

Approved

Steering Committee Meeting Minutes

August 5, 2013, 1:00 - 3:00 pm

TVFR Command and Business Operations Center

11945 SW 70th, Tigard, OR



RDPO

Regional Disaster Preparedness Organization

Unified. Prepared. Resilient.

Attendance:

Steering Committee Members

1. Scott Porter, *Washington County Representative and Steering Committee Chair*
2. Nancy Bush, *Clackamas County Representative*
3. Mike Greisen, *Columbia County Representative*
4. Bob Cozzie, *Public Safety Communications Representative*
5. Chief Mike Duyck, *Fire & EMS Representative*
6. Chief Erin Janssens, *Program Committee Chair*
7. Carmen Merlo, *City of Portland Representative*
8. Joe Rizzi, *Multnomah County Representative*
9. Dave Kirby, *Law Enforcement Representative and Steering Committee Vice Chair*
10. Justin Denny, *Public Health Representative*
11. Larry Stevens, *Public Works Representative (Acting)*
12. Paul Lewis, *Tri-County Health Team, alternate for Justin Denny, Public Health Representative*

Regional Staff

1. Denise Barrett, *RDPO Administrator/Grants and Finance Committee*
2. Lorraine Churchill, *RDPO Regional Staff (Columbia County EM)*
3. David Gassaway, *RDPO Regional Staff (Washington County EM)*
4. Mike Maloney, *RDPO Regional Staff (Multnomah County EM)*
5. Cate Collins, *RDPO Intern*

Guests

1. Adrienne Donner, *Program Committee Vice Chair*
2. Suzanne Piluso, *Portland Grants Compliance Coordinator/ Grants and Finance Committee*

1) Welcome, Introductions and Agenda Review [Scott Porter]

Scott Porter opened the meeting with introductions and a review of the agenda.

2) Review of Minutes from the Previous Meeting [Scott Porter]

July 1, 2013, Steering Committee Meeting Minutes: Motion to approve: Chief Duyck. Second: Chief Janssens. Minutes accepted unanimously by Steering Committee.

3) PACE Setter 2013 Full-Scale Exercise After Action Report and Improvement Plan (AAR/IP) [Adrienne Donner]

Adrienne presented a Powerpoint slideshow overview of the PACE Setter 2013 regional exercise AAR/IP. The goal of the presentation was to foster an understanding of the AAR/IP development process and the lessons learned, and to provide an opportunity to ask questions.

- The focus of the AAR was on play that affected the entire region (mainly in the context of a simulated bioterrorism event).
- Process of the AAR involved four stages:
 1. After-exercise conference (June 26), focused on exercise design team and key players.
 2. AAR/IP draft review (early July), to gather information and make sure it was captured accurately/appropriately in the report.

3. AAR/IP final draft review (mid/late July), to ensure key findings were correctly stated and to fill in the blanks in the IP. (In reality there were significant edits and additions at this stage.) Contract with Chinook expired before all final edits could be made. Now Scott Porter and Adrienne are responsible for completing the final edits to the AAR/IP.)
 4. Currently: The AAR/IP is nearly finished with an estimated completion date of mid-August.
- Overview of lessons learned and Improvement Plan:
 - Operational Communications:
 - Strengths: Alerts were successfully sent and received; communications (when attempted) were successful between EOCs, ICPs, and ECCs; communications with Push Partners and PODs were strong and well-coordinated.
 - IP Items: Responders needed IT access but were blocked by security protocols at the support EOC (Washington County); some messages that were sent out to individuals via HAN and regular e-mail were not received because the individuals had assumed functional positions/roles and addresses and were no longer monitoring their personal accounts.
 - Operational Coordination:
 - Strengths: MAC Groups maintained appropriate strategic perspective, and received just-in-time orientation training; EOC, ECC, ICP & DOCs were all activated in a timely manner.
 - IP Items: Capability to host a MAC Group within local EOCs/ECCs is limited (presents an IT nightmare); need a process for activating a MAC Support Organization (MSO); coordination and interaction between the MAC Group and MSO was limited; few consistent communication paths were established between participating EOC/ECC/ICPs.
 - Situational Assessment:
 - Strengths: MAC Group (health and medical) developed and disseminated assessment within their procedures.
 - IP Items: Ability to receive real-time incident information was limited; county-to-county and county-to-regional communication protocols were unclear; county and regional organizations were not able to develop a common operating picture; lack of integration between OpsCenter and WebEOC incident management applications/systems; personnel were unfamiliar with their assigned roles and responsibilities (largely a result of staff turnover, use of backup personnel, new facilities and equipment, new procedures/operational concepts); joint FBI/epidemiology investigation results were not given out to all regional stakeholders.
 - Public Health & Medical Services:
 - Strengths: Medication distribution, inventory/tracking, and dispensing went well (particularly with Push Partners and online screening tool); pilot medical resource call center was staffed with volunteers in a timely manner; training standards and just-in-time training were effective; FBI and EPI staff worked cooperatively and effectively.
 - IP Items: Mass Prophylaxis plans need review and update; Physician Standing Orders were never issued; call center staffing ratio (SME/Team Leaders to staff) needs improvement; FBI/EPI investigation used inconsistent operational processes and unfamiliar operational understanding was observed; hospital medical supply ordering was confusing within participating EOC/ECCs (including denial of requests at state level—this was one of the most significant findings).
 - Public Information & Warning
 - IP items are still being developed by PIO work groups and partners.
 - Fatality Management
 - Strengths: Composite interagency team was well briefed by the team leader; resource utilization was well planned and executed; deployment of portable morgue unit was very successful.

- IP Items: Safety officer was not identified; demobilization delayed; decontamination of deceased not fully completed.
- Key talking points about the exercise AAR/IP are being developed. Main points will be:
 - The process of developing the exercise was complex and challenging, but it strengthened relationships across jurisdictions and disciplines.
 - Use of contract support and facilitation provided great benefit.
 - Use of UASI grant funds was instrumental, and loss of these funds will hamper future regional exercise efforts.
 - The exercise provided extensive benefit by testing the following: regional plans, procedures, and concepts; joint state/county medical examiner operations and criminal EPI investigations; the MRC Call Center; the Push Partner program; state-to-state mutual aid; and mass casualty operations.
 - The exercise helped identify gaps, with a particular focus on the need to clarify and formalize the region's MAC Groups.
 - The exercise reaffirmed the continuing need for training and exercising.
 - (If needed, specific talking points between PACE Setter and local AAR findings will be developed.)

4) RDPO Development, Strategic Planning, and Sustainment of Regional Work [Denise Barrett and Scott Porter]

SHSP Application [Denise Barrett]

Denise gave an overview of the RDPO component of Multnomah County's State Homeland Security Program (SHSP) grant application. The RDPO request was for \$188,000 for seven months, supporting three functional roles: Administrator, Regional Planner (housed at Washington Co.), and Training and Exercise (housed at Columbia Co.), to help meet four project objectives.

Project objectives are to:

1. Train and plan for the RDPO formalization and sustainment.
2. Update the THIRA (i.e., maintain capability-based planning in the region). Denise noted that while we are not required to update the THIRA since the Portland Urban Area does not qualify for FY2013 UASI funds, the RDPO will continue to use the THIRA as a framework to identify gaps and plan projects and initiatives to build capabilities. And the region should not rule itself out of the possibility of qualifying for UASI funding in the future and having an updated THIRA will be a requirement.
3. Develop a more robust regional training and exercise program; and
4. Stand up and train the MAC Group and support organization.

IGA Development Process [Denise Barrett]

Denise presented the goal of adopting a formalized Intergovernmental Agreement (IGA) (or other form, as agreed by partners to the RDPO) for RDPO sustainment over the course of the next year. Denise met with PBEM lawyer Franco Lucchin, who offered to help with the process, especially to help liaise with the other attorneys from around the region who need to be engaged in reviewing agreement drafts. The IGA process will occur in three general phases: (1) Starting up, including the Steering Committee endorsing this process at this meeting; (2) Drafting the agreement and presenting an update to the Policy Committee in October 2013. The draft will address critical issues such as whether there will be fees or contributions; and (3) Obtaining the necessary signatures for formal adoption of the IGA.

- Scott shared a sample of additional questions that can be expected, such as: Will the IGA be an omnibus agreement? How can it be written so that all partners are addressed, such as NGOs? (What form of agreement can bring in the private and public players?) Scott commented that

good vetting of the IGA will be essential, along with ensuring that the agencies/ jurisdictions' attorneys are reading it early on and well before final signature (he gave a cautionary example of the REMG IGA, in which some attorneys expressed major concerns very late in the process).

- Denise noted that a value proposition for the RDPO currently exists but feedback from stakeholders around the region is necessary. A strong value proposition will help get all jurisdictions on board and willing to sign the IGA.

UASI Extension [Carmen Merlo]:

In addition to pursuing SHSP funding, the Portland Bureau of Emergency Management (PBEM), as fiscal agent of UASI funds for the Portland Urban Area, is working on an extension of the FY 2012 UASI grant. The request, which is under development, asks for a five-month extension; it will be submitted much earlier than the DHS typically considers extensions. Carmen is working with the state OEM to approve and forward the request to DHS at this time. The feds have a committee to approve these requests, and it will take about two months to hear back.

- Joe Rizzi inquired if support by local elected officials might help with the extension. Carmen noted that the Oregon congressional delegates that supported the original appeal to DHS (on the risk assessment determination that eliminated Portland from UASI FY 2013 funding) are aware that we are submitting the extension request, but she isn't sure if they will be involved. Joe suggested we ask the Policy Committee to solicit support from local elected officials, who may have helpful ties to DHS decision-makers.

RDPO Strategic and Work Planning [Denise Barrett]:

Denise referred the Steering Committee to a schematic handout that included:

- The RDPO Work Plan of Major Organizational and Program/Planning Activities for the period August 2013 – December 2014;
- A revised work plan for RDPO strategic planning; and
- The RDPO Funding Scenarios and Resource Development tasks for the period 2013 – 2016

Denise noted the places on the funding schematic that are critical dates for sustaining the regional collaborative work, including projects and the staff that support the RDPO. As for strategic planning, Denise recommended canceling the September 2013 Steering Committee meeting (which was actually scheduled for Labor Day), and instead hold the second joint strategic planning workshop of the Steering and Program Committees on September 16, 2013, from 9:00 AM to Noon (using the PrC scheduled meeting date and time). The SC members agreed on that concept. Denise will follow with an Outlook invitation.

5) Steering Committee Leadership and Member Transition Plan [Scott Porter]:

Based on the Steering Committee's SOP, Scott Porter's term as Steering Committee Chair is scheduled to end soon. Current Vice Chair (Dave Kirby) will ascend to Chair. The Steering Committee will vote on a new Vice Chair. Scott Porter, Dave Kirby, and Denise Barrett are meeting this week to discuss the transition.

6) UASI Grant Management [Carmen Merlo]:

PBEM, with the support of the RDPO, just finished reprogramming approximately \$653,000 of UASI FY 2011 grant funds with projects approved by the Steering Committee. The largest allocations were as follows:

- The Law Enforcement Work Group received ~ \$200,000
- Fire/EMS received ~ \$135,000
- Public Works received ~ \$262,000

Approved

7) MACS ConOps Task Force [David Gassaway]

David gave a brief update on the progress of the MACS ConOps Task Force. There have been a series of stakeholder conversations tackling regional operational processes (one example is regional resource ordering). David is setting up a second meeting with the state OEM and the state fire marshal regarding resource ordering, and eventually will have the same conversation with the state of Washington (Cheryl Bledsoe to help make contact with the appropriate people). Overall, the Task Force is moving along and making significant headway.

8) RDPO Other [Denise Barrett]

- The RDPO website (www.rdpo.org) is live! Denise gave a quick overview of the site and asked that committee members push it out to their partners.
- Denise asked the Steering Committee to review the updated Grants and Finance Standard Operating Procedures (SOP) (emailed in advance to the committee) and send any comments or requested changes to Denise by next Monday.
- The SOP for UASI Program Management under the RDPO will be updated by the GFC and available for PrC and SC review around October or November.
- RDPO is undergoing staff changes. The Multnomah County EM-based position recently vacated by Elaine Premo will be replaced, and that person will assist Denise with program communication. Lorraine Churchill is leaving to take an emergency management job in New Zealand; in consultation with Commissioner Tony Hyde, this position will not be replaced. Suzanne Piluso is leaving to take a land use job at Metro in Portland; Shelli Tompkins and Denise will work together on the recruitment to replace Suzanne. Denise is also recruiting to fill the Regional Strategic Planning Coordinator position, formerly held by Allison Boyd. All positions are UASI grant-funded and limited term.

9) Good of the Order and Meeting Adjourned [Scott Porter]

With no other business items, the meeting adjourned at 3:07 PM.