

## Policy Committee Meeting Minutes

March 28, 2014, 9 – 11:30 am

American Red Cross

3131 N Vancouver Ave

Portland, OR 97227



# RDPO

Regional Disaster Preparedness Organization

Unified. Prepared. Resilient.

### Attendance

#### **Policy Committee:**

1. Tony Hyde, Chair; Commissioner, Columbia County
2. Steve Novick, Vice Chair; Commissioner, City of Portland
3. Kim H. Tierney, Councilor, City of Vernonia
4. Kathryn Harrington, Councilor, Metro
5. Larry J. Smith, Councilor, City of Vancouver
6. Loretta Smith, Commissioner, Multnomah County
7. Karylenn Echols, Council President, City of Gresham
8. John Ludlow, Board Chair, Clackamas County
9. Donna Jordan, Councilor, City of Lake Oswego
10. Casey Wheeler, Councilor, Columbia City
11. Tammie Arnold, Councilor, City of Fairview (by phone)
12. Dick Schouten, Commissioner, Washington County
13. Don Chaney, Councilor, City of Camas

Quorum: 13 of 17 voting members present

#### **Steering Committee:**

1. Bob Cozzie, Chair
2. Joe Rizzi, Vice Chair
3. Scott Porter, Washington County Representative
4. Nancy Bush, Clackamas County Representative
5. Carmen Merlo, City of Portland Representative; UASI Point of Contact
6. Mark Daniel, Chair, Program Committee Rep.
7. Rebecca Geisen, Public Works Representative
8. Anna Pendergrass, Clark County Representative

### Minutes

#### **1) Meeting Opening – Chair Hyde**

##### a) Welcome & Introductions

- i) Tony Hyde, RDPO Policy Committee Chair, opened the meeting by welcoming all participants. He gave special thanks to the American Red Cross for hosting the meeting after being rescheduled due to snow.
- ii) Following opening remarks, all participants introduced themselves.

#### **2) Administrative Matters – Chair Hyde**

#### **Other RDPO and Guests:**

1. Cheryl Bledsoe, Chair, Emergency Management Work Group (REMTEC)
2. Todd Felix, Vice Chair, REMTEC
3. Denise Barrett, RDPO Administrator based in Portland Bureau of Emergency Management
4. David Gassaway, RDPO Regional Planner based in Washington County
5. Brian Landreth, RDPO Training and Exercise Coordinator based in Clark County
6. Kristen Baird, RDPO Program Communication Specialist based in Multnomah County
7. Josh Goldschmidt, Metropolitan Air Support Team (MAST), Portland Police, Law Enforcement Work Group (LEWG)
8. Kristi Butcher, MAST, Portland Police, LEWG
9. Rachel Philofsky, Multnomah County Emergency Management

- a) Chair Hyde called for amendments to the minutes from the last meeting (October 11, 2014.) With no changes voiced, Chair Hyde called for a motion. Councilor Harrington moved to approve the minutes; Councilor Tierney seconded the motion. The Committee then unanimously approved the October 21, 2013 meeting notes as written.

**3) HSGP (UASI and SHSP) Funding Update – Carmen Merlo, Portland UASI Point of Contact**

- a) UASI FY2011 and FY2012 grants: Oregon Office of Emergency Management (OEM) granted two-month extensions for both UASI FY2011 and 2012 (from original grant end date of May 31, 2014). New expiration dates are now July 31, 2014.
  - i) Seeking six-month no cost extension from DHS/FEMA (federal level) on FY2012 to help give more time to spend down and close out, as well as to help bridge to UASI FY2014 funding. Received FY2014 UASI grant in the amount of \$1M. The Portland Metropolitan Region ranked 26 nationally. The top 38 urban areas received grant funding this year. The top 25 received a majority of the available funds. All of the urban areas ranked 26-38 received a \$1 million award.
- b) FY2014 Application is due in early May. Currently, PBEM and the RDPO are formalizing an application committee with the chairs and vice chairs of the Program and Steering Committees, et al. Need to collect project proposals and have them approved by committees by the end of April. The City of Portland through PBEM will be formally awarded the grant in September. We can anticipate grant funds becoming available for spending in early 2015.
  - i) Anticipate several months lag time until funds will be available locally due to the legal steps (OEM-City of Portland contract and IGAs between the City of Portland and the five counties and regional governments/entities). Federal guidance states process from OEM to the City of Portland should take no more than 45 days from the state, but usually takes six months. OEM's recent audit results highlighted that they need to make every effort to meet this timeframe.
- c) Admin for state is up to 5% on the total grant amount; for PBEM, it is 5% on the pass-through. Current objective is to develop the UASI IGAs in anticipation of receiving the grant funding so the region will be able to immediately begin work once all legal steps are completed and funds can be spent.

**4) Current Draft of the RDPO Intergovernmental Agreement and Work Plan/Budget Options (July 1, 2014 – June 30, 2015) – Scott Porter, Steering Committee Immediate Past Chair; Bob Cozzie, Steering Committee Chair; Denise Barrett, RDPO Administrator**

- a) Panel presentation – Intergovernmental agreement contains critical issues that need feedback in order to formally establish the RDPO. One objective of the RDPO IGA is to supersede the REMG IGA, which was first signed in 1993, and updated in 2002.
- b) Seeking input into development of the IGA. It is understood that it will have to go back to Policy Committee members' governing bodies for formal adoption. Looking for feedback especially around membership, voting, and money in order to ensure the IGA reflects Policy Committee wishes and commitments. The IGA has been vetted by the Steering Committee and received limited legal review, primarily from the City of Portland's attorney.
- c) The IGA currently states the need for an Administrator position to support the organization.
  - i) [Question] If the amount for the administrator is \$175,000, will that amount change if additional funding comes through or will it remain the same?
    - (1) The cost of the Administrator will basically remain the same. However, UASI grant funding for the position will stop at end of June, or at very latest October 2014. So, there is a very great risk the region will lose continuity of funding for the organization's

management and administration. If we lose continuity of grant funding and shift to local funding for the position, we cannot go back to funding with federal grants due to supplanting issues (i.e., cannot use federal grant funds to pay for things already included in local budgets). There might be a way of funding a portion of the costs with grant funds and a portion with local funds.

- (2) The Administrator role being fully dependent on grant funding at the moment is a precarious position for not only the person occupying the role but also the region. Allowing a critical position to be occupied without a certain level of job security and commitment from partners in the RDPO may be very problematic leading to a loss of staff that would not be beneficial for the region to attain vital goals or objectives listed in its core projects or mission.
  - (3) May look favorable to the state/ federal government if they can see the region's core group investing in a portion of funding for the Administrator demonstrating a recognized value of service.
  - (4) Clarification for Administrator role, determining accountability to whom, or what group(s). Administrator role reports to the Steering Committee, and also reports directly in daily operations to the director of the Lead Administrative Agency (i.e., Carmen Merlo, PBEM). Two additional examples of similar position structure were given for clarity.
- ii) Funding for administrator should be local responsibility.
    - (1) No objections/comments
  - iii) Funding for administrator salary, benefits and associated support costs is estimated at \$175,000.
    - (1) No objections/comments
    - (2) General consensus a full time administrator is needed to support the RDPO.
- d) Local core group as defined in the IGA: The composition of this group is currently stated as the five counties and the City of Portland. But it could be broadened to include TriMet, Metro, and the Port of Portland – all large existing regional governments with a clear stake in regional preparedness.
- i) Metro interested in expanding the core group in the future especially if Metro is given the opportunity to formally join as a participating member. Consideration suggested that the IGA should be written in a way to allow for this addition, as well as the addition of other key groups in the future.
  - ii) Councilor Harrington confirmed Metro's interest in sitting formally on all Policy, Program, and Steering Committees. While Metro cannot make a full commitment at this meeting, the Metro Council will hold discussions to confirm formally joining as a contributing member of the RDPO.
  - iii) Other IGA discussion:
    - (1) Suggest the operating guidelines are not fully applicable to all potential members of the RDPO. Perhaps use the term, "as individually applicable."
    - (2) Need to add language to explain how new members to the core group could be added.
    - (3) General consensus of the PC that it would be beneficial to include Metro in the core group, as well as the other regional entities mentioned.
    - (4) General consensus of the PC that members encourage Metro to have a seat on Policy, Steering and Program Committees as they clarify their willingness to become a core member and make a financial commitment to the RDPO.

- e) Clark County representative not present at meeting. Question deferred to the two Clark County city representatives present. Does Clark County intend to participate in the cost share model since it is one of the five counties included as a core group member?
  - i) City of Vancouver Councilor Larry Smith commented that Vancouver fully supports a regional approach to preparedness, which they do now through an effective entity, Clark Regional Emergency Services Agency (CRESA).
  - ii) Councilor Larry Smith said that money proposed in the local cost share clause of the IGA may be better used for two regional planners than for an organization administrator. Furthermore, Vancouver questions if perhaps better methods, other than hiring an Administrator, may be more appropriate to run the organization. In addition, there is a need for greater clarity on the administrative duties -- what the funding covers. [Note: the work plan/budget handout does offer a summary of tasks and potential deliverables of the administrator position.] Mr. Smith reiterated that Vancouver is satisfied with CRESA as its regional emergency management agency.
    - (1) In response to Councilor Larry Smith's statement, Steering Committee Chair Bob Cozzie expressed that the region has several organizations that tie multiple jurisdictions together to work on components of preparedness work. However, the Portland Urban Area (PUA) needs an organization like the RDPO to bring together the many jurisdictions and disciplines in what is a very complex process requiring coordination and management. Mr. Cozzie cited the vast interdependencies and interconnections within the region's systems that cross over multiple jurisdictional boundaries, which makes it paramount that the PUA come together in creating a formalized RDPO, further aiding our region's planning and response so the citizens receive the same standard in response throughout the region.
- f) Membership, as defined in the IGA and implications of voting vs. non-voting membership.
  - i) Membership as currently written in draft six of the RDPO IGA has three categories. Additional point of consideration: contributors, as IGA states currently, are able to vote on all matters, while non-contributing are able to vote on all matters but financial.
    - (1) Consensus among members that voting membership should be tied to financial contribution.
- g) Discussions on the IGA:
  - i) The budget provided is light on detail; however, depending on your county – city relationship, some counties within the region are opting to make the commitment to pay the cost toward the RDPO administrator position on behalf of their county and cities within.
  - ii) Concerns raised about transition to RDPO IGA from REMG IGA, especially for certain members who decide not to sign the RDPO IGA but who were signatory to the REMG IGA. What happens to them? This is amalgamating all emergency disaster preparedness efforts of the five counties and city and local government into a unified position ensuring continuity of preparedness across the landscape.
  - ii) Core group is not defined until page 10 of the current IGA draft. Suggest putting clause on membership in beginning of the agreement for purpose of logical progression of concepts.
  - iii) The IGA deals with a great deal of assumed knowledge; for the purpose of clarity it would be beneficial to reexamine the inclusion of a terms guide or appendix with glossary of terms.
  - iv) The term 'Administrator' is a disservice. Prefer using the concept of administration, or organizational operations, to describe what the \$175,000 buys. As it reads, it translates as though funds would be going towards one role, the Administrator position, at \$175,000.
  - v) Perception that smaller communities do not have a voice thus breaking down regional partnership. Furthermore, if the counties carry the funding piece, are all cities at the table?

- vi) What is Plan B if local funding is not forthcoming to pay the operational costs of running the RDPO? And when must local funding be determined so as to not lose staff or momentum?  
Plan B1, would be that we still have RDPO but no staff, leaving all work to be done by its members on top of their day jobs. Plan B2 can also include expanding the core group of members to help fund the organization so certain projects and operations can continue.
- h) What is the status of each county in terms of its commitment to the RDPO and to sharing the cost of RDPO operations/administration?
  - i) Multnomah, Clackamas, Washington, and Columbia Counties and the City of Portland expressed that they will most likely make a contribution. Representatives of those jurisdictions expressed they would like exact funding amounts to be determined as soon as possible owing to the budgeting processes they are undergoing now.

**5) Regional Law Enforcement Capabilities in Action** – Josh Goldschmidt & Kristi Butcher, Metropolitan Air Support Team/Portland Police/RDPO Law Enforcement Work Group

- a) Due to time running out, this item was rescheduled for the next meeting.

**6) Good of the Order & Adjourn:** No added announcements. Chair Hyde adjourned meeting 11:09.

**Action Items:**

- Schedule next Policy Committee meeting for late April/early May to revisit budget cost share option details  
*Next Policy Meeting:*  
Friday, May 9, 2014, 0900 – 1100 hrs.  
TVFR Command and Business Operations Center  
11945 SW 70th, Tigard, OR [Main Conference Room]
- Work to gain commitment from Metro, TriMet, and Port of Portland to become core members.
- Further revise IGA based on feedback