

Steering Committee Meeting Minutes

August 4, 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. Scott Porter, Immediate Past Chair and Washington County Representative
2. Carmen Merlo, City of Portland Representative
3. Mark Daniel, Program Committee Chair
4. Chief Mike Duyck, Fire/EMS Representative
5. Nancy Bush, Clackamas County Representative
6. Dave Ford, At-Large Representative: Private Sector/Utilities Group
7. Jason Gates, Law Enforcement Representative
8. Rebecca Geisen, Public Works Representative (Water)

Regional Staff and Guests

1. Denise Barrett, RDPO Manager
2. Sherry Patterson, Lake Grove Fire District and Rivergrove Water District

1) Welcome, Introductions and Agenda Review - [Scott Porter, Immediate Past SC Chair]

- a) Scott Porter chaired the meeting in the absence of Steering Committee (SC) Chair Bob Cozzie, who was away at a conference. Scott opened the meeting by welcoming all and asking each person to self-introduce.
- b) Scott then reviewed the agenda and called for changes. With none having been voiced, he proceeded to remind the group that there were no July SC meeting minutes to approve due to the SC canceling its regular meeting and agreeing instead to participate in a joint Program Committee-Steering Committee workshop on July 21, 2014. He said the minutes from that workshop are still being drafted and will be reviewed and approved, together with the minutes from today's meeting, at the September Steering Committee meeting.

2) Vice Chair Vacancy – [Scott Porter]

- a) Scott reminded all that RDPO vice chair position is vacant due to the recent departure of Joe Rizzi, former Director of the Multnomah County Office of Emergency Management, who held the Vice Chair position since March 2014. After a brief discussion, and recognizing that many of the members were absent, it was decided that Denise should circulate an email to the full SC calling for nominations before the next SC meeting.
- b) Dave Ford raised a question: How will filling the position now be impacted by the completion and signing of the RDPO's Intergovernmental Agreement (IGA)? In other words, will someone taking the position now potentially leave after a few months once the IGA is signed and governance changes are made? Scott Porter and Denise Barrett agreed to review scenarios of potential impact and share an analysis and recommendation at the September SC meeting.

3) RDPO Formalization [Scott Porter and Denise Barrett, RDPO Manager]

- a) Scott gave a brief update on progress of the attorneys' review of the RDPO IGA draft (Version 10). Much of the input from attorneys representing the five counties, Metro, Port of Portland, TriMet, City of Portland and several other cities has focused on ensuring consistency in the document and identifying any missing elements.
- b) Scott said we were still receiving comments and suggested edits from attorneys, but most were in the area of ensuring the IGA expresses the limits of the RDPO under the Oregon (ORS 190) and Washington (RCW 39) statutes that allow it to form. For example, it has been necessary to develop language that ensures the RDPO is not defined as a separate government with powers to issue bond measures. Denise said completion of the attorney review is expected by the second or third week of August 2014. Then the document will be ready for jurisdictional councils/commissions around the region to review and approve it.
- c) Scott then shared changes in the most recent version of the RDPO Local Cost Share Methodology Version 3, dated 07.23.14) and the results of the Policy Committee review of the document. He explained that Chair Ludlow of Clackamas County and Nancy Bush had helped point out that application of the definition of "Core Group" in the Local Cost Share Methodology (LCSM) needed to be consistent with the IGA, which meant that only those jurisdictions that have pledged to contribute their share to the RDPO core operating and administrative costs should be labeled Core Group members for FY2014.
 - i) **Outcome:** Steering Committee members supported the most recent changes to both documents (note: as had both Chair Ludlow and Nancy Bush when consulted in a separate communication prior to the meeting). While the attorneys are still reviewing the IGA, the LCSM can now be presented to the Policy Committee for a vote. Denise said she would issue a Survey Monkey this week to support the voting process. She said that the results will be ready prior to the next Steering Committee meeting.

4) Action Items from the Joint PrC-SC Meeting on July 21, 2014 – Part One [Denise Barrett]

- a) Denise reviewed the handout <<RDPO Strategic Planning and Program Management Cycle (Dated 07.29.2014)>>, which contains a graphic representation of the strategic and program development/management phases, key steps and committee/work group roles and responsibilities in relation to each. The document was prepared following initial discussion on the subject at the July 21 Joint PrC-SC meeting and is intended to help the organization establish a regular cycle of strategic and program planning, implementation, monitoring and evaluation. She noted that we are on a three-year strategic planning cycle now, but as the organization stabilizes and grows, should move to a longer-term cycle (i.e., having a vision at least five years out). The annual part of the cycle emphasizes refining the strategy and program (work plan of projects).
- b) She explained that to improve planning, the Program Committee will prepare an annual Program and Capability Review (PCR), which will be built on data and information obtained through the annual THIRA update, exercise after-action reports, project evaluations, State and National Preparedness Reports, etc.
 - i) Carmen Merlo questioned whether the production of an annual PCR was feasible, especially given the reduction of regional staff. Denise said that while the Program Committee is ultimately responsible for the PCR, the bulk of the work of pulling it together for PrC review

and approval will be a part of the new regional planner's portfolio once this position is filled in the fall. Denise also explained that we should aim for a concise document (5-7 pages) – in other words, not an onerous production – allowing for annual updating.

- c) Denise then led the Committee through the draft document <<Guidance for the Development of New Projects: August 2014 (dated 7.30.2014)>>. She reviewed key sections of the document and solicited feedback.
 - i) Scott Porter suggested adding “enhancing an existing regional capability: as “e.” under the Criteria for New RDPO Projects/Initiatives.
 - ii) Carmen Merlo pointed out that a project “must” meet one of the goals and objectives in the Portland Urban Area Homeland Security Strategy (PUAHSS) to be eligible for UASI funding. Denise said that the RDPO 2014-2016 Strategy does align with the 2011 PUAHSS (i.e., priorities in the former can be found in the lists of goals and objectives in the PUAHSS). Denise agreed we should be clearer in this regard when we communicate about the two documents.
 - iii) **Outcome:** with no other changes to either of the documents presented, Denise agreed to share them with the Program Committee to gain their input and finalize them for distribution in the region the week of August 25, 2014.

5) Action Items from the Joint PrC-SC Meeting on July 21, 2014 – Part One [Denise Barrett]

- a) Following previous discussions at past PrC and SC meetings, and more recently at the July 21 joint PrC-SC meeting, the SC discussed the way forward for developing a regional fuel contingency planning concept.
 - i) **Outcome:** The SC agreed that there is a lot of interest in this topic around the region. To determine whether there is a regional approach to fuel contingency planning that we can take, the SC agreed to hold a concepts and objectives workshop with the Program Committee, along with some other key partners, in the late winter-early spring 2015. Denise mentioned that she is hiring a new regional planner in the fall to replace David Gassaway. The new planner will support this preliminary concepts and objectives process by compiling research and other information to support the workshop.
- b) Denise reminded the group about the Alternate Care Sites Concept of Operations project and task force. The project and task force were formed in the summer of 2012 following a request made by the Steering Committee to the Program Committee during the UASI FY2012 application process. The idea was to use a multi-disciplinary task force to develop a ConOps that would work out the operational intersections between Medical Care Points (now called “Casualty Collection Points”), a capability that the Fire/EMS regional partners manage, and other alternate care facilities of the hospital/health system.
 - i) **Outcome:** Chief Duyck recalled the importance of this project, which under a task force completed some important work but has been inactive for about one year due to a change in duties for the task force's chair, Chief Morrow of TVFR. Chief Duyck agreed to follow up with Chief Morrow to determine whether or not the initiative and task force can be revived/redirected.
- c) Denise asked the SC to clarify its expectations concerning the TITAN Fusion project that was just funded under UASI FY'2014 (specifically an FTE 1.0 Analyst position with a broad set of job duties and project deliverables intended to support a range of information and analysis needs of RDPO stakeholders and the RDPO itself).

- i) **Outcome:** The SC agreed to request that the TITAN Fusion Center Director Chuck Cogburn participate in one or two Steering Committee meetings next year to provide updates on the status of the project activities and deliverables.
- d) Concerning the Regional WebEOC governance and sustainability topic, Scott Porter mentioned that he thought the need to move on this was the responsibility of the directors of emergency management in the Region and a few other key stakeholders (e.g., ODOT).
 - i) **Outcome:** Scott Porter will take the lead in bringing the key stakeholders together for an initial meeting in the next few months to begin this change process.
- 6) **UASI Grant Program Update [Carmen Merlo, UASI Point of Contact]**
 - a) UASI FY'11: Carmen informed the group that her finance team has completed the closeout of this grant at zero balance.
 - b) UASI FY'12: still in the process of being closed out. Deadline is August 31, 2014. Due to DHS/FEMA HQ not approving our request for extension, PBEM will be returning some funds. We will have a clearer picture by the next SC meeting.
 - c) UASI FY'14: expect the contract from OEM at the end of September. PBEM finance team reviewing current IGA template and will update once we have the OEM contract to update language.
- 7) **Good of the Order [Bob Cozzie and All]**
 - a) Need to select a new date for the regular September SC meeting, which as currently scheduled falls on Labor Day.
 - i) **Outcome:** The group agreed to have Denise send the SC a Doodle poll with September 2 and 8 (same time) as the two options.
 - b) No other items were raised.
- 8) **Adjourn:** with no other business at hand, Scott closed the meeting at 2:45 pm