



5/30/2013 | COOP Workshop Presentation Notes
Continuity Planning: Fleet + Procurement

John Hunt, CityFleet:

See slides for presentation information.

Comment related to related to slide on stored fuel: interest in where there is stored fuel in the City - Fleet but also Parks has tanks, some Fire Stations buy from commercial gas stations, most tanks in generators are full to start.

Comment related to slide on Emergency operations: this plan is updated once a year.

Questions from attendees:

Q: How does GPS work on City vehicles - is it always on?

A: Yes.

Q: Would we want GPS on all new City vehicles?

A: A great idea. BDS is piloting this, Water uses it already, and so does PBOT. It is the direction we are going. Water bureau is interested in expanding the capability to use GPS for inspection / damage assessment vehicles for employee safety.

Comment: BES could use employees from other bureaus, e.g. Fleet folks could go to Water, BES, Police, if Kirby is not available. Water is also interested in City-wide satellite reporting procedures to see how employees are doing/available/ for all employees.

Q: Are there 72-hour kits in every vehicle?

A: There is a fire extinguisher, first aid, and camera.

Q: What's the deal with gas stations holding back some fuel?

A: The Oregon Petroleum Contingency Plan says they must hold back 5% for public safety / emergency vehicles.

Q: Has CityFleet considered building more storage tanks?

A: It's hard to know how long this fuel would last, with the situation we might use much less than normal. East Precinct has a new above-ground tank now that seems to work well, is cheap, relatively easy to permit. 2,000-3,000 gallon size is popular, but they come larger. Considering putting one at Sears to have one city-owned tank on the east

side. Buying larger tanks also enables us to buy more fuel at lower cost when price is low--can save up to 50 cents/gallon.

Laureen Paulsen, PBEM, on FEMA procurement:

See slides for presentation information.

Christine Moody, Procurement and Contracting

Also separate handout for additional presentation information.

In an emergency, the EOC will be opened, Finance folks will be there, and procurement will run through there or through another location.

In the first 72 hours: use existing contracts; use p-cards up to \$5k; use hard-copy purchase orders. Document your choices well.

Comment: I wasn't aware we were going to go through EOC for purchases; I have had trouble reaching them for simple transactions in an exercise.

Q:As to increasing p-card limits during an emergency, can you increase limits from home?

A: Yes.

Q: What if you had a policy that you could up the p-card limits during an emergency for pre-identified people, to pre-identified amounts?

A: We just need a memo from your bureau that says in a declared emergency we need these 5 people bumped up to \$50K/transaction.

Q: Would you work with us on some pre-approved contracts?

A: Yes. We've already talked to risk management about restoration-type contracts, we could do other types of contracts for that. We need an idea of what types of contracts you need to have in place.

Q: We might need to, say, increase security coverage from nights only to 24-hours/day.

A: We could use existing contracts,

Comment: We have pre-approved vendor contracts for treatment chemicals. We also have a lot of contracts already that other bureaus could access through us. Lots are with national or international companies, they can supply stuff from their other branches. The temptation will be that people will offer their services to us and we can get some extra help for a "good deal."

Comment: Interest in ongoing City committee on Cascadia Subduction zone.

Jonna Papaefthimiou, PBEM on next steps for City COOP planning

In intend o pursue the following issues as ones of general interest that seem appropriate for PBEM to support, either on its own or in collaboration with other bureaus:

Check-in procedures for employees City-wide (PBEM/BTS)

Home preparedness for employees (PBEM)

Childcare/family care for employees (PBEM)

Skills database and contact info for employees (PBEM/HR)

Consensus that there in interest/need for these things.