contacts for Magna Metro Township

Magna Metro Township website: <https://www>.

Magna Metro Township does not have its own Facebook or Twitter account.

These are private accounts that are useful for sending out information to Magna Metro Township community members:

Magna Metro Township xx.xx members

Magna Metro Township Supporters xx.xx members

Magna Metro Township Residents xx.xx members

Magna Metro Township Chamber of Commerce xx.xx members

MSD Communications Manager Contact: Maridene Alexander C. 801.831.7224

Office number: 385.468-6733

Website: <https://msd.utah.gov/>

Facebook: <https://www.facebook.com/GSLMSD/>

Twitter: <https://twitter.com/GreaterSLMSD>

Annex E

Sample Press Release from Municipal Services District

Press Release Template:



G R E A T E R S A L T L A K E

**Municipal Services
District**



NEWS RELEASE

Date

SALT LAKE CITY, UT. The Greater Salt Lake Municipal Services District (MSD) has been providing services to homeowners and businesses that have reported damage from the 5.7 earthquake we experienced on March 18, 2020.

Salt Lake County Public Works Operations crews and the MSD building inspectors have been carefully inspecting homes, buildings and infrastructure for any earthquake damage.

The MSD is asking community members to conduct a visual assessment of their home or business. Look for cracks in the foundation or damage to exterior or interior walls. Take a photo of any damage.

If you have damage, complete the online form or call one of the numbers listed below.

**Complete the online form at <https://arcg.is/1uGXee> or
on the MSD website main page msd.utah.gov**

**During business hours (8 a.m. to 5 p.m.) call (385) 468-6723
After hours call (385) 468-6690 and leave a message**

###

Maridene Alexander, Communications Manager, 801.831.7224

GSLMSD ♦ 2001 S State Street, #N3-600 ♦ Salt Lake City ♦ UT ♦ 84190 ♦ msd.utah.gov

ANNEX F

Questions by the EM Duty Officer

At the time of an emergency, when the Mayor or the Magna Metro Township CLO call the ECC 24-hour number, the Duty Officer may ask the following questions:

- What happened?
- When did it happen?
- Where did it happen?
- What was the cause? (if you know the cause)
- What population is affected?
- How is the population affected?
- What is the extent of the damage?
- What is the current impact on the Metro Township?
- How did you learn of the incident?
- Are there any emergency PIO requirements?