

Approved on June 1, 2015

Steering Committee (SC) Meeting Minutes

May 4, 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. Carmen Merlo, SC Chair and City of Portland Representative
2. Alice Busch, Multnomah County Representative (Interim)
3. Bob Cozzie, Immediate Past Chair and Public Safety Communications Representative
4. Mark Crosby, Port of Portland Representative
5. Chief Mike Duyck, Fire/EMS Representative
6. Jason Gates, Law Enforcement Representative
7. Rebecca Geisen, Public Works Representative #1: Water
8. Chief Mike Greisen, Columbia County Representative
9. Sue Mohnkern, Program Committee Chair
10. Daniel Nibouar, Metro Representative (proxy)
11. Scott Porter, Washington County Representative
12. Kathryn Richer, Health System Representative
13. Tripp Robinson, Private Sector (Industry) Representative
14. Harry Saporta, TriMet Representative

Regional Staff and Guests

1. Sarah Stegmuller-Eckman, Clackamas County Emergency Management
2. Denise Barrett, RDPO Manager
3. Emma Stocker, RDPO Planning Coordinator

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

- a) Carmen opened the meeting at 1:00 pm. Carmen then briefly reviewed the agenda, calling for any additions. Hearing none, she proceeded to the next agenda item.

2) Meeting Minutes - Carmen Merlo, Chair

- a) Carmen asked for a motion to approve the minutes from the April 6, 2015 meeting. Scott Porter motioned for the minutes to be approved as written; Rebecca Geisen seconded the motion. There was a unanimous vote in favor of approving the minutes.

3) Results of Clackamas County's Earthquake Course at EMI - Sarah Stegmuller-Eckman, Clackamas County Emergency Management

- a) Clackamas County took 72 people to EMI for an earthquake exercise. The group included county elected officials (e.g., two commissioners) and representative from the state medical examiner's office, Clackamas Fire, three cities, etc. Around 50 of the attendees serve in County EOC roles.
- b) Four days: full-day training on day one; days two and three were 50/50 training and TTX; and day four was an all-day exercise.

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- c) Focused on operations (e.g., debris, mass fatality, disaster recovery, etc.).
- d) Take away lessons:
 - i) Time away well worth it;
 - ii) Elected official engagement was outstanding, and helpful in the long run;
 - iii) Need to revise PIO process to use social media first (and not start with press releases, as had been customary);
 - iv) Need to debrief more on types of social media and their uses; and
 - v) Ensure EMI gives all participants enough to do.
- e) Sarah said the County is in the process of preparing a more in-depth after action report.

4) City of Portland's Unreinforced Masonry Policy Development – Carmen Merlo

- a) URM a major problem for debris generation, cost to recovery and heritage, and a large cause of death to passersby.
- b) About 1800 buildings in Portland are URM. Currently doing an update to the database
- c) 1986 California policy for URM – levels of action
 - i) Mandatory strengthening within prescribed timeframes
 - ii) Voluntary strengthening
 - iii) Placarding / passive triggers (e.g. changes to use or occupancy)
 - iv) Notification to residents
- d) 1995 - passive retrofit policy in Portland (for commercial buildings only)
 - i) Change in occupancy (99 people or more)
 - ii) Major alteration (as determined by costs per sf)
 - iii) Re-roofing project greater than 15%
 - iv) In 20 years of this program, less than 15% of the buildings have been updated or demolished.
- e) New approach, aiming for June 2016 passing ordinance
 - i) Currently updating database of URM buildings
 - ii) Convening 3 committees (seismic retrofit, finance / incentives, policy)
- f) Preliminary findings
 - i) Broke URM into categories, set standards based on Design Level Earthquake and Maximum Considered Earthquake

5) UASI FY'2015 Grant Application – After Action - Sue Mohnkern, Program Committee Chair and Denise Barrett, RDPO Manager

- a) Sue mentioned that the new program development process and associated projects pipeline instituted late last summer has been valuable in shifting the way we do business. Still, the projects in the pipeline fell significantly short of absorbing the \$3 million UASI FY2015 grant. There is a need to continue developing projects for the pipeline well in advance of the next round of funding.
 - i) Chief Duyck shared concerns about the abbreviated application decision-making process, including limited Survey Monkey voting options, and questioned whether some of the projects, including the CBRNE projects, were real needs.
 - ii) Following a deeper analysis of the strengths and weaknesses of the process and the package of projects in the application, the discussion concluded that there were many worthwhile projects in the package. Chief Duyck also made a commitment to

engage the other fire chiefs in the region on the topic of developing clearer guidance for the Fire/EMS Work Group to develop projects. Chief Duyck said the RDPO might also consider creating a multi-discipline public safety work group.

- iii) There was a suggestion to make the grant more competitive, but Denise shared that the driving force needs to be the strategic plan, coupled with solid executive guidance on priorities that work groups/task forces and the Program Committee can use to develop worthwhile projects. She said that the next cycle of strategic planning will commence as we enter FY2015.

6) RDPO Organization

- a) The Steering Committee Standard Operating Procedure (SOP) Review
 - i) Changes from the start-up SOP to the updated version reflect relevant clauses in the RDPO IGA, including those describing committee composition and voting. For example, SC local and regional jurisdictional membership as described in the RDPO IGA is more expansive than the start-up composition. Whereas only the five counties and the City of Portland had seats on the start-up SC, the IGA calls for the five counties, the City of Portland, the three regional governments, and all other participating jurisdictions to appoint representatives to the body.
 - ii) Furthermore, the private sector now has an industry representative, in addition to one from utilities.
 - iii) Discipline-specific positions remain largely the same, with the exception that the two public works positions under the start-up have been reduced to just one now.
 - iv) The SC still has two open at-large positions to fill. Also, the Program Committee chair will no longer be voting on RDPO matters before the Steering Committee.
 - v) Scott and Denise also decided to remove the section on conflict resolution and integrate key elements into the decision-making clause (Section VIII).
 - vi) Finally, since we already have instances of participating jurisdictions electing to not appoint representatives to the SC, there is language in the SOP to manage expectations – i.e., that without a representative on the SC, the participating jurisdiction will not be engaged to vote on RDPO matters).
 - vii) Following the review, Scott Porter moved to approve the SOP; Bob Cozzie seconded the motion. The SC unanimously approved the SOP update.
- b) Denise requested that all discipline group representatives (Fire/EMS, Public Works, Public Safety Communications, Public Health, and Health System) need to be reconfirmed or replaced by June 30, 2015. The home group for these disciplines (e.g., the Metro Fire Chiefs) need to confirm who will represent their discipline for the next period (a year at a time). She noted that we now have a designated Emergency Management position, which she has asked REMTEC to fill.
- c) Policy Committee
 - i) Upcoming meeting is scheduled for May 8, 2015, from 9:00 – 11:00 am at TVFR in Tigard. Meeting has two major agenda items, including a presentation from Jay Wilson (Resilience Coordinator, Clackamas Emergency Management, and Chair, Oregon Seismic Safety Policy Advisory Commission) and an RDPO program, organizational and financial update.

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- ii) July 1, 2015 will mark the transition from the start-up Policy Committee composition to the new roster that reflects participating jurisdictions only. Denise noted that some additional jurisdictions are expected to sign the RPDO IGA in the coming months, including the Cities of Beaverton, Wood Village, Lake Oswego, and Troutdale. Rebecca Geisen mentioned that the Regional water Providers Consortium is also expected to sign the IGA.

7) Regional Projects Updates

- a) RMACS update – Scott Porter
 - i) Have selected contractor to implement a robust scope of work in support of building the capacity of the RMAC Group, as well as enhancing the capacity of the Health-Medical MAC. Task Force working on strategy for selecting members for the RMAC Group.
- b) Fuel Contingency Planning – Emma Stocker, RDPO Planning Coordinator
 - i) Moving forward with fuel inventory as the first priority task, as assigned by the SC.
- c) Access and Functional Needs – Scott Porter
 - i) Have UASI FY'14 grant, and proposal was just approved for FY15 to do plan review for all 5 counties and the city of Portland.
 - ii) This review of plans will assess notification, evacuation and transportation, and sheltering.

8) Good of the Order

- a) Fusion Center update -- Dave Kirby, Special Agent In Charge, Oregon Department of Justice
 - i) Streamlining regular information sharing by moving a weekly bulletin.
 - ii) Also, for large incidents will do three stages only: initial, intermediate, and final.
 - iii) FY2016 National Critical Infrastructure Protection Program call for data has been completed. Denise shared that the DOJ/TITAN Fusion Center's coordination of partners in the development of nominations for three systems, including the Portland Water System, was impressive.

- 9) **Adjourn:** The meeting adjourned at 2:50pm.