

Steering Committee Meeting Minutes

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

Oregon Trail Chapter of the American Red Cross

3131 N. Vancouver, Portland, OR



RDPO

Regional Disaster Preparedness Organization

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Attendance:

Steering Committee Members

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

Regional Staff

1. Denise Barrett, *RDPO Administrator/Grants and Finance Committee*
2. Brian Landreth, *Regional Training & Exercise Coordinator*
3. Cate Collins, *RDPO Intern*

Guests

1. Adrienne Donner, *Program Committee Vice Chair*
2. Anna Pendergrass, *CRESA Director*

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]

- May 6, 2013, Strategic Planning Workshop Minutes: Motion to approve: Chief Greisen. Second: Nancy Bush. Minutes accepted unanimously by Steering Committee
- June 3, 2013, Steering Committee Meeting Minutes: Motion to approve: Chief Greisen. Second: Nancy Bush. Minutes accepted unanimously by Steering Committee

3) Regional Interoperable Communications Plans and Policies Update [Bob Cozzie]

The Portland Dispatch Center Consortium (PDCC), which serves as the Comms Work Group for the RDPO, recently finished a UASI FY11 funded project. The project had three distinct deliverables supported by a contractor, GeoCOMM:

- Interoperable Communications Strategic Plan (updated from 2008 plan)

- Provides a regional strategy with recommendations to address interoperable communications gaps in governance, operating procedures, equipment, training and exercises and usage
- Includes county specific annexes
- Softened recommendations on creating a unified CAD system given cost restrictions; promotes continued efforts to bridge multiple systems effectively
- No significant recommendation changes from five years ago
- Regional Interoperable Communications Standard Operating Procedures
 - SOPs to be developed will focus on public safety (dispatch, fire, EMS, and police) only
 - First SOP will center on use of common language
- Consolidation Feasibility Study
 - The PDCC wanted to assess the feasibility of six different regional PSAP models to determine which would provide the most efficient and effective emergency communications services possible either in a consolidated or co-located environment. The study goals focused on the potential for service improvements as well as cost savings that might be realized if a reconfigured approach to 9-1-1 service delivery was considered by C-COM, LOCOM, and WCCCA.
 - Recommended PSAP consolidation for Washington and Clackamas County. May offer some advantages, but governance would be very challenging.

4) June 14 Policy Committee (PC) Meeting [Scott Porter and Denise Barrett]

The Policy Committee meeting engaged members in an assortment of RDPO topics, such as sustaining regional collaboration through the RDPO, which stimulated a lot of good discussion, for example:

- The Committee asked for clarification on the THIRA and whether the Oregon Resilience Plan could be taken into account in the RDPO's strategic planning process.
- The committee discussed RDPO funding topics, including the SHSP application and future alternatives. They indicated they would like to be involved in the decision-making process regarding the inclusion of an RDPO project in the SHSP application to the state.
- During the review of the PC Standard Operating Procedure a committee member suggested the committee adopt Robert's Rules of order.

The SC discussed the last item and concluded that a clause on using Robert's Rules of Order will be inserted into the PC SOP, reflecting how meetings will be run. Consensus will remain the approach to decision-making except in certain circumstances that require a vote (e.g., electing committee leaders).

Other Feedback on the Meeting and Next Steps:

- Denise and Scott thanked Dave Kirby for his excellent presentation on the Clackamas Town Center Shooting and the regional capabilities that were deployed.
- Scott mentioned that there will be an ad hoc telephone call on July 9 for the Policy Committee to review and decide whether or not the RDPO will submit a project proposal for

Approved on August 5, 2013

FY2013 SHSP grant funding. Denise mentioned that she will circulate a packet to the PC with follow-up items from both the June 14 meeting and the phone call by July 19.

5) FY2013 Oregon State Homeland Security Program (SHSP) Grant: RDPO Project Submittal [Scott Porter and Denise Barrett]

The Steering Committee reviewed the regional SHSP grant proposal options to fund activities implemented by regional staff for seven months (May-December). Functional staff roles would support strategic planning, training and exercise, and technology and planning.

1. approximately \$182,000 for three staff
2. approximately \$215,600 for four staff
3. approximately \$200,000-233,000 for three to four staff and a short term contractor for MACS project

Steering Committee county representatives were asked to take the RDPO proposals back to their county groups and measure support and address any questions.

- Columbia County: [Chief Greisen] Columbia County is meeting today to review SHSP proposals. The draft has been circulated; there were a lot of questions and some concerns.
- Clackamas County: [Nancy Bush] Clackamas County initially supported the \$150,000 estimate and now reluctantly support the proposal at the \$180,000 level, but do not want the proposal to increase.
- Multnomah County: [Joe Rizzi] County is supportive of the regional proposal, agreed to make it a top priority.
- Washington County: [Scott Porter] One agency opposed the proposal and the rest seemed neutral; likely to support at the \$182,000 level.

Next step will include getting letters of support from each participating county and seeking approval from the Policy Committee.

6) Organizational Sustainability and Strategic Planning [Scott Porter, Denise Barrett, and Carmen Merlo]

- We are exploring alternative funding models for the organization. Cannot look at funding without looking at how we are currently organized.
- Have recently examined a healthcare non-profit membership coalition covering King and Pierce Counties, WA (i.e., the NW Healthcare Response Network) as a potential model for the RDPO. This model would include a service provision based on the needs of stakeholders, as well as membership fees from the private sector to help fund some of the organization's costs. Public health agencies are included. Current federal funding (HRSA) is still in place but declining.
- OEC/ICTAP Technical Assistance opportunity secured by the Regional Radio Board was offered to the RDPO to help on aspects of governance and sustainability. Denise has made contact with the contractor but has not yet received any concrete feedback.
- UASI FY2012 grant extension. We are currently in discussions with DHS about extending the 2012 grant until the end of next year. We are cautiously optimistic that the grant will be

extended, as we have a fairly compelling argument. Typically DHS accepts grant extension requests no sooner than 90 days before a grant expires, but they may be willing to make an exception given the circumstances.

7) UASI FY2011 Reprogramming [Carmen Merlo]

We have approximately \$500,000 in FY2011 UASI grant funds available for reprogramming. Funds available were generated largely through a process of identifying unspent funds on projects that finished, as well as putting funds back in the pot from projects that did not get off the ground. The Grants and Finance Committee will meet on July 9 to vet proposals for compliance. The Program Committee will meet and review all proposals on July 15. Steering Committee will review the proposals forwarded by the Program Committee between July 18 and July 23. All projects must be complete by December 31.

8) Grants and Finance Committee Update [Carmen Merlo]

Thirteen Members of the Grants and Finance Committee met on June 11. They elected two new co-chairs and are currently working on an SOP for the newly expanded group.

9) PACE Setter After Action Conference [Adrienne Donner]

Draft After Action Report/Improvement Plan (AAR/IP) has been reviewed by exercise design team and is in the process of being updated by the contractor; final draft is due July 21. We are working out some issues of how exercise artificiality contributed to results. Some good lessons learned around building SOPs for regional groups.

- A question was raised about creating exercise talking points to address media questions.
 - Adrienne and Scott will prepare a set of talking points once the final AAR/IP is ready.

10) Good of the Order [Scott Porter]

[Joel Rizzi] Multnomah County has a radio technician on staff completing a short-term assignment. Could potentially be a great asset to help the region address regional communications issues, such as dead zones. Joe would like to re-hire the individual to conduct an assessment utilizing the one open Multnomah County-based RDPO regional staff position for a couple of months.

- Steering Committee recommended presenting the idea to the Comms WG (the PDCC) and treating it as a regular proposal, which would then have to be approved by the Work Group and submitted to the GFC and PrC during a reprogramming phase.

11) Meeting adjourned at 3:07 pm.