

Steering Committee Meeting Minutes

November 4, 2013, 1:00 - 3:00 pm

American Red Cross, Oregon Trail Chapter
3131 N. Vancouver Portland, OR 97227



RDPO

Regional Disaster Preparedness Organization

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Attendance:

Steering Committee Members

1. Scott Porter, *Washington County Representative and Steering Committee Immediate Past Chair*
2. Nancy Bush, *Clackamas County Representative*
3. Mike Greisen, *Columbia County Representative*
4. Chief Mike Duyck, *Fire & EMS Representative*
5. Carmen Merlo, *City of Portland Representative*
6. Joe Rizzi, *Multnomah County Representative*
7. Larry Stevens, *Public Works Representative (Acting)*
8. Eric Corliss, *At-Large Representative, Non-profit Sector*
9. Jennifer Vines, *Public Health Representative (alternate for Dr. Justin Denny)*
10. Rebecca Geisen, *Public Works Representative*
11. Cheryl Bledsoe, *Clark County Representative*
12. Christie Little, *At-Large Representative: Health Care Delivery System*

Regional Staff

1. Denise Barrett, *RDPO Administrator*
2. David Gassaway, *RDPO Regional Staff (Washington County EM)*
3. Brian Landreth, *RDPO Regional Staff (Clark County EM)*
4. Kristen Baird, *Regional Staff (Multnomah County EM)*
5. Justin Riley, *Regional Staff (Multnomah County EM)*

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

Scott Porter opened the meeting with introductions and a review of the agenda. [Note: a quorum of Steering Committee was present: 12 of 16 members.]

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

Minutes from the September 16, 2013, Joint SC-PrC Strategic Planning Workshop and the October 1, 2013, Steering Committee conference call were reviewed. Motion to approve: Carmen Merlo. Seconded by Chief Greisen. Minutes were unanimously approved by the Committee.

3) Steering Committee Vice Chair Nominations Update and Next Steps [Scott Porter]

Bob Cozzie volunteered to serve as the next Vice Chair. Scott asked for further nominations. With no further nominations, Scott entertained motions to approve Bob Cozzie as Vice Chair. Rebecca Geisen made a motion to accept, seconded by Chief Duyck. The selection of Bob Cozzie as the Vice Chair was accepted unanimously. Follow-up: Denise agreed to share the news with Bob and SC Chair Dave Kirby, who were unable to attend this meeting.

4) Review and Approve the Standard Operating Procedures for Three Work Groups [Scott Porter]

The Marine and Civil Aviation, Emergency Management, and Public Information Officers Work Group's Standard Operating Procedures are ready for Steering Committee approval. Scott briefly reviewed the changes to the Emergency Management Work Group and it's consolidation with REMTEC. The SOP has gone through a substantial vetting process and is ready for SC approval. The group is in the process of electing a Chair and Vice Chair. Two nominees have come forward so far: Cheryl Bledsoe has volunteered to be the Chair, and Todd Felix of Gresham Emergency Management has volunteered to

serve as the Vice Chair. Nominations will continue until November 22, after which Scott will hold an online vote of REMTEC members. Election results will be announced at the December 6 REMTEC meeting, signaling the final transition to the new Emergency Management Work Group.

During review of the PIO SOP, concerns were raised that the membership description, as currently stated, may not adequately reflect personnel who play a PIO role as a function within a broader role in their agency (e.g., an emergency manager who is also the agency's PIO, which is a common scenario). Denise Barrett said she knows the group is intended not just for full-time PIOs but for all personnel in the region who serve a PIO function. Denise will confirm with the PIO Work Group Chairs and revise the description to ensure it covers a more inclusive range of PIO options.

Scott said that despite the SOPs for the Marine and Civil Aviation and Public Information Officers Work Groups having some editorial issues and errors that need to be fixed, he feels they are substantively on track. As such, he proposed that the SC approve all three today, allowing for outstanding questions to be answered and final edits to be made after today's meeting. He also suggested that today's date is reflected as the approval date. Cheryl Bledsoe made a motion to approve all three Standard Operating Procedures, with final edits to be made as suggested. Larry Stevens seconded the motion. The Steering Committee unanimously approved the motion. Denise will conduct all follow-up and make the final changes in the coming weeks.

5) October 11, 2013, Policy Committee Meeting Debrief [Scott Porter]

The Steering Committee discussed and shared impressions about the Policy Committee October 11, 2013, meeting. The presentations were well received and reinforced our mission. The Steering Committee was very happy with the Policy Committee's level of engagement and discussion around core issues. We need to wrap our key messaging around the benefits the UASI grant has provided over the years. The Policy Committee provided clear direction on wanting more specificity on the cost/cost share options [related to sustaining the RDPO and its work] at the next meeting. The Policy Committee also expressed interest in meeting more often.

The discussion around the Policy Committee meeting led to a brief discussion of the role of Metro in emergency management and preparedness. Metro has expressed interest in increasing its engagement and possibly role in these areas, which the Steering Committee welcomes, especially in consideration of some of the RDPO's 2014-2016 strategic priorities – e.g., Mass Care and Sheltering and Debris Management.

6) RDPO Authorization and Sustainment: Local Funding Concepts and Development of a Formal Agreement [Scott Porter]

The FY 2012 UASI funding is due to expire at the end of May 2014. With our current lack of a governance document and a sustainment model, it is critical that we move forward with sustainment planning. Denise Barrett, Scott Porter, and Dave Kirby met to create a basic model that the Steering Committee can start critiquing. They will utilize existing IGAs as a model when crafting the new IGA for the RDPO. Specifying the funding and sustainment approach is a key step in moving the IGA development forward. Three different approaches were submitted for committee review:

1. No monetary contribution. In-kind contributions only.
2. Funding one staff to perform "core support functions." A total of \$175,000 in contributions dedicated to coordinating and maintaining organizational structure, resource development, and other key functions.
3. Funding one staff plus additional funds to complete projects.

The Steering Committee needs to explore these options before we look into how to fund the organization. Complete models need to be presented at the next Policy Committee. A combination of the second and third models best represent how the RDPO operates today. It was suggested that there should be a fourth model, a model that reflects the staff and funding we currently have. That model was not included because it is seen as unrealistic and very unlikely, but it can be added if necessary.

Scott Porter recommended working through model one at a minimum. The committee should look at creating a funding model for the \$175,000 split between the five counties, the City of Portland, and other potential regional partners. Committee members discussed their thoughts on their jurisdiction's ability and willingness to contribute to the RDPO. There was a lot a discussion around ensuring the message presented to the Policy Committee is based on the value the organization adds and what will be lost if the organization ceases to exist or priority work does not get completed. There are a lot of funding and contribution details to work out between now and the next Policy Committee meeting. Jurisdiction representatives were asked to get a feel for how many, if any, of their jurisdictions will be open to contributing. It will be challenging to get a specific cost per jurisdiction without knowing who is even willing to contribute.

In response to a request for more details on deliverables and costs related to implementing the RDPO priorities, Denise said that she is working with the Program Committee to develop a proposed two-year work plan that will include both deliverables and implementation and cost options. The SC can expect this document to be available for review at the December 2 meeting.

7) Program Committee Update [Denise Barrett]

The Program Committee is in the midst of a leadership transition. They are currently entertaining nominations for both Chair and Vice Chair. Organizational changes at the work group level include the consolidation of the EMWG and REMTEC. This consolidation moves the WebEOC RUG, Resource Management Committee, and Citizen Corps Work Group from the Program Committee to the EMWG, as standing committees. The Program Committee and the work groups are undergoing the transition from a work approach driven by grant money to one driven by agreed upon strategic priorities. In addition to working with the Program Committee on the draft two-year work plan, Denise will include some organizational change elements into the PrC meeting agendas to ensure the Committee and its new leadership are reinvigorated in terms of a sense of purpose and clear direction.

Justin Riley has joined the RDPO to work on the THIRA. Justin briefly reviewed how we are approaching the THIRA process this time around. We are not required to complete the THIRA this year so we are working to ensure it is an effective planning tool for the organization. Denise sent out a survey on which core capabilities to focus on first. The survey results favored Operational Coordination and Planning. After reviewing the survey results with Denise, it was decided that those capabilities would pose challenges as the first to work on since they do not offer a lot of specific tasks. The Program Committee decided to focus instead on Mass Care Services and Infrastructure Systems. The primary focus is going to be on resource estimation with an emphasis on gauging the gaps. Additional core capabilities will be phased into the resource estimation process over the next several months.

8) MACS ConOps Task Force [David Gassaway]

The first draft of the MACS Concept of Operations ("the Plan") is nearing completion. The Task Force (TF) is currently focused on meeting with regional stakeholders including law enforcement and fire representatives. The goal is to explain the Plan's purpose and intent to those throughout the area. The TF has received positive feedback so far and looks to begin county level orientations shortly. The intent is to present the Plan to the Policy Committee by spring.

9) RDPO Other [Denise Barrett, Kristen Baird]

Kristen reviewed her plans to measure how users are currently using the RDPO website. She will be sending out a survey to RDPO members in the next week or so, which will address the usage question, as well as gain a better understanding of how else the RDPO.org website can be enhanced to align with users' needs. Kristen also shared that following the release of the most recent RDPO Regional Disaster Preparedness Capabilities Report (RedCAP), which focused on the PACE Setter regional exercise, the next RedCap report will be centered on capturing key lessons learned and developments in the area of active shooter planning in the region. The report will also serve to commemorate the Clackamas Town Center shooting, which occurred one year ago (December 11, 2012).

The RDPO has recently hired Kristen Baird and Justin Riley, who are based out of Multnomah County EM and divide their time between that office and PBEM, where Denise is based. The RDPO will not be hiring a Strategic Planner at this time.

10) Good of the Order [Scott Porter]

Nancy Bush informed the committee that Oregon City Police Officer Libke, who was involved in a shooting the night before, had passed away.

11) Meeting adjourned at 2:49 PM