

Program Committee - APPROVED



June 16, 2014 Meeting Minutes

9:00 – 11:00 AM

Port of Portland, Chinook Room

7200 NE Airport Way, Portland, OR

Present Program Committee:

Sue Mohnkern, Vice Chair
Leslie Taylor, PDCC Co-Chair
Kori Nobel, MCA Co-Chair
Lonny Welter, PWWG Chair
John Wheeler, *(in absence of Todd Felix EMWG Chair)*
Zumana Rahman, NW Hospitals Emergency Management Committee
Randy Covey, Animal MACG Chair
Adrienne Donner *(in the absence of Jerusha Kasch, PHWG Chair)*

Present RDPO Staff & Guests:

Denise Barrett, RDPO Manager
David Gassaway, RDPO Regional Planner
Brian Landreth, RDPO Training & Exercise
Kristen Baird Romero, RDPO Communications Specialist
Sarah Stegmuller-Eckman, Clackamas Emergency Management
(observer)

1. Welcome and Introductions – Sue Mohnkern, Vice Chair Program Committee

A. Sue Mohnkern opened the meeting with introductions and a review of the agenda.

2. Minutes from the previous Program Committee Meeting - Sue

<PrC Meeting Minutes_051914.doc>

A. Sue asked Committee members if they had any changes to the minutes of the last PrC meeting. With no changes needed, she called for a motion to approve the May 19, 2014 meeting minutes. Motion to approve: L. Taylor, Second: R. Covey. The Program Committee then gave its unanimous approval.

3. 2014 PDX Triennial Exercise – Kori Nobel, MCA Chair & PDX Emergency Manager

For access to the PowerPoint Presentation: [Port of Portland Triennial Exercise](#)

- A. Kori gave a presentation on initial observations and lessons learned from the Port of Portland's Triennial Exercise. The outline of her presentation: brief scope, planning, preparation, execution, and next steps.
- i. Scenario included an airplane crash at the Portland Airport including a debris field, 100 live victim actors, responders, activation of PDX EOC, and integration of airline representatives and TSA staff. First time inclusion of medical examiners, FBI, and requests of Multnomah County ESF 8. Objective was to test both emergency response and reunification services.
 - ii. Planning & Preparation - lessons included:
 1. Treating the exercise as a project (include strong planning and budgeting)
 2. Utilizing strengths of all participating members
 3. Setting scope early and sticking to it
 4. Saying 'No' to late participants
 5. Involve managers early on to inform them of extent of hours needed for preparation/planning
 6. Develop communication plan
 - iii. Exercise challenges included:
 1. PDX Airport maintaining operation during the exercise which established 'no play' zones.
 2. Familiarity of 'base locations' by first responders and escort of responders across active air fields.
 3. Some exercise participants prior to beginning of exercise were asking for updates and staging themselves to respond prior to start.
 4. Use of ICS plain language during exercise.
 5. How to utilize languages spoken by staff, traveling public, TSA, and language services by phone
 - iv. Overarching lessons learned: Include ESF8 within PDX EOC. Establish firefighter presence in Family Reception Center to calm public. Skilled use of public affairs/PIO staff within Family Reception Center to work with airline to create messaging. Enhanced understanding of aircraft incidents for decision makersto accurately delegate response tasks and assume leadership.
 - v. Next steps: further conversations with all participants to gather detailed feedback and observations by discipline to help create a final AAR/IP.

4. Regional Fuel Contingency Planning – Sue & Denise Barrett, RDPO Manager

<SC Work Session Fuel Contingency Notes.doc>

- A. At its last meeting, the Steering Committee delved more deeply into discussion about fuel contingency planning. SC members were concerned if there was a need for a fuel contingency plan on a regional level, or if it local and/or state levels were more appropriate. The SC also expressed desire to conduct additional outreach to key agencies/people involved or regulating fuel contingency planning.
 - i. No decisions are to be made during PrC meeting. PrC members agreed it may be more appropriate for an initial assessment process for fuel contingency before embarking on anything too large.
 - 1. Lonny Welter shared two articles, [OPB - Tsunami Planning Targets Greatest Risk Areas Statesman Journal - Oregon Infrastructure Not Ready for Quake, Tsunami](#), which conveyed a more realistic picture of what the region will incur during and post-disaster.
 - 2. PrC members suggested additional points of contact for outreach on the fuel contingency project while gaining scope and definition of project as a preliminary step:
 - a. Althea Rizzo, Oregon Emergency Management
 - b. Diana Enright, Oregon Department of Energy
 - c. Department of Commerce representative— John Wheeler will share contact info
 - ii. PrC members also encouraged a tabletop exercise to try to define the fuel contingency project and share such a concept at the July 21 Joint Program Committee – Steering Committee meeting.

5. THIRA Update 2014 Task—Denise & David Gassaway

- A. Denise shared a handout, THIRA: Game of Knowns (and Unknowns). Goal is to not burden region with the 2014 THIRA, but to make the process fun and also to help the Region embrace the THIRA’s use in strategic planning and in the design of projects to meet gaps (once we get that far down the road). David Gassaway and Denise Barrett will be supporting the subject matter experts involved. Plan is to work on both updating the targets we set with our 2012 THIRA and determining the resource requirements to meet the targets for 13 response and recovery core capabilities. Denise and David intend to develop an efficient process, essentially starting with draft worksheets that contain all of the key content that FEMA requires. OEM has not yet stated a firm due date, but we anticipate end November – early December.
 - i) Main objective for PrC will be to identify two team captains.
 - ii) Both teams will have staff support and resources to move through THIRA. Approximately 3 - 5 people on each team.
 - 1. Volunteers for team members – Randy Covey, Sue Mohnkern, Adrienne Donner
 - 2. Team Captain – email to Mark Daniel will be sent, in addition a Steering Committee captain will be recruited.
 - iii) The 2014 THIRA will also help the region in pursuit of grant opportunities justifying project based on regional need and capabilities.

6. UASI Grant Program, FY14 SHSP and Two-Year REDCAP Recap – Denise Barrett

- A. Still have not heard about UASI FY’12 extension. Submitted revised letter on April 11. Currently all UASI FY’12 extension project managers have been notified and projects amended to fit the deadline of July 31.
 - i) Thank you for your votes by email for amended projects such as the Regional Disaster Preparedness Messaging Project.
 - 1. [Question] If an extension is granted, will UASI FY’12 extension projects then have a new deadline of October 15? [Answer: Most likely projects will remain on course for the current deadline of July 31. Some exceptions may be made.]
- B. UASI FY’14 is on course. PrC members should note:
 - i) Approximately \$120,000 will become available from the current allocated budget (pending the shift from using the grant to local cost share contributions for RDPO operations and administration costs). This will also be further discussed at the Joint Committee Meeting July 21. Steering Committee will be developing an allocation methodology for funds that the RDPO receives from local contributing member organizations.
 - ii) UASI FY’14 spending on projects will begin after IGAs signed – circa January 2014. Project managers should be working on pre-implementation procurement steps and more detailed project planning and budgeting, as needed.

- C. Given the RDPO's predictive programming model, whereby we have in place a list of pre-approved projects, coupled with the UASI FY'14 application, which ended up being a combination of pre-approved regional priorities and projects that aligned with the old PUAHSS strategy, we need to start working on expanding our projects lists, including taking another look at our regional goals and objectives. This will also be a topic at the next Joint Meeting on July 21.
- D. In the wrap up of UASI FY'11 and UASI FY'12, the next REDCAP will recap key two-year achievements, highlighting projects/capabilities built along the four investment justifications.
- E. SHSP materials have been disseminated by email. Approximately \$3.8 million is available.
 - i) Given that our region received UASI FY'14, our likelihood of receiving SHSP funding is low.
 - ii) PrC agreed the RDPO pursuing 2014 SHSP was not a priority.

7. Work Session: Planning the July 21, 2014 Joint Program Committee-Steering Committee Meeting –

Sue & Denise

- A. Results of emailed summary
 - i) A couple of workgroups have not been meeting as regularly as stated. As a region it would be great to energize the momentum of work groups.
 - ii) Results indicate a desire of the PrC members to have clearer vision and direction from the Steering Committee.
 - iii) Taking stock of where we are with strategic priorities and delving deeper into status of current regional priority projects and determining what else on the list should be taken forward
 - 1. Critical question: How do we translate strategy into work plan?
 - iv) Reviewing other project opportunities (i.e. integrate multi-disciplinary approach into exercises)
 - v) Review of PrC and SC roles and responsibilities - strong agreement by PrC
 - vi) Review of status on capabilities region has built and determine continuing direction
 - 1. Regional Alert and Warning, Public Alerts (CRESA taking lead on this project)
 - 2. WEBEOC
 - 3. MACS System
 - 4. Resource Management

8. Round the Table Updates

- A. Special Events Safety Seminar – 2-day course will take place in late July. This will be a multidisciplinary course for 50 students. More notice will be disseminated on available seats for discipline/workgroups.
- B. Resource Management Committee – John Wheeler is outgoing Chair. Cindy Mackley will take on chair position. John said he is currently working with the RMC to transition projects to new leads. He intends to keep managing the Regional Logistics Support Team and RM Plan. WebEOC Resource Request board project will need to be championed, which will need coordination and further discussion with the WebEOC group. Taking lessons learned from Oso Landslides: with over 2,500 resource requests, you cannot succeed using Excel spreadsheets to manage requests.
- C. NW Hospitals – Hospitals spending down FY'13 Hospital Preparedness Program grant funds by end of month. Transitioning Medical Reserve Core in Multnomah County to Multnomah County Emergency Preparedness Unit as of July 1.
- D. PHWG – No meeting in June. A new chair will be named in the coming month.
- E. PDCC – No meeting in June due to conflict with conference. CAD-CAD have entered its end of life phase. It continues to be a significant cost to maintain; over next six months development plan for replacement to maintain interoperability in future. Public Alert & Regional Warning Plan work continues.
- F. Animal MACG – Meets quarterly. Next meeting end of June. Challenging to keep up interest with members.
- G. PWWG – Meeting every other month. Group very mindful of what can be done now to mitigate effects of disaster in the future.
- H. Regional MACS – Recent orientation held at TVFR was successful with about 50 attendees. Moving forward, the MACS if focused on developing pathway to implement plan. Hopefully this will be a topic at the upcoming September Policy Committee meeting. Looking to expand membership in second phase.

- I. MCA – Next meeting in July. August 16, Port of Portland Seaport Day at Terminal 4. MCA will support event with ‘show & tell’ of response agencies bringing regional gear and response equipment.
- J. REMTEC/EMWG – Todd Felix is now officially Chair. Recruitment is still underway for a Vice Chair. A small sub-committee has been formed to review/update the work group’s strategic plan and project list.

9. Good of the Order - nothing more/Meeting Adjourned at 11:10 am.

Next Steps:

- Follow up with identified fuel contingency key points of contact
- Email will be sent to recruit team captain and members for 2014 THIRA, Game of Knowns (and Unknowns)
- Items added to July 21 Joint Meeting agenda to review: WebEOC governance, fuel contingency project assessment, list of strategic priorities, law enforcement review of TITAN Fusion Center investment, reviewing committee roles & responsibilities, and reaffirming RDPO goals.

Next Meeting:

July 21, 2014

9-11:30 AM

TVFR Command Center, Tigard, OR