Minutes of the NET Steering Committee Meeting
17 May 2011
University of Portland, Franz Hall, Murphy Room

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

Meeting start 7:00 pm

7:00-8:15 Sub-committees meetings
8:15-9:05 Steering Committee meeting

Present:
John Morris–Acting Chair, Gardner Grice, Jeff Rook, Mac McCawley, Robert Gardner, Betsy Shand, John Schilchenmayer, Pat Tiller, Virginia Peterson, Ed Rentz, Jeff Cohen, Jeremy O'Leary, Ethan Jewett, Murphy Terrell and Joshua Patterson. It is noted that Chair Gayle Vrla and Vice-Chair Chris Boeh, who could not attend, gave John Morris the right to vote for them.

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), Ed Rentz (Laurelhurst FMA 9), Virginia Peterson (FMA 25)

- 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

Reports from Sub-committees:

- *Training & External Communication* – Jeff Cohen reported on his recent meeting with Scott Winegar and William Warren of POEM about Know Your Neighborhood (KYN). The two Sub-committees are recommending that this program be replaced with the SNAP program being used in Seattle and that it be renamed PREP – Portland Regional Emergency Preparedness. All Committee members agreed that KYN should be replaced. Scott Winegar spoke to the need for the Committee to send a message that we adopt SNAP over KYN and let the City know that we would like a program change.

Decisions:

- *PREP program.* It was agreed that we like to adopt the PREP program over KYN, and do the due diligence to research, investigate and meld a program for Portland.
- *Team Leader meeting.* The date for the Team Leader Meeting was set for Monday July 11th from 7:00 to 8:30 pm at the Fire Training Center. Scott Winegar has confirmed this date and the Communications Sub-committee will disseminate this information to the Team Leaders. (Note: Scott later confirmed that we can have the room from 6:30 so Steering Committee members can meet and plan.)
- *Internal Communications policy.* The Communications Sub-committee's proposed *NET Guidelines for Effective Communications* policy was discussed. Motion was made by Jeff Cohen to approve the Guidelines as presented, motion seconded by Murphy Terrell, and approved with no dissensions. The Guidelines will be disseminated and posted on the Steering Committee website. Discussion on added language Gayle Vrla wanted to add to the Communications Guidelines was held. The group felt that this language was not appropriate to be added to these Guidelines but should be incorporated in the Steering Committee's Operating Memorandum as that document is developed.

Discussions:

- *Neighborhood Coalitions.* All members were reminded that they should be in contact with

their neighborhood coalitions. Chris Boeh's efforts to contact his coalition and trained NET members in his coalition were reviewed. As most members were not familiar with Chris's efforts/mailing, Joshua Patterson said he would send to all members. It was noted that some neighborhood coalitions do not have 501.c.3 status. Ethan Jewett brought up that PDX Prepared could be used for a fee for all neighborhoods. It was noted that the Neighborhood Coalitions will also charge a fee to provide any service to NET. This issue needs to be studied further.

- *Miscellaneous.* Ethan Jewett brought up the scope of the Steering Committee's charter and whether this addresses the overall goal of ramping up NET training. The next topic could be how our goals are being met under POEM. The question was raised again of the possible benefit of moving the NETs back under the Fire Department. It was agreed that this is for future discussions. The primary issue is the need to engage residents who want training and cannot get it through POEM within reasonable time frames. The question was raised about having CERT training over NET training so that more people can be trained. It was suggested that the Chair request an accounting of DHS (FEMA) training funds by POEM due to conflicting information.
- *Rose Parade.* Scott Winegar addressed some of the points raised in William Warren's *2011 May All NET Notes* regarding NET participation in the Rose Parade. NETs should wear clothing as specified in William's memo to avoid confusing the public as to who they're dealing with. Administering First Aid by NETs at the Rose Parade is discouraged as NETs – under the NET Training program, are not First Aid qualified. NETs to be covered by the City's liability umbrella can only perform those tasks which they are trained to do under the NET program.
- *Background checks.* He encouraged everyone to complete the Portland Police Bureau Authorization Background form associated with William's memo. These investigations will be required for all NETs going forward.

<u>Agenda items to be addressed at future meetings</u>:

- Policy and Working Group recommendations.
- Define "NET Team".
- Define "Team Leader".
- Decide on distribution of fire extinguishers.
- Decide how Bios will be disseminated.

Meeting adjourned at 9:05 pm

Portland NET Steering Committee