



Program Committee Meeting Summary

January 28, 2016

1:00 – 4:00 PM

Red Cross, 3131 N Vancouver Ave., Portland OR

Meeting Attendees: Voting Members (Quorum was present – ten of 12 positions represented.)

1. Merrill Gonterman, Chair
2. Adrienne Donner, Vice Chair and NW Hospitals Emergency Management Committee Chair
3. Cheryl Bledsoe, PDCC Delegate to the PrC
4. Philip Bransford, PIO Work Group Chair
5. Robin Holm, Public Health Work Group Chair
6. John Wheeler, REMTEC/Emergency Management Work Group Chair
7. Tom Williams, Fire/EMS Work Group Chair
8. Lonny Welter, Public Works Work Group (PWWG) Chair
9. Josh Goldschmidt, Metropolitan Air Support Unit and Law Enforcement Work Group member, (proxy for Henry Reimann, Law Enforcement Work Group Chair)
10. Christian Jones, Marine and Civil Aviation Work Group

Meeting Attendees: Non-Voting Members

1. Denise Barrett, RDPO Manager
2. Emma Stocker, RDPO Planning Coordinator
3. Amy Cole, PBEM Grants Compliance Program Coordinator
4. Jeremy Van Keuren, Citizen Corps Work Group Chair
5. Alice Busch, Multnomah County Emergency Management
6. Cynthia Valdivia, Citizen Corps Work Group representative
7. Steve Dangler, Multnomah County Sheriff's Office
8. Jill Bushnell, Pierce County Emergency Management (Observer)
9. Kyle Bustad, Pierce County Emergency Management (Observer)
10. Scott Heinze, Pierce County Emergency Management (Observer)

1) Chair Merrill Gonterman called meeting to order @ 9:05 am and asked for self-introductions.

Denise expressed thanks to Merrill and Adrienne for taking up the Program Committee leadership positions and also acknowledged the visitors from Pierce County Emergency Management, who came to Portland to learn about the RDPO.

2) Minutes from the Program Committee's December 15, 2015 meeting – Merrill Gonterman

Merrill entertained a motion for the minutes from the December 15, 2015 meeting to be approved. Adrienne Donner moved for their approval; Tom Williams seconded the motion. The minutes were approved unanimously by the PrC members present.

3) Project Concepts Revisions Update – Amy Cole, PBEM Grants Compliance Program Coordinator

Program Committee Approved on March 7, 2016

- a) At the December 15, 2016, the Program Committee called for some revisions and clarifications of select projects. Amy provided the update on all of the follow-ups she completed with project managers to refine project documents and obtain clarifying answers. Briefly,
 - i) PsyStart – Project Manager Sue Mohnkern had been asked if other agencies are on board and regional buy-in for using the program. Sue reported that she had confirmed Portland Fire and Rescue’s Tom Williams is supportive of using it. This project may require additional groundwork in the area of establishing a task force and ensuring full buy-in around the region to ensure that it will be used and imbedded into programs.
 - ii) Mobile Water Treatment Plant for City of Gresham – Was the original \$100K budget sufficient to purchase the equipment? Amy said it was prudent to add \$10k because the purchase would be made a few years from now if the project is approved for funding under UASI FY2016.
 - iii) Communications Study and Gap Analysis Project, Phase II -- Would \$160k be enough for the project? Amy followed up with the project’s manager, Donn Bunyard, who said he would be more comfortable with \$200k, but could also do for \$160k. The budget question is unclear as the first phase of the project has not been implemented yet (funded under UASI FY2015).
 - iv) The two equipment/technology upgrades for MAST planes -- Would there be other funding sources for the project submitted by the Multnomah County Sheriff’s Office? No other funding sources identified at this time. Wash Co video downlink: a more detailed budget was requested and received. (Josh Goldschmidt later added: keep the WaCo project at \$200K to ensure installation costs are covered. Exercise for MAST \$16k: backfill and overtime for pilots during the exercise. This would be the first coordinated exercise for all the assets.)

4) Presentation of Project Concepts – Various Chairs and SMEs of Work Groups/Task Forces

- a) Several work groups chairs and SMEs presented 14 project concepts to the PrC for review. This was the second batch of projects to be reviewed by the PrC since December 2015. All concepts can be found at the following link: [Project Concepts](#).
 - i) **Public Health Work Group** – Adrienne Donner presented the projects.
 - (1) Mass Fatality Incident Morgue Operations project: Request developed by medical examiners within the region, and vetted through PH work group. Medical examiners group has noted gaps in equipment for mass fatality events in the region. Would like to buy equipment to enhance the mobile morgue, which was purchased with UASI funds several years ago. This mobile morgue is the only one on the West Coast. It has been deployed out of Oregon in the past. Resource for entire state. Equipment requested is seen as essential to help in operations, especially for larger incidents when normal partners (e.g. hospitals, Law Enforcement) would not be able to assist. This project is scalable as includes several pieces of equipment. Group has taken into account maintenance and replacement needs.
 - (a) Questions: any matching funds available? Have used SHSP funds and UASI funds in the past.
 - ii) **Fire/EMS Work Group** – Tom Williams, Fire/EMS Work Group Chair
 - (1) USAR Training is group’s first priority; it’s for structural collapse rescue training. Budget of \$369k covers cost of personnel and training.
 - (a) Question: a few years back fire was dismantling USAR teams, are those back? Those were funded by the state, which no longer supports the program. Several fire agencies in the region maintain USAR teams. The newly trained teams could travel

across metro and state if needed. This training is for regular fire fighters on the trucks.

- (b) Question: Is this a train-the-trainer? Yes, it could be.
- (c) Question: Is this a technical or awareness course? It's technical; it's the second step. Portland Fire and Rescue has already trained everyone through the first step.

(2) Second priority for the Fire/EMS Work Group is tactical medical/TECC. The goal is to teach the officers how to care for themselves. Project would train 60 fire and law enforcement officers. Lot of interest in fire agencies.

- (a) Question: Could this be a train the trainer? Yes, could be. But as an advanced medical class, it does require a physician as instructor.
- (b) Question: If the training refers to specific equipment, is that equipment included? Some of the equipment is already available.

(3) Third priority is a replacement of equipment for Clackamas Fire District #1: air strut supports for urban search and rescue rig. Would like the new technology to replace outdated equipment that was originally purchased under UASI.

- (a) Question: Do you know if they have access to other funds? Don't know specifically, but they may. And there are probably other teams that need this.
- (b) Question: When was original purchase? 2006 or 2007.
- (c) Question: Isn't it the responsibility of the owner to manage the long term maintenance and replacement? Typically, yes.
- (d) Question: Is service life really 5 years? The 5 years refers to the potential new equipment.

iii) **Portland Dispatch Center Consortium/Comms Work Group** – Cheryl Bledsoe

(1) One project, as combined ask of all 911 centers in PUA, CAD-to-CAD Enterprise Service BUS (ESB) replacement, which has come to its end of life, end of service. Problem #1 is that all CAD is proprietary and all 911 centers have a different system. The ESB is used to translate the messages between all the CAD systems. This is a five-part project that includes utilities and intelligent transportation. We estimate the overall cost would be \$3 million. Asking \$1 million this round. RDPO awarded \$500,000 under UASI FY2015. Looking at Transportation Grant for additional funds. Would need 500k at the least. Ongoing costs will be borne by agencies involved (several hundred thousand per year). Expect 10 year life span of this technology.

- (a) Question: Is there a movement towards open source? Yes, federally there is a call for this. But there are also regulations for data security.

iv) **Marine and Civil Aviation Work Group** – Christian Jones

(1) Project consists of a follow-on phase the Shipboard Threat project funded under UASI FY15. Funds requested would support the functional/full-scale exercise. Anticipate amending the UASI FY15 project, which was under-budgeted at \$100K, to remove the full exercise and only include planning and table top exercise. Request is for \$100K to hire a contractor and also pay for participant agencies' back-fill and overtime needs.

- (a) Question: Would this be open to other partners, like CERT? Yes, full range of partners.

v) **Citizen Corps Work Group** – Cynthia Valdivia

(1) Much of the request is for continued training (part of the strategy to keep volunteers), uniforms, regional collaboration, outreach in the Latino community.

- (a) Question: One assumes that Citizen Corps Programs are funded by the local emergency management agencies, so why is the RDPO being asked to fund them? Besides funding for program staff, there is no local funding for the full replete of

program activities. We are asking for funding to help standardize training across the region. We have started conduct exercises across jurisdictions.

(b) Question: Can you say more about the Listos! Program: It is a five-week program based on CERT but modified for lower literacy and low English, and more culturally appropriate.

vi) **REMTEC/Emergency Management Work Group** – John Wheeler

- (1) Fuel management exercise, REMTEC's top priority, calls for consultant services to support planning. Tabletop's central question: How would we prioritize scarce fuel resources? The infrastructure for fuel is very vulnerable. Partners from around the region and the state, including State of Oregon Department of Energy will be involved.
- (2) Recovery planning for the five counties in the region is the second REMTEC priority. Project would hire a contractor to support the development of comprehensive recovery plans, which is a current gap. Challenge is that there has not been common standards for this, but now there is the FEMA framework that can be used as a starting point, and there are some examples from other jurisdictions as well (e.g., Seattle and Pierce County).
- (3) Windshield Survey project - hire contractors to take what was done in Washington County, regarding identifying Critical Infrastructure and Key Resource sites, mapping, developing protocol for assessment, and expanding those procedures to be consistent across the region. Need these procedures to get quick situational awareness. Project will involve four counties and City of Portland. Information would feed into regional common operating picture.
 - (a) Question for both recovery and windshield survey project: Which groups will work with this? Proposal says only REMTEC, but the partnerships are larger (e.g. Public Works/Utilities, Fire/EMS, etc.). JW: Indeed, engagement necessarily would be more expansive.
 - (b) Question for Windshield Project: ODOT has procedures for bridges, ATC 20, so is this proposal for something different? Yes. Those procedures are for specific uses and specific programmatic needs. This is to get a rapid snapshot of all the critical infrastructure to then develop priorities for response. It's a way to coordinate all those different assessments.
- (4) Hazard Mitigation Messaging Project – aims to develop public awareness/education toolkit, using contractor to work with local educators (who work in risk reduction, hazard mitigation). Focus on developing an effective messaging strategy to educate the public on hazards and how to mitigate risks. Natural hazard mitigation planning has extensive public involvement requirements. Project includes holding two workshops -- one to brainstorm, one to evaluate the contractor's products.
- (5) Shelter trailer and supply caches project: calls for the purchase of either mobile or semi-mobile caches of equipment/supplies (each cache to support about 100 people). Needed as a step to prepare for mass shelter incidents. Would take best practices from Clackamas County for management and tracking of the supplies. Six jurisdictions support the project.
- (6) Just-in-time training kits for shelter staff: compliments the project above; six jurisdictions support the project.
 - (a) Question: Does this project bring up again the need for a regional inventory list? Yes.

5) Arriving at a Set of Proposed Projects for Steering Committee Review and Approval

Program Committee Approved on March 7, 2016

- a) Denise Barrett and Amy Cole worked with the Committee to determine a set of projects for three potential tiers of funding: \$1 million, \$2 million and \$3 million. An in-depth discussion and some negotiations led to the following preliminary prioritization. Note that each subsequent level includes all projects from the prior level(s):
- b) **\$1 million level**
 - i) #11 Regional Information Sharing Enhancements (reduced ask from \$1M to \$500K)-this project concept could be considered law enforcement because 80% of calls are law enforcement; 20% are fire. There was consensus that this project concept should be the #1 priority.
 - ii) #1 Citizen Corps Regional Project – potential for some scaling/prioritization of items within the project
 - iii) #15 Medical Examiner Reg. mass Fatality Equip. could be scaled back from \$592,348 to \$167K (subtracting the mobile X-Ray machine)
 - iv) **Other projects that could be in the \$1M mix:**
 - (1) #16 Public Health and Medical Response Planning-Phase I -- could perhaps be funded out of FY15 funds (foreseeing funds from an upcoming amendment of the Trauma Surge Project)
 - (2) #5 Tactical Science for Law Enforcement - \$50K
 - (3) #13 Emergency Mobile Water Treatment Plant - \$100K
 - (4) #19 Fuel Management Exercise - \$50K
 - (5) #21 Windshield Survey Procedures - \$150K
 - (6) #8 Video Downlink for Aviation Support Unit - \$200K
 - (7) #4 USAR Operations Training - \$369,947 (could be somewhat scaled down; Amy to follow-up with Tom after meeting)
- c) **\$2 million level (add the \$1 million above)**
 - i) #3 Tactical Medic/TECC - \$77,149-this project can be law enforcement
 - ii) #9 Metro Air Support Exercise - \$16,200
 - iii) #14 Personal Use Water Bags - \$54,000
 - iv) #7 MCSO Air Support Wescam/Moving map/Downlink - \$674,330
 - v) #10 Tactical Boarding of a Vessel Exercise - \$100K
- d) **\$3 million level (add \$1 million and \$2 million projects to this)**
 - i) #20 Recovery Planning - \$300K
 - ii) #22 Hazard Mitigation Public Outreach - \$75K
 - iii) #18 PsySTART - \$77,420
- e) **Not prioritized during discussion:**
 - i) #23 Shelter Support and storage systems - \$195K
 - ii) #6 MAST iPad Minis - \$8,820
 - iii) #24 Just-in-Time Shelter Training Kits - \$82,400
 - iv) #12 Phase II Comms. Study/Gap Analysis \$160K
 - v) #17 Public Health & Medical Response Planning Phase II \$120K
 - vi) #2 Airshore Rescue System - \$78K (Discussion centered on the thought that the purchase of this equipment would be replacement of equipment that was originally purchased with UASI grant funds in a prior year. Policy has been to not fund replacement equipment.)
- f) **Additional notes on the prioritization of projects:**
 - i) It's helpful if work groups prioritize project concepts in order (numbered, not labeled "high," "medium," or "low"). When all projects are put in the whole pot, knowing which ones are the top of each group supports Program Committee and Steering Committee decision-making.

Program Committee Approved on March 7, 2016

- ii) It's important to look at project concepts that have day to day application, not just emergency application.
- iii) It's helpful to look at project concepts in context: Are they part of a larger network or on-going series of projects?
- iv) Project concepts that are truly regional in nature should be prioritized – already a criteria.
- g) **Next Steps:** Amy will share the results of this session with the PrC by email in the coming week for additional feedback.

6) RDPO Updates – Denise Barrett, Amy Cole, and Emma Stocker

- a) Denise shared the UASI FY14 project implementation update: overall grant extension expected from end of May to end of June (or July) 2015. Several projects have finished; handful still open. Expecting some underspends; have ideas how to spend that on law enforcement and regional radio cache projects. Click here for more information: [UASI FY2014 projects](#).
- b) Amy on 2015 UASI: have contract from state; drafted ordinances to present to Portland City Council (date TBD); working on IGAs. Spending for Portland will start soon, while around the region looking more like April 2016. Deadline for equipment purchases: December 2017. PTE contracts completed with all invoices submitted by February 2018.

7) Good of the Order – Merrill/All

- a) **Philip Bransford** shared that the Regional PIO Work Group has been meeting quarterly and recently updated its SOP. The task force will be working on revising the Regional JIS/JIC ConOps to be in alignment with the Regional MAC ConOps.
- b) **Emma Stocker** mentioned that the THIRA 2015 Update was submitted to FEMA Region X in late December 2015. Thanks to all who participated.
- c) **Adrienne Donner** shared that an update on the status of the trailers purchased several years ago for the hospitals is expected soon.
- d) **Lonny Welter** shared that the Public Works Work Group met yesterday, shared reports of impacts from the December storms. Expecting presidential declaration for that flood/wind event. Many from the group participated in the RDPO Disaster Debris workshop/TTX that was held in January. All thought it was worthwhile.
- e) **Cheryl Bledsoe** shared that there will be an interoperability strategic planning workshop down in Salem next week. She said she will also be presenting at REMTEC on the 5th. March 8-10 is the Western Regional Conference for APCO (vendor passes are free). There is an “emerging tech forum” in Seattle in November. Important radio bond in Clackamas and Washington Counties.
- f) **Christian Jones** said he has nothing new to report. Marine and Civil Aviation Work Group to meet again in February.
- g) **Cynthia Valdivia** reported that the Citizen Corps Work Group has almost completed the revision of its SOP.
- h) **John Wheeler** reported that the Disabilities Access and Functional Needs project is expected to start soon. Denise clarified that she and Scott Porter are hoping to present to Portland City Council on February 24 the ordinance that would authorize the City to enter into the contract with Global Vision Consortium – so we are looking more at an early March start date. John continued: REMTEC is also working on developing a plans and ops course. Stranded worker agreement in progress (regional IGA, in final vetting with Multnomah Co attorney). Resource Management Committee is working on a project that creates links between state and regional EOC ordering.
- i) **Next Meeting (Joint PrC-SC):** March 7, 2016, 1:00 – 3:00 pm at TVFR in Tigard.

- 8) With no other business, Merrill adjourned the meeting at 3:55 pm.