



Program Committee Meeting Summary

February 10, 2015

9:00 – 11:00 AM

Red Cross, 3131 N Vancouver Ave., Portland OR

Meeting Attendees: Voting Members (Quorum achieved: 8 of 13)

1. Sue Mohnkern, Chair
2. Kori Nobel, Marine and Civil Aviation Work Group Chair and Christian Jones, Port of Portland, who will take over for Kori as MCA Chair (during her military leave)
3. Todd Felix, Emergency Management Work Group/REMTEC Chair
4. Randy Covey, Animal MAC-G Chair
5. Merrill Gonterman, Fire/EMS Work Group Chair
6. Zumana Rahman, NW Hospitals Emergency Management Committee Chair
7. Don Strick, PIO Work Group Chair
8. Lonny Welter, Public Works Work Group Chair

Meeting Attendees: Non-Voting Members

1. Denise Barrett, RDPO Manager
2. Emma Stocker, RDPO Planning Coordinator
3. Mark McKay, WebEOC RUG Chair
4. John Wheeler, REMTEC Vice Chair
5. Justin Ross, Emergency Preparedness Coordinator, Oregon Office on Disability and Health @ OHSU
6. Melinda Davis, Preparedness and Partnerships Manager, American Red Cross Cascades Region

- 1) Sue called meeting to order @ 9:03am
 - a) Introductions around the table
 - b) New attendees
 - i) Melinda Davis, Red Cross
 - ii) Christian Jones, Port of Portland
 - iii) Emma Stocker, RDPO
- 2) December 15, 2015 PrC Minutes
 - a) Merrill motioned to approve; seconded by Lonny Welter; unanimously approved by the voting members present.
- 3) Vice-Chair vacancy
 - a) More info coming at next meeting; waiting to get confirmation from one of the work groups.
- 4) Resource Management Committee report – John Wheeler
 - a) Resource Inventorying System (IRIS) 6.0 – handout shared
 - i) IRIS is an electronic inventory solution; this version better than past
 - ii) NIMS requirement to inventory Tier 1 resources, approx. 140 categories
 - iii) FEMA offers the IRIS tool free for any to download
 - iv) Can import from excel
 - v) Can connect information across jurisdictions; each jurisdiction manages its own information and determines what it is willing to share

- vi) Connection to WebEOC available
 - vii) Resource Committee will continue to evaluate
 - b) Questions /Comments
 - i) Counties use a *different* system called IRIS for road information.
 - ii) The FEMA Resource inventory IRIS system is focused on Tier 1 resources (has those definitions and categories built in), but you can load up any type or kind of resource, regardless of FEMA Tier.
 - iii) Multnomah County, with UASI funds, lead a resource inventory project in 2010 (included public works equipment, communications equipment, etc.) and 2012 (focused on law enforcement equipment); both relied on excel spreadsheets and it is likely those have not been kept up to date
 - iv) There is the option to have sub-jurisdictions “fold-up” under a county or to have their own instance.
 - v) Who is taking lead? Resource Management Committee (specifically the EM’s, though Columbia County wasn’t at the last meeting where this was discussed)
 - vi) Any tie to the Cascadia Rising exercise? Not sure how the objectives would fit, and probably the timing will not align
 - vii) Does it track human resources? Yes, material, equipment, and people (can take credentialing info)
 - c) Emergency Resource Directory
 - i) Current form had been around about 14 years, costs \$3-5k annually per jurisdiction to maintain through a contractor.
 - ii) Resource Management Committee is assessing the value.
 - iii) Possibly scaling down but making the entries higher value. Options:
 - (1) Continue to work with current provider to make it more valuable, improve database
 - (2) Start over, put on hold for a year, do a needs assessment for what kind of info is needed and how used; other partners that should be engaged; emphasize more of an inventory; and so on.
 - iv) Expecting decision in the next few months.
 - v) To get a copy, reach out to Multnomah County Emergency Management or Chris Walsh: christopher_walsh@co.washington.or.us>
 - vi) Port of Portland has a similar process with port specific vendors. Could possibly share information or merge processes.
- 5) Access and Functional Needs – Justin Ross
- a) As the Emergency Preparedness Coordinator for the Oregon Office on Disability and Health @ OHSU, a CDC-funded position, Justin provides technical assistance to stakeholders around the state on planning and working with the disability community, and also educates the disability community about emergency preparedness and response. Justin is 1 of 18 just people in the country with this position.
 - b) At REMTEC meeting late last year Justin reported about the growing number of lawsuits regarding lack of planning for the disability community in emergency response which has resulted in less than equitable care.
 - c) Scott porter is co-lead on project with Justin, developing an RFP for a contractor to look at plans (EOPs, Communication plans, etc.) to identify gaps. [Note: This project has been vetted, pre-approved and prioritized by the Program and Steering Committees and is awaiting final approvals for funding allocations from UASI FY’14 reprogramming and RDPO local sources.]

- d) Areas of focus: Alert and warning, evacuation and sheltering, essentially “scrubbing” the plans against ADA compliance.
 - e) Justin and Scott are asking: How deep to do this analysis? Should it be all the way down to the cities and special districts?
 - i) Questions / Comments / Discussion
 - (1) Will this assessment take into consideration other types of access barriers, e.g. language, ethno-cultural? Other types of access? A: Not yet, this first phase would just look into ADA compliance.
 - (2) So the ask is, is there anyone to serve on the RFP committee?
 - (3) Note: Justin is available to public agencies and organizations beyond just emergency planning to help with inclusive planning.
- 6) WebEOC Regional User Group (RUG) – Mark McKay
- a) The RUG consists of a group of WebEOC administrators and other technical staff from around the region who support development and maintenance of the system. The system is really multiple systems: City Of Portland and Clackamas County both have licenses; CRESA/Clark County has had its own license but is migrating to the Washington State WebEOC system once a state-wide agreement is finalized. PBEM provides the service to other City of Portland bureaus, ODOT, and Multnomah, Washington and Columbia Counties.
 - b) The RUG has met monthly since 2009. Late 2012 developed a white paper with recommendations to add a governance body (i.e., oversight-steering committee) comprised mostly of senior representatives of the five counties and the City of Portland emergency management agencies. Purpose: strategic direction- and policy-setting form a regional perspective.
 - c) New Regional WebEOC Steering Committee (Scott Porter is the Chair) met on January 27th to begin formalizing a governance body. First step: develop an IGA, including a local cost share agreement, for the Portland WebEOC Instance and its multiple partners. Goal to complete the first draft by May 2015.
 - d) In addition to this IGA, other goals the WebEOC RUG set:
 - i) Develop MOUs between all regional partners to guide the regional work on WebEOC;
 - ii) Develop a governance body charter/SOP (e.g. WebEOC work group relationship to RDPO, regional policies, etc.); and
 - iii) Develop a regional administration manual: documentation and standardization.
- 7) RDPO Update - Denise
- a) Last of the eight current Core Group members signed the RDPO IGA on January 28, 2015, which now puts it into effect.
 - b) Media Release went out today. Denise conducted a radio interview this morning and will go out to the Red Cross parking lot at 10:50 am to do an interview with KOIN-TV (Fox). We expect other radio, print and online coverage.
 - c) Though 14 jurisdictions have signed the IGA, we are still seeking for more. County points of contact are helping to recruit other cities and special districts.
 - d) IGA signees impact the policy and steering committee composition; IGA also will bring in more funding. Denise will update as those funds are available.
 - e) Review of handouts.
 - i) Work plan - not just PrC, all-encompassing for RDPO core activities and deliverables, minus the specific project deliverables. We will produce a separate document for those deliverables.

- f) Expect to know in April or May about UASI FY'15; risk profile data call soon.
 - g) Two joint PrC-SC meetings this year. Targeting April for the next one, but may be later.
- 8) Strengthening the Program Committee - Sue
- a) What other groups might need to be represented?
 - i) Utilities
 - (1) Currently utilities sit on the steering committee
 - (2) Utilities or private sector working group?
 - (3) There is the energy emergency managers' work group; tried to engage telecomm companies with little success.
 - (4) Fuel contingency plan may bring in some private sector partners.
 - ii) Data / IS / IT: Pre-RDPO there was a technology group but it lost its leadership and sense of purpose and folded.
 - iii) Is there a way that we do some leadership identification, Critical Infrastructure Protection (CIP) work group or something similar?
 - iv) Use regional groups, e.g. continuity planners group
 - v) Communications (phone or cable companies). Maybe expand the PDCC to be broader than Public Safety Answering Point-centric. Important to engage the key disciplines (e.g., Emergency Management, Fire/EMS, Law Enforcement, Public Works, etc.)
 - vi) Invite Justin for disability access. Already on our list.
 - vii) Multnomah County Drainage District (MCDD) – Denise already invited them to participate on the Public Works Work Group.
 - viii) Red Cross – is here. Melinda Davis will represent.
 - ix) Army Corps of Engineers – participates in the Regional Disaster Debris Management Planning projects
 - x) Would be helpful to clarify to new (and current participants) the roles / responsibilities of REMTEC and other RDPO groups
 - xi) Begin by inviting these new folks to give a presentation
 - xii) Transit? Is part of the Program Committee but consists of TriMet and C-Tran. Not able to participate in regular meetings, but does communicate with Denise regularly.
 - b) Maintaining connectivity to all Work Groups
 - i) Getting participation from work groups and task forces that are not as engaged with the Program Committee. Ideas for supporting those groups?
 - (1) Need to help them identify items for an agenda that are not necessarily tied to grants. Need to communicate the value, how participation will help them in their response, short term cost of time but long term benefit.
 - ii) Not only bringing new people, but also those that are participating designate a second from the work group.
 - iii) Action: Denise will follow up with the chairs of select work groups that have been less engaged, as well as continue to invite work groups and task forces to give updates at PrC meetings.
- 9) Round Robin
- a) Port of Portland
 - i) Engineering group completed a seismic risk assessment of 18 key facilities may develop 50 year plan to address seismic risk.
 - ii) Will play in Cascadia Rising 2016 exercise.

- iii) Maritime and civil Aviation Work Group - solidifying project that is in the RDPO projects pipeline.
 - b) FIRE/EMS
 - i) Has meeting Thursday, 2/12.
 - c) REMTEC
 - i) Regional EOC training project - have presented to Steering Committee, which supports it.
 - ii) Stranded worker project sharing EOC personnel – Robin Holmes, Multnomah County Public Health emergency management staff, is pulling together a task force to complete the project.
 - d) NW Hospital Emergency Managers
 - i) Interested in Cascadia Rising: three coastal hospitals may play; waiting on grant funding from the Health Preparedness Program.
 - ii) March 9 is the next meeting of the Hospital EMs; March 10, for the NWHPO Steering Committee.
 - iii) There is a hospital wish list; maybe future NW Health Preparedness Organization presentation for the PrC.
 - e) PIO work group
 - i) Meets every other month
 - ii) Main projects include advanced PIO training; Regional JIS/JIC ConOps plan revision in the works; public alerts .org update. Group has good information sharing
 - f) Animal MAC-G
 - i) Recommitment from Department of Agriculture contact
 - g) Public Works
 - i) Army Corps of Engineers is no longer able to provide disaster debris management planning and response support in our region. This will come from Region 9 from now on.
 - ii) Upcoming training class in WA. Tasked group members to develop an inventory of UASI obtained equipment.
 - h) Public Health
 - i) Proposing cross jurisdictional project related to water and sewer: twin bucket project is good, but then what's next?
 - i) Other
 - i) Straw poll to ask if a Tuesday standing meeting of the PrC works better for participants. The majority of those in attendance either preferred Tuesdays or did not have a preference.
(1) Action: Denise to conduct follow-up with the group prior to the next meeting.
- 10) Meeting adjourned at 11:00 am.