

## Steering Committee Meeting Minutes

October 1, 2013, 10:30 - Noon<sup>1</sup>

Conference Call



# RDPO

Regional Disaster Preparedness Organization

Unified. Prepared. Resilient.

### Attendance:

#### Steering Committee Members

1. Dave Kirby, *Law Enforcement Representative and Steering Committee Chair*
2. Scott Porter, *Washington County Representative and Immediate Past Chair*
3. Mike Greisen, *Columbia County Representative*
4. Bob Cozzie, *Public Safety Communications Representative*
5. Carmen Merlo, *City of Portland Representative*
6. Joe Rizzi, *Multnomah County Representative*
7. Cheryl Bledsoe, *Clark County Representative*
8. Rebecca Geisen, *Public Works Representative*

#### Regional Staff

1. Denise Barrett, *RDPO Administrator*
2. Brian Landreth, *RDPO Regional Staff (Clark County EM)*
3. Kristen Baird, *RDPO Regional Staff (Multnomah County EM)*

#### Guests

1. Adrienne Donner, *Program Committee Vice Chair*

#### 1) Welcome, Introductions and Agenda Review [Dave Kirby]

- Dave Kirby, the new Steering Committee chair, opened the meeting with introductions and review of agenda. The Committee welcomed their new chair, thanked Scott Porter for his service, and accepted the agenda as written.

#### 2) Review of Minutes from the Previous Meeting [Dave Kirby]

- Dave Kirby explained that the review and approval of the August 5, 2013, SC meeting minutes were delayed due to the SC not meeting in September to conduct business, joining instead the Program Committee for a strategic planning workshop. He also mentioned that the minutes from the joint workshop will be approved at the next SC meeting (on November 4). Dave then called for a motion to approve the August 5 SC meeting minutes. Scott Porter motioned; Joe Rizzi seconded the motion. Unanimous approval of the members followed.

#### 3) Vice Chair Nominations [Dave Kirby]

- Dave Kirby called for nominations for Vice Chair, the position he vacated to take the Chair position. Rebecca Geisen nominated Bob Cozzie. Bob accepted the nomination. Denise asked for an opportunity to allow others who were not at the meeting to nominate either themselves or another candidate. She said she would circulate an email in the coming days asking for final nominations. The Committee agreed to that proposal. The Committee vote for the Vice Chair position will occur at the next meeting.

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<sup>1</sup>The October meeting was re-scheduled from October 7, 2013 to accommodate those who had plans to attend the 2013 Oregon Emergency Management Association Conference from October 7-10.

4) **Policy Committee Meeting October 11, 2013** [Denise Barrett and Scott Porter]

- Multnomah County Commissioner Loretta Smith has joined the Policy Committee, replacing Jeff Cogen.
- Review Policy Committee agenda <Document: Policy Committee Agenda\_101113>
  - Currently no Policy Committee Vice Chair. Tony Hyde and Policy Committee will ask for Vice Chair nominations at meeting.
  - Policy Committee approved Standard Operating Procedure (SOP) with some revisions at last meeting. Tony will sign SOP in absence of any additional comments.
  - Jay Wilson, Vice Chair of Seismic Safety Policy Advisory Commission, will present the Oregon Resilience Plan (ORP) and post-disaster Japan update. Discussion will follow on nexus between ORP and the RDPO.
  - Dave Houghton will present briefing on purpose and status of the Regional Multi-Agency Coordination System (MACS) Concept of Operations (ConOps).
  - RDPO 2014-2016 Strategic Priorities will be proposed for Policy Committee endorsement.
  - A status report will be given on efforts to develop the RDPO formal agreement and sustain the organization and its work.
  - If time permits, Adrienne Donner will review key findings from the 2013 PACE Setter After-Action Report and Improvement Plan.
- Dave asked the SC members to comment on the agenda. A suggestion was made to move agenda item #6, 'RDPO Formal Agreement & Resource Development Effort', up to #3, emphasizing that this is the elephant in the room. Following some discussion, it was agreed that the meeting was designed to follow a logical progression of topics leading up to the sustainability discussion. For example:
  - The ORP presentation lays out the impacts and recommended actions related to the Cascadia Subduction Zone earthquake.
  - The MACS ConOps presentation demonstrates the need for multi-jurisdictional, multi-discipline coordination in post-disaster response and recovery.
  - The RDPO strategic plan presentation focuses on regional priorities, including the MACS.
  - The sum of all of these presentations helps express the need for and value of the RDPO.
- In response to the concern that we were not ready to present a menu of funding options, Scott explained that there is still major work to be done to develop the concepts for both the formal agreement and the funding options. He explained that one-on-one meetings would have to be held with county executives and other decisions makers behind the scenes to test concepts and get buy-in prior to presenting more details to the Policy Committee.
  - **Action:** No change in the content and order of Policy Committee agenda.
- **Key messages to Policy Committee [Scott Porter]:**
  - *Oregon Resilience Plan:* Executive summary and findings from the plan will be presented including recommendations. Plan topics include comprehensive assessments of infrastructure, critical facilities, capital investment, incentives for partnerships with energy sector, and implications for public policy, including regional preparedness messaging. *Key Message* – Policy Committee members can make a difference and influence implementation of ORP recommendations, increasing regional resilience to earthquake and tsunami threat overall. Also, one of the RDPO's strategic priorities is to work on regional preparedness messaging.
  - *MACS ConOps:* Dave Houghton's presentation covers the regional situation and the need for a multi-discipline, multi-jurisdictional MACS. He will emphasize the interconnectedness/ interdependencies in the region, including communications/IT, fuel, utilities, etc., that call for a coordinated effort on the regional level of discipline groups and jurisdictions. He will dissect

the MACS and go into detail on the MAC Group, and explain that some of the components are already there, including the Health/Medical MAC and the Regional Joint Information System. He will share the process of engagement that is being used to ensure key stakeholders in the region, including local and state level discipline, jurisdiction and agency representatives, are contributing to and buying into the plan. *Key Message* – New Policy Committee knowledge, understanding, and trust of MACS ConOps to encourage continued support for future work.

- *Strategic Planning* -- <Document: RDPO Proposed Regional Strategic Goals and Priorities 2014-2016>: Many priorities represented are activities already in progress over the past two years of RDPO within region, but need more attention to ensure they deliver what is needed. Many of the other priorities will take the RDPO into new territory, such as mass care and shelter planning and fuel contingency planning. *Key Message* – Document represents a great deal effort from within the organization to recognize gaps in capabilities and the need to address them. We have made a commitment to prioritize the work and also to keep moving to tackle some of the harder work, such as fuel contingency planning.
- While there was general agreement with the list of priorities, there was a concern that the numbers of priorities may overwhelm the Policy Committee. It was recommended that the 'Other Priorities' section be restructured to reflect a tiered approach. Some of the decisions for top priorities among these can be how the region can leverage other efforts – e.g., Multnomah County's mass care and shelter planning and Washington County's fuel contingency planning.
- *Formal Agreement, Intergovernmental Agreement (IGA)*: IGA is a demonstration of partner commitment, recognizing the value of RDPO. Additionally, the IGA will express a local funding/cost share concept. *Key Message* – Need formal agreement to solidify a commitment to each other and the process for continued RDPO work. Agreement provides evidence for a sustainable funding stream as next step of process.
- *UASI 2012 Grant Extension Request*: Will share the plan to ask Department of Homeland Security for an extension to spend through October 31, 2014. Gives RDPO more time to solidify a sustainability model and complete and sign a formal agreement. Allows staff to get some of work accomplished.
- *Resource Development*: Identifying local and alternate sources to fund core RDPO costs. Find way to explain institutional benefits, cost benefits, and financial impact for stakeholders
- Discussion: Each member needs to discover what level of support there is from their elected officials. Common questions faced by members in informal discussions with elected leaders: Is there a way to show how much each county would have to put in? What does RDPO provide on the regional level that local capabilities can't? Members agreed additional preparation is needed to discuss sustainability. RDPO is a robust organization and produces a high volume of work from staff working with regional partners. Members agreed.
- While the issue of sustainability and funding is highly important for the RDPO moving forward, the topic is not suitable for the upcoming Policy Committee meeting. An option would be to develop an agreement and alternate funding options to have to present early next year to the Policy Committee. However, members need time to shop options with officials before budgets are set for 2014.
- **Action**: Develop funding options with examples of volume of work, number of staff, and priorities that can be realistically accomplished at different sponsoring levels to sustain RDPO. Need to gauge level of support from elected officials.

**5) Steering Committee Check-In** [Dave Kirby]

- Dave thanked Scott Porter for his 18 months as the Steering Committee Chair, and then asked the Committee for feedback on the direction of the Steering Committee and any changes they would like to make to the meeting format or the Committee's work.
  - Feedback on frequency of meetings – Members do not want to cut back on meetings.
  - Other feedback: add more on information sharing amongst members, as well as looking at how to move some of the RDPO projects forward.

**6) Good of the Order and Meeting Adjourned** [Dave Kirby] No additions. Meeting adjourned at 10:27am.

Action items proposed from Steering Committee meeting:

- Create tiers for the 'Other Proposed Priorities' before presenting RDPO Strategic Goals and Priority Objectives document to the policy committee. [Denise and Scott]
- Complete the nominations process between now and the next meeting through email, then hold formal election at the next meeting. [Denise to coordinate, all to contribute]
- Steering Committee members are encouraged to have conversations with elected leaders to gauge level of support for RDPO and to help advance the discussion on sustainability.
- Develop funding models to show RDPO sustainability to begin conversation with officials at various sponsoring levels. [Denise, Dave and Scott]
- For future Steering Committee meetings, allow time for information sharing amongst members [Dave and Denise to ensure]