

Policy Committee Meeting

September 26, 2014

9:00 – 11:00 AM

TVFR Command and Business Operations Center

11945 SW 70th, Tigard, OR



RDPO

Regional Disaster Preparedness Organization

Unified. Prepared. Resilient.

Meeting Minutes

Policy Committee Members Present:

1. Tony Hyde, Commissioner, Columbia County and Chair of the RDPO Policy Committee
2. Kathryn Harrington, Councilor, Metro
3. John Ludlow, Commissioner/Chair, Clackamas County
4. Dick Schouten, Commissioner, Washington County
5. Larry J. Smith, Councilor, City of Vancouver
6. Raffaele Timarchi, proxy for Loretta Smith, Commissioner, Multnomah County

Note: David Madore, Commissioner, Clark County attempted to participate by WebEx but technical difficulties prevented his full participation.

Steering Committee Members Present:

1. Bob Cozzie, Chair, Public Safety Communications Representative
2. Nancy Bush, Clackamas County Representative
3. Scott Porter, Washington County Representative
4. Carmen Merlo, City of Portland Representative and UASI Administrator
5. Scott Johnson, Clark County Representative
6. Dave Houghton, Multnomah County Representative

Other RDPO and Guests:

1. Denise Barrett, RDPO Manager
2. Todd Felix, Chair, REMTEC
3. Anna Pendergrass, Clark Regional Emergency Services Agency (CRESA)
4. Steve Muir, Washington County
5. David Gassaway, Washington County
6. Amy Schlossman, American Red Cross, Cascades Region
7. Paul Slyman, Metro

1. Welcome, Introductions and Agenda Review – Tony Hyde, Chair

Chair Hyde opened the meeting at 9:07 am and asked for self-introductions. He noted the low attendance and lack of a quorum. Councilor Harrington speculated that city representatives not in attendance may instead be attending the 89th Annual Conference of the Oregon League of Cities. The RDPO Program Manager was not made aware of this event when she circulated the Doodle poll to set the date for this PC meeting. She said she would now track the calendars of all pertinent city and county associations to prevent future scheduling conflicts.

Chair Hyde briefly reviewed the agenda. Denise noted that our host, TVFR, was experiencing technical difficulties in the sound system for those on the WebEx and phone system, which includes our guest presenter from Snohomish County, Heather Kelly, and Clark County Commissioner David Madore.

Washington County Commissioner Dick Schouten said that he and members of the Washington County Emergency Management Team would also like to provide an update on the Scoggins Creek Fire, which was welcomed by the Chair and the rest of the PC members present.

2. Administrative Matters – Chair Hyde

Chair Hyde asked the members present if they would approve the May 9, 2014, Policy Committee meeting minutes so as not to wait another four months for their approval. Kathryn Harrington motioned in favor of approving these minutes as written; Chair Ludlow seconded the motion. Members present approved the motion unanimously.

3. Presentations on Local Incidents:

Note: The meeting planners had scheduled Heather Kelly of the Snohomish Office of Emergency Management to give a presentation remotely by WebEx on the Snohomish County SR530 Slide (A.K.A. the Oso Mudslide) Long-Term Recovery. Due to unresolved technical difficulties at the TVFR site, the presentation had to be postponed. Two other local incidents were covered instead.

A. The Estacada “36 Pit” Wildfire: Nancy Bush, Director of Emergency Management for Clackamas County, supported by Clackamas County Chair John Ludlow, gave a presentation on the 36 Pit Fire near Estacada that commenced on September 13, 2014, and is still an active fire and being contained. The location of the wildfire is 8 miles SE of Estacada along Hwy 224 and the Clackamas River. The response operation has included several interesting features, such as public notification, use of social media, mandatory evacuations utilizing the multi-leveled system, donations management, road/recreation site closures, sheltering, and a unified command structure.

- A Unified Command combining the Oregon Department of Forestry Incident Management Team 2 and the Oregon State Fire Marshal Blue Team, working together with local firefighting crews from Estacada and other local fire districts, was established on September 15, 2014. Ground crews and aircraft have been used for fire suppression and containment. Nancy said the key portion of the fire is 55% contained as of today (9/26/2014). Even though the overall wildfire is fully contained, it is expected to smolder until the first snows of the year, so needs continual monitoring until then.
- Governor Kitzhaber invoked the Emergency Conflagration Act on September 15, which allowed for the mobilization of structural protection task forces and equipment from throughout the State of Oregon.
- The fire grew to more than 5,500 acres. Most of the fire growth occurred on Sunday, 9/14, and Monday, 9/15, burning on both sides of Highway 224. Due to heavy winds, the fire jumped the river twice. It spread up-slope and bumped up against the 45 Road/Hillockburn Road.
- Clackamas County Sheriff’s Office called for several levels of evacuation, including Level III evacuations (leave now) of residents of about 40 homes on Southeast Fall Creek Road and Michaels Road and 50 residents at Silver Fox RV Park. Nancy’s staff utilized GIS maps to identify houses that needed to be notified through the Clackamas County Emergency Notification (CCENS) system.
- Several campgrounds were also evacuated and remain closed; many of these residents are low-income and face hardships.
- The Red Cross opened a shelter in collaboration with the Estacada First Baptist Church.

- Several roads remain closed in the area and Hwy 224 will remain closed indefinitely just south of Estacada.
- The Regional Animal MAC Group activated and coordinated large and small animal evacuations in the area quite successfully.
- Among the roles Clackamas County EM played: managing public warning (CCENS a reverse 9-1-1 like system was used for evacuation notices); setting up and managing a Facebook page and other public information; and coordination with partners for evacuations, sheltering, donations management and other mass care.
- Chair Ludlow explained that he used to fish in this region as a child and the terrain is steep and rocky, with ravines capable of generating their own wind that, together with the forest fuels, is a recipe for a fast-moving wildfire. He also mentioned that the smoke degraded air quality as far away as Albany and Corvallis.

Nancy indicated an After Action Report will be prepared in the near future and shared with colleagues.

B. The Scoggins Creek Fire, Washington Co: Washington County Commissioner Dick Schouten, and staff of Washington County Emergency Management, including EM Director Scott Porter and EM Supervisor Steve Muir, briefed the Policy Committee on the Scoggins Creek Fire. Largely under control at the time of the Policy Committee meeting, this fire burned primarily on private timberland owned by Stimson Lumber Co. Cause of the fire was unknown, though record low fuel moistures indicative of high fire risk were said to be a contributing factor.

- The Oregon Department of Forestry and the State Fire Marshal stood up Incident Management Teams, which worked with local fire fighting forces. Water from nearby Hagg Lake was used by helicopters and a Super Scooper water tanker plane to douse the fire.
- Though a small fire at just over 300 acres, the proximity to Forest Grove was a cause for concern. The fire prompted some temporary evacuations from the area. Scott Porter mentioned the Level 1, 2 and 3 evacuation system was just standardized this year in Oregon.
- Commissioner Schouten said that establishing and maintaining a Facebook page for the incident was important in keeping the public updated.

A discussion then ensued about FEMA reimbursement and the need for impeccable record-keeping. Committee members agreed that it would be beneficial for the Policy Committee to review the cost reimbursement policies of FEMA, as well as the steps in the disaster declaration process, so they can be better educated. **Action:** the RDPO Steering Committee will review the request and plan to cover as much as they think is reasonable at the next Policy Committee meeting.

4. RDPO Intergovernmental Agreement Regional Rollout Plan – Scott Porter, Washington County Representative/Immediate Past Chair, RDPO Steering Committee, supported by RDPO Manager Denise Barrett

Scott shared the rollout plan for obtaining approval of the RDPO IGA around the five-county region. He said that a package of documents went out this past week to key points of contact (POCs) in the counties, the City of Portland, the three regional entities (i.e., Metro, Port of Portland and TriMet), and a few other cities and special districts. Other jurisdictions participating in the start-up RDPO will receive their packet from the appropriate county POC.

Scott explained the immediate aim is to obtain approval from the Core Group of Participating Jurisdictions as quickly as possible, which will then make the IGA effective. All other jurisdictions interested in signing the IGA are also encouraged to approve and sign it in the next six months, as well as consider contributing to the RDPO projects fund.

Scott said Bob Cozzie would explain the organizational impact of the IGA going into effect during his presentation (see below).

The packet includes a cover letter from Bob Cozzie, the final RDPO IGA, an IGA FAQ sheet, the RDPO FY2014 Local Cost Share Methodology, and the FY2014 Budget and Work Plan. It is available at https://www.dropbox.com/sh/nk5fk6lm4w8ekvp/AAD3lbkeMkFtm_5tQI9qOUKda?dl=0

Policy Committee Assistance in the IGA rollout effort: Chair Hyde said that he is willing to make personal visits to commissions and councils, as the need arises. Commissioner Schouten said he has already circulated the IGA and associated documents to his fellow commissioners.

5. Organizational Changes as the RDPO IGA Goes into Effect – Bob Cozzie, Chair and Public Safety Communications Representative, Steering Committee, supported by RDPO Manager Denise Barrett.

Bob provided an overview of the key organizational changes that will go into effect upon the signing of the RDPO IGA by the Core Group:

- The composition of the Policy, Steering and Grants and Finance Committees will change. This means that:
 - Any jurisdiction with a representative on the current Policy, Steering and/or Grants and Finance Committees (the PC, SC and GFC) that elects not to sign the IGA will remove its representative(s) at the time the IGA becomes effective.
 - Any Participating Jurisdiction -- i.e., signatory to the IGA -- that currently does not have a representative on the Policy, Steering and/or Finance and Grants Committee will name/appoint an appropriate representative to each, as necessary.
 - All new members will receive an orientation by either the RDPO Manager or a local point of contact (usually a Steering Committee member), and will be invited to start their term by attending the first Policy Committee meeting following the IGA's effective date.
- PC, SC and GFC meetings will incorporate new voting procedures
 - Table tent cards can be labeled to differentiate between Contributing and Non-Contributing Members – i.e. those eligible to vote on all RDPO matters and those that can vote on all matters except those of a financial nature.
 - A roll call of contributing members could also be used when votes are taken on financial matters. Most other matters tend to require consensus agreement.
- The Standard Operating Procedures (SOPs) for the PC, SC and GFC will be revised to reflect changes to the definition of membership and voting, as well as other required or needed changes.
 - We will start working on revising the Policy Committee's SOP now but wait to have the formalized Policy Committee review and approve the final version.

- The Policy Committee will enter into a Service Level Agreement (SLA) with the Lead Administrative Agency (i.e., the City of Portland), which the PC Chair will sign on the Policy Committee's behalf once the IGA is signed.
- The RDPO Program Management Policies and Procedures, which include committee authority limits, will be revised to align with the IGA and then approved by the Steering and Policy Committees.

Policy Committee discussion: Committee members expressed understanding of/support for the anticipated changes.

John Ludlow, Clackamas Chair, and Tony Hyde voiced concerns about Clark County's decision to not contribute to the RDPO's core costs this year. Larry Smith, Vancouver City Council, explained that Clark County, Vancouver, Camas and other jurisdictions in the County are committed to participating in the RDPO, adding that the act of not contributing now is reflective of the current political climate. He said Clark and other jurisdictions such as his own may contribute in the future once the organization gets more established and the value is clear.

6. Regional Multiagency Coordination System (RMACS) Development Project Update – Nancy Bush, Clackamas County Representative to the RDPO Steering Committee and Chair, RMACS Task Force

Nancy updated the PC on the status of the RMACS development, beginning with a review of the need for the all-hazards regional coordination system and the work completed to date.

- She said that the ConOps plan itself is currently being accepted in the five counties so it can be operationalized.
- Acceptance of the plan will help support the advancement of other activities in the 18-month (July 2014 – December 2015) implementation work plan, which the project task force has recently completed.
- These activities include establishing an all-hazards regional MAC Group and support organization; securing a site where the MAC Group can work in the event of an emergency/disaster; and resolving outstanding issues with resource ordering at the state level (Oregon Emergency Management, Oregon Public Health Authority and Oregon State Fire Marshal's Office).
- Nancy emphasized that MAC Group members need to have the authority to make decisions on behalf of the jurisdictions they represent.

There were no major questions or discussion on this topic.

7. Good of the Order – Chair Hyde

Councilor Harrington asked her colleagues if they were tracking the progress of the Governor's Task Force on the Implementation of Oregon Resilience Plan (ORP), including the Resilience Task Force Land Use Recommendations. There was limited awareness around the table about the status of both. Denise shared that she was in the process of inviting Jay Wilson, chair of the Oregon Seismic Safety Policy Advisory Commission (OSSPAC), to the winter Policy Committee meeting to provide an update on ORP implementation and share impressions from his recent return trip to Japan. Also, Denise mentioned she is tracking the status of initiatives directly related to RDPO work, such as disaster preparedness messaging, in an effort to ensure coordination.

The link below provides an update on the Governor's Task Force on the Implementation of the ORP:

http://www.flashalertnewswire.net/images/news/2014-09/3986/78312/2014_09_29_ORTF_Report.pdf

The next meeting of the RDPO Policy Committee will be in January or early February 2015. Denise will send a Doodle poll to the Policy and Steering Committees to help identify the specific date and time.

8. Adjourn – Chair Hyde

With no other business at hand, Chair Hyde adjourned the meeting at 11:07 am.