

Program Committee Meeting Minutes

October 21, 2013, 9:00 - 11:30 pm

The Portland Building, Room C

1120 SW 5th, Portland, OR

Attendance:



Program Committee Members (Voting)

1. Adrienne Donner, *Program Committee Vice Chair*
2. Lonny Welter, *Public Works Work Group Chair*
3. Mark Daniel, *Law Enforcement Work Group Chair*
4. John Wheeler, *Emergency Management Work Group Chair (Acting); Resource Management Committee Chair*
5. Mike McGuire, *Transit Work Group Chair*
6. Kori Nobel, *Marine and Civil Aviation Work Group Chair*
7. Leslie Taylor, *PDCC/Public Safety Communications Work Group*
8. Dan Douthit, *Public Information Officers Work Group*
9. Renate Garrison, *Citizen Corps Work Group Vice Chair*

Program Committee Members (Non-Voting)

1. Mark McKay, *WebEOC RUG Chair*
2. Tina Birch, *WebEOC RUG Vice Chair*
3. Randy Covey, *Animal MAC-G Chair*
4. Matt Marheine, *Oregon Emergency Management*
5. Sidra Metzger-Hines, *Oregon Emergency Management*
6. Denise Barrett, *RDPO Administrator*
7. Brian Landreth, *RDPO Regional Staff (Columbia County EM)*
8. Kristen Baird Romero, *RDPO Regional Staff (Multnomah County EM)*
9. Justin Riley, *RDPO Regional Staff (Multnomah County EM)*
10. Sarah Stegmuller-Eckman, *Clackamas County Emergency Management (Observer)*
11. Valentine Hellman, *outgoing contract management specialist, PBEM Finance*
12. Craig Haynes, *incoming contract management specialist, PBEM Finance*

1) Welcome, Opening Remarks and Introductions [Adrienne Donner]

- a) Adrienne Donner opened the meeting with introductions and a review of the agenda.

2) September 16, 2013 Joint SC-PrC Strategic Planning Workshop Minutes [Denise Barrett]

- a) September 16, 2013, Strategic Planning Workshop Minutes: <Document: 09132013_Joint_WorkshopMtgMinutes>
 - i) Action: Motion to Approve September 16, Strategic Planning Workshop Minutes.
 - ii) Motion to approve: Donner. Second: McGuire. All unanimously approve Strategic Planning Workshop Minutes.

3) Program Committee Administrative Matters [Adrienne Donner, Denise Barrett]

- a) Leadership Transition: Commence the Chair and Vice Chair nominations process.
- b) Barrett reviewed the nominations process. An email will be sent calling for nominations for the two positions; SOP will be attached to remind all of the positions and their requirements. Nomination wills be due November 11. Will conduct an online poll for the election process to have final outcome by next PrC meeting on November 18, 2013.
- c) Discussion timing and impact of Emergency Management Work Group (EMWG)-REMTEC consolidation:
 - i) Highlights of EMWG include changes in leadership configuration from single Chair to Chair and Vice Chair. Membership composition follows the broad spectrum of emergency management professionals who currently attend REMTEC meetings. The consolidated REMTEC-EMWG

For Program Committee Review and Approval

- combines the two group's missions; or, one way to look at it, the new EMWG combines the best of REMTEC with the work that the EMWG was designed to complete under UASI.
- ii) Impact on PrC: consolidation of PrC voting members from 12 to 11 voting members, as Citizen Corps Work Group will now fall under the EMWG. WebEOC RUG and Resource Management Committee will also now serve as standing committees of the EMWG.
 - iii) *[Question from Leslie Taylor: – Are meetings open to public? Language in EMWG suggests meetings are for members only. Post-meeting follow-up [Denise Barrett]: since the meetings of the Program Committee and the Work Groups do not fall under public meeting laws, the version 10 of the EMWG SOP shall maintain membership and meeting content as written. In other words, no need open the meetings to the public.]*
 - d) Review of Standard Operating Procedures for Emergency Management Work Group and Marine and Civil Aviation Work Group. <Documents: EMWG SOP_091713, MCAWG SOP 092013>
 - e) Action: Motion to Approve Standard Operating Procedure documents
 - i) Emergency Management Work Group – Motion to approve: M. McGuire, Second: L. Welter. All unanimously approve Emergency Management Work Group SOP.
 - ii) Marine and Civil Aviation Work Group – Motion to approve: M. McGuire, Second: J. Wheeler. All unanimously approve Marine and Civil Aviation Work Group SOP.
- 4) October 11, 2013 Policy Committee Meeting Debriefing [Adrienne Donner, Denise Barrett]**
- a) Adrienne Donner summarized the October 11, 2013 Policy meeting, relating that the PC continues to be engaged and motivated to make useful contributions.
 - b) The meeting was divided into four key topics: the Oregon Resilience Plan (ORP) and Update on the 2012 Japan Disaster, presented by Jay Wilson; the MACS ConOps Project, presented by Dave Houghton; the RDPO Strategic Priorities, presented by Scott Porter; and RDPO governance and sustainability, presented by Dave Kirby, the new Steering Committee chair. Key points related to these topics:
 - i) The PC would like the RDPO to keep connected to the work of the ORP Task Force and conduct its own advocacy at the State level (Oregon Governor and Legislature).
 - ii) The PC showed support for the MACS ConOps Project, as well as voted to approve the RDPO's 2014-2016 strategic priorities.
 - iii) The connection was made between the ORP's recommendation on public policy, especially related to preparedness messaging, and the RDPO's own priority to develop regional preparedness messaging, including messages geared toward the public on preparedness kits and managing expectations of the return of services post-disaster.
 - iv) Members expressed interest in discussing sustainable models for RDPO and alternate funding sources, which will be the focus of the next Policy Meeting, which will be a special session in January or February 2014.
 - v) Denise mentioned that Portland Commissioner Steve Novick agreed to be the new Vice Chair of the Policy Committee.
- 5) Developing the Work Plan for the Approved 2014-2016 RDPO Goals and Priority Objectives [Denise Barrett]:**
- a) Denise Barrett reviewed the RDPO 2014-2016 Strategic Goals and Priorities, as now approved by the Policy Committee. <Document: RDPO Proposed Strategic Priorities_2014-2016>
 - i) Document is a representation of 13 regional goals and 17 priority objectives for RDPO. Several of the priorities represent work already underway in the region that needs to be completed in coming three years.
 - ii) Formalizing and sustaining the RDPO to enhance and sustain the region's capability to engage the whole community in all hazards disaster preparedness.

For Program Committee Review and Approval

- (1) Complete formal agreement and secure funding from key RDPO partners as well as explore other sources. Currently developing a menu of RDPO options with Scott Porter, Dave Kirby, and Bob Cozzie to include within the IGA.
 - (2) Conduct the Threats and Hazards Identification and Risk Assessment (THIRA).
 - iii) Develop/establish the Regional MACs System to improve regional capacity and readiness for coordinated multi-discipline agency response and recovery. Current MAC projects focus on completing the Concept of Operations; this initiative has come a long way since inception.
 - iv) Strengthen intelligence and information-sharing capability by improving TITAN Fusion Center. Law Enforcement Work Group will be working to enhance Center's capacity to perform its mission
 - v) Other priorities already underway, that need to be completed:
 - (1) Establishing a regional disaster preparedness messaging and outreach program
 - (2) Advancing the Disaster Debris Management Planning in the region – in other words, the next phase
 - (3) Enhancing situation assessment capability in the region with efforts to sustain the WebEOC System
 - (4) Enhancing the region's ability to conduct coordinated medical surge operations – complete the Regional Alternate Care Sites Framework and various Medical Surge Plans/Plan Update
 - (5) Strengthening the governance of the alert and early warning systems in region
 - vi) Proposed priorities for regional new areas of work:
 - vii) Mass Care and Sheltering planning, building on the work that Multnomah County currently has underway, but bringing it to the regional level
 - viii) Spontaneous Volunteers and Donations management, which connects to the work under Mass Care.
 - ix) Stranded workers agreement
 - x) Damage Assessment plan and tool development
 - b) After reviewing and discussing the approved priorities, Denise engaged the PC in a discussion on developing the work plan, which is the PrC's responsibility. In the end, due to the complexity of such a task and the current compressed timeframe to complete it, Denise agreed to produce a "straw man" (draft work plan) to present at the next PrC meeting for discussion. As part of this process, Denise will determine a set of proposed strategies, associated costs and timeline for implementing the three-year priorities. Denise explained that the Steering and Policy Committees expect to see several implementation strategies to help in decision-making on cost share models to present to partners around the region as part of the RDPO formal agreement development process.
- 6) 2013-2014 THIRA – Phase 1 [Denise Barrett and Justin Riley]:**
- a) Denise Barrett introduced Justin Riley, RDPO Regional Planner. Although it is not mandatory for our region to submit a THIRA to DHS/FEMA this year due to the loss of UASI funds, the region will take next steps to refining targets and determining resource requirements for a select number of core capabilities.
 - b) The Survey Monkey that Denise had sent a few weeks ago, following the last joint PrC-SC strategic planning workshop, generated a top three list of capabilities to pursue:
 1. Operational Coordination
 2. Planning
 3. Community Resilience
 - c) Denise recommended that the PrC select a different set of core capabilities, as these three will not require the level of resource estimation as other response and recovery ones would, especially in terms of calculating typed teams and equipment needs.

For Program Committee Review and Approval

- i) Committee members discussed other options. Mike McGuire suggested “Infrastructure Systems”, as it has a damage estimation element in it, and the RDPO has identified damage assessment planning as a strategic priority.
- ii) John Wheeler suggested we pursue “Mass Care Services” for the THIRA Phase II [pilot of refining targets and conducting resource estimations]. He, too, found a nexus with the RDPO priority to pursue developing a mass care and sheltering plan.
- iii) In the end, Denise expressed that the two newly agreed core capabilities would work well for this phase of THIRA. Matt Marheine echoed this. It was agreed that by the November 18 PrC Meeting, Justin will produce a draft strategy and work plan for engaging subject matter experts to complete the two key steps for Infrastructure Systems and Mass Care Services.

7) RDPO Communication and Information-Sharing [Kristen Baird Romero]

- a) Kristen gave brief update on the status of RDPO communication projects including the completion of the second REDCAP Report focused on some of the capabilities tested during the 2013 PACESetter full-scale exercise. Current priority projects include REDCAP Report Issue III and a website usage survey. Due in early December, the next REDCAP will commemorate the first anniversary of the Clackamas Town Center shooting, which occurred on December 11, 2012; the issue will also highlight the state of regional preparedness for active/lone shooter response. The website usage survey will analyze user behavior and interaction on the RDPO website beginning in late October/early November. Our goal is to more closely reflect our users’ RDPO information needs with the website content and structure.

8) Round Table Reports

- a) [V. Hellman] Grants & Finance Committee: Valentine will no longer be working as a Contract Management Specialist at the Portland Bureau of Emergency Management. In lieu of Valentine’s transition to his new position with the City of Portland Craig Haynes will be working with Contracts interim. A reminder email will be sent to all to submit Dashboard Reports due December 15.
- b) [D. Douthit] Public Information Officer Work Group- approved their SOP last meeting. The new SOP will be emailed to Denise Barrett and sent to Program and Steering Committee members for review. The PIO Work Group will be rotating PIOs to attend Program Committee meetings moving forward.
- c) [K. Nobel] Marine & Civil Aviation Work Group: Kori thanked the Program Committee for reviewing and approving the Marine and Civil Aviation SOP. Work Group will continue to use the SOP to guide future work.
- d) [M. McGuire] No update.
- e) [J. Wheeler] Resource Management Committee: selected contractor to develop logistics course for departmental operations centers and emergency operations centers. Opportunity for anyone interested in the course, or who will eventually deliver it, to participate on the review committee in shaping the course design and content. Contact john.wheeler@clark.wa.gov.
- f) [B. Landreth] Opportunity to advertise upcoming training on CRESA website to develop a regional training calendar. Completing PACESetter After Action Planning Evaluation report, with anticipated release in early November. Brian will also begin a three part course at the Emergency Management Institute in Maryland, traveling for the first session at the end of October.
- g) [M. McKay] WebEOC RUG - Several upgrades will be made to WebEOC this month including HTML 5 for maps to be able to view on DRIOD and Mac applications. In addition, Tina Birch will be hosting an administrators’ workshop on October 23, 2013, to share resources and lessons learned working with WEBEOC.
- h) [D. Barrett] Chairs of work groups have been contacted in an effort to pull back on regional staff support within work groups to focus on completion of main RDPO projects. If your work group needs have changed and you no longer need regional staff to help support work group functions in the future contact DeniseBarrett@portlandoregon.gov.

For Program Committee Review and Approval

- i) [M. Marheine] Encouragement for all during 'reprogramming' to clean up any projects not done and complete projects with an eye to sustainability moving forward. Oregon Emergency Management has a full staff. Current work includes conducting the quarterly drill of the Operations Center. In addition, WebEOC-OpsCenter bridge testing is in pilot phase. With Matt having recently been appointed Section Manager of the Plans and Training unit at OEM, he re-introduced to the group, OEM Grants Coordinator Sidra Metzger-Hines, who will attend RDPO PrC Meetings moving forward. (Sidra is also a non-voting member of the RDPO Grants and Finance Committee.)
- j) [R. Covey] Animal Mac G: completed the purchase of three trailers from UASI 2010/2011 funds. Dog service providers coordinated an evacuation drill with the Great Oregon Shake Out on October 17, 2013.
- k) [L. Welter] Public Works Work Group: next meeting week of October 21. Completing procurement of several items on the list of funded regional shared equipment.
- l) [R. Garrison] Citizen Core has three upcoming rodeos around the region.
- m) [A. Donner] Public Health Work Group members continue to champion working together on the regional level. The Health and Medical MAC G continues to meet and exercise. Adrienne mentioned that although she will not be able to serve as the next PrC Chair, she intends to have a continued presence at PrC meetings.

9) **Good of the Order and Meeting Adjourned** [Adrienne Donner] With no other business items, meeting adjourned at 10:35 AM.

Post-meeting Actions:

- Denise will confer with Scott Porter on the request that we change the language in the EMWG SOP to make this group's meetings open to the public. [Scott and Denise wrote this SOP with emergency management stakeholders' inputs.]
- Denise will be developing a draft RDPO work plan for the PrC's review by the next meeting. It will contain multiple options for implementing work in support of achieving the RDPO's 2014-2016 strategic priorities. It is expected that after the PrC comments on this document, it will go to the Steering Committee for review. It will also provide input into the process of developing the formal agreement and the cost share concepts and formula.
- Mike McGuire will work with Justin Riley and Denise Barrett on the THIRA target refinement and resource estimations steps for Infrastructure Systems Core Capability. The second THIRA capability will be Mass Care Services. Justin, with Denise's support, will develop a strategy for engaging subject matter experts for both, as well as a work plan.