

Minutes of the NET Steering Committee Formation Meeting

12 January 2011

Portland Office of Emergency Management

Contact Portland NET Steering Committee

www.PortlandNetTeams.net

SteeringCommittee@portlandnetteams.net

Meeting start 7:00

NET Team Leader volunteers attended this meeting.

At a June 2010 NET Team Leader meeting, two Working Groups were created of Team Leader volunteers: Communication and Organization & Responsibilities. These Working Groups met during the summer and fall 2010, then made their recommendations. These recommendations included the formation of the NET Steering Committee “to provide overall management and direction to the NET program.”

The Steering Committee members, the Chair and Vice-Chair were chosen from the attendees at the meeting. It was also decided that four of the Steering Committee members would be the Chairs for the four Sub-Committees recommended by the O&R Working Group; that those Sub-Committees would be named Training, Equipment, Internal Communication, External Communication. The remaining attendees each then chose to work within one of the Sub-Committees.

It was also decided:

- That the Steering Committee would follow the recommendations of the two Working Groups: Communication and Organization & Responsibilities.
- That membership and position in the Steering Committee and Sub-Committees would continue until the volunteer decides to quit and pass on his/her responsibilities to another.
- That new volunteers will be welcome into the Sub-Committees with the approval of the Steering Committee.
- That our meetings will take place at a location generously donated by our Training Sub-Committee chair, Jeffrey Rook, at the University of Portland.
- That the time and place would be determined by survey of the members. (It was later determined that we would meet at 7:00 pm on the 3rd Tuesday of each month.)
- That, at the meetings, the Sub-Committees would meet for one hour, and then the Steering Committee would meet for one hour.
- And that the Sub-Committee members can attend the Steering Committee meetings but will not be voting members.

NET Steering Committee: *(from Neighborhood Coalition areas)*

- Gayle Vrla–Chair, from Northwest (Downtown FMA 1)
- Chris Boeh–Vice-Chair, from Central Northeast (Beaumont Wilshire FMA 14)
- Gardner Grice, from Northeast (Concordia FMA 14)
- Jeff Rook, from North (Cathedral FMA 22)
- Mac McCawley, from Southeast (Laurelhurst FMA 9)
- Robert Gardner, from Southwest (Multnomah FMA 18)
- Jacob Benton, from East (Hazelwood FMA 7)

Steering Committee Members’ Responsibilities:

- Gayle Vrla–Chair
- Chris Boeh–Vice-Chair
- Gardner Grice–Equipment Sub-committee Chair
- Jeff Rook–Training Sub-committee Chair
- Mac McCawley–Training Sub-committee member
- Robert Gardner–Internal Communications Sub-committee Chair
- Jacob Benton–External Communications Sub-committee Chair

Sub-committees Members:

- Equipment: Gardner Grice–Chair, Jim Harrison (Overlook FMA 24), Karen Koetz (Markham FMA 10), John Schilchenmayer (Lents FMA 11)
- Training: Jeff Rook–Chair, Mac McCawley, John Morris (Hillsdale FMA 5), Patrick Tiller (Downtown FMA 1), Erika Wolfe-Burr (Beaumont-Wilshire FMA 14)
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- External Communications: Jacob Benton–Chair, Jeff Cohen (Kerns FMA 13), Jeremy O’Leary (Centennial FMA 31), Murphy Terrell (Markham Multnomah FMA 18), Gary Tomono (Pearl FMA 3)

Meeting adjourned 9:00 pm
Portland NET Steering Committee

Minutes of the NET Steering Committee Meeting
15 February 2011
Franz Hall, University of Portland, Murphy Room

Contact Portland NET Steering Committee
www.PortlandNetTeams.net
SteeringCommittee@portlandnetteams.net

Meeting start 7:10 pm

Background:

The NET Organization and Responsibilities Working Group and the Communications Working Group formed following an April 2010 meeting of NET team leaders; they met during the summer. Among their recommendations was the establishment of a Steering Committee to “provide overall management and direction to the NET program.” NET Steering members were asked to review before this meeting the two findings and recommendations of the Working Groups. The Steering and Sub-committees are made up of NET people who volunteered after a call for this from William Warren. The first meeting, where the Chair and the make up of each committee was decided, was held in the POEM offices on 12 January 2011. The decision re the future meeting location and dates was later made by email survey of the members.

Present:

Gayle Vrla–Chair, Chris Boeh, Jeffrey Rook, Gardner Grice, Robert Gardner, Barbara Conable, John Morris, Karen Koetz, John Schlichenmayer, Joshua Patterson, Pat Tiller, Jim Harrison

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- Robert Gardner, from Southwest (Multnomah FMA 18)
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Steering Committee Members’ Responsibilities: *(Some established at this meeting, some at our preliminary meeting.)*

- Gayle Vrla–Chair
- Chris Boeh–Vice-Chair
- Gardner Grice–Equipment Sub-committee Chair
- Jeff Rook–Training Sub-committee Chair
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Also attending:

Scott Winegar–Operations Manager POEM

Advisors:

Scott Winegar–Operations Manager POEM

William Warren–Program Specialist POEM

Goals:

Gayle said the first and most important thing to do is to establish the primary goals of the Steering Committee and each Sub-committee. After meeting together at the beginning of the 15 March meeting, each Sub-committee chair is to present to the Steering Committee the primary goal(s) for their committee. This was the main subject of this meeting.

Decisions:

- *How meetings will be conducted.* The Sub-committees will meet ahead of the Steering Committee on the same night. Sub-committee members will be welcome to attend the Steering Committee meeting.
- *Activities based on founding documents.* It was agreed that the committee’s activities will be based on the founding documents provided by the two Working Groups.
- *Contact.* Scott Winegar asked that the names of the NET Steering Committee members be put up on the website so that they can be contacted. A new email address will be created by the Internal Communications Sub-committee to receive these emails from NET members and the public.
- *NET Survey.* A survey of all NET teams/members will be conducted. All members were asked to bring their suggested survey questions to the next meeting.

Discussions:

Various items were discussed that will be addressed as soon as the foundation is well established.

- *Liability issues.* The possibility of POEM’s legal liability when deploying NETs has been the main reason POEM has not asked NET teams for help during the last period of time. This is not just an issue in Portland but is a concern shared by all emergency managers across the country. Scott Winegar announced that “POEM is proposing a change to the City Code as it applies to NETs which formalizes NET governance and indemnifies NETs when acting under

the POEM Director and within the scope of their NET training.” Per this change, NETs will be excluded from the City’s indemnification when they are not “acting under the POEM Director” or are not acting “within the scope of their NET training.” These changes in the code will also provide a mechanism for removing a NET member for cause when needed. In other words, with this change, POEM will be able to call on NETs without fear of liability issues. It is also noted that the State’s Good Samaritan law will apply in most instances when NET members are carrying out activities within the scope of additional training, such as First Aid.

- *PDXprepared.net*. Gayle expressed a desire that the Communications Sub-committee either update pdxprepared.net or shut it down. Scott reported that he can put anything up on the POEM site. He assured us that this would not take a long time because POEM has direct access to the site.
- *SERV-OR*. Scott talked about SERV-OR, a module of HAN (which is an emergency communications system), that will enable individuals to update their own information.
- *NET Database help needed*. William Warren needs someone to help with the NET database.
- *Neighborhood Coalitions, Association areas, FMAs*. The relationship between NET teams and the FMAs, Neighborhood Association areas and Portland’s seven Neighborhood Coalitions was discussed. It is noted that the Organization & Responsibilities Working Group Final Report states: “Many small neighborhood teams are preferable to a few big teams in most FMAs.” How these will be set up exactly will be decided at a later meeting.
- *Neighborhood Coalition and Team Leader meetings*. It is POEM’s desire that Steering Committee members will meet with their Neighborhood Coalitions twice per year, and will hold Team Leader meetings twice per year.
- *NET Training in community colleges*. There was discussion of proposed classes in community colleges. It is noted that after this meeting a set of CERT classes were provided at Portland Community College.
- *Neighborhood Training*. Jeff Rook recommended that members check out SNAP: seattle.gov/emergency/programs/snap
- *ID Cards*. Scott Winegar said the Department of Human Services and FEMA are working to create a uniform identification card that can easily identify the different levels of training and so act as a genuine credential.

Meeting adjourned 8:30 pm.

Portland NET Steering Committee

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15 March 2011
University of Portland, Franz Hall, Murphy Room

Contact Portland NET Steering Committee
www.PortlandNetTeams.net
SteeringCommittee@PortlandNetTeams.net

Meeting start 7:00 pm

7:00-7:10 Meet and greet

7:10-8:00 Sub-committees meeting

8:00-9:00 Steering Committee meeting

Present:

Gayle Vrla–Chair, Chris Boeh–Vice-chair, Gardner Grice, Jeff Rook, Robert Gardner, Jim Harrison, Karen Koetz, John Schilchenmayer, Pat Tiller, Betsy Shand, Joshua Patterson, Jeremy O’Leary, Mruphy Terrell

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Also attending:

Scott Winegar–Operations Manager POEM

Advisors:

Scott Winegar–Operations Manager POEM

William Warren–Program Specialist POEM

Goals:

As decided at the last meeting, the primary focus of this meeting was the establishment of broad, long-term goals for each Sub-committee, and the Steering Committee with the Sub-committees as a whole.

- Steering Committee – All citizens in Portland at least aware of disaster preparedness; all NET teams very well trained, drilled, organized and prepared sufficiently to respond to small and large disasters; and at least one NET-trained person in every multi-family building or residential block in the city.
- Equipment – Every team with a large cache in a secure storage facility with sufficient and appropriate equipment to reasonably respond to a small or large disaster; every NET member properly equipped as per FEMA guidelines.
- Training – All NET members trained in the CERT (NET) program as defined by FEMA, with advanced training and drilling as available and approved by the Steering Committee; training and drilling to build both individual and team capabilities. We note that the City Code will indemnify those NET members while using basic CERT training (once the City Code change is passed) but not the advanced training.
- Internal Communication – A communication system set up that allows fast, informative communications between NET members, Teams, the Steering Committee, Sub-committees and POEM. This includes phone trees and HAM radio communication so teams can be deployed rapidly as needed under any conditions. This also includes building and sustaining strong relationships within the NET community.
- External Communication – Outreach programs of various types in place to promote NET goals and increase public awareness of disaster preparedness and recruitment of new NET team members. Also established strong partner relationships with all emergency/disaster response stakeholders in Portland with those groups well aware of NET and its purpose.

Decisions:

- *Alignment with basic goals.* Agreed that all actions approved by the Steering Committee must align with the Basic Goals as listed above.

- *Simplified Robert's Rules.* Agreed to use simplified Robert's Rules of Order wherein we can approve motions by acclamation rather than formal vote.
- *John Morris to Steering Committee.* Approved John Morris moving to Steering Committee as a voting Advisor. (John was the Chair of the Organization & Responsibilities Working Group that recommended we create these committees.)
- *Betsy Shand to External Communications.* Approved Betsy Shand moving to External Communications Sub-committee.
- *Confirmed Sub-committee members,* as stated above.
- *NET Survey.* Agreed to send a survey to all NET members. Survey questions discussed. Agreed to discuss and approve final survey questions via email during the following days.
- *Communications policy.* Agreed to follow Communications policy that will simplify communication up and down through the committees: Committee members will communicate with their Committee Chairs; the Chairs will bring these items to the attention of the Steering committee, if needed. Unless there is some unusual urgency and as appropriate, these items will be added to the Agenda and addressed at the next Steering Committee meetings. If there is some upset or disagreement, it will be brought to the attention of the Steering Committee by first addressing it to Vice-chair Chris Boeh.
- *Minutes approval.* Agreed that the minutes can be posted to POEM immediately after email approval by the Chair and Steering Committee members (rather than approved at the next meeting which is normal Robert's Rules of Order procedures).
- *Email address.* Agreed that the Internal Communications Sub-committee will establish an email address for these committees, will monitor it, and will forward the emails to the appropriate committee chair or to the Steering Committee Chair.
- *Bios.* Agreed that all Steering Committee and Sub-committee members will send in bios related to NET and disaster response (to Vice-chair Chris Boeh).

Discussions:

- *NET Liability.* Scott Winegar gave us a POEM update re the liability issue. The short answer is that it will go before the City Council soon. John suggested that we gather a large group of NET members with NET shirts on to attend the City Council meeting. Scott said that he will check on this with POEM Director Carmen Merlo and would get back to us; he also said he has found when citizens show up and show they care, it registers with the City Council. Scott will tell us the date when it is set.
- *Other meetings.* Scott said he wants us to set up neighborhood coalition meetings and a Team Leader meeting. We agreed to address this at the next meeting.
- *ORVOAD rep.* Gayle asked for a volunteer to attend ORVOAD meetings as a representative of Portland NET. ORVOAD - Oregon Voluntary Organizations Active in Disasters. <http://www.orvod.org>. (Note: John Morris later agreed to be this representative.)

Meeting adjourned at 9:00 pm

Portland NET Steering Committee

Minutes of the NET Steering Committee Meeting
19 April 2011
University of Portland, Franz Hall, Murphy Room

Contact Portland NET Steering Committee
www.PortlandNetTeams.net
SteeringCommittee@PortlandNetTeams.net

Meeting start 7:15 pm

7:15-7:25 Meet and greet

7:25-8:00 Sub-committees meeting

8:00-9:00 Steering Committee meeting

Present:

Gayle Vrla–Chair, Chris Boeh–Vice-chair, Gardner Grice, Jeff Rook, Robert Gardner, Jim Harrison, Karen Koetz, John Schilchenmayer, Pat Tiller, Betsy Shand, Joshua Patterson, Jeremy O’Leary, Mruphy Terrell

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Also attending:

Scott Winegar–Operations Manager POEM

Advisors:

Scott Winegar–Operations Manager POEM

William Warren–Program Specialist POEM

Main Goal:

Sub-committees to list policy that applies to sub-committee activities, and choose recommendations from the two working groups for which each sub-committee will take responsibility. Note: As there were reports and discussions that required the Steering Committee’s attention, these items will be addressed in a later meeting.

Reports from Sub-committees:

- Internal Communication – Policy: Will use chain of command structure for communication up and down; from NET members through NET Team Leaders to Sub-committee to Steering Committee to POEM, and back down through the same channels.
- Equipment – Is working on the list of recommended equipment.
- Training – Will check on Speakers Bureau existing training. Jeremy will contact Seattle CERT re their SNAP program. Either Seattle’s SNAP or Know Your Neighborhood and/or short NET info presentations will be promoted to the general public. It is noted that the CERT model changed and that all NET materials will be updated. The Training Sub-committee will also work on credentials re completion of training and on training re team building.
- External Communciation – Dissemination of the items listed above re Training that relate to the broad public are the responsibility of the External Communication Sub-committee

Decisions:

- Other meetings. Agreed that Team Leader meeting would be called in late May. Steering Committee members were reminded to meet with their Neighborhood Coalition representatives. (It is noted that the Team Leader meeting was later changed to July 11th because of possible conflict with the Memorial Day holiday.)
- NET Survey. Agreed Rob Gardner will finish creation of NET survey and it will be approved by Steering Committee members via email mid-month so it can be posted.
- External Communication Chair. Although Jacob Benton was present at the first Steering Committee meeting and he volunteered to be the External Communication Sub-committee Chair, he has not attended any subsequent meetings and has not responded to emails or calls to

him. Therefore, Jeff Cohen, was asked to take on the position of Chair and as a Steering Committee member. It is noted that Jeff does not live in the East Neighborhood but will be the representative for that area.

Discussions:

- *Complaints.* Scott Winegar informed us that there were two complaints made to FEMA during the month that related to *not enough NET classes, and the desire by some that the Fire department take over NET.* Scott said those complaints were forwarded to POEM Director, Carmen Merlo, who forwarded them to Scott Winegar and William Warren – because FEMA does not have a say in how the City of Portland wants to run it’s disaster response program. The result was several hours spent by POEM personnel that could have been better spent handling immediate responsibilities. Scott also noted that there is a 50% show rate at the NET classes. It was agreed that this “show rate” will be addressed by our Training Sub-committee.
- *Sub-committee makeup.* It was suggested that we should work on having at least five members to each sub-committee.
- *SERV-OR.* Scott mentioned that we are waiting for the next fiscal year before there is money allocated to complete the set up.
- *Fire Extinguishers.* It is noted that fire extinguishers were donated by AT&T and that Gardner Grice picked them up and is in possession of them.

The Steering Committee wants to acknowledge everything that is being done by our members and sub-committee members. We know that although we would like to do everything immediately, it cannot be done over night. We appreciate everything that has been done so far.

Agenda items to be addressed at future meetings:

- Policy and Working Group recommendations.
- Define “NET Team”.
- Define “Team Leader”.
- Decide on distribution of fire extinguishers.

Meeting adjourned at 9:00 pm

Portland NET Steering Committee

Minutes of the NET Steering Committee Meeting

17 May 2011

University of Portland, Franz Hall, Murphy Room

Contact Portland NET Steering Committee

www.PortlandNetTeams.net

SteeringCommittee@PortlandNetTeams.net

Meeting start 7:00 pm

7:00-8:15 Sub-committees meetings

8:15-9:05 Steering Committee meeting

Present:

John Morris–Acting Chair, Gardner Grice, Jeff Rook, Mac McCawley, Robert Gardner, Betsy Shand, John Schilchenmayer, Pat Tiller, Virginia Peterson, Ed Rentz, Jeff Cohen, Jeremy O’Leary, Ethan Jewett, Murphy Terrell and Joshua Patterson. It is noted that Chair Gayle Vrla and Vice-Chair Chris Boeh, who could not attend, gave John Morris the right to vote for them.

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Also attending:

Scott Winegar–Operations Manager POEM

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William Warren–Program Specialist POEM

Reports from Sub-committees:

- *Training & External Communication* – Jeff Cohen reported on his recent meeting with Scott Winegar and William Warren of POEM about Know Your Neighborhood (KYN). The two Sub-committees are recommending that this program be replaced with the SNAP program being used in Seattle and that it be renamed PREP – Portland Regional Emergency Preparedness. All Committee members agreed that KYN should be replaced. Scott Winegar spoke to the need for the Committee to send a message that we adopt SNAP over KYN and let the City know that we would like a program change.

Decisions:

- *PREP program*. It was agreed that we like to adopt the PREP program over KYN, and do the due diligence to research, investigate and meld a program for Portland.
- *Team Leader meeting*. The date for the Team Leader Meeting was set for Monday July 11th from 7:00 to 8:30 pm at the Fire Training Center. Scott Winegar has confirmed this date and the Communications Sub-committee will disseminate this information to the Team Leaders. (Note: Scott later confirmed that we can have the room from 6:30 so Steering Committee members can meet and plan.)
- *Internal Communications policy*. The Communications Sub-committee’s proposed *NET Guidelines for Effective Communications* policy was discussed. Motion was made by Jeff Cohen to approve the Guidelines as presented, motion seconded by Murphy Terrell, and approved with no dissensions. The Guidelines will be disseminated and posted on the Steering Committee website. Discussion on added language Gayle Vrla wanted to add to the Communications Guidelines was held. The group felt that this language was not appropriate to be added to these Guidelines but should be incorporated in the Steering Committee’s Operating Memorandum as that document is developed.

Discussions:

- *Neighborhood Coalitions*. All members were reminded that they should be in contact with

their neighborhood coalitions. Chris Boeh's efforts to contact his coalition and trained NET members in his coalition were reviewed. As most members were not familiar with Chris's efforts/ mailing, Joshua Patterson said he would send to all members. It was noted that some neighborhood coalitions do not have 501.c.3 status. Ethan Jewett brought up that PDX Prepared could be used for a fee for all neighborhoods. It was noted that the Neighborhood Coalitions will also charge a fee to provide any service to NET. This issue needs to be studied further.

- *Miscellaneous.* Ethan Jewett brought up the scope of the Steering Committee's charter and whether this addresses the overall goal of ramping up NET training. The next topic could be how our goals are being met under POEM. The question was raised again of the possible benefit of moving the NETs back under the Fire Department. It was agreed that this is for future discussions. The primary issue is the need to engage residents who want training and cannot get it through POEM within reasonable time frames. The question was raised about having CERT training over NET training so that more people can be trained. It was suggested that the Chair request an accounting of DHS (FEMA) training funds by POEM due to conflicting information.
- *Rose Parade.* Scott Winegar addressed some of the points raised in William Warren's *2011 May All NET Notes* regarding NET participation in the Rose Parade. NETs should wear clothing as specified in William's memo to avoid confusing the public as to who they're dealing with. Administering First Aid by NETs at the Rose Parade is discouraged as NETs – under the NET Training program, are not First Aid qualified. NETs to be covered by the City's liability umbrella can only perform those tasks which they are trained to do under the NET program.
- *Background checks.* He encouraged everyone to complete the Portland Police Bureau Authorization Background form associated with William's memo. These investigations will be required for all NETs going forward.

Agenda items to be addressed at future meetings:

- Policy and Working Group recommendations.
- Define "NET Team".
- Define "Team Leader".
- Decide on distribution of fire extinguishers.
- Decide how Bios will be disseminated.

Meeting adjourned at 9:05 pm

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21 June 2011
University of Portland, Franz Hall, Murphy Room

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Meeting start 7:15 pm

7:15-8:00 Sub-committees meetings

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Present:

Gayle Vrla-Chair, Gardner Grice, Jeff Rook, Jeff Cohen, Karen Koetz, Betsy Shand, John Schilchenmayer, Virginia Peterson, Ed Rentz, Jeremy O’Leary, Murphy Terrell and Joshua Patterson, Kris Bjorge and Tom Kelly.

The Steering Committee welcomes new member, Kris Bjorge (Downtown FMA 1), who expressed the desire to join the External Communications Sub-committee; and Tom Kelly (recent PCC CERT graduate) who asked to sit in on the meeting to decide if he wants to join.

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- Training: Jeff Rook–Chair, Mac McCawley, Patrick Tiller (Downtown FMA 1), Erika Wolfe-Burr (Beaumont-Wilshire FMA 14), Ed Rentz (Laurelhurst FMA 9), Virginia Peterson (FMA 25)
- Internal Communications: Rob Gardner–Chair, Joshua Patterson (Montavilla FMA 19), Murphy Terrell (Markham Multnomah FMA 18)
- External Communications: Jeff Cohen–Chair, Jeremy O’Leary (Centennial FMA 31), Betsy Shand (South Burlingame FMA 10), Gary Tomono (Pearl FMA 3), Ethan Jewett (Beaumont-Wilshire FMA 14), Kris Bjorge (Downtown FMA 1)

Also attending:

Scott Winegar–Operations Manager POEM

Barbara Darnall–Net Program Assistant POEM

The Steering Committee welcomes new POEM employee Barbara Darnall, Net Program Assistant.

Advisors:

Scott Winegar–Operations Manager POEM

William Warren–Program Specialist POEM

Decisions:

- *Proposals for agendas.* It was agreed to add this to our policy. Any proposals will be presented by the Sub-committee Chair prior to the meeting in writing via email. These proposals will be fully researched and ready for vote by the Steering Committee. This will be done for the purpose of giving all Steering Committee members a chance to review any proposals fully prior to the meeting, and to eliminate a lot of discussion during the meeting. Any proposal will be reviewed by the Steering Committee Chair and, if the proposal is found to be sufficiently complete, will add it to the agenda of the next meeting (or request that it be made complete).
- PREP program. A presentation on Seattle’s SNAP program was done by Jeremy O’Leary. It is noted that we have agreed to call this PREP in Portland. The Steering Committee asked Jeremy to complete the research necessary to determine what it will take to implement this program. The Steering Committee Chair agreed to present this to POEM Director Carmen Merlo at a meeting on July 6th. It was also agreed that we would continue to assist with Know Your Neighborhood (KYN) presentations while the PREP program is being set up and to use up existing KYN materials. It was further agreed that the PREP program would probably be hosted on the PDXprepared.net site. (The Steering Committee was informed that pdxprepared.net is privately owned by Ethan Jewett and that he has agreed to host this PREP program but that will be confirmed.)
- *Steering Committee Email.* Prior to the meeting, it was found that the prior email address set

up for Steering Committee use would not work for our purposes. Joshua Patterson suggested that his company could host a Steering Committee website and that email addresses for the Steering Committee and the Sub-committees could be created on that site. He agreed to pay the fee (members attending gave him cash for this purpose) and to move the site if it ever happens that he will not be able to continue hosting it. A written contract will be submitted to the Steering Committee re this hosting.

- *Team Leader meeting.* The Steering Committee Chair's suggested email inviting all Team Leaders to the Team Leader meeting on July 11th was approved.
- *Bios.* It was agreed that the Bios of all our members would be posted on our new website – after they are updated and put in a consistent format. Vice-chair Chris Boeh will handle this.
- *Minutes.* It was agreed that the Minutes of each meeting will be posted on the new website; and that Steering Committee members will review these as soon as possible after posting. As soon as they are approved, the Chair will forward them to the POEM website. Scott Winegar made the comment that it is necessary to post these on the POEM website because this is a public meeting.

Discussions:

- *Communications policy and request for accounting from POEM.* At the beginning of the meeting, when the Chair brought up the following item re communication to POEM, Betsy Shand announced that the Steering Committee had not approved the Communications Guidelines but had voted on the request for an accounting from POEM of how funds are spent. As no one had the May minutes to hand, this issue was not resolved at the meeting. Later, upon review of the May minutes, as submitted by Acting Chair John Morris, it was found that the Communications Guidelines were voted on and that the request for an accounting was a suggestion and a request. (However, the Chair has already made this request to Scott Winegar at POEM.)
- *Internal Communications policy.* Note the following from the May minutes: “*The Communications Sub-committee’s proposed NET Guidelines for Effective Communications policy was discussed. Motion was made by Jeff Cohen to approve the Guidelines as presented, motion seconded by Murphy Terrell, and approved with no dissensions. The Guidelines will be disseminated and posted on the Steering Committee website. Discussion on added language Gayle Vrla wanted to add to the Communications Guidelines was held. The group felt that this language was not appropriate to be added to these Guidelines but should be incorporated in the Steering Committee’s Operating Memorandum as that document is developed.*” The above was confirmed after the meeting.
- *Communication to POEM.* The Chair reminded the members that per the Communications Guidelines approved at the last meeting, the Steering Committee Chair is the liaison to POEM, and that sub-committee members should make suggestions via their chairs. During the period between the May and June meetings, several emails and even one meeting occurred without the knowledge of the Chair. The group was reminded that the Communications Guidelines should be followed.
- *Team Leader meeting.* The Chair requested of all members that they send suggestions re announcements at the Team Leader meeting by July 1st.

- *Meeting with POEM Director Carmen Merlo.* The Chair requested of all members that they send suggestions re items to be discussed with Carmen at their July 6th meeting by July 1st.

Agenda items to be addressed at future meetings:

- Policy and Working Group recommendations.
- Define “NET Team”.
- Define “Team Leader”.
- Decide on distribution of fire extinguishers.
- Decide how Bios will be disseminated.
- Report on the NET survey.
- Report re contact with Neighborhood Coalitions.
- Suggested changes to the *Portland NET Steering Committee Operating Agreement*.
- How will Communications Guidelines be disseminated? On NET website only or on POEM website?

Meeting adjourned at 9:05 pm

Portland NET Steering Committee