Minutes of the NET Steering Committee Meeting

19 April 2011 University of Portland, Franz Hall, Murphy Room

Contact Portland NET Steering Committee

www.PortlandNetTeams.net

SteeringCommittee@PortlandNetTeams.net

Meeting start 7:15 pm

7:15-7:25 Meet and greet 7:25-8:00 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)
- Jeff Cohen, representing East (Kerns FMA 13)

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
- Jeff Cohen-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: Jeff Cohen—Chair, Jeremy O'Leary (Centennial FMA 31), Betsy Shand (South Burlingame FMA 10), Gary Tomono (Pearl FMA 3), Ethan Jewett (Beaumont-Wilshire FMA 14)

Also attending:

Scott Winegar-Operations Manager POEM

Advisors:

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

Main Goal:

Sub-committees to list policy that applies to sub-committee activities, and choose recommendations from the two working groups for which each sub-committee will take responsibility. Note: As there were reports and discussions that required the Steering Committee's attention, these items will be addressed in a later meeting.

Reports from Sub-committees:

- <u>Internal Communication</u> Policy: Will use chain of command structure for communication up and down; from NET members through NET Team Leaders to Sub-committee to Steering Committee to POEM, and back down through the same channels.
- <u>Equipment</u> Is working on the list of recommended equipment.
- <u>Training</u> Will check on Speakers Bureau existing training. Jeremy will contact Seattle CERT re their SNAP program. Either Seattle's SNAP or Know Your Neighborhood and/or short NET info presentations will be promoted to the general public. It is noted that the CERT model changed and that all NET materials will be updated. The Training Sub-committee will also work on credentials re completion of training and on training re team building.
- <u>External Communication</u> Dissemination of the items listed above re Training that relate to the broad public are the responsibility of the External Communication Sub-committee

Decisions:

- *Other meetings*. Agreed that Team Leader meeting would be called in late May. Steering Committee members were reminded to meet with their Neighborhood Coalition representatives. (It is noted that the Team Leader meeting was later changed to July 11th because of possible conflict with the Memorial Day holiday.)
- *NET Survey*. Agreed Rob Gardner will finish creation of NET survey and it will be approved by Steering Committee members via email mid-month so it can be posted.
- External Communication Chair. Although Jacob Benton was present at the first Steering Committee meeting and he volunteered to be the External Communication Sub-committee Chair, he has not attended any subsequent meetings and has not responded to emails or calls to

him. Therefore, Jeff Cohen, was asked to take on the position of Chair and as a Steering Committee member. It is noted that Jeff does not live in the East Neighborhood but will be the representative for that area.

Discussions:

- Complaints. Scott Winegar informed us that there were two complaints made to FEMA during the month that related to not enough NET classes, and the desire by some that the Fire department take over NET. Scott said those complaints were forwarded to POEM Director, Carmen Merlo, who forwarded them to Scott Winegar and William Warren because FEMA does not have a say in how the City of Portland wants to run it's disaster response program. The result was several hours spent by POEM personnel that could have been better spent handling immediate responsibilities. Scott also noted that there is a 50% show rate at the NET classes. It was agreed that this "show rate" will be addressed by our Training Sub-committee.
- *Sub-committee makeup*. It was suggested that we should work on having at least five members to each sub-committee.
- *SERV-OR*. Scott mentioned that we are waiting for the next fiscal year before there is money allocated to complete the set up.
- *Fire Extinguishers*. It is noted that fire extinguishers were donated by AT&T and that Gardner Grice picked them up and is in possession of them.

The Steering Committee wants to acknowledge everything that is being done by our members and sub-committee members. We know that although we would like to do everything immediately, it cannot be done over night. We appreciate everything that has been done so far.

Agenda items to be addressed at future meetings:

- Policy and Working Group recommendations.
- Define "NET Team".
- Define "Team Leader".
- Decide on distribution of fire extinguishers.

Meeting adjourned at 9:00 pm

Portland NET Steering Committee