

Steering Committee Meeting Minutes

November 3, 2014, 1:00 - 3:00 pm

TVFR Command and Business Operations Center
11945 SE 70th, Tigard, OR



RDPO

Regional Disaster Preparedness Organization

Unified. Prepared. Resilient.

Attendance: [Quorum was present - 11 of 16 members.]

Steering Committee Members

1. Bob Cozzie, Chair and Public Safety Communications Representative
2. Scott Porter, Immediate Past Chair and Washington County Representative
3. Chief Mike Duyck, Fire/EMS Representative
4. Dave Ford, At-Large Representative: Private Sector (Utilities)
5. Dave Houghton, Multnomah County Representative
6. Jason Gates, Law Enforcement Representative
7. Dr. Paul Lewis, Public Health Representative
8. Kathryn Richer, Health System Representative
9. Carmen Merlo, City of Portland Representative
10. Chief Mike Greisen, Columbia County Representative
11. Rebecca Geisen, Public Works Representative #1 (Water)

Regional Staff and Guests

1. Denise Barrett, RDPO Manager
2. Dave Kirby, Special Agent-In-Charge, Oregon Department of Justice

1) Welcome, Introductions and Agenda Review – Bob Cozzie, Chair

Bob Cozzie opened the meeting at 1:04 pm. He welcomed all and asked for self-introductions. Denise mentioned that the Public Works, Position #2 (Transportation), formerly held by Suzanne Kahn of the Portland Bureau of Transportation (PBOT), will now be filled by her associate at PBOT, Peter Wojcicki, Street Systems Division Manager. Peter was unable to make it to this meeting.

Bob then briefly reviewed the agenda, calling for any additions. Hearing none, he proceeded to the next agenda item.

2) Meeting Minutes – Bob Cozzie

Bob mentioned that due to the low attendance at the October 13, 2014, meeting, reviewing and approving the minutes from the September 2, 2014, Steering Committee meeting was added to the agenda. He called for a motion to approve those minutes, as well as the ones from the last Steering Committee meeting, which was held on October 13, 2014. Scott Porter motioned for both sets of minutes to be approved as written; Chief Mike Greisen seconded the motion. The SC unanimously approved both sets of minutes.

Due to the late arrival of Dave Kirby, guest presenter, the agenda was re-arranged to start with the Ebola Preparedness Planning Update.

3) Ebola Preparedness Planning – Dr. Paul Lewis and Kathryn Richer

- a) In mid-October public health staff from around the Portland Metropolitan Region (PMR) and the State of Oregon participated in an Ebola preparedness planning workshop at the Oregon Health Authority's AOC in Portland. Cities Readiness Initiative Program Coordinator Adrienne Donner and Kathryn Richer facilitated three sessions of three hours each over three days. The plans, procedures and protocols produced covered epidemiological, communications and organizational elements of preparedness. Kathryn mentioned that the team also conducted a webinar to inform hundreds of first responders and other interested health personnel on the Ebola protocols.
- b) Dr. Lewis shared information on the suspected case of Ebola that emerged last week in Portland. He said that Portland Fire and AMR, who transported the person from a residence in Portland to Providence Milwaukie Hospital, had recently been trained by OHSU in a joint mock evacuation of an Ebola patient from a site to a medical facility.
- c) Dr. Lewis said the procedure for identifying the hospital was ad hoc. On any given day, there are very few hospital beds available in the PMR, let alone an isolation bed that meets the protocols for Ebola. Providence Milwaukie was able to receive the patient. Following 48 hours of evaluation, Ebola was ruled out and the patient was removed from isolation.
 - i) Carmen Merlo asked: Are all of the hospital systems equally capable of receiving and treating a suspected case of Ebola? Dr. Lewis responded: "not necessarily." He said the region is working towards greater predictability on which hospitals are best suited for Ebola patients. The amount of space and resources needed to receive a suspected case are enormous; each hospital has to come up with a physical plan for a secure, limited access area for the patient and medical personnel donning and doffing, waste management, etc.
 - ii) Another SC member asked: Was there a police escort? Dr. Lewis replied: "not to my knowledge, but the vehicle went slowly, so may have drawn some attention."
 - (1) Dr. Lewis added that even though the AMR ambulance had been covered inside with Visqueen plastic there is no consensus on protocols for protecting the transport vehicle.
 - iii) Dr. Lewis said that there was a complete paradigm shift after the Dallas Ebola patient appeared. Nothing is normal again, he said. For the suspected case in Portland last week, Dr. Lewis commended the team effort of around 100 health, fire, EMS and other first response professionals.
- d) In addition to the patient mentioned above, Dr. Lewis said that there are four other patients in the PMR currently being monitored (i.e., under the 21-day Ebola monitoring program). He said that the Ebola crisis will not go away soon; not until the situation dies down in the source countries (e.g., Liberia, Sierra Leone, and other West African countries).
 - i) In terms of partner communications, Dr. Lewis said that he and his colleagues are in the process of determining: Who are the partners? What do they need to know? When do they need to know it? What are the expectations if your agency is not directly involved?
 - ii) Scott Porter mentioned that he and his colleagues in Washington County saw the press release on the suspected case. Convened a group to decide whether or not to stand up the EOC. Needed to define what a case needs to be in order to stand up the EOC. Determined that the patient being transferred on Friday from Portland to Providence Milwaukie was low risk. Saw that nothing else was standing up regionally. Talked to their own health officials, then decided not to stand up the EOC.
 - iii) Chief Duyck expressed a desire for response agencies to be primed with key information. He said the location of monitored cases could be flagged in the dispatch CAD system. Especially important if the destination hospital is a wild card.

- iv) Bob Cozzie mentioned that responder safety flags are used all of the time in the CAD. The information on the patient is kept confidential and can be set to expire in 21 days. Paul said he will run the idea by the Multnomah County attorney. Dr. Lewis said that Public Health would want to know if 9-1-1 gets a call.
- v) In the end, Dr. Lewis said he intends to circulate a survey to response partners early next week asking them what information they want to receive and when they want to receive it.

4) Changes within the Criminal Intelligence Section of the Criminal Justice Division, Oregon Department of Justice (ODOJ) – Dave Kirby, Special Agent-In-Charge, ODOJ

- i) Dave expressed that it was good to be back at the RDPO Steering Committee meeting, having once served on this body as a member and a chair. He explained that there was a restructuring of the Criminal Intelligence Section prior to his taking office in October 2014.
- ii) Some of the re-structuring affected the Fusion Center, which consists of a director and four analysts. With the UASI FY2014 grant, Dave will hire another analyst. The directorship of the Fusion Center has changed. Chuck Cogburn, who used to be the director, is now assigned to be the public interface, while Steve McIntosh takes over the day-to-day running the operation.
- iii) Dave expressed his interest in improving the performance of the Fusion Center, and that is in part why he wanted to reach out to the RDPO Steering Committee, which represents a range of stakeholders in the Portland Metropolitan Region. He said he intends to incorporate a broad base of stakeholders in developing the strategic direction of the Fusion Center, as well as appeal to the State Legislature for more funding for the work. Dave said that the Fusion Center should be conducting threat assessments for “our private sector partners.”
 - (1) Dave Ford recommended that the Fusion Center connect with the protection folks in the region and nationally. He mentioned in particular the Information Sharing and Analysis (ISAC) organizations in place for the energy sector and other sectors, as well as the Protective Security Advisor for Oregon [Glen Collins], the Oregon CFATS rep [Chris Greenhill] and the Columbia and Multnomah County LEPCs.
- iv) Dave Kirby then shifted to the importance of the Fusion Center plugging into the Department of Homeland Security’s (DHS) annual threat and risk data call that is used to rank the top 100 metropolitan statistical areas for the DHS grant awards.
 - (1) Several SC members shared their concerns about past performance of the Fusion Center, including lack of information-sharing with key disciplines (e.g., emergency management, fire); duplicating reports of information already available in open source; etc.
 - (2) Dave said he is aware of many of the past failings and is ready to work hard on improving the Fusion Center’s performance and taking a more global approach.
- v) Dave said he oversees an experienced group of detectives and works alongside a host of attorneys. In addition to the Fusion Center and its counter-terrorism work, Dave’s section performs investigations into internet crimes against children, drug trafficking, public corruption cases, cases of fraud, etc.
 - (1) Scott Porter asked if “TITAN” was still associated with the Fusion Center name.
 - (a) Dave Kirby said he and his staff do not normally use “TITAN” when talking about Oregon’s Fusion Center. [Post-meeting: TITAN is still used in the name of the Oregon Fusion Center as per the website <https://ortitan.org/>.

5) Senate Bill 33 and the Oregon Resilience Task Force Recommendations – Rebecca Geisen, Public Works Representative #1 (Water)/Regional Water Providers Consortium (RWPC) Manager, supported by Denise Barrett, RDPO Manager

- a) Rebecca said she was interested in engaging her colleagues on the Governor’s Task Force on [Oregon] Resilience Plan Implementation’s 10/01/2014 report to the 77th Legislative Assembly <<Handout:
<https://www.dropbox.com/s/vuy4akvpkvjhrqk/Oregon%20Resilience%20Task%20Force%20-%2077th%20Legislative%20-%20Report%20-%2010-1-2014.pdf?dl=0> >>
- b) She said that since we can expect bills to come out of the recommendations in this report, it is important for our region to pay attention.
- c) She mentioned that the RWPC, which includes 22 water providers in the Portland Metropolitan Region, recently adopted a resolution to support the Task Force’s recommendations. For the water sector, these include the recommendation that water providers conduct seismic risk assessments and mitigation planning as part of the existing requirement for periodic updates to water system master plans and that fire agencies, water providers and emergency management agencies establish joint standards for use in planning the firefighting response to a large seismic event.
 - i) Dave Ford said that from an energy sector point of view, the recommendations do not cover all types of utility owners. For example, the Public Utility Commission of Oregon (PUC) does not regulate people's utility districts, cooperatives or municipally-owned utilities.
- d) Denise mentioned the RDPO’s Preparedness Messaging Task Force was getting ahead of the curve to work on the resilience messaging side of the recommendations.
- e) Rebecca then shared information on an interesting water-centered community resilience-building project implemented by the Eugene Water and Electric Board (EWEB), the American Red Cross/Pacific Chapter and some other partners in the Eugene area. << Handout:
<https://www.dropbox.com/s/2kin18yvpcgxfy/EWEB%20Water%20Bottle%20Project.pdf?dl=0> >>
- f) She said the project includes a messaging campaign and selling 3-gallon water storage bottles at a discount (\$5 a piece, as opposed to the usual market rate of \$15-\$22 per bottle) to water customers to support their efforts to store water in case of an emergency or disaster. Each household could submit a request for up to four bottles be billed through their water provider. The project had 2,300 for distribution and quickly ran out. But there are plans for a second phase.
- g) Rebecca said the RWPC is intrigued about doing a similar project in our region, though it would be complicated to bill water customers for the bottles given that there are 22 RWPC water providers, and even more in the region that may be interested in such an initiative.
 - i) Denise said a project like this may be of interest to private sector partners and yield sponsorship funds to go along with funds from the water providers and other partners. Rebecca agreed and said that piloting the project with large companies such as Intel might be a good place to start.
- h) Rebecca ended her presentation by sharing that the RWPC has just completed a look-up tool for water customers to track if a boil water notice affects them. The tool is connected to publicalerts.org.

6) RDPO Policy Committee Winter Meeting Preparation – Scott Porter, Washington County Representative and Immediate Past Chair of the SC

- a) During the last SC meeting, the SC briefly discussed the Policy Committee's request to be educated on the disaster declaration processes and the FEMA reimbursement/public assistance policies and procedures.
- b) Scott mentioned that some of the SC members had raised concerns about presenting on the public assistance program, due to its complexity. He said that at the last meeting the SC concluded that a "Disaster Declarations 101" would be much easier to put together and deliver in a short amount of time. He also mentioned that OEM has a declarations guide book for local officials available to help frame the presentation. Available at http://www.oregon.gov/OMD/OEM/docs/library/ea_officials_guide_sept_2011.pdf
- c) In terms of how in-depth to go, Scott suggested covering local, state, Conflagration Act, public health emergency and energy declarations processes.
- d) Who will present? To be determined at the next SC meeting.

7) RDPO Organizational Updates – Denise Barrett, RDPO Manager

- a) **RDPO IGA:** To date, the IGA has been signed by the Port of Portland, Washington County, Clackamas County, Clark County, and the City of Gresham. [At the preparation of these minutes on 11-23-2014: the City of Portland, Metro, Columbia County and the City of Vancouver have also approved the IGA. We expect Multnomah County to sign in December, and Denise is also following up with TriMet, who should have already signed but has not confirmed.]
- b) **RDPO Staffing:** Denise said that she and her panel will conduct ten phone interviews of candidates for the RDPO planning coordinator on November 5. From this pool she expects to shortlist up to five candidates and conduct in-person interviews before Thanksgiving. Expecting the new planner to come on board in January 2015.
- c) **Service Level Agreement:** Denise said that development of a service level agreement (SLA) between the City of Portland (specifically the Bureau of Emergency Management as the Lead Administrative Agency for the RDPO) and the RDPO (Policy Committee) was the next and final piece in the RDPO formalization process. The SLA will cover the staffing, grant management and other responsibilities of the LAA, the obligations of the RDPO as it pertains to its relationship with the LAA, and the mutual understandings between them.
 - i) Scott Porter asked the SC for examples of such agreements, indicating that we do have the RWPC example but that others we have looked at were not applicable to our needs.
 - (1) Chief Duyck said he may have an example of an SLA that could be of use as a template.

8) Program Committee (PrC) Report – Denise Barrett, RDPO Manager

- a) Due to the absence of Mark Daniel, the PrC Chair, Denise shared that the PrC at its October 20 meeting reviewed the status of work groups and task forces in developing project concepts, which are due on November 7, 2014. She forecasted that we can expect projects from at least five work groups and one task force.
- b) The next steps are for the PrC to vet the project concepts at its November 17 meeting and for Mark to present a summary of the PrC's deliberations and recommendations to the SC at the SC's December 1 meeting.
- c) Denise also mentioned that work on the THIRA is still underway. We expect to upload all of the data either before Thanksgiving or on December 1, 2014.

9) UASI Grant Program Update – Denise Barrett

- a) Denise mentioned that PBEM has still not received the FY'14 UASI contract from OEM, and this was a cause for concern, especially since all FY'14 SHSP grant recipients across Oregon had already received their contracts.

Approved

- i) Carmen mentioned that a team from OEM, including Matt Marheine, would be meeting with PBEM in the coming week.
- ii) PBEM will develop the IGAs shortly after receiving the contract.

10) Good of the Order – Bob Cozzie

- a) Bob called for SC members to share news or other items of interest.
- b) Dave Houghton reminded all that Multnomah County is now actively recruiting for a new Director of the Office of Emergency Management.
- c) Carmen Merlo mentioned that PBEM also has an open position: Disaster Resilience Planner. She also shared that she recently returned from New Zealand where she learned about the Christchurch earthquakes firsthand. She will give a presentation at the December 1 SC meeting.
- d) Dave Ford said he is currently hiring for two planners. He said the recent wind event resulted in 140,000 customer outages. PGE stood up its new EOC in Clackamas County for the first time. Fires and wind events this year have led PGE to revamp its field operations. He said field personnel who participated in multi-agency incident command structures this year now understand the value of it. Big culture shift.
- e) Scott Porter said that partners of the Washington County Emergency Management Cooperative are interested in developing a Washington County Resilience Plan, inspired by the Oregon Resilience Plan. Scott recently asked Kent Yu, former OSPACC chair to address his board, which is in favor of moving forward in an intentional strategic way.
 - i) Dave Ford said PGE is committed to resilience planning for the long haul.

11) Adjourn: with no other business at hand, Bob closed the meeting at 3:03 pm.