

Steering Committee Meeting Minutes

February 3, 2014, 1:00 - 3:00 pm

TVFR Command and Business Operations Center
11945 SW 70th, Tigard, OR



RDPO

Regional Disaster Preparedness Organization

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Attendance:

Steering Committee Members

1. Bob Cozzie, *Public Safety Communications Representative and Acting Steering Committee Vice Chair*
2. Scott Porter, *Washington County Representative*
3. Chief Mike Greisen, *Columbia County Representative*
4. Chief Mike Duyck, *Fire & EMS Representative*
5. Rebecca Geisen, *Public Works Representative*
6. Anna Pendergrass, *Clark County Representative (incoming)*
7. Dave Ford, *At-Large Representative, Private Sector (Utilities)*
8. Mark Daniel, *Program Committee Chair*
9. Cheryl Bledsoe, *Clark County Representative (outgoing)*
10. Nancy Bush, *Clackamas County Representative*
11. Paul Lewis, *Public Health Representative*
12. Joe Rizzi, *Multnomah County Representative*
13. Care Sloman, *NGO Representative*
14. Larry Stevens, *Public Works Representative*

Regional Staff and Guests

1. Adrienne Donner, *(Alternative for Sue Mohnkern, Program Committee Vice Chair)*
2. Denise Barrett, *RDPO Administrator*
3. David Gassaway, *RDPO Regional Staff (Washington County EM)*
4. Brian Landreth, *RDPO Regional Staff (Clark County EM)*
5. Kristen Baird, *Regional Staff (Multnomah County EM)*
6. Rachel Philofsky, *Multnomah County Emergency Management*

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

Scott Porter opened the meeting with introductions and a review of the agenda. [Note: a quorum of Steering Committee was present: 14 of 16 members]

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

The January 7, 2014, Steering Committee meeting minutes were reviewed. Motion to approve: Chief Duyck, seconded by Chief Greisen. Minutes accepted unanimously by Steering Committee.

3) Steering Committee Leadership and Member Transitions [Denise Barrett]

- a) Dave Kirby resigned from his role as Steering Committee Chair and is no longer employed with the Clackamas County Sheriff's Office. The Law Enforcement Work Group has been asked to help identify a law enforcement representative to replace Dave, in terms of the discipline group seat he held.
- b) Scott Porter made motion to approve Bob Cozzie as Steering Committee Chair; motion was seconded by Nancy Bush; all were in favor. With Bob Cozzie becoming the SC Chair, there is a need to fill the vice chair role. Dave Ford was nominated but respectfully declined. With no further nominations, this item will be taken up again at the next meeting.
- c) Larry Stevens is retiring at the end of February. He will be replaced by his supervisor, Suzanne L. Kahn, Maintenance Group Manager, Portland Bureau of Transportation.
- d) Eric Corliss has accepted a position in Atlanta with the American Red Cross (ARC). Cara Sloman with the ARC, Cascades Region, will replace Eric as the NGO representative on the Steering Committee.

- e) Christie Little has resigned from the Steering Committee. Denise will work with Kathryn Richer of the Northwest Oregon Health Preparedness Organization to find a hospital/health care system executive level representative to fill the vacancy.

4) Program Committee's Summary Report to the Steering Committee [Mark Daniel and Denise Barrett]

- a) Mark Daniel reviewed the Program Committee approved reprogramming requests for the UASI FY 2011, Phase II and FY 2012 Phase I grant periods. Total remaining funds are \$395,288 for 2011 and \$705,380 for 2012. Most of the additional funds come from the release of contingency funds and regional staff positions that were discontinued. There was more funding available than reprogramming requests made by the work groups. The Program Committee later considered and approved the balance elements of projects that had been scaled down and partially funded under the FY2011 Phase I reprogramming.
- b) The Steering Committee had some questions and concerns about some of the proposals:
 - i) There was specific concern about the proposal for an EMS rescue vehicle for Corbett Fire Department. The \$160,000 proposal would fund a vehicle to aid water-based, high and other technical rescues. There was concern this proposal did not align with the Investment Justifications and it may not be regionally available. Joe Rizzi asked if this proposal was related to Multnomah County Sherriff's Office past proposal for a dive team vehicle. This proposal is not related. Joes Rizzi made a motion to seek information from the Law Enforcement Work Group on their past proposal for a dive team support vehicle. He said he did not want to take the Corbett Fire vehicle off the table, but wanted to have PBEM find out what happened to that other project. [Post-meeting: Denise had Kristen Baird-Romero contact the Multnomah County Sheriff's Office to ascertain the status of their need for a dive team vehicle. She found that they have not been able to find funding for the \$235,000 unit (the price of which may be even higher now). They were advised to re-submit a request to the Law Enforcement Work Group, which would determine if it could be kept on their active priorities list. No funding was guaranteed.]
 - ii) The committee had questions about the Life Saving Kits project for \$117,000. There was discussion on whether those had been funded previously. After discussion, the committee felt that the project was consistent with the Medical Surge Plan and the building of the Regional CBRNE response capabilities.
 - iii) Nancy Bush raised a concern about the Overland Water Pipe System project amendment for \$18,809: would Clackamas Water District having already paid the project overrun for this UASI-funded project make their amendment – i.e., an ask for reimbursement of those costs – a situation of supplanting. The committee approved the request pending Oregon Emergency Management (OEM) not declaring it supplanting.
- c) UASI FY 2011 Phase II Approval of Project Amendments and Proposals: Scott Porter made a motion to approve all projects in this set, with noted revisions; Larry Stevens seconded the motion. Steering Committee approved the motion unanimously.
- d) UASI FY 2012 Phase I, Option 1 Approval of Project Amendments and Proposals: Joe Rizzi made a motion to approve all projects in this package, with the contingency that OEM finds there is no supplanting on the overland pipe system amendment, as well as approves the training costs; Rebecca Geisen seconded the motion. Steering Committee. [Post-meeting: OEM approved the overland water piping amendment. Did not see this as supplanting. Also, Denise contacted the training organization in San Diego providing the Special Events Training Seminar and clarified that 1) there was not enough space in their upcoming seminar to accommodate all of the extra participants from our region, and 2) they require a lot of lead time and extensive engagement with a new client to organize a training at the client's locale. In the end, it was decided (PrC email) to revert to the original proposal and budget of \$20,000, supporting 13 fire/EMS representatives from our region to attend the seminar along with several law enforcement reps.]

- e) UASI FY 2012 Phase I, Option 2 Approval Amendments and Proposals: Scott Porter made a motion to approve the list as presented; Chief Mike Greisen seconded the motion. The Steering Committee approved unanimously.

5) UASI Next Steps [Denise Barrett]

The FY2014 Omnibus Appropriation bill was recently released. UASI grant amount has been increased to about 600 million dollars. There are currently no restrictions placed on how many urban areas will receive an award. The Homeland Security Grant Program (HSGP) Funding Opportunity Announcement (FOA) should be available by late March or early April. Our region will prepare an application for UASI funds if eligible.

The Portland Metropolitan Statistical Area's draft Risk Profile Ranking was recently released; DHS is giving until February 14, 2014, for urban areas to provide additional data or information that could potentially improve their ranking. Our preliminary ranking among 100 MSAs is 28 this year, down one position from last year. The committee discussed how the ranking is quantified and how we can help ensure it is an accurate reflection of the region. The committee indicated that developing and maintaining a relationship with the TITAN Fusion Center was an important first step for the RDPO. Denise said she understood that Carmen Merlo and perhaps others would be engaging the Fusion Center and OEM to contribute additional information, as appropriate, by the deadline.

If we receive a 2014 UASI grant, the RDPO intends to still follow the proposed local cost sharing model to support, at minimum, the Administrator's costs (\$175,000). And participating jurisdictions will be encouraged to contribute their own funds to projects, as is feasible. Grant money would be applied to regional priority projects, other projects identified by the discipline work groups during the strategic planning process and regional staff. Dave Ford supported this explanation by saying: "I always thought we were going in the direction where the RDPO is largely funded with partners' contributions and grant monies are just the cream on top."

6) February 7, 2014, Policy Committee Preparation [Bob Cozzie, Scott Porter, and Denise Barrett]

- a) We have updated the Policy Committee agenda. In order to ensure we have enough time to adequately discuss the Intergovernmental Agreement and budget options, one presentation has been removed and the other has been shifted towards the end of the meeting.
- b) Scott Porter, Bob Cozzie, and Denise Barrett will present a full budget proposal and work plan to the Policy Committee for the period July 1, 2014 – June 30, 2015. The proposal has two options. One is for \$335,000, which includes the cost of the Administrator (\$175,000) and Tier I projects (\$160,000), as approved in the regional strategic plan. The other proposal is budgeted at \$385,000 and includes the Administrator, Tier I projects, and two of the Tier II regional projects. The decision is really to say: how much of our regional priorities do you think the organization should take on in the first year. This is not a request for funding but to gain approval for a framework that can guide funding through local cost share and grant application fundraising endeavors.
- c) Review of the draft RDPO intergovernmental agreement will also be an important agenda item on the Policy Committee meeting agenda. Among the items we think will generate discussion are the local cost share model and membership types.
- d) We will be asking the Policy Committee to approve one of the work plan/budget options and support the local cost share and other key components of the draft intergovernmental agreement (IGA). The following points concerning the IGA draft (as it is currently written) will be covered:
- Contribution is required to be a voting member of the RDPO.
 - All five counties will be asked to make a contribution based on their population, which is intended to fund the RDPO Administrator's costs (\$175,000).

For Steering Committee Review - APPROVED

- Portland will serve as the Lead Administrative Agency (LAA).
- Additional funds secured through participating jurisdictions' contributions will be used for project work, and additional staff can be hired through the city of Portland.

The Steering Committee expressed concern that it will be challenging to collect the complete \$175,000 in contributions from the counties.

7) Good of the Order [Bob Cozzie]

Nancy Bush informed the committee that Clackamas County has been working on a Victim Information Program, which will likely evolve into a regional mass fatality project. She will keep regional partners informed as the project moves forward; will likely begin to incorporate more emergency managers.

8) Meeting Adjourned at 3:09 PM