

Steering Committee Meeting Minutes

October 13, 2014, 1:00 - 3:00 pm

American Red Cross Cascades Region Office

Columbia Room

3131 N Vancouver, Portland, OR



RDPO

Regional Disaster Preparedness Organization

Unified. Prepared. Resilient.

Attendance:

Steering Committee Members

1. Scott Porter, Immediate Past Chair and Washington County Representative
2. Nancy Bush, Clackamas County Representative
3. Dave Houghton, Multnomah County Representative
4. Scott Johnson, Clark County Representative
5. Jason Gates, Law Enforcement Representative
6. Cara Sloman, NGO At-Large Representative
7. Kathryn Richer, Health System Representative
8. Mark Daniel, Program Committee Chair

Regional Staff and Guests

1. Denise Barrett, RDPO Manager
2. Laurie Holien, Deputy Director, State of Oregon Office of Emergency Management (OEM)
3. Jessica Chapman, Senior Disaster Program Manager, American Red Cross

1) Welcome, Introductions and Agenda Review – Scott Porter, Immediate Past Chair

A last minute emergency prevented Bob Cozzie from chairing the meeting. He asked Scott Porter to serve in his absence; Scott agreed and the SC gave its support. Scott 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 presentations. He said that in addition to the scheduled presentation from Laurie Holien, Kathryn Richer will share information about regional Ebola preparedness efforts.

2) Presentations

- a) **The OEM Playbook and Other OEM Topics** – Laurie Holien, Deputy Director, State of Oregon Office of Emergency Management
 - i) Laurie gave an in-depth presentation on OEM’s Cascadia Subduction Zone (CSZ) Playbook and provided select updates on OEM’s work. Full presentation downloadable at <https://www.dropbox.com/s/7re1dsc3dbu3da3/RDPO%20Cascadia%20Playbook%20Briefing%2010-2014.pptx?dl=0>
 - ii) CSZ Playbook Highlights:
 - (1) Playbook is designed to help sync state agency actions beginning in the first 14 days of a coordinated response to a Cascadia earthquake (CSZ EQ) event.
 - (2) Provides decision-makers with a practical guide to save lives and property, and allocate and manage resources efficiently and with urgency and speed.

- (3) Ultimately designed to reduce confusion during the immediate chaos that ensues following a catastrophic event such as the CSZ EQ, but it could be adapted to any other major event.
 - (4) Playbook is organized by Emergency Support Functions (ESFs). Laurie later mentioned that OEM has followed the trend around the country in moving from the traditional 15 ESF model to an 18 ESF model, adding military support, volunteers and donations, animal care, and business and industry.
 - (5) The CSZ Playbook is in draft format, under controlled distribution. A five-year effort is expected to fully build and verify content. Governor and Adjutant General fully behind the initiative; also drawing national attention as an innovative tool (useful and breaks new ground).
- iii) Other OEM points of interest: (full update downloadable at the following link: https://www.dropbox.com/s/7qxdydx13k65pw7/OEM%20Monthly%20Briefs_%20September%202014.pdf?dl=0)
- (1) Laurie shared that OEM has been busy supporting counties in their response efforts to more than a dozen wild land fires this past summer and early autumn.
 - (2) OEM is nearing completion of the State Recovery Plan; also updating its State EOP to incorporate the expanded 18-ESF system.
 - (3) Laurie reminded the SC about the Great Oregon Shakeout: 10-16-14 @ 10:16 am.
 - (4) Cascadia Rising: 2016 CSZ exercise planned for FEMA Region 10 states. OEM will have a concepts and objectives meeting sometime in late October-early November 2014.
 - (5) Laurie asked all to support the recommendations of the Oregon Resilience Task Force: http://www.flashalertnewswire.net/images/news/2014-09/3986/78312/2014_09_29_ORTF_Report.pdf
 - (a) Denise Barrett mentioned that the RDPO's Regional Disaster Preparedness Messaging Task Force was tracking the community resilience components and is eager to engage a state subcommittee when it's ready to take the next steps.
- iv) Denise Barrett asked if OEM will coordinate our region's annual "data call." The data call contributes to the Department of Homeland Security's annual risk review process -- used when DHS determines annual Homeland Security Grant Program allocations to states and urban areas.
- (1) Laurie said OEM will coordinate with various key points of contact, including the TITAN Fusion Center, DHS Protective Security Advisor Glen Collins, UASI Grant Administrator Carmen Merlo, and others.
- v) With no other questions, Scott thanked Laurie for her presentation and engagement with the SC.
- b) **Regional Ebola Preparedness** – Kathryn Richer, Health Systems Representative to the Steering Committee and Healthcare Preparedness Region 1 Liaison, NW Oregon Health Preparedness Organization
- i) Kathryn was asked right before the meeting to update the group about Ebola preparedness in the region.
 - ii) She said that although the risk of a major outbreak of Ebola in the U.S. is low it is important that we are prepared.
 - iii) The four Portland-Vancouver Public Health Departments agreed to contribute personnel (1-2 per county) to develop/select materials and policies to meet common needs through a planning workshop that is getting underway on Tuesday, October 14, 2014 (today). The

multi-day planning process will be held at the Oregon State Health Authority's office in Portland, and will cover:

- (1) Public communication before, during, and after a case is suspected;
 - (2) Provider communication before, during, and after a case is suspected;
 - (3) Contact tracing procedures, plans for surge capacity, and a tabletop exercise for a suspected or confirmed case;
 - (4) Response plan for a suspect case reported from a) hospital, b) emergency department, c) outpatient clinic, and d) patient at home; to include call-down lists, transportation plan, designated facilities, and testing criteria.
 - (5) 911 screening questions;
 - (6) EMS protocols a) when Ebola suspected, and b) routine when fever is the complaint
 - (7) Culturally-specific review of policies and procedures to identify possible unintended consequences;
 - (8) Legal aspects of isolation and quarantine including identification and education of presiding legal authorities;
 - (9) Information and ongoing updates for elected officials;
 - (10) Situation status reports and plans for sustaining until Ebola risk subsides; and
 - (11) Role and structure of public health emergency preparedness staff, healthcare preparedness staff, Cities Readiness Initiative (CRI) staff, and county emergency management.
- iv) In addition, a Regional PIO Group has convened and will be working to:
- (1) Follow the lead of Dr. Paul Lewis, Tri-County lead and spokesperson, who will work with the Public Health Division around media, messaging and public information;
 - (2) Coordinate media efforts and main messages with the state and one another;
 - (3) Monitor social media, public inquiries and media coverage to gauge public sentiment; and
 - (4) Balance Ebola information with other emerging diseases by developing an "Emerging Health Issues" brief to post on each county website that places Ebola alongside MERS, and Enterovirus.
- v) Following Kathryn's presentation, Law Enforcement Representative Jason Gates asked that key talking points be provided to help law enforcement personnel address potential public hysteria related to a real or imagined Ebola threat. Kathryn said she would follow up.

3) Meeting Minutes

Due to the lack of a quorum, review and approval of the minutes from the September 2, 2014, SC meeting was postponed to the November 3, 2014, meeting. [Note: It was later realized that because of a committee vacancy – namely the Public Works Representative #2 position, formerly held by Suzanne Kahn of the Portland Bureau of Transportation – a quorum is presently met when eight (8) or more members of the 15 filled positions attend. Therefore, this meeting having eight members present did have a quorum of members present.]

4) Steering Committee Vice Chair Nomination Review

- a) At its September 2, 2014, meeting, the SC had voted in favor of Carmen filling the vacancy pending a review of a question raised at the time: Would it be a conflict of interest for Carmen, who serves as both the UASI grant administrator and supervisor of the RDPO Manager, to serve in an SC leadership role?

- i) RDPO Manager Denise Barrett said she reviewed the RDPO UASI Program Standard Operating Procedure (SOP), as well as the SC SOP, and could find no conflict of interest.
- b) A follow-on question was raised: Would Carmen serving as the SC Vice Chair give her more authority or blur roles and responsibilities?
 - i) Denise said that the authority limits and voting procedures for grant and other financial matters are such as to not place Carmen in a position of extraordinary influence. She also mentioned that both Carmen and the Steering Committee Chair provide input into the direction and performance management of the RDPO Manager.
 - ii) The SC agreed to have Carmen serve as the SC vice chair for now and then review whether or not she should become Chair when Bob Cozzie's term in that role ends in early 2015.

5) Policy Committee Meeting Debrief and Next Steps – Scott Porter and Denise Barrett, RDPO Manager

- a) Scott shared meeting highlights and mentioned that Denise had produced and circulated a meeting summary (available at <http://www.portlandoregon.gov/rdpo/article/506026>).
- b) Scott then engaged the SC in a brief discussion on how to address the PC's request to be educated on FEMA reimbursement and emergency/disaster declarations at its winter meeting.
 - i) It was agreed that the second topic is much easier to address than the first, for which there is no one-size-fits-all answer. Given a shortage of time at this meeting, the SC agreed to circle back to this discussion in future meetings.

6) RDPO Organizational Updates – Denise Barrett

- a) **RDPO IGA:** Tracking of progress around the region shows that most county commissions/boards have review and approval of the RDPO IGA scheduled for an October 2014 meeting. The City of Portland will likely approve the IGA sometime in November, as Carmen is out of the country this month. County points of contact will engage the cities and special districts in their counties. Denise will follow up with Metro, Port of Portland and TriMet to see what their plans are for reviewing and approving the IGA.
- b) **RDPO Staffing:** Denise said she is in the process of hiring a new regional planner. The Portland Bureau of Human Resource received 65 applications. Denise and one other subject matter expert are reviewing all applications. Denise expects the certified list to be ready by October 17, 2014. She has formed a regional panel to begin interviewing candidates by the end of the month or in early November.

7) Program Committee (PrC) Report – Mark Daniel, PrC Chair

- a) Mark first gave a synopsis of the PrC's last meeting, which was held on September 15, 2014.
 - i) He said that the PrC reviewed the new RDPO Strategic Planning and Programming Cycle and associated project guidance and concept development forms.
 - ii) Discipline work groups and some task forces are actively developing and prioritizing their project concepts to meet the November 7, 2014, due date.
 - iii) The PrC's next meeting will be October 20, at which time it will take stock of how the project concept development process is going and, where possible, identify potential cross-discipline project opportunities. The PrC will also agree on how project concepts coming from multiple groups will be reviewed, synthesized and prioritized into one list.
 - iv) Mark said that the PrC will likely need both its November and December meetings to generate a prioritized list of project concepts for the Steering Committee to review and approve. He proposed that the PrC and SC hold a joint meeting in mid-January 2015,

emphasizing that such a meeting will help complete this first phase of decision-making on project concepts so the approved prioritized ones can be further developed into full project designs.

- (1) There was general consensus among SC members present for the joint meeting to happen as suggested.
- b) Mark then shared the progress being made on the 2014 THIRA update.
 - i) The THIRA update is around 40% complete, with a flurry of work still being done to engage subject matter experts around our region, the state, and FEMA Region 10, to, among other things, refine capability targets for all 31 core capabilities and estimate resource needs for 13 of those, as assigned by DHS/FEMA.
 - ii) There is more work than there are hands on deck and time in the calendar to complete this process to the level that we would like, but we will have made reasonable (respectable) progress by the late November due date to OEM.
 - iii) Implementation of the THIRA steps for some of the core capabilities is revealing regional planning and organizational challenges and opportunities.
 - (1) Denise Barrett shared that just to complete the work on Infrastructure Systems has required engagement with nearly ten different groups. She said that we have a long way to go in our region to reach a more systems-based preparedness planning approach -- especially considering multiple interdependent systems (e.g., electricity, water, wastewater, etc.)
- c) Mark concluded his report by sharing the PrC's commitment to increasing activity in support of the RDPO change outcomes.
 - i) The SC will recall that these change outcomes were originally created during the region-wide visioning process for the RDPO in 2008-2009 and then reviewed at the summer joint PrC-SC summer meeting to remind us of their importance in guiding our regional disaster preparedness efforts.
 - ii) Mark explained that the PrC worked on developing action items for two of the outcomes at its September 15, 2014, meeting.
 - (1) The first was "Achieving better horizontal and vertical connectivity and information-sharing." The PrC agreed that quick post-meeting summaries and/or a consolidated monthly briefing of all committees and other RDPO news/work in progress/achievements would be a useful tool to circulate around the region.
 - (2) The second outcome that the PrC reviewed was the one on increasing cross-discipline cooperation and collaboration, especially on planning, training and exercising. The PrC plans to put more energy into working on this outcome via the new project development process.

8) UASI Grant Program Update – Denise Barrett

- a) FY'2012: Denise Barrett said that she and Shelli held a couple of productive sessions with Washington, D.C.-based FEMA Program Analyst Dale Finney to finalize reports on the achievements and challenges of the UASI FY'12 grant. Denise said that she felt he was a supportive ally.
- b) For UASI FY'14, Denise mentioned that the City of Portland/PBEM has only received a template contract with OEM and not the final contract. Scott Porter asked if the counties could see that document; Denise said she would check and get back to the county leads as soon as Shelli returns from a break (i.e., October 20).

Approved

- c) Denise also shared information about the OMB Omni Circular, which takes effect in December 2014. It combines all administrative, audit and program compliance rules and regulations into one all-encompassing policy document. She noted the threshold for federal grant recipients to conduct an A-133 audit has jumped from \$500,000 to \$750,000. She said PBEM Finance will be orienting partners' finance/grants staff and project managers early in 2015. She also said the feds are imposing greater expectations for program performance, and OEM has asked PBEM to do more field monitoring.

9) Good of the Order – Scott Porter

- a) Cara Sloman, regional disaster preparedness officer at the American Red Cross Cascades Region and the non-profit sector representative to the SC, shared that the Red Cross has just launched a nationwide home fire safety campaign to reduce the number of injuries and deaths due to home fires by 25 percent within the next five years.
- b) Denise shared that Dave Kirby, former Steering Committee Chair, will return to the committee next month as a presenter. Dave was just sworn in as the Special Agent-in-Charge at the Oregon Department of Justice. He is now overseeing twelve staff, including those that run the TITAN Fusion Center.

10) Adjourn: with no other business at hand, Scott closed the meeting at 3:07 pm.