

## Steering Committee Meeting Minutes

February 2, 2015, 1:00 - 3:00 pm

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



# RDPO

Regional Disaster Preparedness Organization

Unified. Prepared. Resilient.

**Attendance:** [Quorum was present - 14 of 19 members]

### Steering Committee Members

1. Carmen Merlo, Chair and City of Portland Representative
2. Bob Cozzie, Immediate Past Chair and Public Safety Communications Representative
3. Scott Porter, Washington County Representative
4. Mark Crosby, Port of Portland
5. Chief Mike Duyck, Fire/EMS Representative
6. Dave Ford, At-Large Representative: Private Sector/Utilities
7. Dave Houghton, Multnomah County Representative
8. Sue Mohnkern, Program Committee Chair
9. Chief Mike Greisen, Columbia County Representative
10. Rebecca Geisen, Public Works Representative #1: Water
11. Cara Sloman, At-Large Representative: NGOs
12. Scott Johnson, Clark County Representative
13. Nancy Bush, Clackamas County Representative
14. Paul Slyman, Metro Representative

### Regional Staff and Guests

1. Todd Felix, REMTEC Chair and Gresham Emergency Management Director
2. Denise Barrett, RDPO Manager
3. Dave Kirby, Special Agent-In-Charge, Oregon Department of Justice
4. Steve McIntosh, Assistant Special Agent-In-Charge, Oregon Department of Justice
5. Emma Stocker, RDPO Planning Coordinator

#### 1) Welcome, Introductions and Agenda Review – Carmen Merlo & Denise Barrett

Carmen opened the meeting at 1:00 pm. She introduced new RDPO staff member Emma Stocker then asked all present to self-introduce. Carmen then briefly reviewed the agenda, calling for any additions. Hearing none, she proceeded to the next agenda item.

#### 2) Meeting Minutes and Vice Chair Position – Carmen Merlo

- a) Carmen reported the January 2015 minutes were not yet complete and approval will be postponed until the March 2015 meeting.
- b) Vice Chair topic was moved under agenda item 6.

#### 3) Regional EOC Training Project – Todd Felix

- a) Todd reported on the work conducted so far to establish a shared regional EOC training model has centered on determining what is needed at a regional level, what aspects can be coordinated regionally, and what obstacles exist to such coordination.

- b) Referring to the handout, “RDPO Steering Committee – Notes on Regional Training – 2/2/2015,” Todd said the Task Force assigned to this project under REMTEC has developed a list of the training courses that could be effective to produce and offer regionally, focusing on topics or skills that might be common across jurisdictions (e.g., ICS, ATC – damage assessment, but not WebEOC because of the wide variations in its use around the region).
- c) Todd reported the Task Force discussed how to share the workload across jurisdictions (counties and cities), possibly establishing a standing committee within REMTEC.
- d) Todd said the group developed a mock training calendar designed to sync with EMPG and met with county and City of Portland emergency management directors and other staff to see if they could support the frequency of trainings (just a hypothetical X# of trainings per year, not specific training yet). All looks good from their perspective.
- e) Note that as regional offerings, staff from the host jurisdiction would not be given preference for registration. The concept and calendar was approved by REMTEC. Todd reported the list of trainings would be shared circa May 2015.
- f) It was recalled that the regional training calendar is hosted and managed by CRESA on its website [<http://cresa911.org/emergency-management/training-calendar/>] on behalf of RDPO partners, which is much appreciated.
- g) Questions/Comments:
  - i) Dave Ford: This type of thing would be very valuable to private sector partners who are seeking to become better prepared and learn how to interface with the public sector. What is the outreach strategy to the private sector? A: not yet determined but other private sector partners (e.g., Boeing) have expressed interest.
  - ii) Scott Porter: Prior to NIMS/ICS, the region had an incident command steering committee that developed courses. Then once NIMS/ICS took over, we discovered that there were gaps in terms of training positions for the EOCs/ECCs/DOCs. It is good that we are now circling back, redoing these courses.

#### 4) TITAN Fusion Center survey Results – David Kirby & Steve McIntosh

- a) Dave introduced Steve McIntosh and said that his current focus is on program development at the TITAN Fusion Center.
- b) Steve reviewed the results of the recent survey he sent to partners to gauge relevancy and partner support of the TFC. Steve noted the TFC begins with priorities from DHS, but it’s helpful to hear from partners about local and state priorities.
- c) Survey summary
  - i) Priorities identified by local partners were as expected.
  - ii) Survey respondents noted strongly that bulletins lacked information. As a result:
    - (1) TFC will shift to weekly bulletins for non-emergency information to reduce email clutter and continue to offer immediate emails for emergency situations.
    - (2) TFC will also reorganize lists to allow for more targeted / regional / topic specific distribution.
    - (3) TFC will add an executive monthly brief.
  - iii) Survey respondents noted the TFC is promising too much and not delivering enough.
  - iv) Survey respondents noted the TFC is hard to reach.
    - (1) TFC will work to build consistency and has already increased staff numbers. (Note: the RDPO is supporting 1.0 FTE analyst for the next 12 months under UASI FY’14.)
  - v) Steve reported the TFC has taken over Critical Infrastructure Protection (CIP) from Oregon Emergency Management (OEM) and is using eGuardian to track data. [Note: The eGuardian

system is a sensitive but unclassified (SBU) information-sharing platform hosted by the FBI's Criminal Justice Information Services (CJIS) Division as a service on the Law Enforcement Enterprise Portal (LEEP)]. Glen Collins, Protective Security Advisor (PSA) for Oregon, focuses on Tier 1 and Tier 2 critical infrastructure and the TFC obtains info from Glen about those facilities. Steve noted the TFC will try to train Fire Liaison Officers to do assessments on other tiers of critical infrastructure.

- (1) Scott Porter: we completed an assessment/inventory of critical infrastructure and key resources (CI/KR) in the Portland Urban Area about eight years ago. Part of the project was defining our CI/KR. Scott said he would be willing to share the project results with Steve, which Steve welcomed.
- (2) Mark Crosby: the Port of Portland is asked by a number of federal agencies for information on its facilities, but we want to know what's the purpose and use of the information. Where does it go? We see no value at present, so let's discuss how to share and make this mutually beneficial.
- (3) Question: will the TFC publish a summary of changes to come? A: Yes.

#### **5) Policy Committee Meeting Debrief and After Actions – Carmen Merlo & Denise Barrett**

- a) Previous meeting covered the local, state and federal declarations process. Special thanks to Scott Porter for giving that presentation, which was well received. Carmen and Denise also gave a presentation on RDPO achievements and the outlook for 2015.
- b) Denise reported that, to date, 14 jurisdictions, including the Core Group, have signed the IGA, which went into effect on January 28, 2015. We are in the second phase of seeking approvals from other jurisdictions. Denise requested that each County present a brief report on the status of additional signatory jurisdictions:
  - i) Clackamas County (Nancy Bush): has sent the IGA to several sub-jurisdictions. No additional signatories yet.
  - ii) Clark County (Scott Johnson): cities and special districts determined that the County having signed the IGA is sufficient for them at this time. In other words, they will participate through Clark. Vancouver is the exception, as this city has already signed the IGA and is even considering becoming a contributing member.
  - iii) Columbia County: 9-1-1 just signed as a non-funding member. The IGA has yet to go to the cities.
  - iv) Washington County sent the IGA to several cities and special districts. Waiting for approvals.
  - v) Multnomah County: will send IGA out this week.

#### **6) RDPO Organizational Updates – Denise Barrett and Carmen Merlo**

- a) Carmen noted the position of Vice Chair remains unfilled and called for nominations or volunteers. Bob Cozzie nominated Nancy Bush, the nomination was seconded and there was unanimous agreement among the SC members. Nancy Bush accepted the nomination.
- b) A press release will go out the week of February 9 announcing formalization of the RDPO. We expect some media interest. Denise will share the press release, which quotes both Policy Committee Chair Tony Hyde (Commissioner, Columbia County) and Denise herself.
- c) Formalization of the RDPO with the IGA will bring about necessary changes to the organizational structure to reflect the IGA. This transition may take a few months as agencies adjust, sign, and evaluate whether or not they will appoint representatives to the Policy, Steering and Grants and Finance Committees.

- i) Chief Duyck asked how the RDPO will handle discipline vs. agency representation. A: Denise referred to the IGA, which states that participating members from special districts can serve dual roles, representing their special district and the discipline. Or, the discipline group can elect to have another agency represent the discipline group. The point is that if the latter is chosen, the representative sits on the committee to represent the whole discipline group, not his/her agency.
  - (1) Chief Duyck said that makes sense, as he knows his special district (TVFR) often has a different interest and perspective than the whole fire discipline group.
- d) Private Sector partner cultivation
  - i) Carmen asked the group to consider which private sector areas, from a disaster response perspective, will have the most impact as participants on the Steering Committee?
    - (1) Utilities; logistics; commodities; transportation; fuel (will make connections through contingency plan)
  - ii) Dave Ford noted it will be important to articulate to those potential partners the expectations of participation and commitment, as well as express the value for them. Also, consider looking to trade associations that already represent industry or sectors at the aggregate level.
- e) Local Cost Share
  - i) Denise summarized the 2015 Local Cost Share draft policy
    - (1) Chief Duyck noted the funding formulas based on population may not be equitable for special districts. Denise and Scott agreed to work on a second draft of the cost share policy and re-distribute before the next meeting. This policy will eventually go to the Policy Committee for approval.

**7) UASI Program Update – Carmen Merlo & Denise Barrett**

Denise and Carmen traveled to Salem to meet with the TITAN Fusion Center staff to discuss how the region will work on the federal data call for the Metropolitan Statistical Areas Risk Profile ranking process. [Note: since the meeting, the call has been made; we expect the TITAN Fusion Center to bring key partners together in early March. Carmen to update at the next SC meeting.]

**8) Regional MACS Task Force Update – Nancy Bush**

- a) Nancy reported the Task Force has revised its work plan to adjust the timelines for key activities and to incorporate new ones, including integrating the 2016 Cascadia Rising exercise. The task force has several key deliverables over the next year and will hire a contractor to help complete them. A sample: completing a guidebook for the MAC Group (MAC-G) and Support Organization (MSO); forming and training the MAC-G and MSO; and completing two tabletop exercises (e.g., one connecting to the 2016 Cascadia Rising exercise). The Health-Medical MAC will also receive select training and capacity-building through the project.
- b) Denise is developing and managing the Request for Proposals through the City of Portland. We expect the contractor to be in place in late April-early May.

**9) Regional Web EOC Governance and Sustainability Update – Scott Porter**

- a) Scott Porter reported that he facilitated a meeting to revisit the recommendations made by the WebEOC Regional Users Group (RUG) had developed a few years ago.
- b) In summary, there are 3 licenses in the region: Clackamas Co., City of Portland (not hosted locally), and Clark Co. (may migrate to the state).
- c) Additionally a “Web Fusion” license allows the 3 instances to talk to each other.

## Approved

- d) The working group is working with OEM to have WebEOC interface with State OpsCenter.
- e) Portland WebEOC is funded by a SHSP grant at the moment. Need to move to a cost share arrangement with partners to ensure sustainability.
- f) Next steps include: 1) develop an IGA for funding, 2) develop a MOU among regional users, 3) prepare a governing body charter, and 4) develop a regional user group administration manual with policies, practices and user guidance.

### **10) Good of the Order – Carmen Merlo**

- a) Dave Ford announced his retirement from PGE on May 29, 2015.
- b) Kathryn Richer – Dr. Paul Lewis out today. Ebola persons under monitoring x 3; low risk; CDC has a fund for Ebola: a couple of million dollars for our region; addresses the costs that hospitals and public health incurred.
- c) MultCo Board – Appreciation for Scott Porter's disaster declarations presentation at the last RDPO Policy Committee meeting.
- d) Feb 13 – 4-5 candidates being interviewed for the EM director, Multnomah County.

### **11) Adjourn: 2:45pm**