

Approved on March 7, 2016

## Steering Committee Meeting Minutes

February 1, 2016, 1:00 - 3:00 pm

American Red Cross

3131 N Vancouver Ave.

Portland, OR 97227 [Tillamook Room]



# RDPO

Regional Disaster Preparedness Organization

Unified. Prepared. Resilient.

**Attendance: [Quorum was present - 20 of 25 positions\*]**

### Steering Committee Members

1. Nancy Bush, SC Chair and Clackamas County Representative
2. Mike Mumaw, In-Coming SC Vice Chair (elected at the meeting) and Emergency Management Representative
3. Carmen Merlo, immediate Past Chair and City of Portland Representative
4. Bob Cozzie, Past SC Chair and Public Safety Communications Representative
5. Scott Porter, Past SC Chair and Washington County Representative
6. Jerry Allen, City of Beaverton Representative
7. Rebecca Geisen, Regional Water Providers Consortium Representative
8. Fred Charlton, Fire/EMS Representative
9. Mark Crosby, Port of Portland Representative
10. Steve Gaschler (City of Troutdale, Parks and Recreation), proxy for Craig Ward, City of Troutdale Representative
11. Merrill Gonterman, Program Committee Representative
12. Mark Gunther, City of Wood Village Representative
13. Scott Johnson, City of Vancouver and Clark County Representative (**two positions\***)
14. Paul Lewis, Public Health Representative
15. Steve Pegram, Columbia County
16. Kathryn Richer, Health System Representative
17. Paul Slyman, Metro Representative
18. Michelle Taylor (Red Cross), proxy for Cara Sloman, NGO Representative
19. Chris Voss, Multnomah County Representative

### Regional Staff and Guests

1. Denise Barrett, RDPO Manager
2. Emma Stocker, RDPO Planning Coordinator
3. Amy Cole, Grants Program Coordinator, Portland Bureau of Emergency Management
4. Lisa McOwen, Oregon Department of Justice, TITAN Fusion Center Intelligence Analyst

#### **1) Welcome, Introductions and Agenda Review – Nancy Bush, Chair**

- a) Nancy opened the meeting at 1:03 pm. She welcomed all and acknowledged Steve Pegram, Columbia County's new Emergency Management Director, who has replaced Mike Geisen, Scappoose Fire Chief, as Columbia County's representative to the Committee. She also welcomed Merrill Gonterman, Portland Fire and Rescue, who with the turn of the new calendar year, replaced Sue Mohnkern, Washington County Public Health, as the new RDPO Program Committee Chair.

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- b) Denise also mentioned that Adrienne Donner is the new RDPO Program Committee Vice Chair. She said that both Merrill and Adrienne come to their new positions with a great deal of experience in the RDPO and before that UASI regional governance.
- c) With no other introductions, Nancy reviewed the agenda. She mentioned that Mike Mumaw requested to add a discussion on the Veterans and Emergency Preparedness Committee Bill – Oregon HB4098 (Lend-Lease Bill). The Steering Committee agreed to have it added – see item 5 below.

### 2) Meeting Minutes – Nancy Bush, Chair

- a) Nancy recalled that the SC has not met since November 2, 2015, due to weather emergency-related meeting cancellations, and as such Denise circulated the last meeting minutes to SC members through email and administered a poll to have the minutes approved prior to today's meeting.
- b) Nancy asked Denise Barrett, RDPO Manager, to give the results of the online poll to approve the SC's November 2, 2015 meeting minutes. Denise said that she received 15 votes – all in favor of approving the minutes -- representing a quorum and the required simple majority vote. As such, the minutes were officially approved and will appear on the RDPO website (RDPO.org).

### 3) SC Vice Chair Confirmation and Past Chair Appreciation – Nancy Bush, Chair, and Denise Barrett, RDPO Manager

- a) Nancy asked Denise to share the results of the online Survey Monkey poll of members to elect the new SC Vice Chair. Denise said the poll registered 20 votes, though after a review she determined that only 17 were eligible. All 17 were in favor of Mike Mumaw, the only candidate on the slate. Scott Porter motioned for the SC to accept the election result; Carmen Merlo seconded. The SC gave its unanimous approval. Mike Mumaw accepted starting in the role with immediate effect.
- b) Nancy said a few words of appreciation to Carmen Merlo for her service as Steering Committee Chair in 2015. Denise shared a card and small gift from the Steering Committee. Nancy also acknowledged other past chairs who have played important roles in supporting the success of the RDPO.

### 4) Policy Committee Meeting Debrief and After Actions – Nancy Bush, Chair, and Denise Barrett, RDPO Manager

- a) Denise shared that one of the important outcomes of the January 29, 2015 meetings was the RDPO Policy Committee's willingness to develop a 2016-2017 federal and state legislative agenda. She said that PC Vice Chair Steve Novick (City of Portland Representative) led the review and discussion of proposed issues (e.g., earthquake early warning, UASI grant funding, funding for resilience and mitigation programming, etc.). The PC agreed that a visit to both Washington, DC in the spring and a post-session meeting with Oregon Governor Brown and the new state resilience offer would serve as great opportunities to advocate directly with legislators as the RDPO governance body.
- b) Scott Porter added that having Metro at the RDPO table continues to show incredible value. He mentioned that Metro Councilor Kathryn Harrington shared during the PC meeting the connections she sees between Metro's work and the RDPO – e.g., on land use and transportation. He was impressed by her mentioning that Metro's Regional Transportation Plan does not have an annex related to the Regional Emergency Transportation Routes, but should.
- c) Ray DiPasqualle commented on how great Tripp Robinson's addition has been to the RDPO, especially in strengthening a common public-private sector cause for disaster preparedness. He said he appreciated Tripp's appearance at the PC meeting to share that he was on his way to

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Washington, D.C. to attend the White House Resilience Summit, and would carry RDPO messages there, as well as on the Hill at the offices of various members of Congress.

- d) Denise mentioned that the PC also advanced work on its bylaws/SOP and the FY2016/17 Local Cost Share Agreement. All members present voted in favor of the latter, but since some of the Core Group members were missing, Denise will be following up to take their votes and share the final outcome.
- e) Nancy mentioned she appreciated the presentations from the counties on the December weather events. She also said it was clear that the members present (9 of 14) really want to see their other colleagues at the meetings. Denise said she would explore how to include a phone conference option. Steve Pegram said he would like to see the same option for Steering Committee meetings.
- f) Denise was asked to debrief the trip of the colleagues from Pierce County Emergency Management. She said the three staff, including the Deputy Director and two program staff, came to our region to learn more about the RDPO, especially as our organizational model could be applied to their own regional organizational development efforts. She said they attended both Program and Policy Committee meetings last week, and Denise and Scott participated in a lunch discussion. She said they are further ahead in some areas (e.g., Disabilities, Access and Functional Needs), while they took great interest in our emerging work on regional multi-agency coordination system development, disaster sanitation planning, etc.
- g) Denise said she will be circulating a Doodle poll to the PC to select a date for the spring 2016 meeting – likely to be held in late April or early May.

### 5) FEMA's proposed Large Scale Aviation Response Exercise for the Portland Metropolitan Region – Denise Barrett, RDPO Manager

- a) Denise shared a one-page overview of FEMA's Large-Scale Aviation Accident Response Exercise Series (LSAAR) to frame the discussion: [LsAAR](#).
- b) The LsAAR is managed by FEMA's Office of Counterterrorism and Security Preparedness. They have held six of these off-site focused aviation accident workshops/tabletop exercises in the last year and planned Portland for this year. They would like us to consider holding it in October.
- c) Mark Crosby said that the Port of Portland holds a full-scale exercise every three years, with the next one scheduled for May 2017. Mark said he would like to de-conflict with that. He added that the Port of Portland stands up family centers and works closely with airlines on the exercise.
- d) Chris Voss mentioned that he was a part of the first LsAAR, which was held in the National Capital Region. He said FEMA used a contractor to organize and facilitate the event, which made it a light lift for the locals. He also reinforced that the scenario is off-airport (i.e., a mid-air explosion). Washington Capital Area's scenario spread debris over two states. He said he could imagine the same here. He added that about 200 people were involved -- about 50/50 locals and feds. He said there was a very interesting briefing on the National Transportation Safety Board's process.
- e) Denise Barrett posed a question to Mark Crosby: Would knowing that this will be a light lift and covers some important operational questions help in your preparation for your 2017 exercise? Mark replied that it could. He asked Denise to share documentation from other events and to connect with Kori Nobel, the Port of Portland's Emergency Manager, who recently returned from military deployment. Chris Voss also offered to share his National Capitol Region contacts. Mark said he will follow up.
- f) Hearing no major objections from SC members, Denise said she will seek more information and inquire about the possibility of flexible dates. Scott Porter shared that the Oregon Emergency

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Managers Conference is scheduled for the week of October 3, 2016; and Mike Mumaw said that the International Emergency Management Association's annual conference is scheduled for the week of October 17, 2016. Dense noted these dates to avoid when scheduling the workshop and TTX.

### 6) **Veterans and Emergency Preparedness Committee Bill – HB4098 (Lend-Lease Bill) – Nancy Bush**

- a) Nancy thanked Mike Mumaw for asking that this item be added to the agenda. The legislation in question proposes a grant program to provide emergency equipment at the local level, procured and managed/maintained by Oregon Emergency Management (OEM).
- b) Nancy said that OEMA will be submitting written testimony. There are a lot of issues: no talk of maintenance; taking resources from OEM to do this program, but no information about how OEM should manage this program. Several SC members agreed that such a program would prove challenging for OEM to manage.
- c) Scott Porter said it would be nice to see OEM get more money for day to day business. Overall the legislation is not well fleshed out. He said this is not first time this bill has surfaced; seems as though legislators just trying to do something in the face of the Cascadia Subduction Zone Earthquake.
- d) Mike Mumaw said he sent feedback via email. For him, the big thing is that legislators say all the questions will be answered in administrative rules, but that can lead to something we did not intend. If, for example, the equipment is a "state resource", who is ultimately responsible, who deploys, how is it paid for? There is nothing in the bill's language that says you should keep the equipment out of the hazard zone.
- e) Scott Porter said there have been some unfortunate examples like this that have not worked out, e.g. statewide USAR, which left the region in a challenging situation.
- f) Carmen Merlo said that while the bill seems well intentioned, it probably would result in failed execution.
- g) Nancy Bush said that Jay Wilson from her team will testify. Their message: Clackamas is appreciative of the effort, but the bill needs more work.
- h) Mark Crosby asked whether the State of Oregon's Homeland Security Council is still in existence. It was mentioned in HB4098. He said he thought it went away when Kulongoski left office in 2010. Other member seemed sure that the council has not been active.
- i) Kathryn Richer said that it is hard to say no to funding. Nancy replied that the bill is missing a lot of foundational issues; it is coming back because of the new legislative session. Nancy said she doubts it will have legs.
- j) Rebecca Geisen asked about funding availability for counties outside the UASI region. Scott Porter replied that all counties can compete for grants under the State Homeland Security Program. In Oregon, the FY2016 SHSP fund is \$3.7 million.
- k) In terms of the RDPO testifying on the HB4098, Denise said the lead time is too short for an RDPO statement, but action from individual jurisdictions is encouraged. She said that the Policy Committee can share additional feedback on this bill when it meets with Governor Brown and the State Resilience Officer after the short legislative session (still in the planning stage).
- l) Scott Porter mentioned that many years ago our former regional preparedness organization, Regional Emergency Management Group (REMG), worked to get legislation passed in the State of Oregon that created a fund for post-disaster, but there is only one dollar in it.

### 7) **THIRA 2015 Update Results and 2016 Proposed Plan – Emma Stocker, RDPO Planning**

Coordinator

- a) Emma gave a brief presentation on the [RDPO's 2015 THIRA update](#), an effort she led last year. She submitted the final document to FEMA Region X a few days prior to the December 31, 2015 deadline.
- b) Emma engaged more than 40 agencies and 12 RDPO discipline work groups in the process of updating and ranking the list of hazards and threats in the region and associated impacts; refining targets for a large portion of the core capabilities (CCs); completing resource lists for select core capabilities, such as the cross-cutting core capabilities and those under the Recovery mission area; and identifying a few gaps in resources for some of the CCs.
- c) THIRA will eventually play an integral role in strategic planning for the RDPO. The next couple of updating efforts will build the body of data on gaps that can contribute to strategic investment decisions.
- d) Click here to review [Emma's THIRA 2015 Update presentation](#).

**8) Honing the RDPO Strategic Vision for 2017-2021 – Denise Barrett, RDPO Manager**

- a) Denise reviewed the process that has led to today's strategic planning session. She said that initial efforts to develop a vision, or set of outcomes, for the RDPO's next phase of work took place at the Steering Committee meetings in October and November 2015. Because winter emergencies lead to the cancellation of the December 2015 and January 2016 SC meetings, all additional work to hone the statements and begin to prioritize them has happened through email and online survey.
- b) She said that she also obtained some preliminary input from the Program Committee, but that she intends to further engage that committee and the work groups following the SC's current effort to shape the vision and to see how "programmable" it is.
- c) Denise said that in her opinion some of the vision/outcome statements are easily programmable, while a few call for change in behaviors and practices among partner agencies.
- d) Denise asked all members to take a few minutes to review the document [Synthesis of SC Vote on Vision Elements](#) (12/2015) to reflect on the vision statements once again, as well as how the SC ranked them. She asked the Steering Committee: What do you think about the current state of these statements? Which outcomes do you want to send to the program committee?
- e) Carmen Merlo responded that she is not sure what "seamless response" means in 2.6? Does that mean effective use of Mutual Aid? She also was disappointed to see the TITAN Fusion Center (TFC) ranked so low, especially as supporting the TFC is a UASI requirement.
  - i) Nancy Bush agreed that it needs to be ranked higher.
  - ii) Mike Mumaw responded to Carmen's first question – the concept means that whomever is closest to the need is the one to respond, e.g. St. Vincent hospital would have Beaverton building inspectors even though it is outside the city. Scott Porter added: grant purchased resources, are "regional" resources. Will they be shared, and in a timely manner? That is the focus of the resource management committee.
- f) Kathryn Richer asked if 1.4, "Increased Coordination between public, private, and non-profit sectors in preparedness, response and recovery" is that the same as 2.6, "Seamless and Integrated response in the region, without regard to jurisdictional boundaries and resource owners"?
  - i) Denise replied that 1.4 is overarching, and 2.6 reflects the quality of the integration. Ray DiPasquale added: it's the real or perceived roadblock to actually moving forward. Getting rid of those. Jerry Allen said about 2.6: this is always the challenge, no matter where you are.
  - ii) Denise asked: if we were to unlock this, how do we give guidance to the Program

- Committee about the projects/initiatives you may want to see? Mike Mumaw responded: elected leaders are concerned about their own constituents; most folks don't understand "priority of need".
- iii) Denise asked: how does this play out in the Regional MAC? Scott Porter replied that the MAC is primarily about in-bound resources.
  - iv) Ray DiPasquale noted that the work groups are also the place to influence the policies and perceptions about this.
  - v) Chief Fred Charlton said that 1.5, "Citizen Preparedness in the Portland Metropolitan Region will be consistent with national best practices," seems to lack momentum; more about consistency than improvement. Would advise a different wording to get at enhanced capabilities. And 1.6, "RDPO is influencing legislation/policy-making. . ." seems more a means than an outcome. Denise responded that it is an outcome in the sense that it will be a shift from the current state of influence.
  - vi) Dr. Paul Lewis spoke to statement 2.1, "All capabilities we identify now for investment, as well as others that have been built or invested in over the years, will have been maintained, and, as needed, enhanced." He said he felt we need to finish what we started and it appeared to him that there are a number of capabilities that are not fully developed and need our attention. He also said he thought the statement about interoperable communications (2.5) needed to go higher on the list. Others agreed.
  - vii) Carmen Merlo asked that we change "citizen preparedness" to "community preparedness" for 1.5. There was a follow-on discussion about to be "consistent with national best practices". It was agreed to revise 1.5 to be more in line with the concept of "Increased community preparedness/resilience in the Portland Metropolitan Region." Dr. Paul Lewis said he thinks community preparedness is hugely important, as there appears to be less personal responsibility for preparedness in our region than other regions that face more frequent emergencies and disasters.
  - viii) Mike Mumaw suggested that Denise apply a scoring method to tally all of the high, medium and low scores for each vision element/outcome. This approach will likely yield a more accurate ranking.
  - ix) Denise asked the Committee if a line should be drawn for the RDPO to focus on a top ten or so list of outcomes. Mike Mumaw responded that he thought the Steering Committee should pare down this set to the high and medium priorities. This step will be completed following the review and feedback cycle Denise wants to run with the Program Committee and discipline work groups this spring.
  - x) Time ran out to move elements proposed for a higher priority designation (e.g., interoperable communications, TITAN Fusion Center). Those changes will require a bit more discussion at a future meeting.
  - xi) Denise said she will produce a revised document and circulate it to members in the coming week.

**9) Program and Grants Update – Merrill Gonterman, Program Committee Chair, and Amy Cole, Grants Program Coordinator, PBEM**

- a) At the Program Committee meeting on January 28 the committee:
  - i) Heard presentations on project concepts that hadn't been presented at the December 2015 meeting; and
  - ii) Started to prioritize all 24 project concepts into different tiers based on potential funding level (\$1 million, \$2 million, and \$3 million).

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- b) The Joint Program-Steering Committee meeting on March 7, 2016 will aim to finalize a prioritized list of projects. Denise will circulate a link to project documentation and a summary of the projects to the SC during the week of February 22, 2016.
- c) PBEM/RDPO staff is working to get ordinances in place for UASI FY2015, as well as drafting the IGA between the City of Portland/PBEM and the counties, TriMet and Port of Portland.
- d) Many [UASI FY2014 projects](#) have been completed; a few need extra time. PBEM intends to request a one-month extension of its contract with OEM (from current date of May 31, 2016 to June 30, 2016). PBEM is working on reallocating unspent project funds. Expect the TITAN Fusion Center project to come in well under budget.
  - i) Scott Porter asked if projects have been identified to absorb the underspent funds. Amy said yes: Law Enforcement has smaller projects and we also have the regional radio cache project, which can absorb funds.
  - ii) Concerning 2015 IGAS, Scott Porter asked to see the draft IGA and also the UASI FY2015 budget, which will help him know which jurisdictions are directly benefitting from the grant. It will save time in the preparation of IGAs between his county and the municipalities/special districts in the county.

### 10) Good of the Order – Carmen/All

- a) Denise Barrett shared the [RDPO 2016 Work Plan](#), which she explained covered the tentative focus of each committee, the work groups and the staff for the next year. It will be updated quarterly. The program implementation plan for FY2015-16 will be completed in the next month.
- b) Scott Porter raised the subject of rulemaking on FEMA's disaster deductible proposal. He mentioned that it requires some level of commitment with local or state funds before a local jurisdiction would be eligible for a disaster declaration. It would be useful to share any comments among the group. OEM is preparing comments, but we should join voice on a single response. Scott said that, in general, he is not supportive.
  - i) Carmen Merlo said she doesn't like the language in the proposal but likes the idea.
  - ii) Mike Mumaw said the idea of holding the states accountable to some degree is good. But not good if it's a fee for each jurisdiction.
  - iii) Carmen Merlo said that using a percentage would be more appropriate than a flat rate.
  - iv) Chris Voss said he is not supportive of the legislation.
  - v) Carmen Merlo: a good example mitigation investments for the City of Portland is the Portland Water Bureau's expenditure of \$60 million on new water crossing. That would not be an additional burden.
- c) TITAN Fusion Center – working on outreach, and intelligence-sharing; also completed some vulnerability assessments of critical infrastructure.
  - i) Denise Barrett added that she and Carmen have been participating with the TITAN Fusion Center and OEM on trying to get the risk ranking up for the region, as well as getting clarification on how the risk ranking is developed.
- d) Dr. Paul Lewis – we've now moved from Ebola to the Zika virus. If it acts like other things transmitted by that mosquito, then the NW is somewhat safe.
- e) Rebecca Geisen – Regional Water Providers Consortium will commence a bus side campaign on emergency kits ("Is your kit a disaster"). Emphasis on water storage needs @ 1 gallon per person per day. Vetted it through the RDPO's Regional Disaster Preparedness Messaging Task Force. Campaign will run for three months, then will run again in September 2016.

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- f) Kathryn Richer – having grand release of trauma surge plan on March 15. With decline in funds, health preparedness annual conference as a standalone event is discontinued; will join with OEM conference instead.
- g) Paul Slyman – mentioned his engagement with the Steering committee is mainly on debris management. He is asking Metro Council to approve a budget to map potential debris sites in the region. Then the question for SC or PC is: who wants/should to approach the land owners? (No immediate response.)
- h) Next meeting is scheduled for March 7, 2016 (1:00 – 3:00 pm; TVFR in Tigard).
- i) No other announcements.

**11) Adjourn:** With no other business for this session, Carmen adjourned the meeting at 2:55 pm.