

## Steering Committee Meeting Minutes

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

Red Cross, 3131 N. Vancouver Ave.

Portland, OR 97227



**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. Travis Gulberg (on behalf of Jason Gates), Law Enforcement Representative
7. Rebecca Geisen, Public Works Representative #1: Water
8. Chief Mike Greisen, Columbia County Representative
9. Scott Johnson, Clark County Representative
10. Sue Mohnkern, Program Committee Chair
11. Kathryn Richer, Health Systems Representative
12. Harry Saporta, TriMet Representative
13. Cara Sloman, NGO Representative
14. Paul Slyman, Metro Representative

### Regional Staff and Guests

1. Denise Barrett, RDPO Manager
2. Emma Stocker, RDPO Planning Coordinator

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

Carmen opened the meeting at 1:00 pm and 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 – Carmen Merlo

- a) Carmen reported that right before the meeting she sent the January 2015 minutes to Denise, who will circulate them to the Steering Committee prior to the April 6, 2015, meeting.
- b) The February 2 meeting minutes were then presented for review and approval. Chief Mike Duyck motioned for the minutes to be approved as written. Scott Porter seconded the motion. The SC gave their unanimous approval.

#### 3) Portland Dispatch Center Consortium's Current Priorities – Bob Cozzie, Public Safety Communications Representative

- a) The Portland Dispatch Center Consortium (PDCC) is a collaboration of the Public Safety Answering Points (PSAPs) in the five-county Portland Metropolitan Region. The

PDCC was established in 2006 to foster collaboration among partners and, among other things, resolve barriers to interoperable communications in the region through investments in equipment and technology. The PDCC initially focused on two UASI grant-funded projects: the Enterprise Integration Solution for Computer Aided Dispatch (CAD) Project (the Enterprise BUS) and Interoperable Radio Communications Grant Project.

- b) In 2012, the PDCC merged with the former UASI Communications Work Group to become the Comms Work Group of the RDPO.
- c) Bob explained that the BUS allows PSAPs to seamlessly transfer data between different CAD systems. He explained that the PDCC partners share the ongoing maintenance costs. PDCC partners are considering an upgrade of the system to FATPOT (an online CAD fusion model). Could cost as much as \$ 1 million; currently looking at some transportation sector grant funding options by stating the case for how the BUS supports traffic incident management teams.
- d) Questions / Comments:
  - i) Scott Porter: Are Oregon State Police (OSP) and Oregon Department of Transportation (ODOT) connected to the BUS?
    - (1) Bob: No, they have their own systems. So, there is an opportunity there to connect them into the system.
  - ii) Scott Porter: Has the BUS ever develop beyond calls for service?
    - (1) Bob: not yet, would be incorporated with a change to a new platform
  - iii) Chief Duyck: the ability to transfer is invaluable in terms of saving time on calls.
  - iv) Carmen: how is this upgrade connected to “NextGen 911”?
    - (1) Bob: currently cannot pinpoint location when a call to 911 comes in from a cell. NextGen 911 would allow that, as well as allow text messages, video, etc. Implementing NextGen 911 had been a statewide effort, but hasn’t happened yet. State is hesitant to move forward with new tech projects after Cover Oregon issues. “Text-to-911” could be a temporary solution, would be very valuable to connect with deaf and hard of hearing community, but would require a separate screen for monitoring by dispatchers which is not ideal.
  - v) Scott: Future use of UASI funds for these projects should not be ruled out.
    - (1) Bob: will look to other sources first.
    - (2) Carmen: UASI would be best for one-time costs.

**4) Transportation Demand Management System Project Overview – Happy Saporta, TriMet Representative**

- a) TriMet and Portland State University (PSU) Transportation Research and Education Center (TREC) partnered to submit a grant application to the Federal Transit Administration in 2013. Metro and the Portland Bureau of Emergency Management are also partners. Just notified in February of a \$945,000 award.
- b) The two-year project will develop and test a transportation demand management system that uses social media and intelligent transportation systems for large-scale emergency response and recovery.

- c) Harry emphasized that transit will play an important role in getting the region moving again post-disaster. He said the Project will have 3 phases:
  - i) Research and study lessons learned nationally and internationally;
  - ii) Develop a plan and exercise it; and
  - iii) Deliver the plan to six other U.S. cities to help them develop their own plans.
- d) Still exploring how this project will connect to other agencies.
- e) Questions / comments:
  - i) Scott Porter: How will this connect to other intelligent transportation systems, such as ODOT?
    - (1) Harry: not clear now but could be answered through the project.
  - ii) Chief Duyck: some agencies are already using TDM apps for real-time data. TVFR uses intelligent transport data streams to determine best response routes.
  - iii) Carmen: there are similar pedestrian apps available too.

**5) Federal and State Legislation Update – Carmen Merlo and Others**

- a) DHS Funding:
  - i) Carmen and Scott participated in a conference call with Oregon Senator Merkley regarding the impact of delay / lack of DHS funding. Clear message for Congress.
- b) Oregon Legislature (various House and Senate bills of interest in the 2015 Session):
  - i) HB 2269/2270: Creation of the position of Chief Resilience Officer (difference is where the position would be located, under Department of Administrative Services or directly reporting to the Governor)
    - (1) City of Portland supports locating the position under the Governor to put full weight of Governor behind it.
  - ii) HB 2427: Changes definition of emergency vehicle adding "any vehicle equipped with lights and sirens and operated by the state, a county or a city for emergency response."
    - (1) Paul Slyman: Special Districts need to be added to the list of jurisdictions.
      - (a) Carmen will follow up with Paul about preferred language.
  - iii) HB 2428: Removes members of Oregon State Defense Force from status as qualified emergency service volunteers.
  - iv) HB 2566: Provides that disaster or emergency related work conducted by an out-of-state business may not be used as sole basis for determination that business is doing business in state, or that employee has residency or domicile in state.
    - (1) Essentially gives tax waiver to out of state businesses. City of Portland does not support.
  - v) SB 94: Directs Land Conservation and Development Commission to require local governments in which there are communities at substantial risk of experiencing severe impact from tsunami inundation to plan for tsunami resilience.
  - vi) SB 85: Authorizes local governments to implement programs to make loans or facilitate private financing for seismic rehabilitation of multifamily residential dwellings or commercial or industrial buildings by property owners. (Essentially, seismic retrofit refunds -- similar to energy efficiency programs.)

- vii) HB 2210: Authorizes individuals acting under authority of broadcasters to enter geographic areas subject to a declaration of emergency to provide public service or to maintain essential broadcast equipment. (In short, broadcaster access, licensed by FCC, ok to broadcast from anywhere.)
    - (1) Chief Duyck: Oregon Fire Chiefs leading effort to craft amendment to present at House hearing.
  - viii) SB 574: Requires person providing restoration work on residential or small commercial structures following man-made or natural disaster to have appropriate license endorsement issued by Construction Contractors Board.
  - ix) HB 2633: Requires Land Conservation and Development Commission to adopt administrative rules to implement statewide land use planning goal related to natural hazards.
  - x) HB 2351: Increases rate of tax for access to 911 emergency reporting system from \$0.75 to \$1.5, plus ability to incorporate inflation.
  - xi) HB 2426: Establishes statutory authority for technological enhancements to 911 emergency communications system.
    - (1) Bob Cozzie: allows term “enhanced 911” to be changed in statutes.
  - xii) SB 432: Requires monies in Emergency Communications Account, including Enhanced 911 Subaccount, to be used only for purposes of 911 emergency communications unless statutory exception is made during state of fiscal emergency
    - (1) Bob Cozzie: Essentially not allowing legislature to remove funds (including interest) from 911 fund.
  - xiii) HB 2919: Eliminates reporting requirement related to disclosure, at request of law enforcement agency, of call location information of cellular device used to call 911 or believed to be in possession of individual who is believed to be in emergency situation.
  - xiv) SB 79: Requires school district to provide instruction in cardiopulmonary resuscitation and uses of automated external defibrillators.
    - (1) Chief Duyck: favored by EMS / Fire group in the region.
  - xv) HB 2809: Requires certain persons employed by school district or public charter school to have valid certification in cardiopulmonary resuscitation.
    - (1) Chief Duyck: this version is favored by instructors but burden on schools.
  - xvi) HB 3213: Eliminates owner consent and notification requirement for inclusion of forestland in rural fire protection district.
    - (1) Chief Duyck: “Collaborative interface taxation” – most impactful in rural areas.
- c) Washington State Legislation – Scott Johnson, Clark County Representative
- i) Bill to prevent WA military from diverting 911 funds.
  - ii) Bill to change fire mobilization to allow for emergencies/disasters when things are not on fire (e.g. landslide response).

**6) RDPO 2015 Local Cost Share Agreement – Denise Barrett, RDPO Manager and Scott Porter, Washington County Representative**

- a) Denise presented the changes that she and Scott Porter had made on the first draft of the FY2015 Local Cost Share Methodology based on the SC's review of the document on February 2, 2015.
  - b) Denise directed the SC to Section C., a new section added to reflect a fairer methodology for special district contributions than originally developed. She noted the five tiers and population ranges.
  - c) Scott Porter explained how he ran the numbers to align with cities of the same size, as well as a top amount in the ballpark of what regional governments pay.
  - d) Discussion / Questions:
    - i) How did you arrive at the 80 / 20 split (i.e., counties/City of Portland and regional governments)?
      - (1) Denise said that the SC agreed to present three models to the regional governments: 90 / 10; 80 / 20 and 70 / 30. Through one-on-ones with TriMet, Metro and Port of Portland points of contact, it was decided that sharing 20% of the \$175,000 RDPO operational and administrative costs was reasonable, especially given that emergency management/disaster preparedness is a small component of what they do.
      - (2) Denise reminded the SC that all funds beyond what the Core Group pays go to pay for projects on the RDPO work plan.
    - ii) Mark Crosby, Port of Portland, suggested that the contributions in the special district table be based on a percentage of the regional governments' payment, with tiers set at 20%, 40% 60% 80% and 100%. This allows the amount to change over time and not be a static figure.
    - iii) Final note: Clark County is included as a Core Group member this year.
  - e) Following a discussion on whether to entertain a motion to approve the FY'15/16 cost share with proposed changes, a concern was raised that some of the county representatives (e.g., Multnomah and Clackamas) were not in the room.
  - f) Denise offered to create a Survey Monkey poll for SC members to review and vote on the final version.
    - i) The SC agreed with this option (i.e., general consensus was achieved).
    - ii) Denise noted that following a positive SC vote, the Local Cost Share Methodology will be circulated to the Policy Committee to review and vote through Survey Monkey.
- 7) UASI FY'2014 and Local Funding Allocations to Priority Projects – Denise**
- a) Denise led the SC in a review of the document, "Recommendations for Project Funding – February 2015. She explained that these three projects were previously approved and prioritized for funding when available. To cover the \$100,000 combined budgets, we currently have \$94,000 available in contingency under UASI FY2014, as well as more than \$20,000 in locally donated project funds.
    - i) Denise noted that Metro has given preliminary approval to used \$6,000 of its RDPO contribution towards the Access and functional Needs Planning Compliance Assessment. (Post-meeting: this is still being reviewed.)

- b) Carmen called for a motion to approve the allocation of \$94,000 in UASI FY'14 funds and \$6,000 from local funds to the following three projects:
  - i) Access and Functional Needs Planning and Compliance Assessment (\$50,000)
  - ii) Development of the Regional Public Health and Medical Preparedness Program (25,000); and
  - iii) Community Resilience Online Platform (\$25,000).
- c) Rebecca Geisen motioned as such. Harry Saporta seconded the motion. The SC unanimously approved.

**8) RDPO Steering Committee Standard Operating Procedure Revision – Denise**

- a) Denise reviewed key sections of the document and described why each section was highlighted / updated. She noted this SOP update reflects the RDPO IGA as it relates to composition, voting rights, etc.
- b) A few comments and questions were raised. Denise will make additional changes prior to the next meeting. SC members can expect to see the next iteration about one week prior to the April 6, 2015 meeting.

**9) Program Committee Report – Sue Mohnkern, Program Committee Chair**

*See Appendix A for the full report.*

**10) RDPO Organizational Updates – Denise**

- a) Debrief of the RDPO official launch
  - i) Good media coverage – online print and local TV story.
  - ii) Status of RDPO IGA approvals – second phase
    - (1) Fourteen jurisdictions have signed to date: five counties, three regional governments, three cities, and three special districts.
    - (2) Anticipating a few other cities and special districts to approve in the coming months.
- b) Private sector partner cultivation
  - i) Denise and Emma met recently with Tripp Robinson, Emergency Manger of Intel, who expressed great interest in joining the Steering Committee if it meets the SC's needs. Denise said that given his 18+ years of emergency management in the region, coupled with working for a major industry leader, Tripp would be a great addition.
  - ii) Mark Crosby, Port of Portland, moved to invite Tripp Robinson to be on the Steering Committee. Rebecca Geisen seconded the motion. All members present voted in favor.
    - (1) Denise clarified that the position Tripp will fill is "Private Sector (Industry)".

**11) UASI Program Update – Carmen and Denise**

- a) Status of UASI FY'14 Implementation
  - i) Still working to get IGAs signed around the region.

- ii) RDPO Manager and other project managers using Portland Procurement to get several projects that require a contractor moving. Will see more implementation over the next few months.
- b) Data call for the Metropolitan Statistical Area Risk Profile Ranking
  - i) FY2015: expecting to hear in the coming month.
  - ii) Data call for FY2016 will occur April 2015. DOJ/TITAN Fusion Center will coordinate.

**12) Regional Fuel Contingency Planning Update** – Emma Stocker, RDPO Planning Coordinator

- a) Currently doing research on previous efforts, preliminary scoping:
  - i) LEAPs, state level plans and reports, county plans, DOGAMI reports.
  - ii) Joined PBEM Director Merlo and City of Portland Commissioner Novick in meeting with BP on 2/19: sharing / listening session about emergency response needs.
  - iii) Connected with Florida Department of Emergency Management, Energy Planner.
  - iv) Plan to attend March 4 ESF 12 workshop in Salem (Cascadia Rising workshop but will include discussion about fuel response).
  - v) Questions for Steering Committee:
    - (1) What outcomes would be helpful for you / your agencies?
    - (2) Where are the gaps in your awareness / understanding?
  - vi) Answers / Feedback:
    - (1) From a 911 perspective, inventory would be helpful, plus knowing how can we support generators at 911 center and radio tower sites. Where is the fuel and how will it get to the sites that need it?
    - (2) How does the state prioritize requests for assistance from multiple sectors / agencies / counties? A “concept of operations” covering the communication channels would be a helpful deliverable. How to connect fuel allocation and prioritization to the Regional MAC Group?
    - (3) How to address the downstream dependency of the rest of Oregon on the infrastructure in the Portland region?
    - (4) A possible deliverable is a strategy for RDPO members to lobby the state and FEMA / DOD to get more specific, beyond capabilities to the plan.
    - (5) Educational pieces would be helpful.
  - vii) Emma plans to consolidate her initial exploration and these comments into a proposed scope of work for the regional contingency project, which will be reviewed at the next meeting.

**13) Good of the Order** – All

- a) Scott Porter mentioned that PGE is restarting a pilot project with Washington County and Salem to clarify what is critical infrastructure; once partners agree, map these facilities. Helpful for response and restoration efforts and preparedness planning.
- b) Scott Porter also mentioned that PGE will be purchasing a WebEOC software license.

**14) Carmen adjourned the meeting at 3:10 pm.**



## Appendix A

### **Program Committee Chair's Report to the Steering Committee March 2, 2015**

- 1) Program Committee met on February 10, 2015. First meeting of the year.
  - i) Getting close to securing a new vice chair; will confirm who that is at the next meeting.
  - ii) Melinda Davis Preparedness and Partnerships Manager at the American Red Cross Cascades Region has joined the Program Committee as a non-voting member. Thanks to Cara Sloman for suggesting that she join us.
  - iii) Christian Jones of the Port of Portland will cover for Kori Nobel as the Marine and Civil Aviation Work Group Chair. Kori will be on military leave from April to the end of the year.
- 2) As part of the Program Committee's desire to better understand the projects and other efforts of the work groups and task forces, we invited three presenters.
  - a) John Wheeler, who works for CRESA but it also the REMTEC Vice Chair and former Chair of the Resource Management Standing Committee of REMTEC, was our first presenter.
    - i) The Program Committee showed great interest in John's presentation on FEMA's Incident Resource Inventorying System (IRIS) 6.0. While I am not here to sell the Steering Committee on IRIS 6.0 or go into much detail about features, we did think a deeper look into this tool is needed. John said that the Resource Management Committee will complete its own evaluation and make a recommendation up the chain – i.e., to REMTEC first. In other words, this could be a potential answer to a regional resource inventory system.
    - ii) John also enlightened the Program Committee about the Regional Emergency Resource Directory, which has been around for 14 years and is sustained through local contributions.
    - iii) Port of Portland staff on the Program Committee mentioned that their organization has a similar directory containing port-specific vendors. Could possibly share information or merge processes.
  - b) Our second presenter was Justin Ross. 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.
    - i) Through Justin's influence, REMTEC submitted the Access and Functional Needs Planning Assessment Project, which the Program and Steering Committees approved as a regional priority and is now up for funding allocation. Scott porter is co-lead on project with Justin.

## Approved

- c) Our third presenter was Mark McKay, the Chair of the WebEOC Regional User Group (RUG). He updated the group on the recent regional governance developments, which Scott Porter spoke about at the last Steering Committee meeting.
- 3) Other items from our meeting
  - a) Denise gave us an update on several RDPO items. Again, you have the same information, so no need to expound.
  - b) I led a brainstorming session on strengthening the Program Committee, a check-in on representation around the table and connectivity.
    - i) Lots of ideas on disciplines/sectors to add to the Program Committee, but in the end it only makes sense to add members if there is a real on-going mutually beneficial relationship.
      - (1) We discovered through the brainstorming process that some of our members are not aware of the representation of certain sectors or agencies on other RDPO committees, work groups and task forces. Examples: utilities represented on REMTEC and on the Steering Committee; Army Corps of Engineers participating in the Regional Disaster Debris Management planning efforts; et al.
      - (2) Our last major topic of the meeting was strategizing on how to maintain connectivity to all Work Groups. Some work groups are not as engaged as they used to be, such as the Law Enforcement Work Group and the Portland Dispatch Centers Consortium/Comms Work Group. Denise had asked Jason Gates to support working with the Law Enforcement Work Group side of things. Perhaps Bob Cozzie could check in with the PDCC to help re-engage their leadership.
        - (a) Our meetings are also going to feature more individual work group and task force presentations.

-- Sue Mohnkern, PrC Chair