



## PORTLAND BUREAU OF EMERGENCY MANAGEMENT

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### **Budget Advisory Committee Meeting**

**January 7, 2015 3:30 PM**

**9911 SE Bush Street**

#### **Attendance:**

Carmen Merlo (PBEM), Dan Douthit (PBEM), Dave Blitzer (PBEM), Laura Hall (BAC member), Shelli Tompkins (PBEM), Jessica Kemmis (BAC member), Jonna Papaefthimiou (PBEM), Christy Owen (City Budget Office).

#### **Summary minutes:**

**Introductions** – Carmen initiated the meeting with introductions and welcoming our new Budget Advisory Committee Members. A brief recap of the agenda was reviewed.

**Bureau Overview & Programs** - Shelli walked through the *Goals of the BAC* and gave an explanation of the roles and responsibilities for the two meetings. Carmen walked through an overview of the bureau, PBEM's organizational chart and highlighted the strategic plan and how each program is incorporated; Jonna, Dave, Shelli and Dan explained the function of their respective sections. Highlighted programs include: public information and community outreach; development of emergency response, mitigation and recovery plans; Neighborhood Emergency Teams (NETs), the Basic Earthquake Emergency Communication Node (BEECN) program and the essential functions of the Emergency Coordination Center (ECC). Carmen noted that funding to the bureau is comprised of general fund and grant funds, which support 1.5 FTE as well as lease and information technology costs at the ECC.

Carmen gave examples of the duty officer roles during a recent cold snap to provide clarity on the process and associated responsibilities. Dan provided information on public information regional coordination, social media monitoring, the joint information center (JIC), promoting household preparedness and hazard awareness. Jonna gave an overview of the many trainings and exercises the bureau coordinates and the importance of testing the plans that are being developed. A brief update of the Natural Hazard Mitigation Plan (NHMP) and the Unreinforced Masonry (URM) building seismic retrofit project. Shelli provided background on the finance section and the multiple areas of responsibility including the grant administration for regional preparedness, office administration, improving customer service, and overseeing fiscal compliance.

Jonna gave additional detail of the NHMP following FEMA guidelines and incorporating equity, and developing hazard specific information for unique geographic areas across the City; Carmen also shared facets of the URM project – including an update of the URM database and establishing committees to review retrofit standards and financial incentives.

Jessica asked “How is the Clean Energy Works (CEW) grant related to the URM project?” Carmen explained that the CEW pilot is for residential properties (not URM) that have not been bolted to their foundation. The grant pays for up to 75% of the costs of the retrofit for up to 30 qualifying homes.

Laura asked “How do you complete a plan?” Jonna responded by explaining the research, stakeholder meetings, drafting the plan, resulting in a possible tabletop exercise.

Shelli gave an overview of the budget process and timelines from the presentation handout, which reflected the funding allocations, grant resources, internal services and the operating budget. The Mayor’s Guidance to Bureaus and timeline were explained in more detail by Christy Owen, City Budget Analyst. She explained the objective criteria for budget requests.

**Equity Assessment Tool** - The role of strategic advisory committee to engage the community, set priorities, and help the bureau become a national leader was provided from Jonna.

**Budget Process & Timeline** – Shelli referenced the presentation handout and the descriptions of General Fund Overhead, Discretionary, and Dedicated funds. An explanation of general fund overhead vs. discretionary was provided by Christy. Carmen commented that because this is a stabilization budget – our 2015-2016 budget will likely be similar to this year. Shelli walked through a high level of the budget.

**Next Steps/Next Meeting** - Carmen reviewed some of the possible add packages from last year, which we might revisit in the coming year (ADA upgrades for Sears, facility seismic assessment.). Sears fueling is funded as well as an upgrade to five existing city-owned fueling stations and the addition of another city-owned fueling station east of I-205.

Next meeting we’ll look at performance measures, draft budget, and add packages. Jessica asked about the funding Jeremy manages – the Jeff Morris Foundation – and if that is part of our budget. David explained that it is separate from PBEM and is intended for the benefit of the NET program.

Jonna agreed to send link to past strategic plan, URM project website, and the one-pager on plan development. Jessica requested additional information on the grants regarding the time frame and amounts and strategic plan. Shelli mentioned she would send out the grant information. Christy mentioned a grant report Shelli provided that was something very useful last year.

Carmen will send annual report and updated information on strategic plan and also clarified a question on the grants noting that PBEM primarily serves as a pass through entity to other jurisdictions.

Laura asked why the UASI grant was cut. Carmen explained that in 2013 the Portland MSA ranked 26th on a threat/risk assessment; however, only the top ranked 25 Metropolitan Statistical Areas were funded.

Carmen closed and said to please let her know if you need anything else, we will be glad to get back to you and look forward to seeing you at the next meeting.