

## Steering Committee Meeting Minutes

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

American Red Cross Cascades Region  
3131 N Vancouver, Portland OR 97227



# RDPO

Regional Disaster Preparedness Organization

Unified. Prepared. Resilient.

### Attendance:

#### Steering Committee Members

1. Bob Cozzie, *Public Safety Communications Representative and Acting Steering Committee Vice Chair*
2. Scott Porter, *Washington County Representative*
3. Rebecca Geisen, *Public Works Representative*
4. Cheryl Bledsoe, *Clark County Representative (alternate for Anna Pendergrass)*
5. Jennifer Vines, *Public Health Representative*
6. Joe Rizzi, *Multnomah County Representative*
7. Paula Negele, *NGO Representative (alternate for Cara Sloman)*
8. Carmen Merlo, *City of Portland Representative*
9. Sue Mohnkern, *RDPO Program Committee Representative (alternate for Mark Daniel)*

#### Regional Staff and Guests

1. Denise Barrett, *RDPO Administrator*
2. Brian Landreth, *RDPO Regional Staff (Clark County EM)*
3. Kristen Baird, *RDPO Regional Staff (Multnomah County EM)*

### 1) Welcome, Introductions and Agenda Review [Bob Cozzie]

Bob Cozzie opened the meeting with introductions and a review of the agenda. [Note: a quorum of Steering Committee was present: 9 of 16 members]

### 2) Review of Minutes from the Previous Meeting [Bob Cozzie]

The February 3, 2014, Steering Committee meeting minutes were reviewed. Motion to approve: Scott Porter, seconded by Joe Rizzi. Minutes accepted unanimously by Steering Committee.

### 3) Vice Chair Vacancy [Bob Cozzie]

Multnomah County Representative Joe Rizzi has expressed interest in becoming the Steering Committee Vice Chair. Bob Cozzie made the motion to approve, seconded by Carmen Merlo. The Steering Committee unanimously approved Joe to serve in the role.

### 4) The Red Cross Prepare! Guide [Paula Negele]

- a) Paula Negele, director of communications for the American Red Cross Cascades Region (ARCCR), gave a presentation on Prepare! (the ARCCR's new preparedness guide). The RDPO Program Committee had expressed interest in the Cascade Region's efforts to revise its preparedness message guide, especially as the RDPO looks to developing a regional preparedness messaging strategy.
- b) Paula explained that the old preparedness guide the Red Cross had been using across Oregon and SW Washington was very badly outdated and not aligned with the design approaches used for the current mobile device apps.
- c) Paula shared that there are a lot of strong and entrenched feelings surrounding the public preparedness document within the Red Cross and it is very challenging to introduce change. The Red Cross worked with its traditional local stakeholders, and incorporated RDPO Public Information Officers into the process of developing the new guide.
- d) A question arose about what the new guide recommends as a timeframe for home preparedness kits. Paula explained that the national Red Cross still officially recommends a minimum of a 72

hour kit; the Prepare! guide expresses that this is only a recommendation. It includes the following text in bold ***“NOTE: While the Red Cross recommends preparing for a minimum of three days, every disaster is different and some situations may result in being cut off from resources for two weeks or longer. Understand your risks and plan accordingly.”***

- e) Paula made a special request to the Steering Committee to review the hard copy provided to each member and submit feedback to her at [paulanegele@redcross.org](mailto:paulanegele@redcross.org) by March 24.

#### 5) UASI Grant Program Updates [Carmen Merlo]

- a) The preliminary 2014 risk score for the Portland- Vancouver-Hillsboro Metropolitan Statistical Area (MSA) was 28. A letter submitted to FEMA requesting a reevaluation of our ranking based on the submission of an updated defense list most likely influenced the final rank of 26. It is still undecided how many statistical areas will receive UASI FY2014 funding. The state of Oregon Congressional Delegation submitted a letter to the Department of Homeland Security (DHS) recommending that the grant performance period be extended to three years, following its reduction in FY2012 to two years. The letter also requested that DHS consider funding more than the top 25 jurisdictions.
- b) The Portland Bureau of Emergency Management (PBEM) submitted a letter to Oregon Emergency Management (OEM) requesting an extension on the UASI FY2012 grant. The current grant expiration date is May 31, 2014; staff funding ends April 30, 2014, due to the 30 days needed to process all final paperwork. The six-month extension would move the grant expiration to November 30, 2014 (with project implementation and regional staffing ending no later than October 15, 2014). The state will incorporate our extension request into their request letter to DHS for approval. We should have an answer by late April or early May 2014.
- c) OEM has offered to give the region an additional \$207,863 from their FY'11 and FY'12 UASI grant balances. [See next section for more on this topic.]

#### 6) RDPO Program Committee [Sue Mohnkern]

- a) The Program Committee (PrC) met February 27, 2014, to determine the efficacy of running another reprogramming process to allocate the balance of funds from the January 2014 Reprogramming and the \$207K in additional funds from OEM – at least \$275,000 combined. Each PrC member with proposals or concepts in the works was able to share their ideas. The committee had concerns about three of the proposals: the 211 project submitted by the Emergency Management Work Group (REMTEC), the WebEOC project submitted by the Public Health Work Group (PHWG), and the radio cache project submitted by the Public Works Work Group (PWWG). REMTEC's 211 and the PHWG's WebEOC projects were subsequently removed from the reprogramming list.
- b) All of the proposed FY 2012 Phase II projects are contingent on PBEM receiving the six-month extension.
- c) The Steering Committee voted on whether to accept the additional \$207,863 from OEM. Scott Porter made a motion to accept the funds, Sue Mohnkern seconded the motion and the Steering Committee voted to accept the funds from the state.
- d) The Program Committee discussed the potential of receiving a UASI FY2014 grant. The committee agreed to focus on projects that met our strategic priorities. The work groups will review their strategic plans and identify other potential projects in case regional priorities and other set asides do not use up all of the funds. There was general agreement around ensuring funds were spent in a strategic and thoughtful manner.
- e) Scott Porter pointed out that even if we receive 2014 funding there will be a gap from when the 2012 extension ends and the 2014 grant implementation begins.

#### 7) RDPO Other [Denise Barrett]

- a) Have not had any luck filling the law enforcement vacancy on the Steering Committee. Requested Steering Committee members to assist in identifying possible candidates from their jurisdictions. Still in the process of recruiting a health and hospital representative, but have a request into Kathryn Richer of the Northwest Oregon Health Preparedness Organization (NWHPO).
- b) The Policy Committee meeting that was canceled due to the snow storm has been rescheduled for March 28, 2014 (9:00 – 11:00 am). It will be hosted by the Red Cross; the agenda will remain largely the same.
- c) We sent the Policy Committee a survey soliciting feedback on the draft IGA. The survey was meant to be completed by both current Policy Committee members and representatives of jurisdictions that do not have a seat on the PC now, but could in the future.
- d) Eight of the 17 Policy Committee members have completed the survey so far. We've seen multiple responses identifying themselves from the same jurisdictions, including from Clark and Vancouver, which skews the results.
- e) The Steering Committee reviewed each survey question individually. There were many responses and comments demonstrating no support for keeping the RDPO Administrator position. The general theme of these responses doubted the value of a perceived additional layer of government. The majority of the critical comments and responses seemed to belong to the non-committee participants from Clark County. Cheryl Bledsoe commented that she sent the survey to current Policy Committee Members as well as potential future contributing jurisdictions. She also offered insight on the reluctance of Clark County jurisdictions to fund anything that is not as seen as efficient and adding value to the county. Denise Barrett expressed concern that these remarks speak to a lack of understanding in the difference between what the RDPO and the organization's administrator do.
- f) Scott Porter asserted that the point of the survey was to collect enough feedback to get us to the point we can make decisions concerning budgets. Scott expressed frustration in the comments and disagreed with the sentiment that the RDPO does not need an administrator. The Steering Committee felt the survey was not a true reflection of the current Policy Committee. It was decided to remove the non-committee responses from the survey and ensure the remainder of the Policy Committee completes the survey. The goal of the Policy Committee meeting remains to gain approval of the budget and the principles of the IGA.

**8) Good of the Order [Bob Cozzie]**

No remarks.

**9) Meeting Adjourned at 3:06 PM**