



PORTLAND BUREAU OF EMERGENCY MANAGEMENT

Jo Ann Hardesty, Commissioner-in-Charge • Mike Myers, Director

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BUDGET ADVISORY COMMITTEE

ROLES AND RESPONSIBILITIES

PBEM MISSION

Promote readiness, coordinate response and build resilience for Portland. The Portland Bureau of Emergency Management (PBEM) develops and implements strategic planning, programs and policies to continually advance the city's mitigation, preparedness, response and recovery capabilities.

PURPOSE AND GOAL

Members of the BAC agree to fulfill their roles through attending and participating in meetings, studying available information and providing input to the Director. Members agree to participate in good faith and to act in the interest of the bureau and ALL Portlanders. ***To this end, members agree to place the interests of the City above any political or organizational affiliations or other interests they may have.***

Members are expected to work collaboratively, acknowledging that full consensus may not always be achieved, but productive conversations are welcomed and encouraged.

Members agree to practice empathic listening and non-violent communication.

Members acknowledge that the group is an advisory body to the Director and that its role is to provide advice. Decisions ultimately rest with the Director, the Commissioner in Charge and City Council.

MEMBER RESPONSIBILITIES

- Be a part of group discussions as a voice for community priorities of the PBEM programs and related service levels.
- Provide input on how programs are communicated to the public -program names, descriptions, access to data/performance indicators, etc.
- Obtain a reasonable level of understanding about: PBEM operations, revenue and expenses, strategic plans and goals, and programmatic activities.
- Understand how the BAC feedback will be used.
- Assist in completing a report summarizing of the committee's feedback.
- Disclose any conflicts of interest

BUREAU STAFF RESPONSIBILITIES

The Bureau will provide a staff person to assist with technical support, substantive expertise, logistical assistance, administrative assistance, and advice to the BAC. The Bureau will also provide public notice of all meetings, post materials to a webpage, and prepare meeting summaries that outline the issues discussed, the areas in which there is agreement, and any remaining issues on which agreement was not reached.

The City of Portland will make reasonable accommodation for people with disabilities. Please notify us no less than five (5) business days prior to the event by phone at 503-823-4375, by the City's TTY at 503-823-6868, or by the Oregon Relay Service at 1-800-735- 2900.

