

Program Committee Meeting Minutes

August 18, 2014

9:00 – 11:00 am

The American Red Cross

(Tillamook and Yamhill rooms)

3131 N. Vancouver, Portland, OR



RDPO

Regional Disaster Preparedness Organization

Unified. Prepared. Resilient.

Meeting Attendees: Voting Members

1. Sue Mohnkern, Vice Chair
2. Adrienne Donner, Public Health Work Group Chair
3. Randy Covey, Animal MACG Chair
4. Kori Nobel, Marine and Civil Aviation Work Group Chair
5. Todd Felix, Emergency Management Work Group/REMTEC, Chair
6. Merrill Gonterman, Fire/EMS Work Group Chair

Meeting Attendees: Non-Voting Members

1. Sarah Stegmuller-Eckman, Clackamas Emergency Management (Observer)
2. Denise Barrett, RDPO Manager

I. Welcome, Introductions, and Agenda Review

- 1) Standing in for Chair Mark Daniel, Vice Chair Sue Mohnkern opened the meeting at 9:00 am by welcoming all participants and asking for self-introductions. Denise gave a special welcome back to Adrienne Donner, who is now the Chair of the Public Health Work Group, replacing Jerusha Kasch, who recently left her position as the Emergency Manager for Multnomah County Public Health.
- 2) Sue then reviewed the agenda for today's meeting, calling for any last minute changes. With none being voiced, Sue proceeded to the next agenda item.

II. Administrative Matters

- 1) Minutes from the July 21, 2014 Joint PrC-SC Meeting
 - a) Sue asked the members present if they had any changes to the minutes at hand. With none being voiced, Sue asked for a motion to approve the Minutes of the July 21, 2014 Joint PrC-SC Meeting. Randy Covey motioned for the approval, which was seconded by Todd Felix. The PrC members present then gave their unanimous approval of the minutes. (Note: as a quorum of members was not present, any other member that has changes to those minutes should send them to Denise.)
- 2) Regional Disaster Preparedness Messaging (RDPM) Task Force SOP
 - a) Due to the low turnout of PrC members at this meeting, it was decided to postpone the review and approval of the RDPM Task Force SOP until the next meeting.
- 3) Change in representation at the PrC
 - a) Denise mentioned that Steve Watson, PDCC Co-Chair, will now represent the PDCC at PrC meetings, to enable Leslie Taylor to have more time to work on a large CAD project.

III. Follow-Up on Action Items from the July 21, 2014 Joint PrC-SC Meeting – Part One

- 1) The RDPO Strategic Planning and Program Management Cycle
 - a) The RDPO Manager Denise Barrett presented the new RDPO planning/programming cycle <handout: [RDPO Strategic Planning and Program Management Cycle, August 2014](#)>, which reflects a more expanded version of the one she shared at the Joint PrC-SC meeting in July. She noted that the intention at that meeting was to focus on clarifying roles and responsibilities of the SC and PrC in developing and managing more complex multi-discipline projects. She expressed that there has also been a need to improve the program/work plan development process, and that this new cycle provides more time for the thoughtful development of project concepts and full project designs. She emphasized that we are aiming to build and maintain a **pipeline of prioritized projects** from which the PrC and SC should be able to draw when funding is available or the UASI application is due. Gone are the days of rushed reprogramming and application processes.
 - b) Denise walked through the cycle diagram and explained what each of the steps entails and who is responsible for implementing them (different colors were used to designate the PrC, the SC and the DWGs).
 - c) Denise thanked Todd Felix and John Wheeler for contributing some ideas to this diagram. She mentioned that under their leadership REMTEC is developing a work plan/set of projects.
 - d) Denise then emphasized that the strategic planning process will by next year be moving to a longer timeframe than the current three-year cycle and that the programming cycle would remain an annual cycle, with two stages of project development (starting with a call for project concepts followed by a request for full project designs for a selection of those). The PrC and the SC each have their respective roles to play in approving and prioritizing projects that go into the pipeline.
 - i) Denise then answered a few questions to help PrC members understand the diagram. She also highlighted that the PrC will be responsible in future for an annual program and capabilities review, which the new RDPO planner (to be hired late fall) will help pull together for the PrC to present to the SC (circa late spring-early summer each year).
 - e) Denise said that the SC would like to align joint PrC-SC meeting times with key decision-making or project review places in the RDPO annual planning cycle, which PrC members felt was appropriate.
- 2) Guidance and Parameters for Project Concepts <<handout: SC's Guidance for New Projects>>
 - a) Denise then reviewed the SC's approved parameters and guidance for the development and prioritization of new project concepts and said that the forms for the completion of concept and the actual call would go out in the next week or so. She explained that much of the guidance should be familiar. As we found with the UASI FY'14 Application it is necessary not to limit project concepts to the RDPO 2014-2016 Strategic Priorities, but to allow for concepts that fit within with the broader 2011 Portland Urban Area Homeland Security Strategy (PUAHSS). In fact, she explained, the RDPO strategic priorities are actually contained within the 2011 PUAHSS.
 - i) The meeting attendees had no major questions on the guidance.

IV. Follow-Up on Action Items from the July 21, 2014 Joint PrC-SC Meeting – Part Two

- 1) Regional Fuel Contingency Planning
 - a) Denise explained that the SC supports her proposal to hold a concepts and objectives (CO) workshop on regional fuel contingency planning early next year (circa February 2015).
 - b) Denise said that she will assign the new RDPO regional planner to the project once she is able to fill the position (circa November 2014 when UASI FY'14 funds come online).
 - c) She said that the SC will invite the PrC and other key stakeholders to that CO Workshop and that she will make sure the new planner has completed important preliminary steps in identifying examples of regional fuel contingency plans and best practices.
- 2) Regional WebEOC Governance and Strategic Direction-Setting:
 - a) In the absence of Mark McKay, Denise shared the news that Scott Porter has agreed to pull together the directors of emergency management in the region and a few other key players to finally work on fulfilling the regional governance and strategic direction-setting needs of the Regional WebEOC system that the RUG has worked hard to establish.
- 3) The RDPO IGA and Local Cost Share Agreement
 - a) Denise said that the Policy Committee has now passed the proposed Local Cost Share Agreement and the attorneys are providing their final comments and edits to the RDPO IGA draft. We expect the IGA to be ready for approval around the Region beginning in September. This process may take several months to complete.
 - b) The IGA becomes “in effect” when all of the Core Group of Participating Jurisdictions have signed the document. The Core Group is defined as those Participating Jurisdictions that have agreed to contribute their share of the core RDPO administration and operating costs, currently set at \$175,000. For FY2014 this encompasses Clackamas, Columbia, Multnomah and Washington Counties, the City of Portland, Metro, Port of Portland and TriMet. Other jurisdictions that sign the IGA will be encouraged to contribute to the RDPO’s project fund.

V. UASI Grant Program

- 1) FY2011
 - a) Denise said that this grant was closed at the end of July.
- 2) FY2012
 - a) Denise reminded all that we did not receive the Federal extension on this grant. PBEM Finance anticipates a significant balance that will have to be returned. It will be recalled that the RDPO Steering Committee agreed to accept more than \$200K in unspent OEM grant funds (from both FY'11 and FY'12, which were programmed in the spring. Denise urged PrC members to make sure project managers from their work groups submit dashboard reports without further delay.
- 3) FY2014
 - a) Denise said that OEM should be issuing the contract for this grant to the City of Portland/PBEM by the end of September. Shortly thereafter PBEM will be able to issue the IGA to the Counties and regional entities.
 - b) Denise reminded the PrC members that all projects with procurements should already be starting the preliminary work but not complete the process (i.e., sign contracts or complete purchases) until PBEM gives the go ahead (i.e., when all of the IGAs are signed).
- 4) FY2015
 - a) DHS/FEMA are in the process of developing the funding opportunity announcement/guidance based on feedback from UASIs. If we qualify for next year’s funding, we can expect to hear sometime in the early spring of 2015.

VI. 2014 THIRA Update

- 1) Denise expressed appreciation to the PrC for the high number of members engaged this year (e.g., Sue Mohnkern, Mark Daniel, Kori Nobel, Randy Covey, and Adrienne Donner). The task force consists of two teams, each working to complete six Core Capability worksheets, including refining the scenario impacts, the target statements set in 2012, determining the major operational actions and then estimating the equipment, team and other resource needs. Though there is an element of enjoyment this year, it is a really challenging project and demonstrates that we do not normally plan this way and we have many more key players to engage than are currently participating in the RDPO.
- 2) Sue and Adrienne Donner shared some of the positive experiences their team (the Supreme Rulers) are having with completing three of the worksheets (e.g., Fatality Management Services, Mass Care services and Public Health and Medical Services). Denise said that Kori Nobel was helping complete the Port of Portland's piece of the Critical Transportation and Infrastructure Systems Core Capability (CC) worksheets. With the high number of components of these two CCs, Denise said she is having to engage more than 20 SMEs (often separately, and many have been slow to respond or have not responded at all).
- 3) Denise said both teams have found that the Portland Hills earthquake scenario, which drives much of the THIRA work, needs to be refined a great deal to align with the components of the major operational actions and targets within many of the core capabilities.
- 4) Randy Covey presented some of his work to estimate resource needs for animal rescue and mass care and sheltering support based on established formulas.
- 5) The THIRA is due to OEM in November; the teams have set a deadline to have the 12 core worksheets, plus Situational Assessment, completed by the end of October so that the information can be refined and uploaded into the federal system. Denise said we also have to refine our targets for all other CC's and much of that will require participation from the Law Enforcement Work Group.

VII. Round Table and Good of the Order

- 1) Kori Nobel, MCA: said there is a lot of transition in her group. She herself will be out for 6-8 months next year (on military duty abroad). She will be hiring a temporary staff for the period she is away. She is attempting to build some bench depth on the MCA. Kori also mentioned that the Port of Portland's Risk Management Division has hired former RDPO regional staff Steph Sharp to work on COOP planning.
- 2) Adrienne Donner, PWHG: working on project concepts.
- 3) Todd Felix, REMTEC: working on project development/work planning. John Wheeler, REMTEC vice chair, facilitating several discussions to generate project ideas. Emphasizing "truly regional". Some upcoming presentations include Oso Mudslide Disaster, Reynolds Shooting, and Red Cross' work on the summer wildfires.
- 4) Merrill Gonterman, Fire/EMS: last meeting was in late July. Will work on project development next.
- 5) Sarah, Clackamas Emergency Management: using the regional debris management toolkit [that was produced under the RDPO] to guide their own disaster debris management planning.
- 6) Randy, Animal MACG: nothing to report. Group meets quarterly; next meeting is in early September.
- 7) Denise shared that the next meeting of the Policy Committee meeting will be on September 26, 2014, from 9:00 – 11:00 am at TVFR in Tigard. Hope to have a presentation on Oso from Snohomish County representatives. Denise also mentioned that the Regional MACS Task Force has expanded and they are beginning to work on the next steps in rolling out the ConOps, including obtaining acceptance among the five counties, and standing up and orienting the RMAC group.

Adjournment

- 1) The meeting adjourned at 10:45 am