

## Program Committee Meeting Minutes

September 15, 2014

9:00 – 11:00 am

TVFR Command and Business Operations Center

11945 SW 70th, Tigard, OR



# RDPO

Regional Disaster Preparedness Organization

Unified. Prepared. Resilient.

### Meeting Attendees: Voting Members

1. Mark Daniel, Chair
2. Sue Mohnkern, Vice Chair
3. Adrienne Donner, Public Health Work Group Chair
4. Kori Nobel, Marine and Civil Aviation Work Group Chair
5. John Wheeler, Emergency Management Work Group/REMTEC, Vice Chair
6. Zumana Rahman, NW Hospitals Emergency Management Committee Chair
7. Lonny Welter, Public Works Work Group Chair

### Meeting Attendees: Non-Voting Members

1. Denise Barrett, RDPO Manager

### 1) Welcome, Introductions, and Agenda Review

- a) PrC Chair Mark Daniel opened the meeting at 9:05 am by welcoming all participants and asking for self-introductions.
- b) Mark then reviewed the agenda for today's meeting, calling for any last minute changes. With none being voiced, Mark proceeded to the next agenda item.

### 2) Administrative Matters

#### a) Minutes from the August 18, 2014 Joint PrC-SC Meeting

- i) Mark asked the members present if they had any changes to the minutes at hand. Kori Nobel asked that "Nobel" replace the two times "Olsen" mistakenly appears as her last name. With no other changes being voiced by the PrC, Mark asked for a motion to approve the Minutes of the August 18, 2014 PrC Meeting. Sue Mohnkern motioned for the approval, which was seconded by Adrienne Donner. The PrC members present then gave their unanimous approval of the minutes. (Note: a quorum of members was present.)

#### b) Regional Disaster Preparedness Messaging (RDPM) Task Force SOP

- i) Sue Mohnkern, PrC vice chair and former chair of the RDPM Task Force, explained that the work of this group is focused on preparedness and resilience messaging and not on response messaging. In other words, this is not another PIO Work Group, although many member of the task force are PIOs. Some Task Force members manage community outreach programs. The group was created out of a desire to build consistency in preparedness messaging in the region and is presently working on inventorying disaster preparedness/community resilience educational resources that jurisdictions/organizations use in their programs to, among other things, develop an online resources sharing library.
- ii) Denise Barrett said that the group is also interested in developing a regional campaign and/or brand, as well as developing and maintaining a campaigns and events calendar and/or brand. There is potential for the group to develop one website portal for all of these efforts.
- iii) Sue then mentioned that the timeline for the Task Force to have a clear direction and complete all of the objectives in the SOP will take several more months than originally thought. So far, the Task Force has been highly engaged.

- iv) John Wheeler asked if the RDPM Task Force has adequate representation of jurisdictions from around the region, but then qualified his question to ask if CRESA/Clark County was represented. Denise said that Eric Frank of CRESA has now joined the group, and before that Brian Landreth and Cheryl Bledsoe were both involved, especially at the time when the Task Force saw an opportunity to get more partners from the region involved in CRESA's 30Days30Ways campaign. This effort, coupled with the Task Force's use of grant funds on selected components of the Red Cross' new Prepare! Guide, demonstrated the value of this group.
  - v) Marked asked if there were any other questions about the RDPM Task Force or the SOP, and then called for a motion to approve the SOP. Kori Nobel motioned to approve; Adrienne Donner seconded the motion. The PrC then gave a unanimous vote to approve the RDPM Task Force SOP.
- 3) Implementation of the New RDPO Strategic Planning and Program Management Cycle (SPPMC)**
- a) Denise briefly reviewed the SPPMC package of documents and the roles and responsibilities of the PrC, discipline work groups and task forces following the call for project concepts. It will be recalled that the package of documents was distributed to the PrC for further distribution to members of work groups and task forces in August 2014. She asked if there were any questions and reminded the PrC that the initial project concepts are due to the designated email box by November 7, 2014. She said there may be a need to use both November and December Program Committee meetings to review the concepts and complete the prioritization process.
  - b) John Wheeler, vice chair of the EMWG/REMTEC, gave a brief presentation on his group's progress in developing and prioritizing project concepts that align with REMTEC's purpose/should be owned by the group, as well as have a good return-on-investment, serve the region and are of value to local programs, etc.
    - i) To hone in on a set of projects to pursue, REMTEC has reviewed a brainstorming session that was held in the spring, the RDPO 2014-2016 Strategic Priorities, the 2011 Portland Urban Area Homeland Security Strategy, and the PACEsetter 2012 After Action Report/Improvement Plan.
    - ii) Several REMTEC members stepped forward to prepare concept worksheets, with draft objectives and deliverables. John said that the entire October REMTEC meeting will be devoted to reviewing the initial concepts and further defining their scope.
    - iii) Having sifted through a long list of concepts, the main subject categories are:
      - (1) EOC Development
      - (2) Situation Assessment
      - (3) Resource Management
      - (4) Disaster Human Resources
      - (5) Mass Care
    - iv) John emphasized that the process has not been grant-driven, and in fact some of the projects do not require funding but are pieces of work that can be accomplished in a couple of meetings.
    - v) Examples of REMTEC project concepts:
      - (1) Regional EOC training committee: better scope out and resource that committee.
      - (2) Emergency Management operational training, organization of hosting and sharing of facilities and a shared calendar. Look for and address gaps in training curricula; upgrade to planning and operations courses.
      - (3) Common GIS solution: MapperPro (used in our region already) or Raptor (offered by the State of Oregon Office of Emergency Management and used by some local jurisdictions)?

- (4) Refining the regional information-sharing plan, which the PACESetter 2013 AAR/IP had identified as a need.
- (5) Resource ordering. John related the OSO landslides, which literally had thousands of resource requests. No one in our region has the ability to track that level of resources.
- vi) Sue Mohnkern said that the Public Health emergency managers will not be at the October 3<sup>rd</sup> REMTEC meeting, and so wanted to make sure that she and others gave input on the inclusion of vulnerable population data in the GIS needs assessment project concept.
- vii) Adrienne Donner asked John to share all documents in advance, which he said was his intention.
- c) Mark Daniel then asked other PrC members about the status of their project concept development.
  - i) Kori Nobel said she has a Marine and Civil Aviation Work Group meeting tomorrow. They will clean up their project list and then engage the Fire/EMS and Law Enforcement Work Groups to explore possible joint projects.
  - ii) Adrienne Donner said that the Public Health Work Group held strategic planning meetings; looked at the criteria REMTEC had set, especially liked the question of whether the project is really regional. The desire is to put forward projects that make sense and the group is able to implement. Adrienne also mentioned that a major project in the coming year will be the regionalization of the Public Health and Hospital Preparedness programs, including the Cities Readiness Initiative and the Health Preparedness Program. The aim is to consolidate governance structures and staffing, as well as streamline program elements like training and exercise, to yield a more efficient and productive regional model.
  - iii) In the absence of the LEWG Chair Henry Riemann, Mark shared that LEWG is working on a paradigm shift: “retooling from being equipment-driven”. LEWG included some training in past projects. He asked: Who all truly is involved in this? Need to achieve a wider regional benefit. LEWG is very operational. Core group of about 10-12 show up to meetings. Thirty-five people show up when there is money on the table. Shifting from being grant-centric and equipment-driven will take some time. Want better connections in the intelligence community; optimistic that the TITAN Fusion Center will continue to strengthen. Ensure data call for annual DHS risk profile exercise is completed well.
  - iv) Marked also mentioned the RDPO may want to consider how to support the major technological changes (e.g., new CAD systems and P25 radio replacements) and their associated costs in order to maintain region-wide communications interoperability. Expect requests from police, fire, communications/PSAPs, public works and other groups.
  - v) Zumana Rahman: Kathryn Richer and Zumana had a meeting to discuss the project concepts call in view of the hospital preparedness program needs. There are some medical surge response trailers that require PPE, tents, and medical equipment replacements/enhancements. Also identified need for training materials for trauma surge. Oregon SHSP funded final stages of regional trauma surge planning, but there is a need to train personnel around the region on the concepts of operation.

#### **4) Working to Achieve the RDPO Change Outcomes**

- a) Mark led the PrC in a brainstorming/discussion on how the PrC can working more intentionally towards the RDPO’s change outcomes. He reminded the PrC that these change outcomes were originally created during the region-wide visioning process for the RDPO in 2008-2009 and then reviewed during the joint PrC-SC summer meeting to remind us of their importance in guiding our regional disaster preparedness efforts.

- i. Due to time constraints, just two outcomes were explored, with the first being **“achieving better horizontal and vertical connectivity and information-sharing.”** Sue Mohnkern proposed, and the PrC agreed, that quick post-meeting summaries and/or a consolidated monthly briefing would be a useful tool to circulate around the region. She emphasized “It doesn’t have to be pretty and it needs to give only the highlights”.
- ii. The second outcome reviewed was the one on **increasing cross-discipline cooperation and collaboration, especially on planning, training and exercising.** Adrienne Donner said she thinks the multi-stage RDPO work plan development process will give an opening to identify projects that could engage multiple disciplines. John Wheeler said that PrC members need to balance representing the needs of their work groups and those that may be of a higher regional need/have the biggest impact. It was agreed that the more the PrC practices the new way of working the more the group will be successful in producing a robust work plan of projects that meet the greatest needs/are of high value in meeting gaps. John also stated the value of the THIRA process in eventually helping the region identify gaps. The PrC agreed that more time spent reviewing the concepts will yield better decisions. Denise took note and has now extended the review process to the November and December PrC meetings.

#### **5) UASI Grant Program**

- a) Denise stated that the UASI FY’12 grant is now closed and PBEM has requested OEM to request the feds to de-obligate around \$555,000 in unspent funds. A large portion of that amount was due to the extra funds OEM asked our region to spend. About one-third was due to project underspends, which calls for better project design and monitoring or implementation. A combination of not having an FY’13 grant to help absorb underspending, closing FY’11 and FY’12 within months of each other, and having no extra time to implement has placed the region in this situation.

#### **6) Meeting Adjournment**

- a) Due to time constraints, Mark called for meeting closure, pre-empting agenda items #6 (THIRA Update) and #7 (Round Table and Good of the Order). The PrC concurred with the call. The meeting ended at 11:00 am.