

Approved by both the Program and Steering Committees

Steering Committee Meeting Minutes

June 3, 2013, 1:00 - 3:00 pm

TVFR Command and Business Operations Center

11945 SW 70th, Tigard, OR



RDPO

Regional Disaster Preparedness Organization

Unified. Prepared. Resilient.

Attendance:

Steering Committee Members

1. Scott Porter, *Washington County Representative and Steering Committee Chair*
2. Nancy Bush, *Clackamas County Representative*
3. Eric Corliss, *At-Large Representative, Non-profit Sector*
4. Bob Cozzie, *Public Safety Communications Representative*
5. Chief Mike Duyck, *Fire & EMS Representative*
6. Dave Ford, *At-Large Representative, Private Sector*
7. Rebecca Geisen, *Public Works Representative (attending by phone)*
8. Chief Erin Janssens, *Program Committee Chair*
9. Carmen Merlo, *City of Portland Representative*
10. Cheryl Bledsoe, *Clark County Representative*
11. Joe Rizzi, *Multnomah County Representative*
12. Larry Stevens, *Public Works Representative (Acting)*
13. Paul Lewis, *Public Health Representative (Alternate, attending by phone on behalf of Dr. Justin Denny)*
14. Chief Mike Greisen, *Columbia County Representative*
15. Dave Kirby, *Law Enforcement Representative and Steering Committee Vice Chair*
16. Christie Little, *At-Large Representative: Health Care Delivery System*

Regional Staff

1. Denise Barrett, *RDPO Administrator/Grants and Finance Committee (attending by phone)*
2. Allison Boyd, *Regional Strategic Planning Coordinator*
3. David Gassaway, *Regional Planner*
4. Lorraine Churchill, *Regional Planner*
5. Brian Landreth, *Regional Training & Exercise Coordinator*
6. Cate Collins, *RDPO Intern*

Guests

1. Adrienne Donner, *Program Committee Vice Chair (attending by phone)*
2. Anna Pendergrass, *CRESA Director*
3. Jerusha Kasch, *Emergency Preparedness and Response Manager, Multnomah County Public Health (attending by phone)*

1) Welcome, Introductions and Agenda Review [Scott Porter]

Scott Porter opened the meeting with introductions and a review of the agenda.

2) Review of Minutes from the Previous Meeting [Scott Porter]

The minutes from the joint Program/Steering Committee meeting are still in rough form and will be completed in the next week. Scott Porter will distribute the minutes via email for approval.

3) Follow-up from May 6 Strategic Planning Workshop [Allison Boyd]

A. Modified planning process timeline

As we are no longer captive to the UASI funding timeline, we are slowing down the strategic planning process to allow for more input from all levels of the organization. Goal is to present a basic draft plan to the Policy Committee in October following review by both Program and Steering Committees.

B. Guiding Principles and RDPO Mission and Vision

These documents have been updated based on the feedback provided during the Strategic Planning Workshop. The Committee was asked to submit any final changes to Allison this week as the statements are intended to be placed on the RDPO website, which will be launched around the time of the June 14 Policy Committee meeting.

C. Prioritization Criteria

Our goal is to better determine project priorities that align with the RDPO's strategic goals and objectives. The prioritization criteria help identify if a project should be taken on by the RDPO. The tool includes a point system to help prioritize each project. We will be developing this more throughout the summer. Please provide Allison Boyd feedback and input on these draft strategic planning documents.

Questions and answers on the topic:

- [Bob Cozzie] Can you define what "partner jurisdictions" means within the document so that everyone is clear on meaning?
- [Scott Porter] We need to do some refining to the points associated with projects that provide indirect benefits to numerous jurisdictions; we need to ensure this benefit is captured in the prioritization rating.

4) Update on DHS Funding [Carmen Merlo]

A. Risk Ranking

The draft DHS risk ranking profile that came out this spring ranked the Portland Metropolitan Statistical Area at #29, a shift from position 25 last year. In addition, a change in the FY13 grant language caps UASI funding to the top 25 areas. After submitting additional information to DHS, our ranking changed only to 27, two places short of eligibility for FY2013 UASI funding. Part of our strategy going forward will be to request extensions for active grants—at least UASI FY2012. (Topic explored in greater depth later in the meeting, i.e., during Agenda Item #5: Organizational Sustainability).

B. DHS FY13 Guidance

The 2013 federal Homeland Security Grant Program (HSGP) guidance was recently released. State applications are due to the feds on June 24. OEM's guidance to local governments for the FY13 State Homeland Security Program (SHSP) grant will be issued shortly. However, OEM has already decided to apply a 100% competitive approach to the FY'13 SHSP grant process. The RDPO may wish to submit an application for SHSP funds.

C. Timeline for FY11/12 UASI

Without an extension, our two active grants end in May 2014.

D. Implications

Without future funding, the RDPO stands on shaky ground: we would lose regional staff and funding for ongoing projects, such as WebEOC. We would also be challenged to maintain some of the capabilities we have built over the years.

5) **Organizational Sustainability** [Scott Porter]

A. **Relevance/Effectiveness**

The group shared thoughts on the value and relevance of RDPO. Need to ensure commitment on sustaining the organization prior to discussing funding options.

- [Chief Janssens] We joined this organization because we are committed to moving the area forward in regional planning and preparedness.
- [Eric Corliss] The Red Cross sees value in addressing numerous issues on a regional level that cannot be adequately addressed by individual organizations.
- [Bob Cozzie] There is a lot of value in the RDPO itself, but the big question is how we'll be able to fund it long term. We will be asking partner agencies to pay salaries. We have a lot of details to figure out. It is doubtful that Clackamas County would agree to contribute funds to the organization.
- [Anna Pendergrass] We are such a young organization; it is going to be challenging to demonstrate the value we can provide.
- [Chief Duyck] We should not get fixated on the funding. In the past, we may have been distracted by the funding and limited by the grant rules.
- [Joe Rizzi] We need some type of face-to-face regional coordination. Large pots of money can create more competition and restrict collaboration.
- [Paul Lewis] Public Health relies heavily on the emergency management resources this organization provides.
- [Dave Ford] From the private sector perspective, you will not gain support or participation unless you have a regional coordination and cooperation strategy. Remain focused on the value this organization adds.
- [Carmen Merlo question to Dave Ford] Can you provide examples of how the RDPO can add value to the private sector?
 - [Dave Ford reply] Consistent information and procedures for business throughout the region. Many government organizations have been benefiting from the UASI grant for the past ten years. We should remind them how they have benefited from the grant and ask them to contribute to our sustainability. The organizations that have benefited in the past should be open to fund the RDPO now that the grant is unavailable.
- [Scott Porter] I sense a general support and commitment to the organization. We need to look at governance. We are not in a position to seek funding until we have a governance document.

B. **Funding Options**

- If we are committed to the mission of the RDPO, one funding option is to request Oregon SHSP funds. This option will only include the four Oregon counties. Washington State has an entirely different approach to allocating SHSP funding.

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- Our SHSP application will likely impact other local SHSP requests that the counties may want to pursue. Could create some competing priorities.
- We need to check with our individual county committees for support and approval of the RDPO's pursuit of SHSP funds.
- Oregon SHSP grant guidance and application forms are coming out on June 7 and applications are due at the end of July.
- [Cheryl Bledsoe] It is important to think about what the organization can accomplish in terms of tangible outcomes, not just staff costs. Just hoping to preserve staff levels and WebEOC potentially alienates a lot of disciplines that have been participating at the Program Committee level. We should use our strategy plan as a guide to focus our limited remaining funds.
- [Scott Porter] It sounds like there is general support to submit a SHSP application pending approval from key stakeholders around the region, especially the Oregon counties and their grant committee members.
- [Denise Barrett] Want to make sure we are including the Program Committee in this decision-making process.

6) June Policy Committee Meeting [Scott Porter]

Reviewed the draft agenda for the upcoming Policy Committee meeting

- Start meeting with procedural items. Approve Policy Committee SOP and hold election for chair. Tony Hyde has volunteered to serve as Chair Pro Tem until the election is completed at the June 14 meeting.
- Review strategic planning process. Share a tool for helping the Committee see the RDPO plans and policies under development that will be ready for their approval over the next year or so.
- Quick update on PACE Setter with a general overview of capabilities followed by a presentation on the Clackamas Town Center shooting. The goal of the presentation is to show regional capabilities deployed/in use during an actual event. Many of these capabilities were funded by UASI and other federal grants.
- Review funding options; we will not be asking them to vote on anything to do with organizational development.

Questions and answers on the topic:

- [Cheryl Bledsoe] What are the key talking points that will be covered on PACE Setter at the Policy Committee? Concerned that we not provide after action details to the elected officials prior to them receiving the information from their own staffs.
- [Scott Porter] We will dedicate very little time to discussing the exercise, maybe just focus on what capabilities were exercised and not the actual results.
- For better continuity, it was suggested to swap agenda items 5 and 6 on the Policy Committee meeting agenda.

7) UASI FY11 Reprogramming [Carmen Merlo]

- Waiting for project managers to submit quarterly "Dashboard" reports, which enable PBEM Finance to determine the amount of FY11 grant funds available for reprogramming.

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- Program and Steering Committee will review and approve the proposals from Work Groups by the end of July.

8) Grants and Finance Committee Update [Carmen Merlo]

The newly expanded committee will have its first meeting on June 11. The committee is expanding from four members to fourteen. The expansion allows for increased transparency and emphasizes that fiscal accountability is a shared responsibility.

9) RDPO Communication [Allison Boyd]

- The RDPO website will go live on June 10. Provide feedback to Allison Boyd.
- Denise Barrett recently distributed the Regional Capabilities Report. This will be a quarterly report highlighting various capabilities and topics in the region.

10) PACE Setter Briefing [Adrienne Donner, Scott Porter]

Overall the exercise went very well. Biggest issue was on the regional resource ordering process. Areas of concern in the ordering system had been pre-identified, but the exercise emphasized the need for solutions. EOCs were engaged minimally by incident command structures/field operations during PACE Setter, and will also be an area highlighted for improvement in the After Action Report.

11) Other Business [Scott Porter]

No other items were raised. The next RDPO Steering Committee meeting is scheduled for 1:00 – 3:00 PM, Monday, July 1, 2013, at the Oregon Trail Chapter of the American Red Cross, 3131 N. Vancouver Avenue, Portland, OR.

12) Meeting adjourned at 3:10 pm.