

NLC Cover Sheet



Agenda Item: NET Guidelines: 2nd edition

Proposed By: Jeremy Van Keuren, NET Coordinator

Initial Date: 10/2015

Decision Point: *NLC vote to approve 2nd edition of NET Guidelines.*

Summary (08/2016)

The Guidelines are essentially finalized; a quorum of the committee needs only to approve them. At this time, there are four of the five needed yes votes (**yes votes are: Pleva, Beaston, Jacky, Hovmiller**)

Background

PBEM always expected that the first NET Guidelines would need to be changed soon after drafting them as volunteers “field tested” rules and we received feedback. The second edition of the Guidelines is intended to “stabilize” the program’s blueprints, and this is long overdue. The changes were recommended by the first NLC, but they were not applied in time for that group to vote on them.

Relevant changes from the first to second edition of the Guidelines include:

1. Page 10: Addition to 100.15: “Generally, PBEM is responsible for overall program coordination of NET and supporting teams so that they may be successful as non-professional emergency responders. PBEM staff will not organize and lead individual NETs. The responsibility for leading a NET and convening regular meetings belongs to the community, and a NET’s solubility depends entirely on the participation of its local members.”
2. Page 11: Added 100.25.b - “Only NET members in good standing officially constitute a “member” for the purposes of forming a team. However, non-operations NET functions (such as team meetings) may include community members interested in advising and assisting NETs with their mission at the discretion of the Team Leader.”
3. Page 15: Changed 200.25.b: “May, as a recommended option, review the NET Task Book and complete knowledge areas towards completion of the NET Advanced Training Track.”

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4. Page 15: Changed 200.30.b to add (added text in bold) "Basic NET training will consist of no less than 25 hours of live training (i.e., online training does not qualify)."
5. Page 15: Addition of 200.30.d: "As an option, a member candidate in NET Trainee status may complete portions of the NET Task Book during their period of basic training. The completion of knowledge areas will result in the awarding of an elevated certification (see text box below)."
6. Page 20: changed 300.20.e to read: "Expired NET IDs are no longer valid and do not represent a member's up-to-date status in the NET program."
7. Page 21: Addition of text box that translates the hub abbreviations on NET IDs.
8. Page 22: Section 400.10 changed to reflect how we give awards during the annual NET recognition event.
9. Page 26: Addition of "Informing the PBEM NET Coordinator if he or she is leaving Portland for more than a week and appointing an ATL as the team contact during the absence."

This follows a number of incidents where TLs have gone MIA and nobody knew what happened to them, which could be a big problem if there is a deployment.

10. Section 500.35.c: Elimination of: "Of the five members appointed to the Committee, the PBEM Director will appoint one as a Committee Chair."
11. Section 500.35: rewrote this section to reflect the current structure of the NLC.
12. Section 600.35 rewritten to reflect current partnership with Friends of Portland Fire & Rescue.
13. Section 700.25 on neighborhood based curriculum added.
14. Page 40: added text box to help volunteers find their phone's email address.
15. Added Section 800.25.a regarding self-deployment.
16. In Section 800: removed all of the comms info and made it its own section (Section 900). At the end of Section 800, added all the recent work done on SUV management (instead of making it an appendix).
17. Added section 900 – NET Communications Operations and Protocols; removed radio info from Appendix A and placed in Section 900 in order to avoid duplicating information.
18. Removed appendix concerning online resources, since we now have the NET Tumblr.

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Agenda Item: Ham UHF Simplex Frequencies for IntraNET Use

Proposed By: John Beaston, RTL, ARO (Overlook NET)

Initial Date: 08/2016

Decision Point: *Vote on proposal to include recommended UHF tactical frequencies for NET use in the NET Guidelines*

Summary (08/2016)

Assigning UHF channels for NET tactical communications as an option for intra-team comms.

Background

With the increased number of hams in NET, the Radio Training Liaisons (RTLs) have received a number of questions on using amateur VHF or UHF frequencies for intrateam comm to complement the FRS/GMRS channels. Teams are concerned about potential unwanted interference on FRS/GMRS due to the large number of radios in the community. Basically the NET AROs are all asking, "Which frequencies should we use?" We did an analysis of the available simplex frequencies using the Regional Frequency Template 2015 and the ORRC (Oregon Region Relay Council) coordination band plans.

For VHF there are 20 coordinated simplex frequencies. Currently all are assigned (including the two NET TAC frequencies) although 3 or 4 are assigned to counties somewhat removed from Portland.

For UHF there are 78 coordinated simplex frequencies. Only 5 are assigned (3 of them to Hillsboro CERT).

The RTLs have discussed the topic and concluded that UHF is the best choice. Below is a proposal which assigns 6 simplex frequencies to NET use. Basically a NET team would use the same FRS/GMRS and UHF "channels" for example, a team using FRS/GMRS channel 4 would use 431.400 MHz, a team using FRS/GMRS channel 7 would use 431.700 MHz, etc.

When the ham Regional Frequency Template is next updated, the UHF portion will include these frequencies assigned to "Portland NET."

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Agenda Item: NET ICS Forms

Proposed By: Ed Rentz, ATL, Laurelhurst NET/Jeremy Van Keuren

Initial Date: 01/2015

Decision Point: *Approve and publish the NET "variants" of ICS forms.*

Summary

Approve the Forms packet as written. At this time, three votes are present to approve and one active dissent. This will be tabled for the next meeting. Yes votes are from Pleva, Jacky, and Beaston. Hovmiller asked that approval be tabled for reasons specified below.

Background

Slightly re-drafting the ICS forms so that they better conform to NET activities is an old idea that was in discussion since 2013. Drafts were finally created in early 2016, and the NET program has UASI money to spend on printing them on waterproof paper and providing to teams.

Hovmiller asked the forms be tabled to consider the following issues:

1. *Page 1, 4th bullet is missing a word;*
2. *Page 2 mentions FEMA reimbursement as a reason to document--this should be mentioned on page 1 re: crucial functions;*
3. *Page 2's The Role of the Scribe should possibly move to later in the packet;*
4. *Page 2's Documentation Flow section is not to my liking--the title of the section, how it starts, how the content of the section doesn't really describe a "flow"--the flow chart on page 3 should possibly lead off that section;*
5. *Page 3 just had to be oriented differently didn't it--find a way to make it portrait like everything else;*

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Agenda Item: Strategic Planning Session

Proposed By: Barry Newman, TL, Northwest Heights

Initial Date: 03/2016

Decision Point: *Decide on a date/agenda/preliminary information gathering steps for a NET strategic planning session in the Fall of 2016.*

Summary

The session has been approved by PBEM Director Merlo. NLC needs to decide on a date and soliciting an agenda, as well as decisions about who should be present.

Background

The purpose of a strategic planning session is to set and agree upon goals/priorities for the NET program in the coming years, and where to focus resources.

Barry has provided a draft questionnaire for other members to fill out. However, so far, only one member has. Next meeting should discuss the questionnaire and how it should be focused. The form Barry provided is attached to this cover sheet.

The NLC should also decide on a date, or several possible dates, to hold the session.

Finally, we should discuss who to invite. To consider: members of the NLC, PF&R, PBEM, ARES?

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Portland NET Leadership Committee-Strategic Planning Questionnaire:

1 Introductory Statement-what do you think is the purpose of this planning process?

Example:• *This strategic plan is being developed by XYZ group in order to provide a disciplined approach to the management of XYZ group over the next ABC period of time.*

2 Background statement/history

It's always useful for somebody reading your strategic plan to be able to discover at least a little bit about the organization. The challenge is to be able to provide a paragraph or three about these sorts of questions:

- *When was the organization formed and why?*
- *What led to it being formed?*
- *What key changes have occurred since it was formed?*
- *How is the organization governed and how is it staffed?*
- *What support is received from which agencies and what level of support has been received?*

3 Management Board and Staff

List who is who, with or without an organizational chart

4 Organizational Principles

Fundamentally, it's about the guiding principles, the organizational beliefs, the behavioral creed to which you subscribe but for a strategic plan it is generally divided into three distinct elements - the organizational **vision** (what you want to become), the **mission statement** (what you want to achieve overall as an agency) and **values** (the standards of belief that you adopt and which shape the way in which you present and behave as an organization). You may also wish to make a **general statement** about the tenets of your organization - it's optional and entirely over to you.

(If you already have a vision, a mission statement and a well-established set of values, you may actually need to critically review them. Are they still realistic and relevant?)

4.1 Organizational Vision

This is a short statement, carefully constructed, **which describes what you really, really, really want to be.**

- You may want to have a look at a sample of vision statements from a range of other agencies;
- Just how do they capture and convey the essence of what that agency is about?
- You can construct a range of possible vision statements and then we can merge them into one really, really good one that succinctly tells others what we really, really want to be?

4.2 Mission Statement

Mission statements are what the term implies - **a statement about the reason for your organization.** Your challenge is to:

- Create an unambiguous *mission statement* that captures the fundamental purpose/s of your agency;
- This isn't about what you want be, but rather, it's about the reason/s for your existence;

4.3 Values

Fundamentally, writing down values is about using written words to express those beliefs that you expect members of your organization and the organization as a whole to uphold. In a way, these are the covenants, the belief principles by which you abide.

- a useful approach is to have individuals write down theirs, and then have them share their work;
- We will then have a brainstorming session to achieve consensus about wording;
- It's also useful to check out what other similar agencies have developed.

5 SWOT Analysis- Thing to think about:

A SWOT analysis is a 360-degree scan, a reconnaissance. It involves appraising the status quo as a predicate to determining planning goals and setting developmental priorities.

We are asking you to write out what you think the strengths of the organization are, and then the organizational weaknesses. Remember, there should be an equivalent number of positives (*strengths*) or greater to the sum of negatives (*weaknesses*) that are nominated.

Then repeat the process for identifying opportunities and threats.

Remember, this does not have to be complete, just put down preliminary thoughts to be discussed at our planning session.

5.1 Internal Strengths

Strengths are what lie within (internal). It doesn't matter if you use bullet points or truncated notes at this stage- you can always convert these into compact prose afterwards.

5.2 External Weaknesses

Internal problems or obstacles or deficiencies that might prevent fully developing the potential of the organization, or limit what can be done.

5.3 Internal Opportunities

Things that can be used to develop skill sets, knowledge, usefulness, capabilities, or activities that are outside the organization.

5.4 External Threats

The key advantage to identifying potential threats is that this provides a realistic mechanism for gauging adversity. The secret is to realistically try to identify issues that might crop up so that within your strategic planning, you can devise ways of ideally avoiding those matters or, if that's not possible, dealing with them in ways that cause

minimal disruption.

6 Major Goals and Strategies

Major goals are broad overarching aspirations that should be consistent with your vision and mission statements. These are broad statements of overall intent. The next series of elements provide duplicated tables that can be used for planning. You do not need to complete every section for every goal, but the sections are there for you to start thinking about what it will take to achieve each one.

Major Goal #1

1.1 Specific Objectives

Strategy:

To:

Action Steps:

To:

Person/s?:

Resources needed?:

Major Goal #2

2.1 Specific Objectives

Strategy:

To:

Action Steps:

To:

Person/s?:

Resources needed?:

Major Goal #3

3.1 Specific Objectives

Strategy:

To:

Action Steps:

To:

Person/s?:

Resources needed?:

Major Goal #4

4.1 Specific Objectives

Strategy:

To:

Action Steps:

To:

Person/s?:

Resources needed?:

Major Goal #5

5.1 Specific Objectives

Strategy:

To:

Action Steps:

To:

Person/s?:

Resources needed?:
