# **Minutes of the NET Steering Committee Meeting**

15 March 2011 University of Portland, Franz Hall, Murphy Room

> Contact Portland NET Steering Committee www.PortlandNetTeams.net SteeringCommittee@PortlandNetTeams.net

## Meeting start 7:00 pm

7:00-7:10 Meet and greet 7:10-8:00 Sub-committees meeting 8:00-9:00 Steering Committee meeting

#### Present:

Gayle Vrla-Chair, Chris Boeh-Vice-chair, Gardner Grice, Jeff Rook, Robert Gardner, Jim Harrison, Karen Koetz, John Schilchenmayer, Pat Tiller, Betsy Shand, Joshua Patterson, Jeremy O'Leary, Mruphy Terrell

## NET Steering Committee: (from Neighborhood Coalition areas & FMAs)

- Gayle Vrla–Chair, from Northwest (Downtown FMA 1)
- Chris Boeh–Vice-chair, from Central Northeast (Beaumont Wilshire FMA 14)
- John Morris–Advisor, from Southwest (Hillsdale FMA 5)
- Gardner Grice, from Northeast (Concordia FMA 14)
- Jeff Rook, from North (Cathedral FMA 22)
- Mac McCawley, from Southeast (Laurelhurst FMA 9)
- Robert Gardner, from Southwest (Multnomah FMA 18)
- Jacob Benton, from East (Hazelwood FMA 7)

#### Steering Committee Member's Responsibilities:

- Gayle Vrla–Chair
- Chris Boeh-Vice-chair
- John Morris–Advisor
- Gardner Grice-Equipment Sub-committee Chair
- Jeff Rook-Training Sub-committee Chair
- Mac McCawley–Training Sub-committee Member
- Robert Gardner-Internal Communications Sub-committee Chair
- Jacob Benton-External Communications Sub-committee Chair

#### Sub-committees Members:

- Equipment: Gardner Grice-Chair, Jim Harrison (Overlook FMA 24), Karen Koetz (Markham FMA 10), John Schilchenmayer (Lents FMA 11)
- Training: Jeff Rook-Chair, Mac McCawley, Patrick Tiller (Downtown FMA 1), Erika Wolfe-

Burr (Beaumont-Wilshire FMA 14)

- Internal Commuications: Rob Gardner–Chair, Joshua Patterson (Montavilla FMA 19), Murphy Terrell (Markham Multnomah FMA 18)
- External Communications: Jacob Benton-Chair, Jeff Cohen (Kerns FMA 13), Jeremy O'Leary (Centennial FMA 31), Betsy Shand (South Burlingame FMA 10), Gary Tomono (Pearl FMA 3)

## Also attending:

Scott Winegar-Operations Manager POEM

#### Advisors:

Scott Winegar-Operations Manager POEM William Warren-Program Specialist POEM

### Goals:

As decided at the last meeting, the primary focus of this meeting was the establishment of broad, long-term goals for each Sub-committee, and the Steering Committee with the Sub-committees as a whole.

- <u>Steering Committee</u> All citizens in Portland at least aware of disaster preparedness; all NET teams very well trained, drilled, organized and prepared sufficiently to respond to small and large disasters; and at least one NET-trained person in every multi-family building or residential block in the city.
- <u>Equipment</u> Every team with a large cache in a secure storage facility with sufficient and appropriate equipment to reasonably respond to a small or large disaster; every NET member properly equipped as per FEMA guidelines.
- <u>Training</u> All NET members trained in the CERT (NET) program as defined by FEMA, with advanced training and drilling as available and approved by the Steering Committee; training and drilling to build both individual and team capabilities. We note that the City Code will indemnify those NET members while using basic CERT training (once the City Code change is passed) but not the advanced training.
- <u>Internal Communication</u> A communication system set up that allows fast, informative communications between NET members, Teams, the Steering Committee, Sub-committees and POEM. This includes phone trees and HAM radio communication so teams can be deployed rapidly as needed under any conditions. This also includes building and sustaining strong relationships within the NET community.
- <u>External Communication</u> Outreach programs of various types in place to promote NET goals and increase public awareness of disaster preparedness and recruitment of new NET team members. Also established strong partner relationships with all emergency/disaster response stakeholders in Portland with those groups well aware of NET and its purpose.

#### **Decisions:**

• *Alignment with basic goals*. Agreed that all actions approved by the Steering Committee must align with the Basic Goals as listed above.

- *Simplified Robert's Rules*. Agreed to use simplified Robert's Rules of Order wherein we can approve motions by acclimation rather than formal vote.
- *John Morris to Steering Committee*. Approved John Morris moving to Steering Committee as a voting Advisor. (John was the Chair of the Organization & Responsibilities Working Group that recommended we create these committees.)
- Betsy Shand to External Communications. Approved Betsy Shand moving to External Communications Sub-committee.
- Confirmed Sub-committee members, as stated above.
- *NET Survey*. Agreed to send a survey to all NET members. Survey questions discussed. Agreed to discuss and approve final survey questions via email during the following days.
- Communications policy. Agreed to follow Communications policy that will simplify communication up and down through the committees: Committee members will communicate with their Committee Chairs; the Chairs will bring these items to the attention of the Steering committee, if needed. Unless there is some unusual urgency and as appropriate, these items will be added to the Agenda and addressed at the next Steering Committee meetings. If there is some upset or disagreement, it will be brought to the attention of the Steering Committee by first addressing it to Vice-chair Chris Boeh.
- *Minutes approval*. Agreed that the minutes can be posted to POEM immediately after email approval by the Chair and Steering Committee members (rather than approved at the next meeting which is normal Robert's Rules of Order procedures).
- *Email address*. Agreed that the Internal Communications Sub-committee will establish an email address for these committees, will monitor it, and will forward the emails to the appropriate committee chair or to the Steering Committee Chair.
- *Bios*. Agreed that all Steering Committee and Sub-committee members will send in bios related to NET and disaster response (to Vice-chair Chris Boeh).

## Discussions:

- NET Liability. Scott Winegar gave us a POEM update re the liability issue. The short answer is that it will go before the City Council soon. John suggested that we gather a large group of NET members with NET shirts on to attend the City Council meeting. Scott said that he will check on this with POEM Director Carmen Merlo and would get back to us; he also said he has found when citizens show up and show they care, it registers with the City Council. Scott will tell us the date when it is set.
- *Other meetings*. Scott said he wants us to set up neighborhood coalition meetings and a Team Leader meeting. We agreed to address this at the next meeting.
- ORVOAD rep. Gayle asked for a volunteer to attend ORVOAD meetings as a representative of Portland NET. ORVOAD Oregon Voluntary Organizations Active in Disasters. http://www.orvoad.org. (Note: John Morris later agreed to be this representative.)

Meeting adjourned at 9:00 pm

Portland NET Steering Committee