# Program Committee Meeting Minutes August 16, 2013, 9:00 - 11:30 am

Portland Building, 2<sup>nd</sup> Floor, Room C 1120 SW 5<sup>th</sup> Ave, Portland, Oregon



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#### Attendance:

#### **Voting Members**

- 1. Erin Janssens, Chair
- 2. Adrienne Donner, Vice-Chair (and alternate for Sue Mohnkern, Public Health Work Group Chair)
- 3. Mark Daniel, Law Enforcement WG Chair
- 4. Don Strick, PIO Work Group Vice Chair
- 5. Renate Garrison, Citizen Corps WG Vice Chair
- 6. Steve Watson, PDCC/Communications WG Vice Chair
- 7. Lonny Welter, Public Works WG Chair
- 8. John Wheeler, Emergency Management WG Chair (interim) and Resource Management Committee Chair

# **Non-Voting Members**

- 1. Randy Covey, Animal MAC Group
- 2. Dan Douthit, PBEM

## **Regional Staff**

- 1. Denise Barrett, RDPO Administrator/Grants and Finance Committee
- 2. Valentine Hellman, Contract Management Specialist

#### Guests

- 1. Sarah Stegmuller Eckman, Clackamas County Emergency Management
- 2. Joe Rizzi, Emergency manager for Multnomah County
- 1) Welcome, Introductions and Agenda Review [Adrienne Donner, Program Committee Vice-Chair]

Due to the delayed arrival of Chair Erin Janssens, Adrienne Donner stepped in to open the meeting. She reviewed the meeting agenda. Introductions were made around the room. (Note: Erin began chairing the meeting as of Agenda Item #3.)

2) Review of Minutes from the Previous Meeting [Adrienne Donner]

Lonny Welter made a motion to accept the minutes with no changes; Mark Daniel seconded. The minutes were unanimously accepted.

3) PACE Setter Full-Scale Exercise After Action Report and Improvement Plan (AAR/IP) [Adrienne Donner]

Adrienne reviewed the main points contained in the draft AAR/IP summary, which the Committee had received in their mailed handouts. Specifically,

- The focus of the AAR was on play that affected the entire region (mainly in the context of a simulated bioterrorism event).
- Process of the AAR involved four stages:
  - 1. After-exercise conference (June 26), focused on exercise design team and key players.
  - 2. AAR/IP draft review (early July), to gather information and make sure it was captured accurately/appropriately in the report.
  - 3. AAR/IP final draft review (mid/late July), to ensure key findings were correctly stated and to fill in the blanks in the IP. (In reality there were significant edits and additions at this stage.)

Contract with Chinook expired before all final edits could be made. Now Scott Porter and Adrienne are responsible for completing the final edits to the AAR/IP.)

- 4. Currently: The AAR/IP is nearly finished with an estimated completion date of mid-August.
- Overview of lessons learned and Improvement Plan:
  - Operational Communications:
    - Strengths: Alerts were successfully sent and received; communications (when attempted) were successful between EOCs, ICPs, and ECCs; communications with Push Partners and PODs were strong and well-coordinated.
    - IP Items: Responders needed IT access but were blocked by security protocols at the support EOC (Washington County); some messages that were sent out to individuals via HAN and regular e-mail were not received because the individuals had assumed functional positions/roles and addresses and were no longer monitoring their personal accounts.
  - Operational Coordination:
    - Strengths: MAC Groups maintained appropriate strategic perspective, and received just-in-time orientation training; EOC, ECC, ICP & DOCs were all activated in a timely manner.
    - IP Items: Capability to host a MAC Group within local EOCs/ECCs is limited (presents an IT nightmare); need a process for activating a MAC Support Organization (MSO); coordination and interaction between the MAC Group and MSO was limited; few consistent communication paths were established between participating EOC/ECC/ICPs.
  - Situational Assessment:
    - Strengths: MAC Group (health and medical) developed and disseminated assessment within their procedures.
    - IP Items: Ability to receive real-time incident information was limited; county-to-county and county-to-regional communication protocols were unclear; county and regional organizations were not able to develop a common operating picture; lack of integration between OpsCenter and WebEOC incident management applications/systems; personnel were unfamiliar with their assigned roles and responsibilities (largely a result of staff turnover, use of backup personnel, new facilities and equipment, new procedures/operational concepts); joint FBI/epidemiology investigation results were not given out to all regional stakeholders.
  - o Public Health & Medical Services:
    - Strengths: Medication distribution, inventory/tracking, and dispensing went well (particularly with Push Partners and online screening tool); pilot medical resource call center was staffed with volunteers in a timely manner; training standards and just-intime training were effective; FBI and EPI staff worked cooperatively and effectively.
    - IP Items: Mass Prophylaxis plans need review and update; Physician Standing Orders were never issued; call center staffing ratio (SME/Team Leaders to staff) needs improvement; FBI/EPI investigation used inconsistent operational processes and unfamiliar operational understanding was observed; hospital medical supply ordering was confusing within participating EOC/ECCs (including denial of requests at state level—this was one of the most significant findings).
  - Public Information & Warning
    - IP items are still being developed by PIO work groups and partners.
  - Fatality Management

- Strengths: Composite interagency team was well briefed by the team leader; resource utilization was well planned and executed; deployment of portable morgue unit was very successful.
- IP Items: Safety officer was not identified; demobilization delayed; decontamination of deceased not fully completed.
- Key talking points about the exercise AAR/IP are being developed. Main points will be:
  - The process of developing the exercise was complex and challenging, but it strengthened relationships across jurisdictions and disciplines.
  - Use of contract support and facilitation provided great benefit.
  - Use of UASI grant funds was instrumental, and loss of these funds will hamper future regional exercise efforts.
  - The exercise provided extensive benefit by testing the following: regional plans, procedures, and concepts; joint state/county medical examiner operations and criminal EPI investigations; the MRC Call Center; the Push Partner program; state-to-state mutual aid; and mass casualty operations.
  - The exercise helped identify gaps, with a particular focus on the need to clarify and formalize the region's MAC Groups.
  - o The exercise reaffirmed the continuing need for training and exercising.
  - (If needed, specific talking points between PACE Setter and local AAR findings will be developed.)
- 4) Regional Training and Exercise Program/Plan Development [Erin Janssens and Denise Barrett]

Denise mentioned that Brian Landreth was to lead this agenda item but was out sick today. She confirmed that the development of a regional training and exercise program (RTEP) was one of the region's priorities and the initial process for developing the RTEP was included in the RDPO's 2013 SHSP project application (another meeting handout).

**1. RDPO Development, Strategic Planning, and Sustainment of Regional Work** [Denise Barrett and Scott Porter]

# SHSP Application [Denise Barrett]

Denise gave an overview of the RDPO component of Multnomah County's State Homeland Security Program (SHSP) grant application. The RDPO request was for \$188,000 for seven months, supporting three functional roles: Administrator, Regional Planner (housed at Washington Co.), and Training and Exercise (housed at Columbia Co.), to help meet four project objectives. Project objectives are to:

- 1. Train and plan for the RDPO formalization and sustainment.
- 2. Update the THIRA (i.e., maintain capability-based planning in the region). Denise noted that while we are not required to update the THIRA since the Portland Urban Area does not qualify for FY2013 UASI funds, the RDPO will continue to use the THIRA as a framework to identify gaps and plan projects and initiatives to build capabilities. And the region should not rule itself out of the possibility of qualifying for UASI funding in the future and having an updated THIRA will be a requirement.
- 3. Develop a more robust regional training and exercise program; and
- 4. Stand up and train the MAC Group and support organization.

IGA Development Process [Denise Barrett]

Denise presented the goal of adopting a formalized Intergovernmental Agreement (IGA) (or other form, as agreed by partners to the RDPO) for RDPO sustainment over the course of the next year. Denise met with PBEM lawyer Franco Lucchin, who offered to help with the process, especially to help liaise with the other attorneys from around the region who need to be engaged in reviewing agreement drafts. The IGA process will occur in three general phases: (1) Starting up, including the Steering Committee endorsing this process at this meeting; (2) Drafting the agreement and presenting an update to the Policy Committee in October 2013. The draft will address critical issues such as whether there will be fees or contributions; and (3) Obtaining the necessary signatures for formal adoption of the IGA.

- Scott shared a sample of additional questions that can be expected, such as: Will the IGA be
  an omnibus agreement? How can it be written so that all partners are addressed, such as
  NGOs? (What form of agreement can bring in the private and public players?) Scott
  commented that good vetting of the IGA will be essential, along with ensuring that the
  agencies/ jurisdictions' attorneys are reading it early on and well before final signature (he
  gave a cautionary example of the REMG IGA, in which some attorneys expressed major
  concerns very late in the process).
- Denise noted that a value proposition for the RDPO currently exists but feedback from stakeholders around the region is necessary. A strong value proposition will help get all jurisdictions on board and willing to sign the IGA.

## UASI Extension [Carmen Merlo]:

In addition to pursuing SHSP funding, the Portland Bureau of Emergency Management (PBEM), as fiscal agent of UASI funds for the Portland Urban Area, is working on an extension of the FY 2012 UASI grant. The request, which is under development, asks for a five-month extension; it will be submitted much earlier than the DHS typically considers extensions. Carmen is working with the state OEM to approve and forward the request to DHS at this time. The feds have a committee to approve these requests, and it will take about two months to hear back.

Joe Rizzi inquired if support by local elected officials might help with the extension. Carmen noted that the Oregon congressional delegates that supported the original appeal to DHS (on the risk assessment determination that eliminated Portland from UASI FY 2013 funding) are aware that we are submitting the extension request, but she isn't sure if they will be involved. Joe suggested we ask the Policy Committee to solicit support from local elected officials, who may have helpful ties to DHS decision-makers.

# RDPO Strategic and Work Planning [Denise Barrett]:

Denise referred the Steering Committee to a schematic handout that included:

- The RDPO Work Plan of Major Organizational and Program/Planning Activities for the period August 2013 – December 2014;
- A revised work plan for RDPO strategic planning; and
- The RDPO Funding Scenarios and Resource Development tasks for the period 2013 2016 Denise noted the places on the funding schematic that are critical dates for sustaining the regional collaborative work, including projects and the staff that support the RDPO. As for strategic planning, Denise recommended canceling the September 2013 Steering Committee meeting (which was actually scheduled for Labor Day), and instead hold the second joint strategic planning workshop of the Steering and Program Committees on September 16, 2013, from 9:00 AM to Noon (using the PrC scheduled meeting date and time). The SC members agreed on that concept. Denise will follow with an Outlook invitation.

# 5) Deliberations and Decisions [Chief Janssens]

Randy Covey of the Animal MAC group, who had been on vacation and missed the deadline for submitting projects, made a special request for the PrC to consider supporting the completion of a project that received partial funding under the UASI FY2010 Reprogramming Phase II earlier this year. His request was for \$13,000 to purchase a stock trailer for Clark County Animal Services. The Committee approved this project unanimously.

Fire WG cut lowest priority project, USAR Consortium Vehicle for \$35,000. Public Works eliminated their lowest priority request, water treatment plant for \$85,000.

With the scaled back and elimination of projects the total requested for reprogramming is \$653,120. Program Committee voted unanimously to approve the reprogramming projects. The next step is to present to the Steering Committee for approval. [Next steps: Valentine Hellman will prepare a report for the Steering Committee and circulate the project proposals by July 18, 2013. Steering Committee will make their decisions by July 24. PBEM finance will assign budget codes and give the signal for project implementation/spending on or about August 7, 2013.]

6) Grants and Finance Committee Process and Findings [Valentine Hellman, PBEM Finance]
In the past the reprogramming review has been done by Shelli Tompkins, Denise Barrett, and myself. We have a lot of institutional knowledge about the USAI grant. The new members of the committee had a lot of questions about the process.

[Denise] We ask Program Committee and Work Groups to bear patience while the expanded GFC gets oriented and trained. Some good things came out of the GFC reviewing reprogramming proposals, including recognizing we need to improve our amendment form.

### **7)** Good of the Order [Adrienne Donner]

Adrienne asked if there was anyone who would like to share any information for the good of the order.

- [Adrienne] The Public Health WG is working on making the group more inclusive and bringing in groups that are not currently represented in the RDPO.
- [Leslie] The Comms WG/Portland Dispatch Center Consortium (PDCC) just received the feasibility study back from the contractor (GEOComm). The group is developing some Standard Operating Procedures for the region, including one on plain language use.
- [Mark] Law Enforcement WG: the Fusion Center is improving. Regional mutual aid agreement being circulated for approval signatures.
- [Lonny] Public Works WG discussed the effects of the loss of the UASI grant. The group would sees itself continuing its work. An example of future effort would include exercising its capabilities in coordination with other disciplines.
- Regional Disaster Debris management task force met to discuss creating a regional framework. Work should be completed by December.

Next Meeting: August 19, 2013, 0900 hours, Portland Building Room C.

Meeting adjourned at 10:13 am.