

Program Committee Meeting Minutes

November 18, 2013, 9:00 - 11:30 pm

The Portland Building, Room C

1120 SW 5th, Portland, OR

Attendance:



Program Committee Members (Voting)

1. Erin Janssens, *Program Committee Chair*
2. Adrienne Donner, *Program Committee Vice Chair*
3. Lonny Welter, *Public Works Work Group Chair*
4. Mark Daniel, *Law Enforcement Work Group Chair*
5. Henry Reimann, *Law Enforcement Work Group Vice-Chair*
6. John Wheeler, *Emergency Management Work Group Chair (Acting); Resource Management Committee Chair*
7. Mike McGuire, *Transit Work Group Chair*
8. Kori Nobel, *Marine and Civil Aviation Work Group Chair*
9. Don Strick, *Public Information Officers Work Group*

Program Committee Members (Non-Voting)

1. Mark McKay, *WebEOC RUG Chair*
2. Randy Covey, *Animal MAC-G Chair*
3. Denise Barrett, *RDPO Administrator*
4. Brian Landreth, *RDPO Regional Staff (Columbia County EM)*
5. Kristen Baird Romero, *RDPO Regional Staff (Multnomah County EM)*
6. Justin Riley, *RDPO Regional Staff (Multnomah County EM)*

1) Welcome, Opening Remarks and Introductions [Erin Janssens]

- a) Erin Janssens opened the meeting with introductions and a review of the agenda.

2) October 18, 2013 Program Meeting Minutes [Erin Janssens]

- a) October 18, 2013, Program Committee Meeting Minutes: <Document: 10182013_PrC_Minutes>
 - i) Action - Motion to approve: E. Janssens. Second: S. Mohnkern. All unanimously approve October 18 Minutes.

3) Program Committee Administrative Matters [Erin Janssens & Denise Barrett]

- a) Election Results: Mark Daniel has been elected to serve as the next Chair of the Program Committee. Sue Mohnkern has been elected as Vice Chair of the Program Committee. Congratulations to both members. Mark and Sue will officially begin their role of Chair and Vice Chair in January.

4) Draft Work Plan Option for Approved 2014-2016 RDPO Goals and Priority Objectives [Denise Barrett]

- a) Denise reviewed the document <RDPO Work plan and Cost Options : 2014-2016_v2.xls>. She mentioned that the Program Committee is charged with translating strategic priorities into a work plan and budget. This information is also useful at this time to support the development of local cost share concepts within the RDPO formal agreement (the IGA), which is also being drafted.
- b) Excel spreadsheet (the Matrix) provided by the Administrator reflects draft (in some cases, really rough) deliverables, implementation strategies and cost options, and assumptions/comments for a two-year period (July 2014 – June 2016). The companion narrative <Notes on Proposed RDPO 2-yr Workplan Options_draft2.doc> guides the reader through the Matrix.
 - i) Program Committee members agreed to circulate these documents with their work groups for comment. Deadline for returning comments to the Administrator denise.barrett@portlandoregon.gov is Monday, November 25, 2013.
 - ii) The RDPO Steering Committee will review these documents at its December 2nd meeting, plus a range of options for local cost share of the proposed budgeted work plan items, and the draft IGA.

5) 2013-2014 THIRA – Phase 1 [Justin Riley]

- a) THIRA resource estimation will begin with the two Program Committee-recommended core capabilities: Mass Care Services and Infrastructure Systems. Looking at best practices around the nation for determining the resource estimations, which is a complex step in the THIRA process. Also reaching out to FEMA Region X for guidance. Instead of forming subject matter expert task forces now, Justin plans to develop draft resource estimations for the targets and then approach SME's individually or in small groups for feedback that will help hone the final products.

5.1 Discussion: FEMA List I & II not inclusive for some areas (example: Public Works) in face of an actual emergency. Point agreed. Part of challenge will be how to develop a standardized list and estimate resources accordingly. Many regions are currently facing the same challenge leading to extra information sessions and knowledge exchange with FEMA online and over the phone.

6) The Future of the Program Committee and Work Groups [Erin Janssens, Adrienne Donner, Denise Barrett]:

- a) We are in a change period. Many work groups are deciding to meet every other month. Program Committee may also lean in this direction. Some work groups (e.g., the PIO WG) have decided to rotate leadership and work group responsibilities among several members and not rely on the standard of a single chair and vice chair.
 - i) Select work groups are scheduling their meetings closely after the regular Program Committee meeting to ensure deliberations and decisions at the PrC meetings are shared with work group members in a timely manner. A meeting summary shortly after PrC meetings will be attempted to expedite information-sharing at the work group level.
- b) Sense of Purpose/Direction - Main value of work groups continues to be networking and information sharing, as well as planning and project development and implementation. In addition, some work groups have found it useful to use meeting 'themes', presenters, rotate meeting locations around member agencies, include agency tours following the meetings, and conduct equipment demonstrations. These creative ways of meeting have not only bolstered attendance, but have also have given a sense of responsibility and a regional perspective of work accomplished within work groups. The Program Committee could adopt some of these concepts as it works to keep motivated and vital.
 - i) For some work groups, crafting their SOP has helped reinforce the sense of commitment. In other words, some groups see the reasons for meeting and working collaboratively on disaster preparedness.
- c) Another idea for enhancing the Program Committee meetings: Familiarizing members with individual discipline and regional plans and standard operating procedures through presentations or table tops.
- d) The PrC will have the role in the near future of supporting the identification of task force members for new RDPO initiatives and existing ones that are entering a new phase.
- e) It is foreseen that having the RDPO IGA in place will validate the continuation of regional work, which will boost the sense of purpose work groups and the Program Committee has.

7) Round Table Reports

- a) [TriMet] New transit bridge over the Willamette River coming along. Upcoming meetings with Fire and Law Enforcement to discuss day-to-day emergency protocols, as well as disaster (earthquake) procedures.
- b) [A. Donner] Notice to all CRI Push Partners that coordinator Cristin Corcoran is out for three months, so Adrienne will be the point of contact on work normally coordinated by Cristin.
- c) [REMTEC] EMWG consolidation: SOP for the new EMWG is now in place; elections of Chair and Vice underway; January will be the start time for the new body, which retains the best of REMTEC with the work elements that all RDPO work groups do. Resource Management Committee, Citizen Corps Work Group and WebEOC Regional Users Group are moving to become standing committees of the EMWG (as of January 2014). RDPO will now have 9 work groups, and by adding the Chair and the Vice chair, 11 voting members.

For Program Committee Review and Approval

- d) [D.Barrett] Thank you to Erin Janssens and Adrienne Donner, as they leave their Program Committee Chair and Vice Chair positions. They also shared their appreciation of having served this group. Acknowledgement was also made of the transition of Cindy Stanley, John Wheeler and Mark McKay, the Chairs of the aforementioned groups that are now moving to the EMWG.

8) **Good of the Order and Meeting Adjourned** [Erin Janssens]

With no other business items, meeting adjourned at 9:59 AM.

Post-meeting Actions:

- **Program Committee members will circulate Two Year Work Plan Implementation Options with their work groups for comment. Deadline for returning comments to the Administrator Monday, November 25, 2013.**
- **In order to facilitate sharing of information and decisions from the Program Committee meetings to work groups, a short summary will be produced and quickly disseminated to PRC members shortly after PrC meetings. PrC members are then responsible for sharing the meeting summaries with their work group members.**
- **Program Committee will not meet in December. Meetings will reconvene in January after the holidays. (Special note: we will need to schedule the meeting on a date other than January 18, as this is Martin Luther King, Jr., Day, which is an official holiday.)**