

Steering Committee Meeting Minutes

January 6, 2014, 1:00 - 3:00 pm

Beaverton City Library, Conference Room A
12375 S.W. Fifth Street, Beaverton, OR



RDPO

Regional Disaster Preparedness Organization

Unified. Prepared. Resilient.

Attendance:

Steering Committee Members

1. Dave Kirby, *Law Enforcement Representative and Steering Committee Chair*
2. Bob Cozzie, *Public Safety Communications Representative and Steering Committee Vice Chair*
3. Scott Porter, *Washington County Representative and Steering Committee Immediate Past Chair*
4. Mike Greisen, *Columbia County Representative*
5. Chief Mike Duyck, *Fire & EMS Representative*
6. Carmen Merlo, *City of Portland Representative*
7. Rachel Philofsky, *Multnomah County Representative (sitting in for Joe Rizzi)*
8. Rebecca Geisen, *Public Works Representative*
9. Cheryl Bledsoe, *Clark County Representative (out-going)*
10. Anna Pendergrass, *Clark County Representative (in-coming)*
11. Dave Ford, *At-Large Representative, Private Sector (Utilities)*
12. Mark Daniel, *Program Committee Chair*

Regional Staff and Guests

1. Sue Mohnkern, *Program Committee Vice Chair*
2. Denise Barrett, *RDPO Administrator*
3. David Gassaway, *RDPO Regional Staff (Washington County EM)*
4. Brian Landreth, *RDPO Regional Staff (Clark County EM)*
5. Kristen Baird, *Regional Staff (Multnomah County EM)*

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

- a) Dave Kirby opened the meeting with introductions and a review of the agenda. [Note: a quorum of Steering Committee was present: 9 of 16 members present]

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

- a) The December 2, 2013 Steering Committee meeting minutes were reviewed. Motion to approve: Scott Porter, seconded by Carmen Merlo. Minutes accepted unanimously by Steering Committee.

3) RDPO Work Plan and Budget Options [Bob Cozzie and Denise Barrett]

- a) Based on previous Steering Committee feedback, Bob and Denise created two, more detailed work plans for a no cost ("Zero") budget and a \$175,000 budget. The back of the \$175,000 work plan contains two population-based cost sharing models.
- b) Both documents cover the period July 2014 to end of June 2015.
- c) Next step is to discuss the options with executives prior to presenting work plan, budget and local cost share models at the February Policy Committee meeting.
- d) The proposal for \$175,000 covers the RDPO administrator's costs, and reflects the work that would be completed in concert with the efforts of committees and project task forces. We should encourage additional contributions for project work – i.e., some of the projects listed in the \$175,000 work plan do not have any additional technical support, which would need to come in the form of contracted services.
- e) Difference in deliverables between a \$175,000 and zero \$ budget were reviewed. Most important is to highlight is the risk of going with a zero budget work plan, as this would mean that the Administrator's roles and responsibilities would fall on staff of partner agencies. Important to note in the \$175,000 budget that the projects outlined are implemented by the task forces or

committees assigned. Several of them require technical assistance to complete their entire work plan.

4) Review Current Draft of the RDPO Intergovernmental Agreement [Scott Porter]

- a) Reviewed updates made to the RDPO IGA, including those based on Steering Committee inputs from the last meeting and those contributed separately by Scott, Bob and Denise.
- b) RDPO membership eligibility has been expanded to include all local government agencies that sign the IGA, as well as State and federal agencies and non-governmental and private sector organizations with a stake in the RDPO's work.
- c) Review of the two membership types:
 - i) Voting Member: as written now, participating jurisdictions that make a financial contribution have voting rights over how their contribution is used.
 - ii) Non-Voting Member: as written now, non-voting members include participating jurisdictions that do not make a financial contribution, as well as state and federal agencies and non-governmental and private organizations operating in the region.
 - iii) Scott Porter proposed updating the IGA to give voting members decision making authority over all RDPO financial related decisions, not just authority over their individual financial contributions.
 - iv) There was discussion on the process of how small jurisdictions contribute and become voting members of the RDPO. It was suggested that other jurisdictions contribute per capita or a minimum of 2.25% of the RDPO budget, whichever is larger. This would set a minimum contribution amount.
- d) Updated Steering Committee composition to specify one non-governmental, one private sector, and two at-large representatives.
- e) Portland will remain the Lead Administrative Agency. Perhaps this should be specified in the agreement.
- f) Portland's city attorney will review the IGA before it is circulated to the other attorneys.
- g) The IGA will require a lot of legal review and updates prior to it being ready for agency approval. However, need to get agency and Policy Committee agreement on the funding approach now so it can be incorporated into FY 14-15 budgets.

5) February 7, 2014 Policy Committee Agenda Review [Dave Kirby and Denise Barrett]

- a) Discussion on agenda content and sequence for next Policy Committee meeting. The group slightly re-arranged the agenda. Denise Barrett captured the changes made to the agenda and will update the final agenda prior to circulating it to the Policy Committee.

6) UASI Grant Program [Carmen Merlo]

- a) The 2011 and 2012 reprogramming guidance will be released January 7, 2014. Work groups must submit proposals to the Grants and Finance Committee (GFC) by January 17, 2014.
- b) PBEM and Denise are preparing a letter requesting a six-month extension for the 2012 grant, which would extend the grant period for our region to November 30, 2014.
- c) The UASI grant was recently audited by DHS; most issues were isolated to the state level.

7) MACS ConOps Task Force Update [David Gassaway]

- a) The first draft of the MACS ConOps plan is available on the RDPO website. We have been receiving feedback and welcome continued feedback. Feedback and questions focused on the decision-making process, membership criteria, and the value of a MAC Group versus current processes.

8) RDPO Other [Denise Barrett]

For Steering Committee Review - APPROVED

- a) Introduction of Mark Daniel, Program Committee Chair and Sue Mohnkern, Program Committee Vice Chair
- b) Jennifer Vines will replace Justin Denny as the Public Health representative.
- c) Anna Pendergrass will replace Cheryl Bledsoe as the Clark County representative.

9) Good of the Order [Dave Kirby]

- a) Columbia County has completed construction of its new EOC. The new facility was developed with the help of a small FEMA grant.
- b) In early February, Washington County Emergency Management Cooperative will be moving from its current location at TVFR in Aloha to a county facility in Hillsboro. All partners will be notified of the changes in both mailing and email addresses.
- c) PBEM is hosting a grand opening for their new ECC on January 30, 2014, from 11:00 – 3:00 pm. All Steering Committee members should have received an invitation.

10) Meeting Adjourned at 3:02 PM