

Steering Committee Meeting Minutes

September 2, 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, Chair and Public Safety Communications Representative
2. Scott Porter, Immediate Past Chair and Washington County Representative
3. Nancy Bush, Clackamas County Representative
4. Carmen Merlo, City of Portland Representative
5. Mike Greisen, Columbia County Representative
6. Dave Houghton, Multnomah County Representative
7. Anna Pendergrass, Clark County Representative
8. Chief Mike Duyck, Fire/EMS Representative
9. Dave Ford, At-Large Representative: Private Sector/Utilities Group
10. Jason Gates, Law Enforcement Representative
11. Rebecca Geisen, Public Works Representative (Water)
12. Cara Sloman, NGO At-Large Representative
13. Kathryn Richer, Health System Representative
14. Paul Lewis, Public Health Representative

Regional Staff and Guests

1. Denise Barrett, RDPO Manager
2. Glen Collins, Department of Homeland Security, Protective Security Advisor (Oregon)

1) **Welcome, Introductions and Agenda Review** – Bob Cozzie, SC Chair

Bob Cozzie opened the meeting at 1:05 pm. He welcomed all and asked for self-introductions. He explained that committee administrative matters normally conducted at the front end of the meeting would follow immediately after the presentation from our guest [Glen Collins].

2) **Status of Critical Infrastructure and Key Resource (CI/KR) Planning Efforts and New Tools in the Region** – Glen Collins, Department of Homeland Security (DHS) Protective Security Advisor (PSA) for Oregon

- a) Glen briefly explained some of the roles he plays as the DHS PSA:
 - i) Coordinate vulnerability assessments, training, and other DHS products and services;
 - ii) Serve as a vital link for information sharing in steady-state; and
 - iii) Support the response, recovery, and reconstitution efforts of the states by serving as pre-designated Infrastructure Liaison (IL) at the Joint Field Office.
- b) Glen said he has been working with partners around the State of Oregon to assess risk and vulnerability of CI/KR. He said that while the DHS CI/KR program has been in place in the State of Oregon since 2004, one of the hurdles has been the absence of a formal CI/KR program at the [Oregon] state level. He believes the situation will be changing soon.

- c) Glen also said he would like to see federal, state and Portland Urban Area partners design and implement a more strategic process for the annual data call, which feeds into the DHS risk profile ranking process. [For information: the process analyzes relative risk of terrorism faced by the 100 most populous metropolitan statistical areas in the United States, in accordance with the 9/11 Act.] Glen said he believes a more coordinated effort for the PUA's data call, as well as looking at whole systems (e.g., the transportation system) instead of individual CI/KR, would likely help boost the PUA into the top 25 (from its current position for FY2014 of 26. Systems that fail, he noted, can have a much more detrimental impact on regional and state economies.
 - i) Portland representative Carmen Merlo shared her concern about the lack of transparency with the data that is submitted and the risk ranking process itself.
 - ii) Glen said that he would be willing to engage Tracy Young, the DHS program manager in Washington, D.C., to help guide the OEM-PUA/RDPO-TITAN Fusion Center team working together on the data call.
 - d) Glen then presented information on the Special Events and Domestic Incident Tracker (SEDIT) tool, currently under a nationwide rollout.
 - i) He explained that SEDIT is a web-based tool to enhance steady-state, special event, and domestic incident capabilities. Steady-state data collection allows PSAs like Glen to contribute data and analysis to special event planning and domestic incident response.
 - ii) SEDIT, Glen continued, is applicable to advanced-warning natural hazards, catastrophic planning, and no-notice incidents. In addition, the tool displays steady-state baseline and mitigated risk for facilities and assets; provides predictive analysis regarding dependencies and cascading effects during an event or incidents; and enhances federal, state, and local situational awareness based on consequence, vulnerability, and threat. Glen said that he would be happy to facilitate access to the tool for key personnel in the region.
 - (1) Dave Ford and Carmen Merlo questioned how Glen is able to acquire data to upload into the system, as well as control access to sensitive information.
 - (2) Glen explained that he has been able to acquire extensive data directly from partners, through open sources on the web, etc. He explained that access controls are a part of the system.
 - (3) Glen said that he is willing to help support the RDPO Manager and the RDPO team working on the PUA's 2014 THIRA update. He said SEDIT is a useful tool for scenario-based impact assessment.
 - e) Glen then explained that DHS is about to release the results of an extensive regional resiliency assessment focused on, among other things, the fuel infrastructure (pipeline, storage and transportation) and the grain industry (storage and transportation). The selection of the sectors/systems of inquiry was due to their value in the regional and state economies. Glen concluded by promising to share the report with the RDPO when it is released.
 - f) **Follow-up:** Denise will connect again with Glen to review the SEDIT tool and see how it can be useful in the current THIRA update process.
- 3) **Vice Chair Vacancy** – Bob Cozzie
- a) Bob expressed the importance of filling the vacant Vice Chair leadership position until the IGA becomes effective. At that time (circa early 2015) further decisions can be made on who should chair and vice chair the Steering Committee for the next phase. He reminded everyone

that his own term as Chair expires in January 2015, but that he would be willing to serve a few extra months. He then called for nominations to fill the vacant SC vice chair position.

- i) Scott Porter nominated Carmen Merlo. Carmen confirmed her willingness to serve.
- ii) Bob then asked for any other nominations. Hearing none, Bob called for a motion. Scott Porter motioned for Carmen Merlo to serve as SC Vice Chair; Dave Ford seconded the motion.

(1) A question was raised: Would it be a conflict of interest for Carmen, who serves as the UASI grant administrator and supervisor of the RDPO Manager, to serve in an SC leadership role? Denise said she would do some homework on this question and get back to the committee at the next meeting.

- iii) Bob allowed for a vote pending the outcome of the review. A unanimous committee decision was then made in support of the motion pending resolution of the question raised.

4) **RDPO Formalization** – Scott Porter and Denise Barrett

- a) Scott confirmed that the RDPO IGA is now in its final form, ready to be approved by jurisdictions around the region. He remarked at how relatively fast and smooth the process of producing this document was given the diverse group of stakeholders involved.
- b) Denise and Scott engaged the SC in a dialogue centered on the rollout strategy to secure approval of the IGA around the region.
 - i) The SC agreed that the emphasis now should be on encouraging the Core Group of jurisdictions to have their governing bodies approve the IGA within the next 4-6 months. Achieving this benchmark puts the IGA into effect, as well as prompts a series of organizational changes, such as adding representatives to the Policy, Steering and Grants and Finance Committees of Participating Jurisdictions (i.e., signatories to the IGA) that are not already represented on those bodies.
 - ii) The SC also agreed that other jurisdictions currently participating in the RDPO should also be encouraged to approve the IGA during the first phase of the rollout, as well as consider making a contribution to RDPO projects.
 - iii) A second phase of the rollout will include jurisdictions that have not been participating on the RDPO but who may be interested and benefit from participating.
- c) Denise said she intends to prepare a packet of materials including a cover letter from Bob Cozzie, the RDPO IGA, the FY2014 Local Cost Share Methodology, and other supporting documents, for distribution circa early next week. The packet will be sent to key points of contact representing the Core Group, including several Steering Committee members; TriMet, Port of Portland and Metro; and other jurisdictions that have representatives in the RDPO but are not part of the Core Group. The POCs will be responsible for helping ensure the RDPO IGA gets on commission/council agendas and reporting to Denise on their progress, so she can report back to the Steering and Policy Committees.

5) **September 26, 2014, Policy Committee Meeting** – Denise Barrett

- a) Denise reviewed the draft agenda for the September 26, 2014, Policy Committee meeting. She said she had secured Gary Haakenson, the Snohomish County Public Safety Executive Director, to give a presentation on the Oso Mudslide long-term recovery efforts, tailored for elected leaders and executives. [Post-meeting: Mr. Haakenson suddenly announced his retirement; Heather Kelly of Snohomish County Emergency Management agreed to give the presentation instead.]

- b) Denise shared the rest of the agenda, which includes:
 - i) Scott Porter sharing the Steering Committee's plan to secure approval of the IGA around the region, and suggesting ways the Policy Committee could help;
 - ii) Bob discussing organizational changes, such as new committee members, which will go into effect once the IGA has been signed by the Core Group; and
 - iii) Nancy Bush providing an overview of the current phase of developing the Regional Multi-Agency Coordination System (RMACS), including obtaining acceptance of the RMACS Concept of Operations that was finalized last spring, standing up the RMACS MAC Group, etc.
 - c) Both Scott and Bob said they thought more time should be devoted to the Oso presentation and felt the time allotted for both of their sessions could be trimmed back. Denise said she would make those changes, as well as present the agenda to Policy Committee Chair Tony Hyde to gain his approval.
 - d) Nancy shared that she expected Chair Ludlow would want to discuss the changes in voting at Policy Committee meetings once the IGA goes into effect. Denise mentioned that Bob's session would include time for this discussion.
- 6) **RDPO Program Committee Update** – Denise Barrett
- a) Due to the inability of both Program Committee Chair Mark Daniel and Vice Chair Sue Mohnkern to attend the meeting today, Denise Barrett gave the Program Committee (PrC) report.
 - b) Denise informed the SC that the new programming cycle and current project guidance (i.e., call for project concepts) and project concept design forms were shared and accepted by the PrC at its last meeting. Denise subsequently circulated all to the discipline work groups and task forces to commence developing project concepts. The deadline for project concepts is November 7, 2014.
 - c) The PrC is scheduled to review and approve project concepts on November 17, 2014; Mark Daniel will provide an update to the SC in December, at which time the SC may be asked to approve an initial set of project concepts for further development. Time has been built into the new programming cycle to ensure solid concepts in alignment with RDPO/UASI strategic plans.
 - d) Following the approval of project concepts, work groups will be asked to more fully develop their concepts into full project designs that will be held in the RDPO project pipeline for potential future funding.
- 7) **Regional Multi-Agency Coordination System (RMACS) Development Update** – Nancy Bush, RMACS Development Task Force Chair
- a) Nancy stated the task force that developed the RMACS ConOps plan has seen some membership changes, including rotations in a few positions represented by the counties and some of the discipline groups. She added that some new members have been added such as the Port of Portland, which was not represented on the task force when the ConOps plan was being developed.
 - b) Nancy intends to chair the task force only until the end of 2014. It is envisioned that a contractor hired with UASI FY'14 grant funds will coordinate the task force and its activities for about one year, beginning in early 2015.
 - c) Nancy also explained that the five counties are in the process of accepting the RMACS ConOps. Acceptance will help support the advancement of other activities in the implementation work

plan the task force has recently completed. These activities include establishing an all-hazards regional MAC Group and support organization and resolving outstanding issues with resource ordering at the state level (Oregon Emergency Management, Oregon Public Health Authority and Oregon State Fire Marshal's Office).

8) UASI Grant Program Update - Carmen Merlo, UASI Point of Contact

- a) UASI FY'12: Carmen informed the SC that the closeout is nearly complete; we expect to de-obligate 555,000. Several factors have contributed to this outcome:
 - i) The closeout of FY'11 saw a number of projects come in underspent, which meant FY'12 projects had to be used to spend down the FY'11 balance. Furthermore, some FY'12 projects had to be used to spend out the additional funds OEM awarded in the late spring.
 - ii) Having not secured the federal extension on FY'12, funds set aside for regional staff to continue until October 2014 could not be spent, and Phase II, Option II reprogramming projects could not be implemented (some of which also fell under the late additional FY'12 award given by OEM).
 - iii) To put things into perspective: we typically end a grant cycle with a balance of at least \$200,000 in project under-spending, which is then spent down by calling forward projects under the next grant cycle. Our greatest challenge was in closing two grants at the same time while having neither an FY'13 grant nor an extension on FY'12 to help spend out the grant balance.
- b) UASI FY'14: no change from last report. We expect the contract from OEM at the end of September. The PBEM finance team is reviewing the current IGA template and will update it once we have the OEM contract language.

9) Good of the Order [Bob Cozzie and All]

- a) Need to select a new date for the regular October SC meeting, which falls on October 6, the start of the Oregon Emergency Management Association conference.
 - i) Scott Porter suggested moving the meeting to the following Monday (i.e., October 13, 2014).
 - ii) **Follow-up:** Denise said she would send an email to the SC to see if that date works for most members.
- b) Nancy mentioned that Jay Wilson, Clackamas Emergency Management's Hazard Mitigation Coordinator, just got back from another trip to Japan. She said that Oregon Public Broadcasting (OPB) is doing a program about Japan's long-term earthquake-tsunami recovery efforts.
- c) Nancy also said a few words about her experience attending EMI's Executive Leadership training. She said it was a great experience and recommended it to others on the committee.
- d) Bob Cozzie announced that Kory Oman of his organization (C-Com) was awarded Dispatcher of the Year at the recent Association of Public Safety Communication Officials (APCO) Conference.
- e) Cara Sloman announced that the American Red Cross Cascades Region has a new Chief Executive Officer, Amy Shlossman, who comes to the region after having served as the Department of Homeland Security's Chief of Staff.

10) Adjourn: with no other business at hand, Bob closed the meeting at 2:50 pm.