

## Steering Committee Meeting Minutes

January 5, 2015, 1:00 - 3:00 pm

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



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

### Steering Committee Members

1. Bob Cozzie, Chair and Public Safety Communications Representative
2. Carmen Merlo, City of Portland Representative
3. Scott Porter, Washington County Representative
4. Chief Mike Duyck, Fire/EMS Representative
5. Dave Ford, At-Large Representative: Private Sector/Utilities
6. Dave Houghton, Multnomah County Representative
7. Sue Mohnkern, Program Committee Chair
8. Rebecca Geisen, Public Works Representative #1: Water
9. Cara Sloman, At-Large Representative: NGOs
10. Scott Johnson, Clark County Representative
11. Anna Pendergrass, CRESA
12. Nancy Bush, Clackamas County Representative
13. Jason Gates, Law Enforcement Representative
14. Paul Lewis, At-Large Representative: Health Care Delivery System

### Regional Staff and Guests

1. Kathryn Richer, NW Oregon Health Preparedness Organization

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

Bob opened the meeting at 1:00 pm by asking all present to self-introduce. Bob noted that Denise was absent and he would do his best to cover all agenda items. He then briefly reviewed the agenda, calling for any additions. Hearing none, he proceeded to the next agenda item.

#### 2) Meeting Minutes – Bob Cozzie

- a) Bob asked the SC if they had any changes to the December 1, 2014, meeting minutes. Hearing none, he called for a motion to approve them. Kathryn Richer motioned for approval of the minutes as written and Nancy Bush seconded the motion. The SC unanimously approved the minutes.

#### 3) RDPO Organizational Updates – tabled in Denise's absence

#### 4) Policy Committee Meeting Preparation – Scott Porter

- a) Scott reviewed the agenda for the Policy Committee Meeting: Disaster Declaration 101 Presentation, RDPO Organizational and Financial Update and RDPO's 2014 Achievements and Priorities for the Year Ahead.
- b) As part of his presentation Scott will distinguish between local emergency declarations for the purpose of implementing emergency measures vs. emergency declarations to request additional assistance.

- c) Scott reviewed the six types of Governor initiated declarations: general emergency under ORS 401, conflagration, public health, severe drought, energy shortage and agriculture. He also noted he will review the various kinds of secretarial declarations i.e., SBA, Agriculture, Federal Highway Authority.
- d) Carmen suggested Scott provide recent examples of local emergency declarations in the region.

#### 5) Program Committee Report – Sue Mohnkern

- a) Leadership Transitions: The Program Committee met on December 15, 2014, to, among other things, install Sue Mohnkern as the PrC Chair for 2015 and celebrate and thank Mark Daniel for his service as Chair in 2014. Sue had been serving as the PrC Vice Chair in 2014 and led the PrC for several months of 2014 while Mark was away at the FBI Academy.
- b) The PrC Vice Chair position remains vacant. The PrC kindly request assistance from the Steering Committee to help identify a candidate. We are interested in cultivating new leaders and feel that as agency heads SC members are in an ideal position to help identify a solid candidate.
- c) Projects Pipeline: At its December 15 meeting, the PrC processed the Steering Committee's feedback on the 18 approved project concepts. The SC had asked the PrC to continue prioritizing the projects list beyond the three that have been prioritized for UASI FY2014 reprogramming, but decided to postpone this process until PBEM Finance is able to process three anticipated FY2014 Project amendments and determine a more accurate "funds available" figure. Furthermore, in advance of knowing more about the awards for UASI FY '15, there is really no need to prioritize a list that may potentially be right in the ballpark or fall short of the grant award size.
  - i) Note: The PrC had anticipated receiving additional project concepts to review, including from law enforcement, the Animal MACG, and the NW Hospital Emergency Managers Committee, but had not received any by the extended deadline. The PrC encourages work groups and task forces to continue to develop projects in alignment with the SC's guidance, especially in case the Portland Urban Area is awarded more than a \$1 million FY '15 UASI grant.
- d) Steering Committee representatives, especially those filling discipline positions, are encouraged to reach out to their respective discipline work groups, as needed, to encourage participation in the development of the projects pipeline.
- e) The PrC proposes holding the next joint meeting of the SC and PrC this spring following the UASI FY2015 Funding Opportunity Announcement from DHS and further development of an appropriate package of projects to submit in the application. (Our assumption is that the PUA will receive an award.)
- f) Visioning for the Program Committee's work in 2015: As the in-coming Chair, Sue Mohnkern led the PrC in a reflection and visioning activity to help the PrC process what is going well and what needs improvement, and chart the course for its work in 2015.
- g) It was mentioned that reduced funding availability has created a bit of malaise among some of the work groups, but the PrC believes there is much to do to embrace the current UASI FY2014 projects portfolio and also ensure a solid UASI FY2015 application.
- h) The PrC sees room for additional connections in the region. A vision was shared of expanding the PrC meetings to include more standing visitors who may not have a work group (e.g., vulnerable populations) but whose work/perspective is important to include in all-hazards preparedness.
- i) The PrC will include in its regular meetings more presentations from work groups and task forces on their projects. In other words, the PrC will ensure greater monitoring of project

implementation and reporting back to the SC on the status of project implementation. The new Program Management Cycle incorporates these important steps.

- j) The PrC would like to see the region conduct more exercises, but on a smaller scale than past regional exercises. There was a proposal to develop a regional exercise plan, identifying opportunities for multi-jurisdictional, multi-discipline exercises. This may have to be a project on its own, including a contractor component to coordinate a workshop and produce the plan. And some of the planned exercises may also require a contractor. [Consider developing as a project for UASI FY2015.]
- k) The PrC encourages the Steering Committee to make a strategic decision for the region to participate in FEMA Region X's 2016 Cascadia Rising Exercise. At minimum this would be an opportunity to exercise the Regional MACS System (the ConOps, MACG and Support Organization). The Public Works Work Group Chair called for greater inclusion of Public Works in regional exercises.
- l) There was a call for greater exploration on how to conduct whole community planning, including greater engagement with the private and non-profit sectors. Should the PrC form a sub-committee to make this a more intentional project? [To be further discussed.]
  - i) One of the newer PrC members called for improved new member orientation and mentoring.
  - ii) One member requested more time at PrC meetings for joint project planning – e.g., Law Enforcement, Fire/EMS and Marine and Civil Aviation Work Groups working to develop the next phase of water-borne response capability-building.
  - iii) One member called for greater attention to getting more of the RDPO 2014-2016 Strategic Priorities off the ground. The PrC agreed to revisit the list in future meetings.
- m) In sum, the Program Committee is reinvigorated for 2015 and looks forward to collaborating with the Steering Committee to continue to develop and maintain a vibrant, impactful RDPO Program.

#### **6) Steering Committee Visioning and Goal Setting for 2015 – Carmen Merlo**

- a) Carmen noted several RDPO achievements from 2014: cost share model, IGAs, MAC-G Concept of Operations, implementing a more strategic funding process and developing a project pipeline and successfully merging the UASI EM Work Group with REMTEC.
- b) Carmen discussed her visioning for the next year: greater fiscal transparency and providing quarterly reports, better reporting of program progress, strengthening partnerships with the private sector, enhancing awareness of RDPO and its committees and projects and ways to better tell the RDPO “story.”

#### **7) 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 including completing a handbook 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).
- b) Nancy noted that one assumption under the concept of operations is that the MAC-G not be co-located with an EOC.

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

## Approved

- a) Kathryn Richer noted the drastic decline in grant funds; however, reported the Oregon Health Authority allowed the region to keep local staffing until July 2016.
- b) Scott briefly touched on the Washington County fuel contingency plan and noted a couple of recommendations for further study: the Oregon DOE plan assumes a fuel shortage rather than a complete loss of fuel and there's currently no plan to bring fuel into the region.
- c) Carmen thanked Bob for serving as the RDPO Steering Committee Chair over the last year and brought cake to celebrate.

## 9) Adjourn: 2:45pm